

<b>Committee/Group:</b>	<b>BOT</b>	<b>Chair:</b>	<b>Karol Niemann, President</b>
<b>Date:</b>	<b>2024-10-21 MONDAY</b>	<b>Minute Taker:</b>	<b>Elaine Morrison, Secretary</b>
<b>Location:</b>	<b>Reeb in person</b>	<b>Meeting started:</b>	<b>18:40</b>
<b>Members Present:</b>	<b>Rev Karen, David L, Rachel A, Karol N, Elaine Morrison, Jean S, Rand; Michael N (remotely)</b>	<b>Meeting adjourned:</b>	<b>20:52</b>
<b>Others Present:</b>		<b>Zoom Link (when needed)</b>	<a href="https://zoom.us/j/92128797359?pwd=R2pWbWdydmMvWDQ0ai94b1BHUTYrUT09">https://zoom.us/j/92128797359?pwd=R2pWbWdydmMvWDQ0ai94b1BHUTYrUT09</a>

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:45 PM	Welcome & Light Chalice- <a href="#">covenant</a> Centering Time Check-in		
2	Decide	6:45-6:50 PM	Adopt Agenda	Move “adopt agenda” below “consent agenda”	<b>Decision:</b> Last month’s meeting minutes <u>approved?</u> <u>disapproved?</u> by consensus: Approved by consensus
			Consent Agenda ( <a href="#">what’s this?</a> ): <ul style="list-style-type: none"> <li>● <a href="#">Last month’s meeting minutes</a></li> <li>● <a href="#">Treasurer’s Report</a></li> <li>● <a href="#">September Balance Sheet</a></li> <li>● <a href="#">Ministes report</a></li> </ul> <a href="#">October meeting folder</a>  Adopt Agenda	List things from the Consent Agenda to be discussed more fully during this meeting: <ul style="list-style-type: none"> <li>●</li> </ul>	<b>Decision: Consent agenda approved by consensus</b>  <b>Decision: Agenda for current meeting is adopted by consensus</b>
3	Discuss	6:50-6:55 PM	Last meeting’s process observations: <ul style="list-style-type: none"> <li>● Speak up to be heard</li> <li>● Request and approve extra meeting time</li> <li>● Fulfill the formal adjournment process; including choosing roles for the next meeting</li> </ul>		
	Discuss	6:55-7:05 PM	<b>Housekeeping / Informational</b> Minister’s retirement reinstatement (Rachel)	Original agreement signed by Sarah Cook	Rachel has re-affirmed that Rev. Karen is the only staff member with a retirement plan

				<p>Rachel is now the point of contact with the UUA</p> <p>Action: Rev. Karen to return Excel spreadsheet to Rachel; must be turned in by end of month</p>
			<p>Reminders:</p> <ul style="list-style-type: none"> <li>● Sign up for Board rep</li> <li>● Attend 10/27 congregational conversation</li> <li>● Listening session  <a href="https://docs.google.com/document/d/1OXVzods4LYUsL2YdecbRZfdbAlyV9LtMbKxoBuEAYkA/edit">https://docs.google.com/document/d/1OXVzods4LYUsL2YdecbRZfdbAlyV9LtMbKxoBuEAYkA/edit</a>  - follow up items in Minister's Report</li> </ul>	<p>3 items: Count offering, people in sanctuary, read announcements</p> <p>Zoom coffee host will count Zoom attendees</p> <p>Listening session: Jean unavailable</p> <p>Elaine will take notes</p>
4	Discuss	7:05-7:25 PM	<p><b>Ministry Focus</b>  Add topics during meeting - list the things we want to discuss, then prioritize them and assign how much time we'll spend on each</p>	
			<p><b>Topic 1: Board Reeb Rave Activity</b></p>	<p>Rev. Karen: Board (cutting or otherwise)</p> <p>Karol: Granola</p> <p>Jean: Board Game</p> <p>Rand:</p> <p>David:</p> <p>Michael:</p> <p>Rachel: Cocoa butter mint candle</p> <p>Elaine:</p> <p><b>Decision</b>  <u>Board will assemble a "board basket" for Reeb Rave</u>  <b>Tabled</b>  <u>Discuss over email: _____</u></p>
			<p><b>Topic 2: Reclaiming collective energy</b></p>	<p>What's changed from pre-pandemic?  What do we wish to reclaim?</p> <p>RE: Few kids and limited offerings; Hard to attract more kids</p> <p>Hard to attract volunteers when they are unsure if there will be any kids/a group of kids</p> <p>TFA: Reading from pulpit instead of sitting on the floor and inviting kids to come forward; not all</p> <p><b>Decision</b>  <b>Tabled</b>  <u>Discuss over email: _____</u></p>

