

Committee/Group:	BOT, scheduled 3rd Tuesdays, 6:30-8:30 PM	Chair:	Karol Niemann, President
Date:	2024-08-20	Minute Taker:	Elaine Morrison, Secretary
Location:	Reeb in person	Meeting started:	6:34 PM
Members Present:	David Lauth, Michael Nunley, Rachel Avery, Rand Hill, Karol Niemann, Elaine Morrison, Jean Skinner	Meeting adjourned:	0:00 PM
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:	TBD at meeting Rachel Avery Rachel Avery

	Goal	Time	Agenda item (Length)	Discussion/Notes	Action
1	Gather & ground	6:30-6:55 PM	Welcome & Light Chalice- covenant Delight Check-in Opening words Centering Time	Rachel Avery bringing “treats” Rev Karen will be absent but will provide words via email to Karol Words by Carrie Holley-Hurt: https://www.uua.org/worship/words/benediction/love-holds-you	
2	Decide	6:55-7:05 PM	Adopt Agenda <u>Consent Agenda (what’s this?):</u> <ul style="list-style-type: none"> Last month’s meeting minutes Treasurer’s Minister’s Report: Michael report-Not available 	June 2024 treasurer report updated; lead to revisions to July 2024 budget -Zeroed out June 2024 revenue to apply surplus to July 2024 deficit to avoid “double-counting” -Noted as “contribution non-pledged” -July pledges higher than typical due to annual pledges coming in at the beginning of the fiscal year -Monthly pledges may be less than projected for budget due to membership changes	Decision Last month’s meeting minutes <u>approved</u> by consensus. Agenda adopted as-is by consensus Monthly Membership Count: Joining & Resigning????

					Deb Myrbo: Reporting of “missed” pledges (Elaine M followed up with Deb and Michal N via email on 25-Aug)
3	Discuss	7:05-7:15 PM	<p>Items pulled from Consent Agenda to discuss:</p> <p>Last meeting’s process observations:</p> <ul style="list-style-type: none"> • NA 		Discuss consensus process/meaning at board retreat
	Discuss 5 min	7:15-7:25 PM	<p>Housekeeping Items</p> <p>Welcome David Lauth!</p> <p>Explain Process Observer</p>	Review the BOT folder? choose Process Observer for today	
4	Discuss 10minutes	7:25-7:35 PM	<p>Ministry Focus</p> <p><u>Topic 1:</u> Questions on Governance and Ministry summary</p> <ul style="list-style-type: none"> • Summary doc Governance and Ministry at JRUUC (if you read nothing else, please read this) • Chapter 4 in Governance and Ministry by Dan Hotchkiss: “A Map for Thinking about Congregations: • Chapter 5: “The Job of the Board” • Chapter 11: “Lay and Clergy Partnership” 	<p>Reverend Karen absent, this meeting</p> <p>Communication Council Reps</p> <ul style="list-style-type: none"> -Stewardship & Board -Membership & Building -Worship -Minister <p>(Share highlights with board)</p> <p>Visibility: Bulletin boards in hallways; announcements; newsletter items</p>	<p>Find copies of Hotchkiss and lend to newer board members</p> <p>Feedback/status of teams and committees</p> <p>Retreat Topic: What does board oversight mean?</p>
5	Refresh	5 min	Stretch Break		
6	Discuss		Governance Focus		<u>Decision</u>

		<p>7:40-7:55 PM</p> <p>7:55-8:05 PM</p> <p>8:05-8:15 PM</p> <p>8:15-8:20 PM</p>	<p>Topic 1: Treasurer Items (monthly)</p> <ul style="list-style-type: none"> Budget discrepancies raised at July meeting ... how do we present this to the Congregation? Pledge drive amounts raised, amount matched, amount outstanding Feasibility of announcing past totals and recipients for Share the Plate Finance Committee request for read-only access to QuickBooks <p>Topic 2: Listening Sessions</p> <ul style="list-style-type: none"> how we present this to others topics for next session <p>Topic 3: Building Topics (monthly)</p> <ul style="list-style-type: none"> Task force update <ul style="list-style-type: none"> Rental Language, etc Bluetooth Lockbox discussion Cleaner contract (need BOT volunteer) <p>Topic 4: Gifts in Kind Policy: Actual Text and Interpretation</p> <p>https://drive.google.com/drive/u/0/folders/1b2GMDAhLY7oTfekHjulQs0pr98NeYFzY</p>	<p><u>Decision needed?</u> yes</p> <p>Original Deficit: ~\$10,000 Additional Deficit: ~\$8,000 (ministerial professional development and additional for office administrator development expenses) Total Deficit: ~\$18,000</p> <p>-Postal Mail -Statement of facts -NOT a plea for money/increased pledges -Call a congregational meeting to discuss -Specific email (and announcements to look for it) -After-Service Meeting/Listening Session -Additional congregational meeting needed? -Karol & Michael to contact UUA for advice</p> <p>Notification Letter Congregational meeting Re-Vote</p> <p>Do we need to reconsider budget?</p> <p>-Contracts have already been signed -What options for cuts remain? -Sufficient reserves to cover (but will further deplete reserves)</p> <p>22-Sep Listening Sessions: Joint between board and minister</p> <p>Include budget discussion</p>	<p>Tabled <u>Discuss over email:</u> _____</p> <p>Decision</p> <p><u>Michael to draft letter; David to review; Rachel can assist also</u></p> <p>Discussed over email:</p> <p>Per UUA and JRUUC bylaws: No specific action required</p> <p>Consider a mailing for informational purpose and transparency</p> <p>Discuss at next congregational listening session</p> <p>Decision Access can be granted after BoT receives a signed confidentiality/non-disclosure agreement Karol will draft</p>
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7	List decisions made		Allow finance committee to have read-only access to Quickbooks after signing a confidentiality agreement		
8	List topics to revisit later		<p>Building: Cleaner; bluetooth lockbox; rental agreement/revisions</p> <p>Gifts in Kind Policy</p> <p>Questions/topics for congregational meeting 22-Sep</p> <p>Define "board oversight"</p> <p>Take action regarding increasing deficit</p>		
8	Decide	8:20 PM	<p>Agenda-building for next meeting</p> <p>Roles for next meeting</p>	<p>https://docs.google.com/spreadsheets/d/1VII09Wpi_ktUIHrRK75GUnI9gXsl2EIsTFIEAdjeIsw/edit?gid=0#gid=0</p>	<p>Facilitator/Observer: Rand</p> <p>Opening/Closing Words: Rev. Karen</p> <p>Minister of Delight: Jean</p>

9	Review	8:25-8:27 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes		
10	Conclude	8:27-8:30 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		