

<b>Group:</b>	BOT	<b>Chair:</b>	Renee Buchanan, President
		<b>Facilitator/Observer:</b>	Deb Myrbo, President elect
<b>Date:</b>	2022-08-17	<b>Minute Taker:</b>	Sophie Hannauer, Secretary
<b>Location:</b>	Reeb in-person and zoom <a href="https://zoom.us/j/92114304525?pwd=WVJmWGIPUFFDZEZhMFVNeTFGYnExdz09">https://zoom.us/j/92114304525?pwd=WVJmWGIPUFFDZEZhMFVNeTFGYnExdz09</a> Meeting ID: 921 1430 4525 Passcode: 730320	<b>Meeting started:</b>	6:35 PM
<b>Members Present:</b>	Karol Niemann, Heike Saynisch, Renee Buchanan, Deb Myrbo, Glen Gordon, Reverend Karen, Sophie Hannauer, Tom McClintock (via Zoom)	<b>Meeting adjourned:</b>	8:38 PM
<b>Others Present:</b>		<b>Version:</b>	Draft
<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>	Karol Niemann

Goal	Time	Agenda item (Length)	Discussion	Decisions/Action Items/Tabled
Gather & Grounding	6:35 PM - 6:57 PM	Welcome & Light Chalice Check-in Delight Centering time <a href="#">covenant</a>	Deb read the covenant.  Karol delighted us with a performance of "Ode to My Family" by The Cranberries.	
Vote	6:57 PM - 7:00 PM	Adopt Agenda <u>Consent Agenda:</u> <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> </ul>		<b>Decisions</b> BOT voted to adopt the consent agenda.

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		<ul style="list-style-type: none"> <li>Minister's Report: Karen</li> <li>Communications Council Report: Renee</li> </ul>		
Discussion	6:57 PM	Items pulled from Consent Agenda to discuss	No items were pulled from the consent agenda.	
Discussion	7:00 PM - 7:28 PM	<p>Ministry Focus</p> <ol style="list-style-type: none"> <li>Possibility of finding funding to support ongoing multi platform worship</li> <li>Review and hopefully approve 8th Principle Project Focus Team charge</li> <li>Committee on Shared Ministry</li> </ol>	<p><b>Multiplatform Worship</b></p> <p>There may be some requests coming to the BOT for equipment to enhance/improve multiplatform worship. Karen will provide details in a later minister's report. Karen is also considering the possibility of hiring someone to run the AV on Sunday mornings to reduce the burden on volunteers.</p> <p><b>8th Principle Team</b></p> <p>The group is not yet done creating the charge, and will hopefully be done by next month's BOT meeting. They are shifting their focus to only the adoption of the 8th principle, not action work.</p> <p><b>Committee on Shared Ministry (COSM)</b></p> <p>COSM's role is to evaluate the minister and help plan and lead ministry while she is away on sabbatical. Membership: Historically, Rev. Karen and the BOT have invited people to serve as members of the COSM.</p> <p>We are currently in violation of our bylaws which say we need to have a committee on</p>	<p><b>Action Items</b></p> <p>Karen will send Renee names of former Committee on Shared Ministry members.</p> <p>Renee will gather feedback from former COSM members prior to our retreat.</p> <p>BOT members should sign up for service responsibilities as far in advance as possible - the spreadsheet is in the JRUUC shared drive.</p> <p><b>Tabled</b></p> <p>Decision on how COSM (and/or Governance Committee) will be structured. To be discussed at retreat.</p>

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			<p>shared ministry. We have not had one since Karen's last sabbatical in 2020. Karen would also like an evaluation - she hasn't had one since her last sabbatical.</p> <p>Karen asks that the BOT prioritize this as a goal for the coming year.</p> <p>Renee suggested that we move the COSM towards a structure like the "Governance Committee" outlined in Hotchkiss.</p> <ul style="list-style-type: none"> <li>- Governance committee would also be responsible for evaluating the BOT and providing training for new BOT members.</li> </ul> <p>Karen feels that we still need a committee to help evaluate all ministries.</p> <p>Deb suggested talking to former members of COSM before we have discussion at retreat and decide how to move forward.</p> <ul style="list-style-type: none"> <li>- how did it work before?</li> <li>- suggestions for the new committee?</li> </ul> <p>The last COSM developed a process for minister evaluation.</p> <ol style="list-style-type: none"> <li>1. Minister self-evaluation, BOT evaluation of minister, COSM evaluation of minister</li> <li>2. representatives of all 3 groups meet together to discuss.</li> </ol> <p>Timeline: COSM will need some start-up time, but the minister's evaluation can still happen in the same year (ideally it would happen before the end of the fiscal year - June 2023).</p>	

