

<b>Committee/Group:</b>	<b>BOT</b>	<b>Chair:</b>	<b>Deb Myrbo, President</b>
<b>Date:</b>	<b>2023-10-11</b>	<b>Minute Taker:</b>	<b>Sophie Hannauer, Secretary</b>
<b>Location:</b>	<b>Via zoom</b>	<b>Meeting started:</b>	<b>6:36pm</b>
<b>Members Present:</b>	<b>Karol, Sophie, Karen, Deb, Elaine, Rand, Michael, Tom</b>	<b>Meeting adjourned:</b>	<b>8:45pm</b>
<b>Others Present:</b>		<b>Zoom Link (when needed)</b>	<a href="https://zoom.us/j/92128797359?pwd=R2pWbWdydmMvWDQ0ai94b1BHUTYrUT09">https://zoom.us/j/92128797359?pwd=R2pWbWdydmMvWDQ0ai94b1BHUTYrUT09</a>
<b>Charge:</b>	<a href="https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;ouid=113996274166732070477&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;ouid=113996274166732070477&amp;rtpof=true&amp;sd=true</a>	<b>Facilitator/Observer:</b> <b>Minister of Delight:</b>	<b>Michael Nunley</b> <b>Elaine Morrison or defer</b>

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:36 - 6:57 PM	Welcome & Light Chalice- <a href="#">covenant</a> Check-in Delight Centering time		
2	Decide	6:58 - 6:59 PM	Adopt Agenda <a href="#">Consent Agenda (what's this?)</a> : <ul style="list-style-type: none"> <li><a href="#">Last month's meeting minutes</a></li> <li><a href="#">Treasurer's Report</a>: Michael</li> <li><a href="#">Minister's Report</a>: Karen</li> </ul>	Nothing pulled from consent agenda to discuss.	
3	Discuss	6:59 PM	Items pulled from Consent Agenda to discuss? Last meeting's process observations: <ul style="list-style-type: none"> <li>getting into the weeds and pulling back out</li> <li>either/or thinking</li> <li>urgency thinking</li> </ul>		

	Discuss	6:59 PM	<b>Housekeeping Items</b> <ul style="list-style-type: none"> <li>• Date for Nov meeting—Deb will send Doodle poll this week</li> <li>• Board photo</li> </ul>	Take board photo via Zoom screenshot.	<b>Action Items</b> Karen will send Deb list of possible dates for November meeting. Deb will send out a Doodle poll.
4	Discuss	7:01 - 7:41 PM	<b>Ministry Focus</b> <u>Topic 1:</u> Minister evaluation (see procedure and <a href="#">matrix</a> ) <u>Topic 2:</u> MOMs key- lockbox code? <u>Topic 3:</u> Sabbatical questions	<u>Topic 1: Minister's Evaluation</u> This year is time for a minister's evaluation. BOT, COSM, and minister all complete their own versions of the evaluation matrix and then representatives from each meet in May (once Karen returns from sabbatical) to discuss. Timing may be slightly different than usual this year due to Karen's sabbatical.  <u>Topic 2: MOMs Key</u> MOMs needs access to a second key because they have two coordinators and cannot always both be available to share the key.  <u>Topic 3: Sabbatical Questions</u> When is Karen's last and first day? December 24 to May 1 (May 5 first Sunday back). Is there some sort of return celebration planned yet? Not yet.	<b>Decisions</b> <u>Topic 1</u> Everyone will take the next couple of months to individually review the evaluation matrix and think about/observe Karen's ministry. BOT will convene in a separate meeting in January/February to discuss and finalize our group responses. Review the matrix and bring any questions/clarifications needed to the November meeting.  <u>Topic 2</u> BOT agreed by consensus to give MOMs a second key.  <b>Tabled</b> <u>Topic 2</u> Discussion of lockbox security, i.e regularly changing the code and maintaining a list of people who have authorized access to it.
5	Refresh	7:41 - 7:50 PM	Stretch Break		
6	Discuss	7:50 - 8:39 PM	<b>Governance Focus</b> <u>Topic 1:</u> Charge for safety/security task force and task force membership (Deb/Rand)	<u>Topic 1: Ideas for Safety Security Task Force Ideas</u> <ul style="list-style-type: none"> <li>- Location of safety equipment (i.e., fire extinguishers, first aid kits, etc.)</li> </ul>	<b>Decisions</b> <u>Topic 1</u> Tom agreed to join the safety/security policy task force.

