

Committee/Group:	BOT	Chair:	Deb Myrbo, President
Date:	2024-02-21	Minute Taker:	Sophie Hannauer, Secretary
Location:	Reeb in person	Meeting started:	6:37pm
Members Present:	Deb, Karol, Michael, Elaine, Tom, Rand, Sophie	Meeting adjourned:	9:25pm
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 Words, checkout	Elaine Tom Karol

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:37-6:58 PM	Welcome & Light Chalice- covenant Check-in Delight Centering time		
2	Decide	6:58 PM	Adopt Agenda <u>Consent Agenda (what's this?):</u> <ul style="list-style-type: none"> Last month's meeting minutes Treasurer's Report: Michael no minister's report due to sabbatical 		Decisions Consent agenda adopted by consensus.
3	Discuss	6:58-7:05 PM	Items pulled from Consent Agenda to discuss? Last meeting's process observations: <ul style="list-style-type: none"> Everyone needs to step up in minister's eval so that one person doesn't end up dominating 	Notes from treasurer's report Pledges continue to catch up to where we are budgeted. Reeb Rave is getting included on tax statements when it shouldn't be - this should be mentioned to the office administrator. Some pledge checks are coming in and not being designated as pledges - remind congregation that	

				they should be sure to mark their checks as pledges. We need a way to track people's progress on their pledges, we haven't been able to do that in the last couple of years, likely because of the transition to Breeze.	
	Discuss	7:05-7:10 PM	Housekeeping Items <ul style="list-style-type: none"> cleaner update: Karol board retreat March 9 educational topic, fun team building 	<p>Cleaning service will start week after next for a one week trial to get a final estimate, then we will sign a one year contract. It will include weekly cleaning of main spaces, with possible cleaning of additional spaces as time permits on every other week. Joan Kemble agreed to help orient the cleaning service on their first day.</p> <p>Deb requests help with planning an educational topic and fun team activity for retreat. Everyone is welcome to bring snacks.</p>	Action Items Karol will come up with a fun activity and Elaine will come up with an educational activity for the retreat.
4	Discuss	7:10-8:22 PM	Ministry Focus <u>Topic 1:</u> Continue work on minister's eval—social justice, rites of passage		
5	Refresh	8:22-8:27 PM	Stretch Break		
6	Discuss	8:27-9:17 PM	Governance Focus <u>Topic 1:</u> Finalize revised Board position descriptions <u>Topic 2:</u> Finalize list of those who should have lockbox code, office door code <u>Topic 3:</u> Stewardship Team's Questions and needs: <ul style="list-style-type: none"> What would we cut if we don't bridge the 20k budget gap? (Negative motivation factor.) 	<u>Topic 3: Stewardship</u> The stewardship team is writing a letter to communicate with the congregation about the anticipated/continued budget shortfall. They plan to send it in March. Will be signed by both BOT and Stewardship Team. Budget priorities: increasing staff professional development expenses to retain our current great staff; increase our contribution to the UUA	Decisions <u>Topic 1: BOT position descriptions</u> Secretary, president, and at large position descriptions approved by consensus. <u>Topic 3: Stewardship</u> BOT agreed by consensus to allow the Stewardship Team to have access to the names, but not

			<ul style="list-style-type: none"> • What things could we do if we exceed our budget? (Positive motivation factor) • Who can be allowed to contact members who have not made their pledges? • Status of 25% payment to UUA <p><u>Topic 4: Questions for March listening session</u></p>	<p>(message to the congregation what we get in return) Negative motivation factor: possibly losing staff</p> <p>Positive motivation factor: ending white supremacy culture fund (scholarships for Black History for a New Day, guest speakers, etc.); other social justice causes, continue to improve worship technology, getting benefits from being a fully paid member of the UUA (getting for free some services that we have to pay for now)</p> <p>Tracking pledges: currently we don't have a good way to track what people have actually paid vs. what they have pledged. This ability used to exist, but seems to have been lost in transition to Breeze. No one knows exactly where financial commitment forms are going/being kept, but they may be going to office@jruuc.org. We should also have them go to treasurer@jruuc.org going forward. Eventually, we should have the office administrator be entering this information into Breeze. Steve may have some access to this information. Pending getting the information, the BOT is comfortable having someone from the Stewardship Team have a list of "lapsed" pledgers, but not exact pledge/paid amounts. Before doing specific outreach to "lapsed" pledgers, we will make a general announcement to the congregation about checking their pledge and making sure payments are being made as they intend.</p> <p>UUA contribution for this year has now been paid.</p>	<p>dollar amounts, of lapsed pledges in order to do specific outreach.</p> <p>Action Items</p> <p><u>Topic 1: BOT position descriptions</u> Sophie will align all the responsibilities that are the same by Sunday 2/25.</p> <p><u>Topic 3: Stewardship</u> Ask Susan P. to have online financial commitment forms routed to treasurer@jruuc.org.</p> <p>Make a general announcement to ask the congregation to check that their pledges are being paid as they intend.</p> <p><u>Topic 4: Listening session questions</u> Deb will share a document for brainstorming ideas, everyone should contribute ASAP so that the questions can go in the next e-news.</p> <p>Tabled</p> <p>Topic 2: List of approved key/lockbox/office code users</p>
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7	List decisions made		<ul style="list-style-type: none"> - Secretary, president, and at large position descriptions approved by consensus. - BOT agreed by consensus to allow the Stewardship Team to have access to the names, but not dollar amounts, of lapsed pledges in order to do specific outreach. 		
8	List topics to revisit later		<ul style="list-style-type: none"> - List of approved key/lockbox/office code users - Discuss over email: questions for March listening session 		
8	Decide	9:17-9:22 PM	Agenda-building for next meeting Roles for next meeting		Facilitator/Observer: Karol Opening/Closing Words: Elaine Minister of Delight: Sophie
9	Review	9:22-9:25 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes	<p>The round robin went well for the evaluation, it was easier to do in person.</p> <p>We were agreeable in disagreeing, and came to consensus on evaluation items.</p> <p>We demonstrated nonbinary thinking with evaluation.</p> <p>We did a good job at being understanding about difficult discussions of money.</p>	
10	Conclude	9:25 PM	Check-out Extinguish Chalice		