

<b>Group:</b>	BOT	<b>Chair:</b>	Renee Buchanan, President
		<b>Facilitator/Observer:</b>	Deb Myrbo, President elect
<b>Date:</b>	2022-07-26 (Tues)	<b>Minute Taker:</b>	Sophie Hannauer, Secretary
<b>Location:</b>	Reeb in-person	<b>Meeting started:</b>	6:37 PM
<b>Members Present:</b>		<b>Meeting adjourned:</b>	8:40 PM
<b>Others Present:</b>		<b>Version:</b>	Final Minutes
<b>Charge:</b>	<a href="https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;oid=113996274166732070477&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;oid=113996274166732070477&amp;rtpof=true&amp;sd=true</a>	<b>Facilitator/Observer:</b>	Deb Myrbo
		<b>Minister of Delight:</b>	Tom McClintock

Goal	Time	Agenda item (Length)	Discussion	Decisions/Actions/Tabled
Gather & Grounding	6:30 - 7:18 PM	Welcome & Light Chalice Check-in Delight Centering time <a href="#">covenant</a>	Tom delighted us with facts about Rubik's cubes and steps for how to solve them.  Karen shared opening words from BLUU. Reflection question: how have you changed since march of 2020 and how has that changed your faith/spirituality/relationship with JRUUC?	
Vote	7:20 PM	Vote to approve Heike Saynisch as 22-23 board member at large (1 yr term to backfill Deb)		<b>Decision</b> The BOT voted to approve Heike Saynisch as a BOT member to fill the rest of Deb's term as at large member.
Discussion	7:18-7:20 PM	Robert's Rules of Order	Deb shared that Roberts Rules of Order is a white supremacist institution, so Renee and Deb as president and president-elect have decided that JRUUC BOT will be relaxing our use of it. <ul style="list-style-type: none"> <li>- There will be no more motions for voting or points of order, in favor of more focus on discussion of broader issues rather than minutiae.</li> <li>- There is no explicit "replacement system" for Roberts Rules at this time - the BOT will see how this goes and adjust accordingly.</li> </ul>	

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			<p>- The goal is to be more consensus driven.</p> <p>Purpose of consent agenda: Everyone should review reports and materials before meeting and request things to be put on the agenda if they feel it needs more discussion.</p>	
Vote	7:20-7:23 PM	<p>Adopt Agenda  <u>Consent Agenda:</u></p> <ul style="list-style-type: none"> <li>● Last months meeting minutes</li> <li>● Treasurer's Report: Glen;</li> <li>● BSC Report: Tom;</li> <li>● C-19 SPTF Report: Deb;</li> <li>● Minister's Report: Karen</li> <li>● Communication Council Report: Renee</li> </ul>	<p>Note: June 2022 meeting minutes were updated with notes from 30-Jun-22 ad hoc BOT meeting to discuss COVID-19 task force.</p>	<p><b>Decision</b>  The BOT voted to approve the consent agenda.</p> <p><b>Actions to be taken</b>  Deb requests that committees have reports in by Friday before meeting so there is time for everyone to review.</p>
Discussion	7:23-7:35 PM	<p>Items pulled from Consent Agenda to discuss</p> <ol style="list-style-type: none"> <li>1. COVID-19 task force: Plan to present draft policy to congregation</li> </ol>	<p>C19SPTF plans to discuss how to present the new draft plan to the congregation during their August 9 meeting. (During the June 30 ad hoc meeting the draft plan was approved by BOT to present to congregation)</p> <p>Congregational input on the plan is necessary before the BOT can take further action. The hope is to have congregational listening sessions and any revisions done before the next BOT meeting in August; but if that does not happen,</p>	

