

Committee/Group:	BOT	Chair:	Deb Myrbo, President
Date:	2024-01-17	Minute Taker:	Sophie Hannauer, Secretary
Location:	Reeb in person	Meeting started:	6:34pm
Members Present:	Deb, Sophie, Michael, Elaine, Tom, Rand, Karol	Meeting adjourned:	8:58pm
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: Opening/Closing words:	Michael Karol Deb

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:34-6:51 PM	Welcome & Light Chalice- covenant Check-in Delight https://www.youtube.com/watch?v=SaL0knZhURg Centering time		
2	Decide	6:51-7:00 PM	Adopt Agenda Consent Agenda (what's this?): <ul style="list-style-type: none"> • Last month's meeting minutes • Treasurer's Report: Michael • no minister's report due to sabbatical–ministry info here 	<u>Treasurer's Report</u> We are making progress on the budget deficit, despite not having a holiday sale as budget for. There were increased pledges and some accounting adjustments to when expenses actually appear. There is a large check coming that will go partly to an annual pledge and partly to the endowment.	
3	Discuss		Items pulled from Consent Agenda to discuss? Last meeting's process observations: <ul style="list-style-type: none"> • generally stayed on track, self-corrected when we didn't • creative problem-solving 		

			<ul style="list-style-type: none"> ● efforts to learn from negative events ● focused on consensus ● supported staff (money for people not things) ● allowed difficult conversations ● good job of including Zoom participants 		
	Discuss	7:00-7:23 PM	<p>Housekeeping Items</p> <ul style="list-style-type: none"> ● Board member to serve as liaison to nominating committee (meetings on Zoom, probably Sundays 4pm) ● Cleaner update (Karol) ● Date for winter retreat in February ● Date for March listening session- see (Building Calendar) ● MidAmerica Assembly FUS April 19-20 	<p><u>Liaison to the Nominating Committee:</u> The liaison will attend meetings and communicate back to the board.</p> <p><u>Cleaner Update:</u> Cleaner update: Karol received one estimate from MadTown cleaners. They would take 3 hours to clean the building at \$40/hour. Doing this twice per month would be within our cleaning budget. Karol will clarify with the company exactly how the billing would work. Karol is still waiting on one other estimate. She will also talk to Joan Kemble to get more information on the actual cleaning duties that are necessary.</p>	<p>Decisions Michael agreed to be liaison to the Nominating Committee.</p> <p>Next quarterly listening session scheduled for March 10 after service.</p> <p>BOT Winter Retreat Scheduled for February 10 (afternoon, exact time TBD).</p> <p>Action Items Karol will gather more information regarding cleaner estimate from MadTown cleaners. Possibly obtain one more estimate. Talk to Joan Kemble about actual cleaner duties and estimated time needed.</p>
4	Discuss	7:23-8:07 PM	<p>Ministry Focus</p> <ul style="list-style-type: none"> ● fill out sections on worship and pastoral care on minister's eval 	<p>BOT completed section 1 (Worship) of the Minister's Evaluation and agreed to scheduling additional Zoom meetings outside of regular monthly meetings to continue work on the evaluation.</p>	<p>Action Items Rand and Tom will reach out to Caring Tree Coordinators to gather their perspective for the Pastoral Care portion of the minister's evaluation.</p>

