

Committee/Group:	BOT	Chair:	Karol Niemann, President
Date:	2024-April 08	Minute Taker:	Elaine Morrison, Secretary
Location:	Reeb in person	Meeting started:	06:40PM
Members Present:	Rev. Karen, Michael N, David L, Jean S, Karol N, Elaine M in person; Rand H via phone	Meeting adjourned:	08:43 PM
Others Present:		Zoom Link (when needed)	https://us02web.zoom.us/j/86435200023?pwd=5FKcrRkVreKlf17QEm43Na7tiGDsGS.1
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 Karol Reverend 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	6:40-6:45 PM	<u>Consent Agenda (what's this?):</u> <ul style="list-style-type: none"> Last month's meeting minutes Treasurer's Report Balance sheet Minister's report Current month's meeting folder	List things from the Consent Agenda to be discussed more fully during this meeting: <ul style="list-style-type: none"> 	Decision: Consent agenda <u>approved?</u> by consensus (including last month's meeting minutes) Approved (as amended) by consensus
			<u>Adopt meeting agenda</u>		Decision: Meeting agenda <u>adopted?</u> by consensus
3	Discuss	6:45-6:55 PM	Last meeting's process observations: <ul style="list-style-type: none"> Making space for difficult topics even if we aren't staying on schedule Openness but also willingness to disagree 		

	Discuss	0:00-0:00 PM	Housekeeping / Informational:	- How do we handle last-minute requests to meet over Zoom instead of in person?	If anyone needs to meet via Zoom, meeting format moves to Zoom; president ensures active link is available
4	Discuss	6:55-7:35 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		
			Topic 1: Covid/Health and Safety policy and masking	Discuss health issues in general, masking, other ways we can engage in community care Hear Rand's Idea for creating a separately vented section of the sanctuary	<u>Decision</u> Tabled to next meeting <u>Discuss over email: _____</u>
			Topic 2: Topics pulled out of minister's report	Topics: • None	<u>Decision</u> Tabled <u>Discuss over email: _____</u>
					<u>Decision</u> Tabled <u>Discuss over email: _____</u>
5	Refresh	7:35-7:45	Stretch Break (5 minutes)		
6	Discuss	7:45-8:20 PM	Governance Focus Items listed and prioritized by Executive Committee after consulting with agenda-building sheet		
			Topic 1: Budget conversation- standing item to discuss ways we can reduce the budget deficit Notes, Budget Forum 1 Notes, Budget Forum 2	Create final budget Current FY: end at deficit of \$10K Next FY budget: deficit of \$22600 Revenue typically exceeds estimates (except there are far less in non-pledge contributions) Should we develop a multi-year financial plan?	<u>Decision</u> Tabled <u>Discuss over email: _____</u>

			<p>Should we develop a strategic plan for family ministry or other areas?</p> <p>Sabbatical Fund: Contributions \$1000 short this year; need to catch up by the next sabbatical year (2027-28)</p> <p>Potential cuts</p> <ul style="list-style-type: none"> -Eliminate professional development for part-time staff (\$2000) -Raises: increase by 2% instead of 4% (\$2000) -Solstice supplies (\$300) -Reduce accompanist needs/cost (\$100/each) -Reduce purchases of new sheet music -Accountant costs should be reduced as Breeze comes online (\$500) -UUA: Reduce contribution to \$1000 (\$1000) -Sabbatical Fund: do not make catch-up contribution (\$1075) <p>\$6875</p> <ul style="list-style-type: none"> -Increase rentals from \$4K to \$6K (+\$2K) -Pledge increases not yet factored (+\$3K) -Miscellaneous revenue: Increase to \$500 (+\$400) <p>\$5500</p> <p>Grand total deficit: \$12000</p>	<p><u>Karol</u> Draft email to solicit additional pledge conderations; send to Rev. Karen for distribution</p>
		<p><u>Topic 2: Endowment Committee</u></p>	<p>Ask the Nominating Committee to recruit for an Endowment Committee?</p>	<p><u>Decision</u></p> <p>Tabled</p> <p><u>Discuss over email:</u> _____</p>

			Topic 3: Updates on Board goals		Decision Tabled Discuss over email: _____
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 (add items here whenever you think of them)		Facilitator/Observer: David Words for Centering: Karen Minister of Delight: Jean Minutes: Rachel?
9	Review	8:22-8:27 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes	-Patient with complications for starting the meeting -Flexible about agenda adjustments	
10	Conclude	8:27-8:28 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		