

<b>Committee/Group:</b>	<b>BOT</b>	<b>Chair:</b>	<b>Karol Niemann, President</b>
<b>Date:</b>	<b>2024-07-17</b>	<b>Minute Taker:</b>	<b>Elaine Morrison, Secretary</b>
<b>Location:</b>	<b>Reeb in person</b>	<b>Meeting started:</b>	<b>06:41 PM</b>
<b>Members Present:</b>	<b>Karol, Michael N, Rachel, Jean, Rand, Elaine M</b>	<b>Meeting adjourned:</b>	<b>08:35 PM</b>
<b>Others Present:</b>	<b>Rev Karen, Tom M.</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>Opening Words:</b>	Michael Nunley Karol Niemann Reverend Karen
<b>K</b>			

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:50 PM	Welcome & Light Chalice- <a href="#">covenant</a> Delight Check-in Centering Time, Rev Karen	Ice cream bar	
2	Decide	6:50-7:00 PM	Adopt Agenda <u>Consent Agenda (<a href="#">what's this?</a>):</u> <ul style="list-style-type: none"> <li>Last month's Meeting Minutes</li> <li>Treasurer's Report: Michael (narrative emailed 18-July-2024)</li> <li>Ministers Report (not available)</li> </ul>	Error in Budget Spreadsheet: Minister professional development not integrated into any further totals. (~\$7586)  Update office administrator professional development from 2.5% to 5% (\$418 to \$836)  Pledge Drive: Total is ~\$8600, not the full \$10000 for the match; some of that original amount still needs to be collected	<b>Decision</b> Last month's meeting minutes <u>approved</u> by consensus.  <b>Action: Rev Karen</b> to contact Michael with proposed process for reimbursements
3	Discuss	7:00-7:05 PM	Last meetings process observations: <ul style="list-style-type: none"> <li>very self-aware, sharing our own personal faults that might be relevant to meetings.</li> </ul>		

			<ul style="list-style-type: none"> <li>• call outs for capitalistic or supremacist thinking, but done in a friendly way.</li> <li>• Be careful to stick to the agenda, or ask to add an item to a future agenda</li> <li>• It feels natural at this point to make decisions by consensus.</li> </ul>		
	Discuss	7:05-7:40 PM	<p><b>Onboarding</b></p> <ul style="list-style-type: none"> <li>• Read charge aloud (see link above)</li> <li>• Covenant: Review, update for this BOT</li> <li>• Review drive, mailbox in office</li> <li>• Explain Announcement commitment, counting/recording attendance; Sunday Responsibilities doc</li> <li>• Schedule Board meeting time <ul style="list-style-type: none"> <li>○ Board retreat date?</li> </ul> </li> <li>• Keys, codes; sign paperwork: <a href="https://docs.google.com/document/d/1T94NScZz6UDSjSORY3wogDsamCoaYiZ/edit">https://docs.google.com/document/d/1T94NScZz6UDSjSORY3wogDsamCoaYiZ/edit</a> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> <p><b>Housekeeping Items</b></p> <ul style="list-style-type: none"> <li>• Cleaning service or employee, update (<b>tabled</b>)</li> </ul>	<p>Look in the JRUUC drive for many useful congregational documents</p> <p>Announcing Share the Plate amounts: There is a lag due to accounting for the variety of funding sources</p> <p>Elaine Morrison, Karol Niemann and Reverend Karen</p>	<p><b>Action: Karol</b> to send email requesting agenda items (due one day before the Executive Meeting)</p> <p><b>Action: Add a link to the JRUUC Sunday Responsibility calendar to the BoT drive (Done)</b></p> <p><b>Action: Michael</b> will compile Share the Plate amounts for announcement as available.</p> <p><b>Action: Tom</b> will follow up with Danica to update key spreadsheet and provide additional keys</p> <p><b>Action: Office</b> combination to be changed and lockbox combination to be changed <b>Tom</b></p>
4	Discuss	0:00-0:00 PM	<p><b>Ministry Focus</b></p> <p><u>Topic 1: Governance and Ministry</u> (<b>move to board retreat</b>)</p> <p><u>Topic 2: Vision for our ministry together</u> (<b>move to board retreat</b>)</p> <p><u>Topic 3: COSM member search update</u></p>	<p>Dan Hotchkiss chart</p> <p>Committees &amp; Teams</p> <p>Overlap of governance and ministry</p> <p>Broad Categories of Board Goals</p> <ul style="list-style-type: none"> <li>• Financial and Administrative Health</li> </ul>	

				<ul style="list-style-type: none"> <li>• Congregational Vision</li> <li>• Board-centric</li> </ul> <a href="#">Board Goals History doc</a> (in BOT Reference folder)	
5	Refresh	7:40 ???	<b>Stretch Break</b>		
6	Discuss	0:00- 0:00 PM	<b>Governance Focus</b> <u>Topic 1:</u> Building use task force update <u>Topic 2:</u> <a href="#">Bluetooth Lockbox</a> update. <u>Topic 3:</u> Appoint a 1-year at-large member to replace Elaine <u>Topic 4:</u> Finance Committee request for read-only access to QuickBooks ( <b>tabled</b> ) <u>Topic 5:</u> Meetings broadcast via Zoom ( <b>tabled</b> )		<b>Decision</b>  <b>Tabled</b>  <u>Discuss over email:</u> _____  <b>Action:</b> Michael to include topic summary on next Treasurer report
7	<b>List decisions made</b>		Appoint to finish Elaine’s term: David Lauth, Pete Haney, Sandy Ligon Leave space in the agenda each month for treasurer items (part of governance focus) Future meetings will be on the third Tuesday of each month (pending confirmation from Rachel)		
8	<b>List topics to revisit later</b>		Next BoT Meeting 1). Budget discrepancies 2). Bluetooth Lockbox 3). Broadcasting BoT meetings on Zoom 4). Gifts in Kind Policy: Actual Text and Interpretation <a href="https://drive.google.com/drive/u/0/folders/1b2GMDAhLY7oTfekHjulQs0pr98NeYFzY">https://drive.google.com/drive/u/0/folders/1b2GMDAhLY7oTfekHjulQs0pr98NeYFzY</a> 5). Quickbooks access for Finance committee 6). Review and discuss Reflection portion of the BoT charge  Board Retreat <u>Topic 1:</u> Governance and Ministry (move to board retreat) <u>Topic 2:</u> Vision for our ministry together (move to board retreat) <u>Topic 3:</u> Supremacy culture		

			<p>Dan Hotchkiss chart Committees &amp; Teams Overlap of governance and ministry</p> <p>Broad Categories of Board Goals</p> <ul style="list-style-type: none"> <li>• Financial and Administrative Health</li> <li>• Congregational Vision</li> <li>• Board-centric</li> </ul> <p><a href="#">Board Goals History doc</a> (in BOT Reference folder).</p>		
8	Decide	8:20 PM	<ul style="list-style-type: none"> <li>• Agenda-building for next meeting</li> <li>• Roles for next meeting</li> <li>• Next meeting: 20-Aug-2024 (pending confirmation from Rachel)</li> </ul>		Facilitator/Observer: <span style="background-color: yellow;">    </span> Opening/Closing Words: <span style="background-color: yellow;">    </span> Minister of Delight: <span style="background-color: yellow;">    </span>
9	Review	8:24- 8:28 PM	Observations: Process, <a href="#">White Supremacy Culture</a> (WSC) and <a href="#">antidotes</a>	NA	NA
10	Conclude	8:28- 8:30 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		