

Committee/Group:	BOT	Chair:	Deb Myrbo, President
Date:	2023-12-20	Minute Taker:	Sophie Hannauer, Secretary
Location:	Reeb in person	Meeting started:	6:46pm
Members Present:	Sophie, Karen, Elaine, Deb, Rand, Michael, Karol (via Zoom), Tom (via Zoom)	Meeting adjourned:	8:59pm
Others Present:		Zoom Link (when needed)	https://zoom.us/j/92128797359?pwd=R2pWbWdydmMvWDQ0ai94b1BHUTYrUT09
Charge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&oid=113996274166732070477&rtpof=true&sd=true	Facilitator/Observer: Minister of Delight:	Rand Hill Tom McClintock

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:46-6:55 PM	Welcome & Light Chalice- covenant Check-in Delight Centering time		
2	Decide	6:55-6:57 PM	Adopt Agenda <u>Consent Agenda</u> (what's this?): <ul style="list-style-type: none"> Last month's meeting minutes Treasurer's Report: Michael Minister's Report: Karen 		
3	Discuss	6:57-7:03 PM	Items pulled from Consent Agenda to discuss? Last meeting's process observations: <ul style="list-style-type: none"> Appreciated everyone's discretion and confidentiality; Rand's nonverbal reminders to speak up were very helpful; even when talking about money, we didn't get into "more is better" mindset. 	<u>Treasurer's Report</u> We are about \$7,000 in deficit to our budgeted revenue at this point in the year. We continue to be behind in revenue compared to both this year's budget and this time last year.	<u>Action Items</u> Michael will ask Glen if there is typically any seasonal pattern to revenue, specifically non-pledged donation.

			<ul style="list-style-type: none"> We still got in the weeds sometimes. 		
	Discuss		Housekeeping Items <ul style="list-style-type: none"> Per congregational listening session, begin implementing treasurer duties change/oversight plan Karen has added key for color codes on Board goals doc December listening session notes are here 		
4	Discuss	7:03-8:01 PM	Ministry Focus <u>Topic 1:</u> Stewardship Team <u>Topic 2:</u> Sabbatical processes and questions <u>Topic 3:</u> Questions on minister's evaluation <u>Topic 4:</u> Contact needed for cleaner hiring during sabbatical <u>Topic 5:</u> Staff compensation (see minister's report)	<u>Topic 1: Stewardship Team</u> Stewardship team is up and running - members are Tom McClintock, Eva Wingren, and David Lauth (who has regional connection to the UUA). While Karen is gone, they will start restarting the congregational conversation about how giving is a spiritual practice. <u>Topic 2: Sabbatical Questions</u> How finances/approvals will be handled: <ul style="list-style-type: none"> Deb will tell Steve how many hours the hourly employees worked per pay period Deb will be back-up treasurer contact for payment approvals <u>Topic 3: Minister's Evaluation</u> How should BOT handle part of evaluation that covers staff supervision? BOT should delegate one person to talk to staff for that part of the evaluation (Deb will be this person since she will already be checking in with staff during Karen's sabbatical.) The COSM can be a resource for questions while Karen is gone.	Decisions Approval of purchase of a new vacuum. Rand, Elaine, Karol will handle screening, follow-up, and hiring of a new cleaner. BOT agreed to pay at least half of Jennifer's costs to attend AUUMM. We will study if it is possible to come up with more money. We will pay Danica for 14 hours/week at least through sabbatical. Action Items Karol will look into the cost of a cleaning service. Michael will talk to the Finance Committee about using two years

