

Committee/Group:	BOT	Chair:	Renee Buchanan, President
Date:	2023-06-14	Facilitator/Observer:	Rev. Karen
Location:	In-person meeting -Front lobby	Minute Taker:	Sophie Hannauer, Secretary
		Meeting started:	6:40pm
Members Present:	Deb, Renee, Tom, Karol, Heike, Sophie, Glen, Karen	Meeting adjourned:	8:45pm
Others Present:	Elaine Morrison, Rand Hill	Version:	Draft
Charge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&oid=113996274166732070477&rtpof=true&sd=true	Opening/Closing Words: Facilitator/Observer: Minister of Delight:	Rev. Karen Rev. Karen Potluck!

	Goal	Agenda item (Length)	Discussion	Action
0		Potluck	Wish Sophie and Tom Happy Birthday! Swap recipes	
1	Gather & Grounding	Welcome & Light Chalice Check-in Delight Centering time (opening words) covenant		
2	Vote	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 	To discuss further: <ul style="list-style-type: none"> renewing Covid-19 Task Force charge/continuing work of the task force Budget surplus 	<u>Decisions</u> Agreed by consensus to adopt the agenda.
3	Discuss	Items pulled from Consent Agenda to discuss	<u>COVID-19 Task Force</u>	

			<ul style="list-style-type: none"> - the task force's charge expires on 6/30/23, but they anticipate needing longer than that to come up with a v5 plan. - the task force would need to revise their charge in order to continue operating. Deb will communicate with them that BOT hopes to vote on a revised charge at the July meeting. - BOT is okay with the task force making smaller adjustments to the current plan (and the BOT voting on those) as a shorter term measure while a longer term plan is developed. - BOT may consider renewing the TF charge on a quarterly basis as pandemic conditions continue to evolve. <p><u>Budget Surplus</u> The surplus reported by Glen is mostly from increased pledges in response to our budget letter, and therefore will be mostly reflected in the 23-24 fiscal year. Decisions can be made then about what to do with it.</p>	
4	Discuss	Ministry Focus <ol style="list-style-type: none"> 1. Old Business <ol style="list-style-type: none"> a. Discussion on Letter of Agreement for affiliated community minister b. Discussion on bookkeeping duties 2. New Business <ol style="list-style-type: none"> a. 	<p><u>Letter of Agreement for Affiliated Community Minister</u> Monica and Karen worked on this together. Take one more month to review and comment and vote at the next BOT meeting.</p> <p><u>Bookkeeping</u> After Madeline's resignation, we discussed moving bookkeeping duties away from the office administrator position. Due to staffing challenges and the transition to Breeze, Glen has had more access to financial information which has not been typical for past treasurers. However, this has benefits:</p>	<p><u>Decisions</u> Remove bookkeeping duties from the office administrator job description.</p> <p><u>Action Items</u> Discuss with Michael the possibility of expanding the role of the treasurer this coming year.</p> <p><u>Tabled</u> Discussion on Letter of Agreement with Rev. Monica</p> <p>Decide if bookkeeping should be taken on by Steve or by the Board treasurer.</p>

			<ul style="list-style-type: none"> - If the treasurer had access, they could provide checks and balances and step in if needed. - The treasurer having more direct knowledge means they can be an additional resource for financial information and questions when they come up in meetings. - Continuity in times of transition. <p>Plan going forward (who takes on additional bookkeeping?):</p> <ul style="list-style-type: none"> - Ask Michael if he is willing to take on some additional duties (would be mostly entering data into Breeze). - Steve agreed to take on 2 additional hours of bookkeeping per month if needed. However, this would more than double what we had budgeted for his services for this year. - Glen's idea would be to have a bookkeeper to pay the bills, and have the treasurer do Breeze updates. - If the treasurer will have increased access to contribution data, we need to tell the congregation that. - Glen could retain access to Breeze for an extra month or two in order to train Michael and/or Steve. 	
5	Rejuvenate	Stretch Break		
6	Discuss	Governance Focus <ol style="list-style-type: none"> 1. Old Business <ol style="list-style-type: none"> a. Listening session: 18-Jun-23 COVID task force 	Policy Task Force: Policy List Board Goals 22/23: Goals	Decisions Continue with same meeting time next year (third Wednesday of the month from 6:30-8:30pm)

		b. Survey: COVID task force c. Reflection on 22/23 Goals d. Board Manual- brainstorm- write down retreat style "What I wish I had known at the start of my term" 2. New Business a. Set board meeting time for 2023/2024 board meetings- 3rd Wed? Wed 19-Jul-23		
8	Discussion	Observations: Process and White Supremacy Culture (WSC)	There is never enough time to discuss everything, even with a light agenda. There was curious and clear discussion, and everyone was respectful of others' opinions.	
9	Decision	Next Meeting's Roles (explain what these mean)	Sophie will not be at the July meeting.	Decisions <ul style="list-style-type: none"> - Facilitator/Observer: Karol - Opening/Closing Words: - Minister of Delight: Karen - Notetaker: Elaine
11	Conclude	Check-out Extinguish Chalice		