

<b>Committee/Group:</b>	BOT	<b>Chair:</b>	Rachel Avery, President
<b>Date:</b>	2025-01-20	<b>Minute Taker:</b>	Elaine Morrison, Secretary
<b>Location:</b>	Zoom	<b>Meeting started:</b>	6:32 PM
<b>Members Present:</b>	Elaine M, David L, Jean S, Virginia H, Rachel A, Heike S, Rev. Karen, Marla M	<b>Meeting adjourned:</b>	X:XX PM
<b>Others Present:</b>		<b>Zoom Link (when needed)</b>	<a href="https://us02web.zoom.us/j/86335048243?pwd=oHqluWazWILSchW3rokewWYOux7ley.1">https://us02web.zoom.us/j/86335048243?pwd=oHqluWazWILSchW3rokewWYOux7ley.1</a> Meeting ID: 863 3504 8243 Passcode: 183505
<b>Charge:</b>	<a href="https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;oid=113996274166732070477&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgyj/edit?usp=sharing&amp;oid=113996274166732070477&amp;rtpof=true&amp;sd=true</a>	<b>Facilitator/Observer:</b> <b>Minister of Delight:</b> <b>Centering Time Words:</b>	Virginia Elaine Rev. Karen

	Goal	Time	Agenda item (Length)	Discussion	Action
1	Gather & ground	6:30-6:40 PM	Welcome & Light Chalice (read <a href="#">covenant</a> ) Centering Time Check-in		
2	Decide	6:40-6:50 PM	<u>Consent Agenda (what's this?):</u> <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="#">Balance sheet</a></li> <li><a href="#">Minister's report</a></li> </ul> 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"> <li>Brief comments on finances from Treasurer</li> <li></li> </ul>	<b>Decision:</b> Consent agenda approved by consensus (including last month's meeting minutes)
			<u>Adopt meeting agenda</u>		<b>Decision:</b> Meeting agenda adopted by consensus
3	Discuss	6:50-7:00 PM	Last meeting's process observations: <ul style="list-style-type: none"> <li>Mostly on-topic and on-time without rushing</li> <li>Thorough/helpful conversations with all participating</li> </ul>		

	Discuss	7:00-7:05 PM	<b>Housekeeping / Informational</b> 1) Reminder of BOT responsibility for a Sunday they've signed up for <ul style="list-style-type: none"> <li>• Announcements</li> <li>• Count People</li> <li>• Count Money</li> <li>• Wear your purple nametag, be available as a Board member</li> </ul> 2) Confirm/document housing allowance for our minister	- 1) Please also sign up for dates! And, remember to add your count to the spreadsheet (if you're not sure how to do that, send it to Rachel) 2) Rev. Karen's housing allowance is confirmed at \$17,400 for the 2025-2026 church year.	1). Noted 2). Acknowledged by all present
4	Discuss	7:05-8:05 PM	<b>Governance Focus</b> Items listed and prioritized by Executive Committee after consulting with <a href="#">agenda-building sheet</a>		
			<b>Topic 1: State of the building</b> Conversation with Renee Buchanan	Note: Major Maintenance and Repair Fund - \$13,661.00 as of Dec 2025.  Possible Items Roof: Roofing materials are buckling -Needs additional evaluation  1. Boards in front of building: \$400 budgeted, but not going to be enough for dry rot  Security in back: Add cameras and/or lights; remove trees/brush?; lockers from Friends of State Street in poor condition, are they being used?; graffiti;  Plumbing Toilets in ladies' room: ongoing/recurring issues; Looked at by Ellie's friend; at what point should we get a plumber if we can't solve ourselves  Dishwasher: Could be replaced for ~\$600  Water Softener could help with plumbing issues (but also costs money & requires maintenance)	<u><b>Decision</b></u> <u><b>Use the Major Maintenance &amp; Report Fund to obtain quotes for major items:</b></u>  <u><b>Roof</b></u> <u><b>Front of Building (dry rot, etc).</b></u> <u><b>HVAC</b></u> <u><b>Water Heater?</b></u> <u><b>Dishwasher?</b></u> <u><b>Water Softener</b></u> <u><b>Nursery Carpet</b></u>  <u>Rev. Karen will reach out to Joan Kemble regarding the lockers</u>  <u><b>Tabled</b></u> <u>Discuss over email: _____</u>

