

Committee/Group:	BOT	Chair:	Rachel Avery, President
Date:	2025-11-18	Minute Taker:	Elaine Morrison, Secretary
Location:	Reeb in person	Meeting started:	6:34 PM
Members Present:	Rachel, David L. Rev Karen, Jean, Elaine M, Heike, Virginia	Meeting adjourned:	8:28 PM
Others Present:		Zoom Link (when needed)	https://us02web.zoom.us/j/86335048243?pwd=oHqLuWazWILSchW3rokewWYOux7ley.1 Meeting ID: 863 3504 8243 Passcode: 183505
Charge:	https://docs.google.com/document/d/1DGMyiayZutYULViRe60L8Xt9qiqYQgvj/edit?usp=sharing&oid=113996274166732070477&rtpof=true&sd=true	Facilitator/Observer: Minister of Delight: Centering Time Words:	Jean Heike 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	6:40-6:50 PM	<u>Consent Agenda (what's this?):</u> <ul style="list-style-type: none"> Last month's meeting minutes Treasurer's Report (not available this month) Balance sheet (not available this month) 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"> Brief comments on finances from Treasurer (not this month; Marla not present) 	Decision: Consent agenda <u>approved</u> by consensus (including last month's meeting minutes)
			<u>Adopt meeting agenda</u>		Decision: Meeting agenda <u>adopted?</u> by consensus
3	Discuss	6:50-7:00 PM	Last meeting's process observations: <ul style="list-style-type: none"> Great conversations Agenda: Too full and/or items take too long More items as email discussion 		

			<ul style="list-style-type: none"> ● Shake up the order: higher levels of “brain work” earlier in the meeting ● Reports issued timely to allow time to review and submit questions via email 		
	Discuss	7:00-7:05 PM	Housekeeping / Informational <ul style="list-style-type: none"> - Scheduling Jan 2026 board meeting (Rev. Karen away Jan 24-30, 2026) - Schedule Congregational Listening Session 	Suggestion for Board meeting: Tuesday, January 20 at 6:30pm	BoT: Zoom meeting on 20-Jan (pending confirmation from Marla) Listening Session: 04-Jan (or 25-Jan as alternate)
4	Discuss	7:05-8:05 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	Neighborhood gatherings <ul style="list-style-type: none"> ● Comments left out <ul style="list-style-type: none"> ○ 40 pages raw/14 edited ● Board engagement - strategic planning around increasing the # of kids, RE? ● Participants were told the results would only be shared with stewardship/membership/COSM Do we want to read <i>Transforming Conflict</i> together?	Decision Rev. Karen will order 4 copies of book; looking into other options to borrow or acquire used. Tabled <u>Discuss over email:</u> _____ Full context; strategic planning; sharing with leadership, participants, all?
			Topic 2: Volunteer recruitment / management		Decision Tabled <u>Discuss over email:</u> _____
			Topic 3: Stewardship Team and budget drive model: Proposed process for FY 2026-2027	Stewardship = taking care of the congregation (time, talent, treasure) Stewardship Team charge Tom M. will continue with this team Review the current budget process Operating Budget Committee charge	Decision Tabled <u>Discuss over email:</u> _____

				Assess if this is how we want to continue to do it	
5	Refresh	8:05-8:10 PM	Stretch Break (5 minutes)		
6	Discuss	8:10-8:20 PM	Governance Focus Items listed and prioritized by Executive Committee after consulting with agenda-building sheet		
			Topic 1: Finalize Board-Minister Covenant		Decision Approved Tabled <u>Discuss over email: _____</u>
			Topic 2: Updates on Board goals	<ul style="list-style-type: none"> ● Review/revise gifts-in-kind policy <ul style="list-style-type: none"> ○ Team members: Marla, Elaine M ○ First meeting: 27-Oct ● Start a safer congregation policy (disruptive behavior and Sunday morning security) <ul style="list-style-type: none"> ○ Team members: David, Virginia, Rev. Karen ○ Third meeting Dec. 5 ○ Goal -finish by end of '25-'26 board year ● Create visual aid for Reeb structure <ul style="list-style-type: none"> ○ Team members: Jean, Karen (Karol was involved last year) ○ Additional work was completed during the Board retreat ● Charges for all teams and committees, centrally located <ul style="list-style-type: none"> ○ Jean to reach out to Karen (07-Nov meeting) <p>New goals:</p> <ul style="list-style-type: none"> ● Develop policy for postings and other outward-facing position statements 	Decision Tabled <u>Discuss over email: _____</u>

				<ul style="list-style-type: none"> ○ Team members: Rachel, Jean, Heike, Rev. Karen. First meeting was Nov. 16. Karen gathered information from her colleagues prior to that meeting. Next meeting scheduled for December 2025. ● Update process for Stewardship/Budget process 	
7	List decisions made				
8	List topics to revisit later		Insurance: Carrier, coverage, cost, etc.; Liability policy Finalize listening session date & questions (focus on JAMs or Neighborhood conversation main themes) Identify and recruit visiting stewards; determine number of pledging units/households –Virginia: Begin drafting a basic job description		
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: David Centering Time Words: _Heike_ Minister of Delight: _Jean_
9	Review	8:22-8:27 PM	Observations: Process, White Supremacy Culture (WSC) and antidotes	-Started late, but jumped right in -When pulling discussion topics from reports, we tend to start the discussion right away instead of waiting until the dedicated time –Maybe differentiate between “quick” topics and discussion topics –Possibly send quick items via email -Good discussions. Making notes of items to get back to.	

				-Flexibility of order and priority (including deferring a topic to the next meeting to make space for something important)	
10	Conclude	8:27- 8:28 PM	Check-out (one word? one sentence? etc) Extinguish Chalice		