			<p><u>Topic 4: Cleaner Hiring</u> We need someone to receive and follow-up on applications that come to the apply@jruuc.org email (and ultimately hire someone if there is a good candidate - fill out hiring paperwork and get them a key). Rand, Karol, and Elaine agreed to do this. Kelly Kearns is willing to help onboard the new hire. Karen will print out hiring paperwork ahead of leaving in case a hire can be made in her absence. Karen approved getting a new vacuum cleaner. Another option is hiring a cleaning service, if this fits into the budget for the cleaner position. Karol will get a quote. Kelly Kearns may also have more information on past efforts to do this. The annual budget for cleaning is \$3440. Reaching out to Options in Community Living is still an option, but in recent attempts they haven't had anyone available.</p> <p><u>Topic 5: Staff Compensation</u> It has become apparent that the Office Administrator position really needs 14 hours/week. Danica has been working at that level since beginning in early December. At 14 hours/week for a year at Danica's current salary, that will put us \$2300 over budget. If we continue at 14 hours/week through the end of Karen's sabbatical, that's \$1150 over budget for this year. Her starting salary was higher than what was budgeted, so that takes up the excess that we had from not having an office administrator at certain times this year. Karen estimates that Danica's workload is 30-40% is on current tasks, 20-30% on training, and rest on catching up from times of transition.</p>	<p>worth of professional development expenses to cover AUUMM conference.</p>
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5	Refresh	8:01-8:07 PM	Stretch Break		
		8:07-8:31 PM	Executive Session		
6	Discuss	8:31-8:52 PM	<p>Governance Focus</p> <p><u>Topic 1</u>: Board goals brief review</p> <p><u>Topic 2</u>: Report from safety & security TF</p> <p><u>Topic 3</u>: Discussion of lockbox and key security, key questions from Tom</p> <p><u>Topic 4</u>: Questions on rentals policy—front classroom</p>	<p>Topic 3: Lockbox and key security</p> <p>Do we want to implement policy of regularly changing the code and maintaining a list of people who have authorized access to it.? (Ditto for keys—a key list is maintained but Karen estimates it is only about 75% accurate)</p> <p>Exterior Keys</p> <ul style="list-style-type: none"> - We need 10 more exterior keys. Tom is investigating where key duplication was done in the past. - There are potentially 2 keys unaccounted for and 2 former employees have not returned their keys. Rekeying the exterior doors should happen in the not too distant 	<p><u>Decisions</u></p> <p>Proceed with rekeying the office.</p> <p>Proceed with implementing new policy of changing the lockbox code. (timeline TBD)</p> <p><u>Action Items</u></p> <p>Tom will look into cost of rekeying the building and office, especially for getting a keycode for the office vs. standard keys.</p> <p>Revise key policy as needed.</p> <p><u>Tabled</u></p>

			<p>future, but can wait until after the office door is rekeyed (in next year's budget).</p> <p>Office Door</p> <ul style="list-style-type: none"> - Office should have different locks than exterior door. - Proceed with rekeying the office while Karen is gone. Potential for getting a key code instead of standard key. - Resetting access to the office with new locks: default access should be BOT, and staff. Other people will have to ask and make a case for needing access. <p>Exterior Lockbox</p> <ul style="list-style-type: none"> - Lockbox code needs to be changed soon. Unknown number of people have the code. - Make a list of people who need the code. Let the whole congregation know we are changing the code and restricting the number of people who have it. They can make a case for access if they need it if they are not on the predetermined list. Going forward, anyone who receives the code will have to sign an agreement saying they won't share it. Only certain people (minister and office administrator) will be authorized to share the code. - Going forward, change the lockbox code once per year on July 1. <p><u>Topic 4: Rental of Front Classroom</u> Issue has already been resolved.</p>	<p>Board goals review</p> <p>Report from safety and security task force</p>
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7	List decisions made		<ul style="list-style-type: none"> • Approval of purchase of a new vacuum. • Rand, Elaine, Karol will handle screening, follow-up, and hiring of a new cleaner. • BOT agreed to pay at least half of Jennifer's costs to attend AUUMM. We will study if it is possible to come up with more money. • We will pay Danica for 14 hours/week at least through sabbatical. • Proceed with rekeying the office. • Proceed with implementing new policy of changing the lockbox code. (timeline TBD) 		
8	List topics to revisit later		Board goals review Safety and security task force update Costs for rekeying the building Cost of hiring a cleaning service		
8	Decide	8:52-8:54 PM	Agenda-building for next meeting Roles for next meeting	Will need to assign opening/closing words each month in Karen's absence	Facilitator/Observer: Michael Opening/Closing Words: Deb Minister of Delight: Karol
9	Review	8:54-8:58 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes	We generally stayed on track - a couple of times people caught themselves getting into the weeds and self-corrected. There was creative problem solving. We are trying to learn from some negative things that have happened. We focused on consensus. We are supporting our staff - we are spending money on people and not things. We didn't avoid difficult conversations. We did a good job of including Zoom participants.	
10	Conclude	8:58-8:59 PM	Check-out Extinguish Chalice		