		<p><a href="#">example of a task force charge</a></p> <p><u>Topic 2:</u> Charge for rentals task force and task force membership (Sophie)</p> <p><u>Topic 3:</u> <a href="#">Proposal</a> for cell phone for minister (Tom)</p> <p><u>Topic 4:</u> <a href="#">Board goal</a>s Do we want goals this year on outreach, and on beginning a congregational vision statement?</p> <p><u>Topic 5:</u> Updating first aid kits</p>	<ul style="list-style-type: none"> <li>- Identifying potential risks (human and natural)</li> <li>- Sunday morning building security</li> <li>- Natural disaster/emergency planning</li> <li>- FEMA congregational safety planning assessment</li> <li>- Goal: bring draft charge to next meeting for board review</li> <li>- Potential committee members to reach out to: Pete Haney, Sarah Cook, Ed Kuharski (as a resource), Rhonda Broadbeck (or another greeter)</li> </ul> <p><u>Topic 2: Rentals Outreach Task Force Ideas</u></p> <ul style="list-style-type: none"> <li>- Find renters!</li> <li>- Reach out to past renters</li> <li>- Brainstorming list of potential renters</li> <li>- Investigate how to market our space/raise awareness</li> <li>- Investigate reasonable changes to the space that would make it more attractive to renters</li> <li>- Keep in communication with congregational event planners in terms of building availability</li> <li>- Take pictures of the available spaces Potential members: Charlie McNulty, Virginia Harrison, Mike Clawson</li> </ul> <p><u>Topic 3: Minister's Cell Phone</u></p> <ul style="list-style-type: none"> <li>- We can receive 12 months free of service and then \$30/month after that</li> <li>- There is the ability to bill separately for anyone added to our account</li> <li>- Karen would prefer to have a separate cell phone for work use</li> </ul>	<p><u>Topic 3</u> BOT agreed by consensus to approve paying for a phone plan for the minister.</p> <p><u>Topic 4</u> BOT agreed by consensus to not make a goal this year related to outreach or a congregational vision statement.</p> <p><u>Topic 5</u> BOT agreed by consensus to delegate the task of updating and maintaining first aid kits to the Building Stewardship Team.</p> <p><u>Topic 6</u> BOT agreed by consensus to allow a member to rent the sanctuary at a lower rate (\$10/hour) on a one-time basis.</p> <p><a href="#">Action Items</a></p> <p><u>Topic 1</u> Deb will reach out to potential safety/security policy task force members.</p> <p><u>Topic 2</u> Sophie will reach out to potential rental outreach task force members.</p> <p><u>Topic 3</u></p>
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7	List decisions made		<ul style="list-style-type: none"> <li>• Minister's evaluation: Everyone will take the next couple of months to individually review the evaluation matrix and think about/observe Karen's ministry. BOT will convene in a separate meeting in January/February to discuss and finalize our group responses. Review the matrix and bring any questions/clarifications needed to the November meeting.</li> <li>• BOT agreed by consensus to give MOMs a second key.</li> <li>• Tom agreed to join the safety/security policy task force.</li> <li>• BOT agreed by consensus to approve paying for a phone plan for the minister.</li> <li>• BOT agreed by consensus to not make a goal this year related to outreach or a congregational vision statement.</li> <li>• BOT agreed by consensus to delegate the task of updating and maintaining first aid kits to the Building Stewardship Team.</li> <li>• BOT agreed by consensus to allow a member to rent the sanctuary at a lower rate (\$10/hour) on a one-time basis.</li> <li>• BOT agreed by consensus to allow Park Bank to issue a credit card on the JRUUC account to Office Administrator Tony Hebblethwaite.</li> </ul>	

8	List topics to revisit later		Discussion of lockbox security, i.e regularly changing the code and maintaining a list of people who have authorized access to it.		
8	Decide	8:39 - 8:40 PM	Agenda-building for next meeting Roles for next meeting		Facilitator/Observer: Elaine Opening/Closing Words: Karen Minister of Delight: Rand
9	Review	8:40 - 8:45 PM	Observations: Process, <a href="#">White Supremacy Culture</a> (WSC) and <a href="#">antidotes</a>	<p>We did a good job of avoiding one way thinking, especially during our discussion of the minister's evaluation matrix. We arrived at a consensus that accommodated different needs and approaches.</p> <p>We still got in the weeds on several topics. The lockbox discussion was "weedy" but felt productive.</p> <p>(Aside) Michael is still working on getting check signers set up with Park Bank.</p>	
10	Conclude	8:45 PM	Check-out Extinguish Chalice		