

## **February Board Meeting Minutes**

**Tuesday February 28, 2017 6:00-8:00pm at Church**

Present:

Melinda Moz-Knight, Vice President  
Will White, Secretary  
Joan Javier-Duval, Minister (ET) (Via Phone)  
Jennifer Payne, Board Member at Large  
Priscilla Fox, Board Member at Large  
Ron Cameron, ET  
Paul Wallace-Brouder, ET  
Nancy Read, Financial Officer  
Judith Hines, ET  
Jim Fitzpatrick, Policy Governance Trainer

Absent:

Paul Hartmann, Board Member at Large  
Jo Romano, Board President

### **Chalice Lighting**

### **Minute approval**

Minutes from the January board meeting were approved with a small change to the fireside chat section.

### **Fireside Chat**

The February fireside chat was led by Will and Paul. Several church members attended at various times, all expressing support for signing the UUA letter.

Will and Nancy will attend the March fireside chat on March 5<sup>th</sup>.

### **Announcements**

UUA is holding a Leading and Feeling Change Webinar, April 5 and Joan encourages board members to participate. Members of the Committee on Ministry also plan to participate. She will pass on more details as the date gets closer.

### **Policy Governance Training – Jim Fitzpatrick**

The group described the history of policy governance at UCM and what our needs for policy governance training would be going forward with the goal of seeing if Jim would be a good fit for our training needs. Some board members shared that they started their board service with limited familiarity with policy governance and that it would be helpful to have a more concrete idea of how policy governance determines the board's responsibilities and expectations.

Jim suggested identifying what the board is expected to do and not do into policy then follow the policy. In regards to monitoring he said it's very important to find out what the "industry" metrics are in order to compare results. For example, if a good survey response rate is 30% that puts the numbers from your survey response rates into context. Jim suggested that instead of doing one traditional training it would be more useful to do several working sessions.

The next steps in the training process is to further discuss the boards training needs and budget and for Jennifer to follow up with potential trainers in the next few months.

### **Minister's Report**

From the monthly Minister's report: "A big focus of the past month was preparing the preliminary budget. Regular worship preparations were also a priority. And, keeping with the increase of prophetic outreach since the election, I was quite active in the past month with various prophetic outreach activities. I would encourage participation by board members in either the Regional Assembly or General Assembly." Board members had no specific questions.

### **ET/Board Time**

The board discussed the preliminary budget and noted a few changes. The stewardship committee strongly recommends that board members attend the pledge drive kick off meeting on Friday March 17<sup>th</sup> and that board members get their pledges in prior to the dinner.

The Treasurer role is currently vacant and for the time being the absence of a Treasurer has not been an issue. The ET is not currently planning on filling that position. The board agreed that this was acceptable if someone who isn't on the board, ET, or financial committee reconciles the monthly bank statement which is currently being done by Fran Dodd who meets those requirements.

The ET noted that a Financial Review was supposed to be done last church year. There were several reasons this did not happen, but Nancy had made arrangements with Rob Chickering to do the review. She will meet with him to schedule a financial review of the church records.

Joan has been speaking with people inside and outside the congregation about exploring how UCM could participate in the sanctuary congregation movement. Joan suggested more congregation involvement in discussions around this issue. The present board members agreed to have Joan take the lead in assembling a team to explore the options. Priscilla volunteered to be part of this team.

### **Review of UCM Governing Board Policies**

The board briefly reviewed the governing board policies including areas that may need to be adjusted. Joan mentioned that it would be helpful to have annual goals that would help drive decisions and priority-setting. The board will continue to review the governing policies through this year and into the next.

### **Growth study update and next steps (plan to finalize and include in annual meeting documents)**

The growth study report will be part of the annual report to the congregation. It will be used to inform other steps in the strategic plan, including the work of a task force looking at long-term building plans. Priscilla and Paul will continue to collect some additional data from RE, rental figures, membership numbers, and other local UU congregations experiencing growth. Will can help turn numbers into graphs if necessary.

### **Potential agenda items for annual meeting**

Budget

Strategic plan update

Planning for annual meeting will continue in March, including deciding upon the process, moderator, etc.

8:07 pm **Closing**