			<p>kids want to come forward; invite adults to come forward?</p> <p>More activities for kids on Sundays (including school items, sports, etc.)</p> <p>New visitors seem to be lingering longer after service</p>	
			<p><b>Topic 3: Lockers</b></p>	<p>Rev. Karen will check in with Jennifer and Genevieve about our current guest.</p> <p><b>Decision</b></p> <p><b>Tabled:</b></p> <p>Discuss over email: _____</p>
5	Refresh	7:25-7:30 PM	Stretch Break	
6	Discuss	7:30-8:20 PM	<p><b>Governance Focus</b></p> <p>Items listed and prioritized by Executive Committee after consulting with <a href="#">agenda-building sheet</a></p>	

	<p><b>Topic 1: Budget conversation</b></p> <ul style="list-style-type: none"> <li>• Standing item to discuss ways we can reduce the budget deficit</li> <li>• Planning for 10/27 congregational conversation on budget letter</li> </ul>	<p>Nobody has received any feedback from other congregants</p> <p>Income and Outflow are currently on track with projections (annual divided by 12, not a perfect system, but a good estimate)</p> <p>First quarter: July/Aug/Sep on budget        -May become a deficit later in the fiscal year        -Rental income is greater than amount budgeted        -Reeb Rave income not yet known        -Any increase in pledge revenue from new members</p> <p>Rentals as key source of income        Should we have a rentals team?        Board: Updating and improving rental policies        Are there concerns with presenting a revised budget? Voting on a revised budget at an extra congregational meeting?</p> <p>“Budget Forum” in February to show the basic income and outlay for the following year</p>	<p><b>Decision</b>  <u>Begin with short presentation summarizing the current deficit and situation information.</u></p> <p><u>Purpose: Transparency</u>  <u>Recommendation/Plan: Use reserves as needed for remainder of fiscal year</u></p> <p><u>Treasurer’s reports reviewed by the board monthly</u></p> <p><u>Michael: Present each month actual vs budget (Jul/Aug/Sep)</u></p> <p><u>Deficit is not immediately a crisis, but not on a good course for long term financial health of the congregation</u></p> <p><b>Tabled</b></p> <p><u>Discuss over email: _____</u></p>
	<p><b>Topic 2: <u>Gifts in Kind policy</u></b></p>	<p>-Understanding costs        -Accepting gifts for events when items are soliciting        -Accepting items approved for specific ritual purposes        -Specific individuals can accept items for their sphere of responsibility        -Concern about “skewing” congregational priorities via gifts</p>	<p><b>Decision</b></p> <p><b>Tabled: Review individually and continue discussion at next meeting</b></p> <p><u>Discuss over email: _____</u></p>
	<p><b>Topic 3: <u>Board goals and actions</u></b></p> <ul style="list-style-type: none"> <li>• Rental Team charge</li> <li>• Governance and Ministry visual aid</li> </ul>	<p>Rental Team charge</p> <p>Governance and Ministry visual aid</p>	<p><b>Decision</b></p> <p><b>Tabled</b></p>

			<ul style="list-style-type: none"> <li>• Safer Congregation policy (disruptive behavior, Sunday morning safety)</li> <li>• Lockbox</li> <li>• Post Board goals</li> <li>• Charges for Board and Committees</li> <li>• Board-led worship service</li> </ul>	<p>Safer Congregation policy (disruptive behavior, Sunday morning safety)</p> <p>Post Board goals</p> <p>Charges for Board and Committees</p> <p>Board-led worship service</p> <p><b>Board Service 08-Dec</b></p> <p><b><u>Favorite hymn and reflection</u></b></p> <p><b><u>Elaine:</u></b></p> <p><b><u>Jean:</u></b></p> <p><b><u>David:</u></b></p> <p><b><u>Rachel:?</u></b></p> <p><b><u>Rand:</u></b></p>	<p><u>Discuss over mail:</u> Leader for each board goal</p> <p>Karol: Post board goals in building</p> <p>Karol: Email board to request volunteers to lead other goals</p>
			<p><u>Topic 4:</u> xxyz</p>		<p><b><u>Decision</u></b></p> <p><b><u>Tabled</u></b></p> <p><u>Discuss over email:</u> _____</p>
7	List decisions made				
8	List topics to revisit later				
8	Decide	8:20-8:25 PM	Roles and agenda for next meeting	<p>Agenda-building for next meeting</p> <ul style="list-style-type: none"> <li>•</li> </ul>	Facilitator/Observer: Jean Opening/Closing Words: Karen Minister of Delight: Rand
9	Review	8:25-8:28 PM	Observations: Process, <a href="#">White Supremacy Culture</a> (WSC) and <a href="#">antidotes</a>	By avoiding rigidity of order, we are too free form; ambitious agenda results in items being tabled, running late, or both	

				<p>Arrive early enough to set up tables and start on time, spend less time on consent agenda</p> <p>Agenda in priority order or note items that are more "optional" for that specific meeting</p> <p>Carry over items to/from the agenda builder</p>	
10	Conclude	8:28-8:30 PM	<p>Check-out (one word/sentence)</p> <p>Extinguish Chalice</p>		