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			<p>the board will not vote on the new policy until listening sessions have occurred.</p> <p>Revisions to the plan may happen based on congregational input - then the BOT will have a vote to approve the final version.</p>	
Rejuvenate	7:35-7:40 PM	Break		
Discussion	7:40-7:42 PM	Change of Board Meeting Structure	The structure of BOT meetings is changing slightly to align with the governance structure outlined in Dan Hotchkiss's book <i>Governance and Ministry</i> . Topics will be grouped by "Ministry Focus" and "Governance Focus" to improve flow of meetings.	
Discussion	7:42- 8:10 PM	<p>Ministry Focus</p> <ol style="list-style-type: none"> <li>1. Staff hiring update: Office administrator</li> <li>2. Staff hiring update: Cleaning</li> <li>3. Breeze transition &amp; training update</li> <li>4. 8th principle team: Update and add to ministry report</li> </ol>	<p>Ginny Scholtz is the temp office administrator through the end of August 2022.</p> <p><b>Office Administrator Position:</b> The position description was sent to other Madison UU congregations, is posted on our website and FB page, and on Craigslist. - There was a \$25 fee to post on Craigslist.</p> <p><b>Cleaning Staff Position:</b> Rev. Karen is working on job description for the cleaning staff position and will send to the BSC for review before posting. The BSC meets on the third Monday of August, and will review the position description on or before that meeting.</p> <p>Karen shared that historically, JRUUC has hired someone from Options for Community Living (a disability workforce support organization) as cleaning staff.</p>	<p><b>Decisions</b></p> <p>The BOT decided by consensus to allocate the \$25 Craigslist fee under the Office Administrator salary.</p> <p>The BOT decided by consensus to prioritize hiring someone from Options for Community Living for the cleaning staff position.</p> <p><b>Actions to be taken</b></p> <p>Rev. Karen will also look into posting the office administrator position on UUA regional website, Indeed, ZipRecruiter, LinkedIn, and sharing it with other non-UU churches.</p> <p>Rev. Karen will include the 8th Principle Focus Team in her ministry update going forward.</p>

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			<p><b>Breeze and Quickbooks Update:</b>  All accounting is now done in Quickbooks Online.  Breeze is for membership data - volunteers may be given access to certain things for coordinating membership online.</p> <p>Glen suggests the following general plan for onboarding onto Breeze:  Phase 1: Office administrator onboards  Phase 2: Congregation members get access to Breeze profiles  Phase 3: Discuss and plan how to get group membership in Breeze, allow volunteers more access</p> <p><b>8th Principle Focus Team (subgroup of JLT):</b>  The team sent a draft charge to the JLT.  The JLT will comment on the draft charge.</p>	
Discussion	8:10-8:20 PM	<p>Governance Focus</p> <ol style="list-style-type: none"> <li>1. Check approval: Breeze and electronic signatures-change in process</li> <li>2. Check approval: Get Sophie and Karol as signers</li> <li>3. 21-22 Budget: If surplus what to do? Create new discretionary fund reproductive justice? Professional</li> </ol>	<p>Historically, all BOT members could sign checks and 2 people had to sign each check. This process isn't really relevant anymore now that most payments are done electronically.</p> <p>Glen is starting to do some online approvals of bills.</p>	<p><u><b>Decisions</b></u></p> <p>The BOT decided by consensus that all BOT members should be check signers.</p> <p>BOT Fall Retreat tentatively scheduled for September 17 from 10am-2:30pm, with a backup date of September 11 from 1-5:30pm.</p> <p><u><b>Actions to be taken</b></u></p> <p>Glen will initiate the process of adding new check signers and removing old ones through Park Bank. New BOT members need to send Glen their name as they sign it.</p> <p>Rev. Karen has come up with proposals for the budget surplus - she will send them to everyone to review before the next meeting.</p>

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		<p>expenses for staff? UUA contribution?</p> <p>4. Rental policy: Review and update as needed. Rate setting, usage of equipment.</p> <p>5. Retreat Overview &amp; Goals: Framework for goal setting</p>		<p><b><u>Tabled for later discussion</u></b></p> <p>We need a policy for electronic payment approval.</p> <p>Rental Policy</p> <p>Budget Surplus</p>
Decision		<p>1. Electronic check approval process with Breeze</p> <p>Vote 2</p>	Tabled for further discussion. No vote taken.	
Discussion	8:20-8:29 PM	No-Staff Huddle		
Decision	8:29 - 8:30 PM	Next Meeting's Roles		<ul style="list-style-type: none"> <li>- Facilitator/Observer: Deb</li> <li>- Opening/Closing Words: we will read the BOT covenant as we light chalice instead of opening words, and do one word check out instead of closing words going forward</li> <li>- Minister of Delight: Karol</li> </ul>
Review	8:30-8:38 PM	Observations: Process	<p>Deb appreciated that new people asked questions.</p> <p>Feedback on first meeting not using Robert's Rules:</p> <ul style="list-style-type: none"> <li>- We need to be more conscious of time</li> <li>- We should have a pause point where we decide we are ready to make a decision before we vote</li> <li>- We need to take time to make sure that topics are fully discussed before moving on</li> </ul>	

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			- Should we have agreed upon “phrases” for transition points? (instead of motions)	
Conclude	8:38-8:40 PM	Confirm next meeting: Check-out Extinguish Chalice	Next meeting: Wed 17-August 6:30 pm. Plan for the third Wed of the month going forward per doodle poll results.	