


Committee/Group:	BOT	Chair:	Karol Niemann, President
Date:	2024-NOV-19	Minute Taker:	Elaine Morrison, Secretary
Location:	Reeb in person	Meeting started:	18:30
Members Present:	Karol, Jean, Rand, Karen, Elaine, Rachel, Michael, David	Meeting adjourned:	20:19
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:	Jean Rand Rev. Karen

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:40 PM	Welcome & Light Chalice- covenant Centering Time Check-in		
2	Decide	6:40-6:55 PM	<u>Consent Agenda (what's this?)</u> : <ul style="list-style-type: none"> Last month's meeting minutes (linked here) Treasurer's Report Balance sheet Treasurer's Narrative Minister's report Current month's meeting folder:  5_November 2024	List things from the Consent Agenda to be discussed more fully during this meeting:	Decision: Consent agenda <u>approved?</u> by consensus! Decision: Last month's minutes <u>approved?</u> by consensus! Minister report: Additional details about Meadville Lombard online course on Organizational Leadership and Management in next month's report
			<u>Adopt meeting agenda</u>	If we add anything, be cognizant of the time it will take	Decision: Meeting agenda <u>adopted?</u> by consensus!
3	Discuss	6:55-7:05 PM	Last meeting's process observations: <ul style="list-style-type: none"> By avoiding rigidity of order, we are too free form; ambitious agenda results in items being tabled, running late, or both 	Whose job is it to keep an eye on time? What's the role of the facilitator/observer? Strategies for agenda-building to be realistic about discussion times	Facilitator: Assist with flow, timekeeping, staying on topic; Observer: Process, WSC items, other ways of working and improving as a group

			<ul style="list-style-type: none"> • Arrive early enough to set up tables and start on time, spend less time on consent agenda • Agenda in priority order or note items that are more “optional” for that specific meeting • Carry over items to/from the agenda builder 		Add reminders about agenda building spreadsheet and dates of next EC meeting
	Discuss	7:05-7:05 PM	Housekeeping / Informational	-	
4	Discuss	7:05-7:25 PM	Ministry Focus 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>Topic 1: How can we reach out more vigorously to let people know we’re here?</p> <p>Susan P maintains our Facebook presence and posts frequently -One for JRUC and One for members/friends</p> <p>Bring a Friend service encouraged visitors to attend Good “excuse” to invite people</p> <p>Balance between sharing, recommending and proselytizing</p> <p>Solstice is a very special event and great for visitors/guests -Add to local event listings (Isthmus, etc) -Printed materials available to visitors -Especially burning bowl service -T-shirts: Use the ones we already have, consider another print run</p> <p>Open house for families/children Differentiate from other options</p>		<p><u>Decision</u></p> <p>Tabled</p> <p><u>Discuss over email:</u>_____</p>
			Topic 2: xxyyz		<p><u>Decision</u></p> <p>Tabled</p>

					Discuss over email: _____
			Topic 3: xyyz		Decision Tabled Discuss over email: _____
5	Refresh	7:25-7:30	Stretch Break		
6	Discuss	7:30-8:20 PM	Governance Focus Items listed and prioritized by Executive Committee after consulting with agenda-building sheet		
			Topic 1: Budget conversation (15 min) - standing item to discuss ways we can reduce the budget deficit	Employer match for donations - discussion and next steps –May need to file additional documentation with the IRS to receive the proper designation –Use UUA 501(c)3 status by receiving a letter of good standing? –Karen will find contact, Michael will contact UUA for advice ocsf@uua.org (Office of Church Staff Finances) -Will employers match for places of worship? Congregational conversation about budget: notes are in the main BoT folder Treasury: Investing portion of account balance Park Bank CD Special 7 months, 4.2% (end of fiscal year for us) Small window upon maturity to take action We can do this and still pay all our projected expenses (with the deficit) Money Market: 3.2% ability to add and remove amounts monthly	Decision Accept CD of \$50K for 7 months and 4.2% Tabled Additional discussion of proceeds/interest and long term management of CDs, money market, etc. Discuss over email: _____ Increase credit limits

	<p>Topic 2: Retirement Reinstatement (10 min) This folder contains the current EPA, Board resolution to adopt the plan, the new document, and a Word file with the tasks at hand summary and a link to the document that lists changes from the previous plan.</p>	<p>Need to vote on a Board resolution and record it in the meeting minutes</p>	<p>Decision Approved</p> <p>Tabled</p> <p>Discuss over email: _____</p>
	<p>Topic 3: Board goals and actions (25 min) - who will work on each and what's the action plan?</p> <ul style="list-style-type: none"> ● Rental Team charge ● Governance and Ministry visual aid ● Safer Congregation policy (disruptive behavior, Sunday morning safety) ● Post Board goals ● Charges for Board and Committees ● Board-led worship service ● Gifts in Kind Policy Review/Update 	<p>Rental Team charge template</p> <ul style="list-style-type: none"> ● Rand, Rachel <ul style="list-style-type: none"> ○ Contact Charlie McNulty for assistance ○ Transition from Sophie <p>Governance and Ministry visual aid</p> <ul style="list-style-type: none"> ● Karol, Jean, Karen <p>Safer Congregation policy (disruptive behavior, Sunday morning safety)</p> <ul style="list-style-type: none"> ● David, Karen <p>Post Board goals</p> <ul style="list-style-type: none"> ● Karol <p>Charges for Board and Committees (current documents may not all be current and are on our website and in this folder on the Drive)</p> <ul style="list-style-type: none"> ● Michael, Jean <p>Board-led worship service 12/08/2024 - favorite hymn reflections</p> <ul style="list-style-type: none"> ● Elaine: #1053: How could anyone? ● Jean: #1031 Loving Kindness ● David: #347 Gather the Spirit ● Rand: #? We Would Be One <p>Proposal from EC to include updating Gifts in Kind policy as a financial/administrative goal</p> <ul style="list-style-type: none"> ● Elaine, Michael, Karol <p>Reeb Rave item sold after multiple bids!</p>	<p>Decision</p> <p>Tabled</p> <p>Discuss over email: _____</p>
	<p>Topic 4:</p>		<p>Decision</p>

					<p>Tabled</p> <p>Discuss over email: _____</p>
7	List decisions made				
8	List topics to revisit later				
8	Decide	8:20-8:22 PM	Agenda-building for next meeting Roles for next meeting		Facilitator/Observer: Michael Words for Centering: Karen Minister of Delight: Karol
9	Review	8:22-8:27 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes	<ul style="list-style-type: none"> -Taking time to pause and give space to speak -Still getting used to when to discuss topics within the agenda format -Pleasantly disagree at time -Increased consciousness of time makes it easier to keep on track with the agenda 	
10	Conclude	8:27-8:28 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		