5	Refresh	8:07-8:12 PM	Stretch Break		
6	Discuss	8:12-8:41 PM	<p>Governance Focus</p> <p><u>Topic 1:</u> Board goals review</p> <p><u>Topic 2:</u> Updates on office rekeying and implementing lockbox code change—who will change June 30? (Tom)</p> <ul style="list-style-type: none"> • Develop list of those who should have lockbox code • Developing lockbox code agreement form <p><u>Topic 3:</u> safety task force—no greeter volunteered; begin work anyway?</p> <p><u>Topic 4:</u> Questions/concerns for Deb to bring to MidAmerica leaders meetings?</p> <p><u>Topic 5:</u> request from Prairie UU</p>	<p><u>Topic 1: Board Goals Review</u></p> <p>We missed January 1 deadline to revise board position descriptions. We should have these done by the time the nominating committee is beginning their work. We will each individually revise our personal position’s description and share them with the group via email ahead of the next meeting for feedback. Finalized position descriptions will then be shared with the Nominating Committee. Nominating Committee chair does not need them before the next board meeting.</p> <p><u>Topic 2: Building Keys</u></p> <p>Tom received an estimate from Bill’s Key Shop for putting a keypad lock on the office: \$280 for residential and \$700-800 for commercial. A comparable lock costs about \$160 from Home Depot and Tom is willing to volunteer his time to install it himself.</p> <p>The current key policy needs to be revised to reflect the lockbox code change schedule. We also need an agreement for lockbox code-holders to sign. Sophie will take these on.</p> <p>Tom needs an official authorization to get keys duplicated at a hardware store (because they keys say “do not duplicate”). Deb agreed to create one as board president.</p> <p><u>Topic 3: Safety Task Force</u></p> <p>Rand will ask Les Gesteland (new greeter) if he might be willing to serve on the task force.</p>	<p><u>Decisions</u></p> <p><u>Topic 2: Keys</u></p> <p>Tom will donate his time to install a new keypad lock on the office door. The lock itself will cost \$160.</p> <p>Proceed with plan to change lockbox code on July 1 every year.</p> <p><u>Topic 5: Prairie UU</u></p> <p>Prairie UU reached out to ask if JRUUC would be willing to share Rev. Karen as a minister between both congregations. Deb declined on our congregation/Karen’s behalf.</p> <p><u>Action Items</u></p> <p><u>Topic 1: Board Goals</u></p> <p>Review your board position’s position description (Elaine will do at-large position) and propose revisions. Be prepared for group feedback by the February BOT meeting.</p> <p><u>Topic 2: Keys</u></p> <p>Sophie will develop new lockbox code agreement and revise key policy.</p> <p>Deb will write an “authorization” for Tom to duplicate keys.</p>

			<p>Tom will draft a first draft of the charge.</p> <p><u>Topic 4: MidAmerica Leaders Meetings</u> Deb attends these monthly meetings and can ask any questions we might have. We will add this as a recurring agenda item in the housekeeping section. Question for next meeting: who is allowed to attend the meetings?</p> <p><u>Topic 5:</u> Representatives from Prairie UU emailed (after Rev. Karen's sabbatical began) asking if JRUUC would be willing to share Karen as a minister. They are struggling to fill a part-time minister opening. Deb declined, but offered to provide other means of support if possible while maintaining our distinct congregational identities.</p>	<p><u>Topic 3: Safety and Security Task Force</u> Rand will ask Les Gesteland about being on the Safety and Security task force.</p> <p><u>Topic 4: MidAmerica Leaders Meeting</u> Make sure to give Deb any questions you have for the MidAmerica Region leader's meeting by the second Monday of the month. (This will become a recurring agenda item)</p>
7	List decisions made		<ul style="list-style-type: none"> ● Michael agreed to be liaison to the Nominating Committee. ● Next quarterly listening session scheduled for March 10 after service. ● BOT Winter Retreat Scheduled for February 10 (afternoon, exact time TBD). ● Tom will donate his time to install a new keypad lock on the office door. The lock itself will cost \$160. ● Proceed with plan to change lockbox code on July 1 every year. ● Prairie UU reached out to ask if JRUUC would be willing to share Rev. Karen as a minister between both congregations. Deb declined on our congregation/Karen's behalf. 	
8	List topics to revisit later			
8	Decide	8:41-8:42 PM	Agenda-building for next meeting Roles for next meeting	Facilitator/Observer: Elaine Opening/Closing Words: Karol Minister of Delight: Tom

9	Review	8:42-8:57 PM	<p>Observations: Process, White Supremacy Culture (WSC) and antidotes</p>	<p>We respectfully listened to each other and disagreed in a non-confrontational way. We took in new information and opinions and allowed them to inform our own ways of thinking.</p> <p>Examples of White Supremacy Culture</p> <ul style="list-style-type: none"> - All or nothing: during evaluation, we were discussing each item as if “strength” was the only good outcome and anything less than that was bad. Karol reminded us that “satisfactory” is also good. - Deb dominated the discussion at times, which may have discouraged others from expressing their true opinion, especially during the evaluation. While Deb can step back, others can also do more to step up. <p>During evaluation, it was helpful to discuss <i>how</i> we were interpreting each item before we discussed ratings. The evaluation portion felt rushed so we agreed to a combination of using monthly meeting time and Zoom meetings outside of regular meetings to accomplish the rest.</p>	
10	Conclude	8:57-8:58 PM	Check-out Extinguish Chalice		