			<p>Who can approve small-medium projects?</p> <p>Cork Floor Maintenance: Overdue and visible issues</p> <p>HVAC: Rand keeps this running for now; What are future options for maintenance?</p> <p>Multipurpose Room: Painted floor cracking</p> <p>Carpet in Nursery: Tripping hazard temporarily fixed by friend of Kathy Soma</p> <p>General Operating Budget (\$3-4k)  Fire alarm maintenance  HVAC maintenance  Miscellaneous small items  Snow plowing (really cheap right now)</p>	
		<b>Topic 2: Draft budget for FY2026-2027</b>	<p>Process and timeline <a href="#">here</a>  Budget spreadsheet <a href="#">here</a>  Recruiting and training visiting stewards</p> <p>Rachel, Heike, Jean, Virginia</p>	<p><b>Decision</b>  <b>Increase UUA contribution from \$2000 to \$2750 target</b></p> <p><b>Tabled</b></p> <p><u>Discuss over email:</u>  Rev Karen and Marla will examine the sabbatical fund records</p>
		<b>Topic 3: Updates on <a href="#">Board goals</a></b>	<ul style="list-style-type: none"> <li>● <b>Review/revise gifts-in-kind policy</b> <ul style="list-style-type: none"> <li>○ Team members: Marla, Elaine M</li> <li>○ First meeting: 27-Oct</li> </ul> </li> <li>● <b>Start a safer congregation policy (disruptive behavior and Sunday morning security)</b></li> </ul>	<p><b>Decision</b></p> <p><b>Tabled</b></p> <p><u>Discuss over email:</u> _____</p>

				<ul style="list-style-type: none"> <li>○ Team members: David, Virginia, Rev. Karen</li> <li>○ Third meeting Dec. 5 Next meeting: 06-Feb</li> <li>○ Goal -finish by end of '25-'26 board year</li> <li>● <b>Create visual aid for Reeb structure</b> <ul style="list-style-type: none"> <li>○ Team members: Jean, Karen ( Karol was involved last year)</li> <li>○ Additional work was completed during the Board retreat</li> <li>○ Next step: Putting information into Canva</li> </ul> </li> <li>● <b>Charges for all teams and committees, centrally located</b> <ul style="list-style-type: none"> <li>○</li> </ul> </li> </ul> <p><b>New goals:</b></p> <ul style="list-style-type: none"> <li>● <b>Develop policy for postings and other outward-facing position statements</b> <ul style="list-style-type: none"> <li>○ Team members: Rachel, Jean, Heike, Rev. Karen. Met Nov. 16 and Dec. 7, Jan. 10. Steady progress, making it flexible and applicable for multiple types of communications.</li> </ul> </li> <li>● <b>Update process for Stewardship/Budget process</b></li> </ul>		
5	Refresh	8:05-8:10 PM	<b>Stretch Break (5 minutes)</b>			
6	Discuss	8:10-8:20 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: Questions from Minister's report</b></p>			<p><u>Decision</u></p> <p><b>Tabled</b></p>

				<a href="#">Discuss over email: _____</a>
		<b><u>Topic 2: Transforming Conflict discussion</u></b>	<p>Questions (chapters 1 and 2):</p> <p>1a. What has been your personal pattern of responding to conflict?</p> <p>1b. Have you experienced a conflict that seemed to turn out well?</p> <p>2. Have you seen examples of conflicts in your congregation, when people seemed to be talking past each other?</p> <p>Proposed plan for continued discussion:  February meeting - chapters 3 and 4  March meeting - chapter 5  April meeting - chapters 6 and 7  May meeting - chapter 8  June meeting - chapters 9 and 10</p>	<p><a href="#">Decision</a></p> <p><b><u>Tabled</u></b></p> <p><a href="#">Discuss over email: _____</a></p>
		<b><u>Topic 3: xyyz</u></b>		<p><a href="#">Decision</a></p> <p><b><u>Tabled</u></b></p> <p><a href="#">Discuss over email: _____</a></p>
		<b><u>Topic 4:</u></b>		<p><a href="#">Decision</a></p> <p><b><u>Tabled</u></b></p> <p><a href="#">Discuss over email: _____</a></p>
7	List decisions made			

8	List topics to revisit later			
8	Decide	8:20-8:22 PM	Agenda-building for next meeting ( <a href="#">add items here</a> whenever you think of them) Roles for next meeting	Facilitator/Observer: Marla Centering Time Words: Rev. Karen Minister of Delight: Jean
9	Review	8:22-8:27 PM	Observations: Process, <a href="#">White Supremacy Culture</a> (WSC) and <a href="#">antidotes</a>	-Prolonged engagement in discussion topics & willingness to compromise when needed
10	Conclude	8:27-8:28 PM	Check-out (one word? one sentence? etc) Extinguish Chalice	