


<b>Committee/Group:</b>	BOT	<b>Chair:</b>	Karol Niemann, President
<b>Date:</b>	2024- FEB-18	<b>Minute Taker:</b>	Elaine Morrison, Secretary
<b>Location:</b>	Reeb in person	<b>Meeting started:</b>	06:30PM
<b>Members Present:</b>	David Lauth, Rand Hill, Karol Niemann, Michael Nunley, Rev. Karen Armina, Rachel Avery, Elaine Morrison	<b>Meeting adjourned:</b>	08:43PM
<b>Others Present:</b>		<b>Zoom Link (when needed)</b>	<a href="https://us02web.zoom.us/j/88925247295?pwd=ZZS85nX7vn7Fr0zebrqObVTXb8s5CV.1">https://us02web.zoom.us/j/88925247295?pwd=ZZS85nX7vn7Fr0zebrqObVTXb8s5CV.1</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 Michael Nunley Reverend Karen Armina

	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	6:40-6:45 PM	<u>Consent Agenda (what's this?):</u> <ul style="list-style-type: none"> <li>Last month's meeting minutes</li> <li>Treasurer's Report</li> <li>Balance sheet</li> <li><a href="#">Minister's report</a></li> <li><a href="#">Current month's meeting folder</a></li> </ul>	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:</b> Consent agenda <u>approved?</u> by consensus (including last month's meeting minutes) Adopted by consensus
			<u>Adopt meeting agenda</u>		<b>Decision:</b> Meeting agenda <u>adopted?</u> by consensus Adopted by consensus
3	Discuss	6:45-6:55 PM	Last meeting's process observations: <ul style="list-style-type: none"> <li>[no january notes?]</li> <li></li> </ul>		
	Discuss	0:00-0:00 PM	<b>Housekeeping / Informational</b>	-	

4	Discuss	6:55-7:20-PM	<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		
			<b>Topic 1: Office Administrator transition update (10 min)</b>	See Minister's Report	<u>Decision</u>  <u>Tabled</u>  Discuss over email: _____
			<b>Topic 2: Breeze rollout update (5 min)</b>	Two aspects: 1). Membership/People 2). Pledges/Financial  July 1: Credit card processing by Breeze; stop using PayPal and Stripe  Can we log pledge drive functions and information in Breeze?	<u>Decision</u>  <u>Tabled</u>  Discuss over email: _____
			<b>Topic 3: N/A</b>		<u>Decision</u>  <u>Tabled</u>  Discuss over email: _____
5	Refresh	7:20-7:25	<b>Stretch Break (5 minutes)</b>		
6	Discuss	7:25-8:20 PM	<b>Governance Focus</b> Items listed and prioritized by Executive Committee after consulting with <a href="#">agenda-building sheet</a>		
			<b>Topic 1: Budget conversation (10 min)-</b> standing item to discuss ways we can reduce the budget deficit <ul style="list-style-type: none"> <li>• Staff credit card limit increase?</li> <li>• Employer matching contribution update</li> <li>• Reduce Budget Deficit</li> </ul>	Credit limit shared between staff (also individual limits for each person) -Not sufficient to cover appropriate expenses  Next step: Complete IRS online application for 501(c)3 (hopefully end of March)  Karol: Pysanky egg decorating workshop Michael: Neighborhood open house	<u>Decision</u> Increase Minister's credit card limit by \$5000 USD  <u>Tabled</u>  Discuss over email: _____

			<b>Topic 2: Draft budget and March 23 listening session (15 min)</b> <ul style="list-style-type: none"> <li>First look at draft budget</li> <li>How to present the draft budget to the congregation (create some slides?)</li> <li> DRAFT 2025-2026 Operatin...</li> </ul>	Find date for Board budget meeting Idea generation for slides content	<u>Decision</u>  <u>Tabled</u>  <u>Discuss over email: _____</u>
			<b>Topic 3: Executive session (20 min)</b>	(No Notes)	<u>Decision</u>  <u>Tabled</u>  <u>Discuss over email: _____</u>
			<b>Topic 4: Board Retreat update, next steps</b>	March 1 (tentative, on Zoom) 11-12:30: Reset with Mid-America staff (Lisa Presley, David Pyle) (90 minutes recommended for pre-meeting) LUNCH Budget Meeting	<u>Discuss over email: Agenda and background information</u>
			<b>Topic 5: Updates on Board goals (10 min)</b> <ul style="list-style-type: none"> <li>Rental Team charge</li> <li>Governance and Ministry visual aid</li> <li>Safer Congregation policy (disruptive behavior, Sunday morning safety)</li> <li>Post Board goals</li> <li>Charges for Board and Committees</li> <li>Board-led worship service</li> <li>Gifts in Kind Policy Review/Update</li> </ul>	Review and approve BOT charge Rentals: Procedural updates in process ETA March  (Spring)  ETA: March Some revised fall 2023; others are older 08-Dec-2024 No Updates	<u>Decision</u>  <u>Tabled</u>  <u>Discuss over email: _____</u>
7	List decisions made		Increase Minister's credit card limit by \$5000 USD		

8	List topics to revisit later		Can we log pledge drive functions and information in Breeze? Agenda and background for 01-Mar		
8	Decide	8:20-8:22 PM	Agenda-building for next meeting Roles for next meeting ( <a href="#">add items here</a> whenever you think of them)		Facilitator/Observer: Rachel Words for Centering: Rev. Karen Minister of Delight: Rand
9	Review	8:22-8:27 PM	Observations: Process, <a href="#">White Supremacy Culture</a> (WSC) and <a href="#">antidotes</a>	-Efficient for early parts of the agenda; thoughtful and thorough for more difficult topics	
10	Conclude	8:27-8:28 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		