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Rejuvenate	7:28 PM - 7:37 PM	Break		
Decision	7:38 PM	Vote 1: Vote on whether to allow all current 22-23 board members be check signers with Park Bank	New signers will need to submit a driver's license and social security number in an online portal.	<p><b>Decision</b></p> <p>BOT moved and approved adding the following people as check signers on the primary JRUC checking account:</p> <ul style="list-style-type: none"> <li>● Sophia Hannauer</li> <li>● Karol Niemann</li> <li>● Heike Saynisch</li> <li>● Glen Gordon</li> <li>● Renee Buchanan</li> <li>● Debra A. Myrbo</li> <li>● Tom McClintock</li> </ul>
Discussion	7:37 PM - 8:13 PM	<p>Governance Focus</p> <ol style="list-style-type: none"> <li>1. Check approval: update</li> <li>2. COVID-19 task force: update &amp; review new draft</li> <li>3. 21-22 Budget: Surplus what to do?</li> <li>4. Rental policy: Create/review and update as needed. Rate setting, usage of equipment.</li> <li>5. Money policy: Draft to include check signing policy</li> <li>6. Retreat Overview &amp; Goals: Framework for goal setting.</li> </ol> <p><b>Choosing Change</b></p>	<p><b>COVID-19 Task Force</b></p> <p>Listening sessions planned for this coming week. The task force would like to pass the new plan in time for the September 11 service. BOT plans to vote via email on the new plan, but we may need an ad hoc meeting if something comes up.</p> <p>Deb plans to file the updated plan after the listening sessions on approximately August 29. BOT may need to meet ad hoc to approve plan</p> <p><b>Budget Surplus</b></p> <p>There was an approximately \$9k surplus from the 21-22 fiscal year that will be rolled over into the 22-23 budget.</p> <p>Our mortgage is refinanced every 5 years, and the rate will likely go up this year. This will change how much of the budget surplus we have to work with.</p>	<p><b>Decision</b></p> <p>BOT decided by consensus to use existing rental rates until at least December 2022, and add a disclaimer to any contracts that rates are likely to increase.</p> <p><b>Action Items</b></p> <p>Everyone should read the book Choosing Change prior to our retreat.</p> <p>Tom will communicate with prospective renters about their request.</p> <p><b>Tabled</b></p> <p>We will discuss what to do with the 2021-2022 budget surplus after we know how much the mortgage payment will go up and what accountant fees will be for increased work over the summer.</p>

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			<p>Steve (our accountant) has taken on additional work this summer to cover for the vacant office administrator position, and so will likely have a higher rate than budgeted.</p> <p>Karen’s proposal is not time sensitive, so we don’t need to act on this until we know how much of a surplus we will actually have (after above contingencies happening this summer).</p> <p><b>Rental Policy</b>  There is no active rental policy in place. There is an old draft, but it has never been approved, and it still needs work.  BOT could draft the policy, or we could delegate the work to a task force (or BOT subcommittee).</p> <p>The current rental rates are from 2015 - we are not sure if Ansley increased them at some point.</p> <p>There is a time sensitive request for rental with AV equipment. Tom is in communication with the prospective renters, and needs to gather more information about their request (i.e. timeline). He thinks it will likely be a long-term rental.</p> <p><b>Money Policy</b>  There is not currently a “money policy”. There are some policies that govern certain parts of money at Reeb, but not all-encompassing. (Committee Spending Policy, Gifts In Kind and Fundraising Policy).  Plan to discuss this at the retreat.</p>	<p>Money policy discussion tabled for retreat.</p>

Goal	Time	Agenda item (Length)	Discussion	Decisions/Action Items/Tabled
Discussion	8:13 PM - 8:26 PM	No-Staff Huddle		
Decision	8:27 PM	Next Meeting's Roles		Glen may be absent. Minister of Delight: Renee Facilitator/Observer: Heike Opening/Closing Words: Karen
Review	8:27 PM - 8:31 PM	Observations: Process	Deb felt that the process was much smoother this meeting, and that everyone is participating which is really good.  It helps to have someone call attention to time as needed.	
Conclude	8:31 PM - 8:30 PM	Confirm next meeting: Check-out Extinguish Chalice	Next meeting: Ad hoc COVID-19 meeting before 11-Sep-22? Retreat Sat 17-Sep 10-2:30 pm Wed 21-Sep 6:30 pm.	<b>Action Items</b> Renee will look for other space options outside of JRUUC to hold the retreat.  Renee will send out scheduling email for contingency ad hoc COVID-19 plan approval meeting.