UCM Board Meeting Minutes

Tuesday June 20, 2017 6:00-8:00pm

Present:

Jo Romano, Board President
Melinda Moz-Knight, Vice President
Will White, Secretary
Jennifer Payne, Board Member at Large
Priscilla Fox, Board Member at Large
Nancy Read, Financial Officer
Joan Javier-Duval, Minister (ET)
Julie Tessler, Board Member at Large Elect
Ryan Kane, Board Member at Large Elect

Absent:

Paul Hartmann, Board Member at Large

Chalice Lighting and Reading
Moment of silence

May minute's approval
Joan made some significant edits to the minutes which the board hadn't reviewed. The revised minutes will be circulated and voted on by email.

Minister's Report
I started the month of May with some study leave/work from home time to focus more fully on worship planning and end of year administrative tasks. Much of my focus this past month was on supporting committees and staff with end of year tasks/planning as well as on preparing for worship services.

June Fireside Chat report - Jo
The June chat was attended by about 16 people including members of the stewardship committee. Most of the discussion revolved around how the annual pledges were divided in the annual report. Concerns were voiced that the different levels didn't reflect the church mission. There were also people there who felt like it was appropriate. The next step was the stewardship committee will review the thoughts and concerns and possibly make changes in the process for the next year.
The next fireside chat will be October 1st and will be attended by Jo, Nancy, and Ryan.

Update on financial review – Nancy
Nancy reported that the financial audit is underway. Part of the audit are steps where Rob Chickering will review random transactions and track them through the financial process. Sam has identified how to produce a report that will allow Nancy to identify potential

transactions to audit. Nancy hopes to have the audit complete by midsummer and will share the report with the ET for review and will then share the report with the board.

Indicators of Success updates and next steps
There were 14 indicators of success surveys submitted on paper and 14 online. Jo and Joan will be sending out another call for surveys during the second service of September and the results will be compiled by October first.

Other Business
Next years board meetings will be held on the first Tuesday of the month beginning on September 5th pending approval by Paul.

Board roles and responsibilities.
Select a Secretary to serve the board for next year
Julie will be board secretary in the next year.

Select Nominating Committee, 2 board members and board will recruit 2 others.
Jennifer and Priscilla will recruit two other people to join the nominating committee and will create a process for nominating new board members that will be used in the future. The full nominating committee will recruit new board members for the next year and take charge of orienting new board members.

Select one or two board members to be on the Growth and Facilities and/or serve as a point person.
Jo will serve on the taskforce and she will check with Paul who may have expressed interest. Ryan may also be interested if Paul isn't available.

Select board members who can attend Leadership retreat Sat August 12.
The ET is planning a retreat for the ET, staff, and chairs of committees to review the ministry plan for the next year. Hillary Allen from the UUA will be attending to facilitate a discussion on change in congregations. Priscilla and Ryan will attend and others may join if available.

Come to consensus or vote on all 2017-18 board positions.
The board approved the named officers by consensus.

Jo Romano, Board President
Jennifer Payne, Vice President
Nancy Read, Financial Officer
Julie Tessler, Secretary

Final Growth Study Report
The final report will be distributed to the congregation now. Hard copies will be available in September. There will be an update done during the second service of the year

announced with indicators of success survey. Jo will write a summary of the results by June 30th for inclusion in the next e news.

Growth and Facilities Task force.
Put out invite. Finalize Draft of Plan for Facilities and Growth Task force. Plan joint meeting and retreat between the Task force and board. What will be the process if more than 7 people are interested in serving on the task force?

The final growth study was approved by consensus.

An announcement went out in a letter from Joan sent out in the summer E newsletter. Another announcement will be included in the next E news which Jo will submit by June 30th. The taskforce is made up of 7 members and must include representatives of the property, accessibility, and finance committees who will be appointed by the board prior to October 1st.

The board discussed the process of how the taskforce will be charged and operate. It was suggested that the taskforce conducts a needs survey. The board will meet with the taskforce before November 1st to determine taskforce process and needs assessment.

Plan beginning of year retreat
The retreat will be held at Nancy's house from 9 to 2 on a Saturday or Sunday in August. Nancy will send out a doodle poll to determine the date. The poll will include every Saturday and Sunday in August except the 12th.

Agenda Items:

- Governance and board rolls (1 hour)
    - Possibly include Jim to facilitate discussion
- Identify goals for the year
- Review board policies (or set dedicated work session to review board policies)
    - Monitoring reports

Executive Session: Approve Minister Evaluation Report from the Board
Jo will compile the complete evaluation and circulate the final version to the current board members for approval before June 26th.

Reading and Adjourn at 8:07