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| Committee/Group: | BOT | Chair: | Renee Buchanan, President |
| Date: | 2022-10-19 | Facilitator/Observer: | Deb Myrbo |
| Location: | Reeb in person | Minute Taker: | Sophie Hannauer, Secretary |
| Members Present: | Renee, Heike, Karen, Deb, Glen, Sophie, Karol | Meeting started: | 6:35pm |
| Others Present: | | Meeting adjourned: | 8:47pm |
| Charge: | https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&oid=113996274166732070477&rtpof=true&sd=true | Version: | FINAL |
| | | Facilitator/Observer: | Deb |
| | | Minister of Delight: | Glen |

| | Goal | Agenda item (Length) | Discussion | Action |
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| 1 | Gather & Grounding | Welcome & Light Chalice: covenant Check-in Delight Centering time | | |
| 2 | Vote | Adopt Agenda <u>Consent Agenda:</u> <ul style="list-style-type: none"> Last months meeting minutes Treasurer's Report: Glen; BSC Report: Tom; C-19 SPTF Report: Deb; Minister's Report: Karen | <u>Other Items to add to agenda:</u> What can BOT do to help Karen during this time of staffing challenges? | <u>Decision</u> BOT voted to adopt the consent agenda. |
| | Discuss | Additional agenda item: What can BOT do to help Karen during this time of staffing challenges? | Karen indicated that she feels that she can call on BOT if needed. Board members expressed that Karen should reach out if she needs help with anything, even if it is not normally "board work". | |
| 3 | Discuss | Items pulled from Consent Agenda to discuss | <u>Financial Health Task Force</u> One of our Board Goals is financial health. Under this goal, Karen would like us to review the | <u>Tabled</u> Discuss stewardship proposal from Stewardship for Us |

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| | | <p>financial health task force (from Minister's report)</p> <ul style="list-style-type: none"> - bookkeeping discrepancies (Treasurer's report) | <p>proposal for stewardship from the consultant that the BOT worked with last year. The purpose was to determine if now was a good time for a capital campaign, and if so, how to go about it. Even though it is not one of our explicit goals for this year, we shouldn't let it go without considering it.</p> <p><u>Bookkeeping Discrepancies</u> The usual September bank deposit was made late, so pledge income was not fully reflected in financial reports. This was a fluke making income look lower than usual. Steve will fix it and Glen will send out updated reports.</p> <p>Steve is willing to take on financial responsibilities until we hire a new office assistant.</p> | |
| 4 | Discuss | <p>Ministry Focus</p> <ol style="list-style-type: none"> 1. Staffing updates 2. Listening Session date and brainstorming (Nov, Feb, May) | <p><u>Staffing Updates (DRE)</u> There is one applicant so far for permanent DRE position, who visited for the service last Sunday.</p> <p><u>Staffing Updates (Office Administrator)</u> A while ago, Prairie UU approached Karen with the possibility of sharing an Office Administrator. Doing so would result in a number of work hours that would require offering a benefits package, which we would split with Prairie. In the meantime, we will try to hire a temporary office administrator from within the congregation.</p> <p><u>Congregational Listening Sessions</u> Deb will facilitate with Renee as a helper/note taker.</p> | <p><u>Decisions</u> BOT agreed by consensus to offer the temporary office administrator position to Ginny Scholz, and if she does not accept, then open it to the congregation.</p> <p>First congregational listening session scheduled: Wednesday, November 30, 7:15-8:15pm (virtual) Sunday, December 4, 12-1pm (in person, following a potluck)</p> <p><u>Action Items</u> Karen will post permanent Office Administrator position on UW/Edgewood job boards. If that doesn't turn up anyone, she will post it on Indeed/Ziprecruiter (whichever one is a monthly fee).</p> |

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| | | | <p>We will advertise these as quarterly listening sessions, in case folks aren't able to make this first one.</p> | <p>Karen will reach out to Ginny Scholz to see if she is willing to be temporary office administrator again.</p> <p>Sophie will post the permanent Office Administrator position on LinkedIn.</p> <p>Karen will check with Matt at Prairie UU to see if they have hired an Office Administrator yet.</p> <p>Renee will look into the cost of splitting a benefits package through the UUA.</p> |
| 5 | Rejuvenate | Stretch Break | | |
| 6 | Discuss | <p>Governance Focus</p> <ol style="list-style-type: none"> 1. Finalize and Prioritize Goals 2. Finances: 21/22 Budget 3. Update from Rental Policy task force | <p><u>Discussion of 22-23 Board Goals</u></p> <p><i>Financial health:</i> added reviewing stewardship proposal as a goal</p> <p><i>Increasing membership:</i> BOT discussed that our role is supporting the teams who will do the work of increasing membership (per the Hotchkiss model) - but we may need to balance delegating work with doing actual work because of the realities of being a small congregation in a time of crisis.</p> <p>Some goals will require task forces, some will be whole board discussions. We will determine this as we prioritize and work on goals.</p> <p><u>Rental Policy Task Force Update (Sophie and Heike)</u></p> <p>RPTF is still hoping to be on track to present a draft to the board in November. We are sorting through old documents and working up new</p> | <p>Decision</p> <p>BOT voted to approve 22-23 goals.</p> <p>Tabled</p> <p>Prioritization of 22-23 goals.</p> <p>Budget surplus discussion - table until December when Karen will be present.</p> <p>Action Items</p> <p>Renee will email the board to explain her philosophy on board goals and what is "board work".</p> |

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| | | | drafts. We are working on both a new internal policy and a rental agreement document. | |
| 7 | Decision | <p>1. Charge(s): Caring Tree, 8th Principle Project Team, Committee on Shared Ministry, Building Stewardship Team</p> <p>2.</p> | <p>BOT not ready to vote on charges yet.</p> <p>8th Principle Team may continue their work while their charge is still pending BOT approval.</p> | <p>Action Items</p> <p>Renee will start email threads for each charge.</p> <p>Everyone should review and discuss the charges via email. Email votes will be taken if everyone is ready. Especially prioritize the COSM charge.</p> <p>Tabled</p> <p>We will vote on any charges not resolved via email at the next BOT meeting.</p> |
| 8 | Discussion | No-Staff Huddle- Discuss with Karen role and purpose Hotchkiss pg 88-89 (Ch 6) | <p>Karen read the portion of Hotchkiss that covers the “no-staff” huddle. We clarified that the purpose of this huddle is for the BOT to self-reflect on their process, not to exclude staff from any discussions. This is similar to our process observation time that we already have each meeting.</p> <p>Clarification that the BOT may meet in an “executive session” without the minister, which is different from the Executive Committee.</p> <p>There was a discussion about how to meet without the minister present to discuss concerns about the minister. Karen expressed the hope that if there were concerns about her, that they would be raised directly with her rather than discussing them without her knowledge or presence.</p> | <p>Decision</p> <p>BOT decided by consensus to remove the “no-staff huddle” from our standard agenda, and instead extend our process observation time to include time for discussion.</p> |
| 9 | Decision | Next Meeting’s Roles | | <p>Decision</p> <ul style="list-style-type: none"> - Facilitator/Observer: Karol - Opening/Closing Words: Heike |

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| | | | | - Minister of Delight: Renee Karen will be absent |
| 10 | Review | Observations: Process and White Supremacy Culture (WSC) | Deb shared her observations that we did not fall into the perfectionism trap - there was a lot of expression of appreciation for the work being done. There was also lots of good question asking. | |
| 11 | Conclude | | One word check out. | |