

Committee/Group:	BOT	Chair: Facilitator/Observer:	Renee Buchanan, President TBD, monthly
Date:	2023-01-18	Minute Taker:	Sophie Hannauer, Secretary
Location:	Virtual zoom meeting: Join Zoom Meeting https://zoom.us/j/99604137339?pwd=N3l4QXF6cnE1c0gzOFkxT1BwTUFSUT09 Meeting ID: 996 0413 7339 Passcode: 258007	Meeting started:	6:35pm
Members Present:	Renee, Sophie, Deb, Karen, Heike, Karol, Glen	Meeting adjourned:	8:30pm
Others Present:		Version:	Draft
Charge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&ouid=113996274166732070477&rtpof=true&sd=true	Opening/Closing Words: Facilitator/Observer: Minister of Delight:	Karen Heike Sophie

Goal	Time	Agenda item (Length)	Discussion	Action
Gather & Grounding	6:35 - 6:50PM	Welcome & Light Chalice Check-in Delight Centering time (opening words) covenant		
Vote	6:50 - 6:56 PM	Adopt Agenda <u>Consent Agenda:</u> <ul style="list-style-type: none"> ● Last months meeting minutes ● Treasurer's Report: Glen; ● C-19 SPTF Report: Deb; ● Minister's Report: Karen 	Joan Kemble will be the cleaner	Decision BOT voted to adopt the consent agenda.
Discuss		Items pulled from Consent Agenda to discuss	Annual UUA certification due Feb. 1.	Action Items

				Karen will send the certification to Renee before she submits it.
Discuss	6:56 - 7:09 PM	Winter retreat- Sat 04-Mar (Listen session on Sun 05-Mar) or Sat 25-Mar Board Manual- folder made, write down ideas	The winter retreat is an opportunity to reflect on progress toward our goals and other BOT things, but not necessarily for working on the budget. It may be a good opportunity to work on a board manual, which is one of our goals.	Action Items Put some thoughts down in the BOT manual notes document in the next month or two. Decision Tentatively schedule retreat for March 25 10am-2pm.
Discuss	7:09 - 7:30 PM	Ministry Focus 1. Old Business a. Hiring update b. COSM member update 2. New Business	Hiring Updates Joan Kemble hired as cleaner, will start this week. The office administrator position will become an office manager position instead, removing the bookkeeping duties (the best candidate is a UW student with no bookkeeping experience). The goal is to train her in bookkeeping in the next 6 months and then start the new contract with higher pay and more hours, with bookkeeping duties. Tentative start date next week, with tentative orientation on Friday. Karen will train her in basic duties before she leaves for surgery, and those will be what she works on during that first week. Susan will cover the weekly newsletter next week. Karen has more people to reach out to about the music director position, and will do so after she comes back from surgery. COSM	Action Items Karen will continue to make calls to potential COSM members after she returns from surgery.

			<p>Karen has made initial phone calls to list discussed last meeting.</p> <ul style="list-style-type: none"> - Sarah Cook and Jean Skinner said no - Marla and isaac are thinking about it <p>New ideas for people to ask:</p> <ul style="list-style-type: none"> - Mary Wagner - Randy Coloni - Mike Stimson - either Nominating Committee or COSM - Jan Gordon (maybe) 	
Rejuvenate	7:30 - 7:35 PM	Stretch Break		
Discuss	7:35 - 8:24 PM	<p>Governance Focus</p> <ol style="list-style-type: none"> 1. Old Business <ol style="list-style-type: none"> a. Rental Policy b. Nominating Cmt: Renee update on calls 2. New Business <ol style="list-style-type: none"> a. Budget Discussion Focus: current standing and 2021-22 "surplus" b. Financial policy- call for board volunteers & suggestion other volunteers c. Feb/March listening session prep (if time) 	<p>Nominating Committee</p> <p>Renee has done initial reach out to list we discussed last meeting:</p> <ul style="list-style-type: none"> - Mary Schaper said yes - Rand Hill said yes to nominating committee and expressed interest in being on the board as well - Mike Stimson - maybe, have not contacted yet <p>Rental Policy</p> <p>Only very small edits left to be made in one final review. BOT will vote via email by the end of January.</p> <p>There has been some interest in space rental, so approving the policy is time sensitive.</p> <p>Deb was unable to find the building insurance policy to review it. Karen will see if she can find it.</p>	<p>Decision</p> <p>BOT voted to approve using the fiscal year 2021-2022 budget surplus as follows:</p> <ul style="list-style-type: none"> - add \$2527.82 to the sabbatical fund to compensate for last year's cuts. - pay \$2835 to the UUA to cover dues we did not pay last year due to budget cuts. - Restore professional development expenses to 10% of salary for the minister, DRE, and music director, per Rev. Karen's proposal (link) <p>Action Items</p> <p>Karen will contact Mike Stimson to ask him about being on the COSM or nominating committee. Pending his response, Renee will resume calling possible candidates for the nominating committee.</p>

			<p>Budget The current status of the budget is ok, but mostly due to the fact that our expenses are down because of staff vacancies and last year's budget cuts.</p> <p>Priorities for using the 21-22 surplus:</p> <ul style="list-style-type: none"> - Fully fund Karen's sabbatical. It is coming up soon and we don't want to start 2023-2024 already behind on sabbatical fund contributions. - Catch up on payments to the UUA. We are about 3 months behind. - Restore staff professional development expenses. This cost will be slightly less than what Karen initially proposed because of staff vacancies and because new staff will be making slightly less than previous staff (expenses are prorated on salary). <p>Traditionally, budget surplus often goes towards the building fund or the emergency opportunity fund.</p> <p>The proposal to restore professional development expenses is a few hundred dollars more than the surplus amount. Glen estimates that we can be flexible this amount because the 22-23 year is not yet over and we often have this amount of leeway.</p>	<p>FINAL review of rental policy documents by end of day 1/25. Then vote via email.</p> <p>Karen will reach out to Kim Roberts about renting the small classroom, as discussed previously.</p> <p>Karen will look for the building insurance policy for Deb to review.</p> <p>Tabled Financial Policy Task Force March listening session prep</p>
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Discussion	8:24 - 8:27 PM	Observations: Process and White Supremacy Culture (WSC)	Meeting went well: we made progress and we made decisions. Accessibility considerations: whenever possible, share a link to a document in addition to screen sharing it so that it can be accessible to a screen reader. Thank you to Renee for doing on the fly calculations!	
Decision	8:27 - 8:28 PM	Next Meeting's Roles		Decision - Facilitator/Observer: Glen - Opening Words: Karen - Minister of Delight: Sophie
Conclude	8:28 - 8:30 PM	Check-out Closing words Extinguish Chalice		