

Committee/Group:	BOT	Chair:	Rachel Avery, President
Date:	2025-08-27	Minute Taker:	Elaine Morrison, Secretary
Location:	Reeb in person	Meeting started:	6:30 PM
Members Present:	Rev Karen, Jean, Elaine M, Virginia H, Rachel A, David L, Marla, Heike	Meeting adjourned:	PM
Others Present:		Zoom Link (when needed)	
Charge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&ouid=113996274166732070477&rtpof=true&sd=true	Facilitator/Observer: Minister of Delight: Centering Time Words:	Heike Marla Rev. Karen

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:40 PM	Welcome & Light Chalice (read 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)
			<u>Adopt meeting agenda</u> <ul style="list-style-type: none"> • Is there anything we need to add to the agenda? 		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"> • Humor • Being okay with adding one item in the moment (not on the agenda) • Natural conversation • We started a bit late 		
	Discuss	6:55-7:00 PM	Housekeeping / Informational	-	

4	Discuss	7:00-7:30 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: Questions from minister's report	Caring Tree Follow-up -One coordinator moved to BoT -Second coordinator wants to finish by end of year	Decision Tabled Discuss over email: _____
			Topic 2: Review and approve Justice Ministry Team charge edits - edits were significant, and here's the old version	-Virginia will incorporate suggestions for clarity into the main document; then circulate to the BoT via email for approval.	Decision Tabled Discuss over email: _____
			Topic 3: Volunteer recruitment/management	Role of Nominating Committee -Currently does not meet year-round Membership Team tracks information from blue cards/time & talent; data being migrated to Breeze Data from Neighborhood Meetings Leadership Development Support of volunteers Showing appreciation of volunteers (thank you event, thank you during worship or congregational meeting,, posters, etc.)	Decision Tabled What are ways to support volunteers? What activities will we need to stop if we don't have enough volunteers? Discuss over email: _____
5	Refresh		Stretch Break (5 minutes)		
6	Discuss	7:35-8:20 PM	Governance Focus Items listed and prioritized by Executive Committee after consulting with agenda-building sheet		
			Topic 1: Develop policy for postings and other outward facing position statements Notes from July meeting: Consider developing statement of conscience before postings/other actions - policy should include guidance for this Who can use our name and for what? Who can propose and approve items?	UUA Guidance Available-Congregational Risk Assessment c will work on this	Decision Tabled Discuss over email: _____

	<p>Topic 2: Congregational Listening Session Date: September 28, 2025 Topic: ??????</p>	<p>Volunteer recruitment & support</p> <ul style="list-style-type: none"> ● To our volunteers: Can you share a time you felt supported in a volunteer role at Reeb? And a time you didn't? ● What information do you need to make decisions about serving in volunteer roles? ● Is there anything standing in the way of you getting involved with something you'd like to get involved in? <p>What would encourage you to become more involved? Are there barriers?</p> <p>How can you be better supported in your volunteer role?</p> <p>Availability of volunteers to do tasks instead of paying to have them completed by professionals.</p>	<p><u>Decision</u></p> <p>Tabled</p> <p><u>Discuss over email:</u>_____L</p>
	<p>Topic 3: Staff credit card limits</p> <ul style="list-style-type: none"> ● Recommended by Rev. Karen and staff for \$10,000 total limit: <ul style="list-style-type: none"> ○ Minister \$4500 ○ Office Admin \$2500 ○ Dir Music Ministry \$1500 ○ Dir Family Ministry \$1500 		<p><u>Decision Limits approved as described at left.</u></p> <p>Tabled</p> <p><u>Discuss over email:</u>_____</p>
	<p>Topic 4: Updates on <u>BOT goals</u> (including carry-over items):</p> <ul style="list-style-type: none"> ● Review/revise gifts-in-kind policy (Marla, Elaine M) ● Start a safer congregation policy <ul style="list-style-type: none"> ○ Team members: David, Virginia, Rev. Karen ○ Goal -finish by end of '25 		<p><u>Decision</u></p> <p>Tabled</p> <p><u>Discuss over email:</u>_____</p>

			<ul style="list-style-type: none"> ● Create visual aid for Reeb structure <ul style="list-style-type: none"> ○ Team members: Jean, Karen (and Karol) ○ Finishing during Oct. 25 board retreat (note about the retreat in general: example resource from the UUA for Board retreats) ● Charges for all committees, centrally located ● Develop policy for postings and other outward-facing position statements (new goal) - Rachel, Jean, Heike, Rev. Karen 		
			Topic 5: Giving Statements	Issued each January for previous year Additional information can be pulled from Breeze more frequently	
7	List decisions made		Approved the following credit card limits: <ul style="list-style-type: none"> ● Minister (Karen Armina) \$4500 ● Office Administrator (Bryan Rainey) \$2500 ● Director of Music Ministry (Jennifer Hedstrom) \$1500 ● Director of Family Ministry (currently open, will add name when hired) \$1500 		
8	List topics to revisit later		Add volunteers and stewardship of congregation as an ongoing agenda topic		
8	Decide	8:20-8:22 PM	Agenda-building for next meeting (add items here whenever you think of them) Roles for next meeting		Facilitator/Observer: Virginia Centering Time Words: Rev. Karen Minister of Delight: Elaine M

9	Review	8:22-8:27 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes		When we got too detailed, able to move that later in the agenda. Nice moment of recentering the conversation on volunteerism.
10	Conclude	8:27-8:30 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		