May 29, 2024
UCM Board Meeting Agenda (by Claudia) *and Notes (by Brenda)*

People present: *Rev. Joan Javier-Duval; Board Officers Claudia Clark (President), Ansel Ploog (Vice-President), Fran Dodd (Financial Officer), and Brenda Bean (Secretary); at-large Board Member Steve Gold; and Executive Team (ET) Member Dawn Evans.*

4:00 Check In *for relationship-building: Thanks to Fran for signing up to handle UCM's QuickBooks with help from Sam Rossier and for meeting with the new bookkeeper. Pleased with progress in garden. Grateful for team allowing focus on planting; now feeling more rested. Wonderful weekend with daughter and granddaughter, contributing to distraction and overlooking a meeting. Anticipating ceremony for son's "rising" to next grade. Appreciated trip to Mississippi to visit brother. Spacey due to Covid in house.*

4:10 Chalice Lighting and Reading: *Claudia lit the chalice; we spoke aloud UCM's Mission Statement.*

4:15 Review Revised Personnel Policies (revised, original, memo): *Dawn introduced the new draft Personnel Manual with a brief history of its 2-year development, using a UUA model. She gave highlights of changes from UCM's earlier personnel policies as described in the 5/24/24 ET Memo to the Board. Joan said that while the ET could adopt Personnel Policies without Board approval, she would like the Board's input and approval. The Board expressed appreciation for the extensive work done to create the Manual, discussed it in detail, asked questions, and offered suggestions.* ***Dawn will prepare the next version for the Board to approve – hopefully - at its June 12 meeting.***

4:45 GP-3 Policy - Board Job Description and Products: *Under Ansel's leadership for monitoring, we reviewed our compliance with this policy. In general, despite the awkward language of the Board's Governing Policies, we have come to appreciate them.*

This policy specifies that the Board must produce several products: one is the annual evaluation of the Minister that will happen before the end of June. Another is the Annual Report for the Annual Meeting (done!). In part because of the flood, we did not produce the required Strategic Plan; however, we came to better understand the need and scope for one. This year the Board sought congregational input about climate resilience and UCM; ***next year it has already decided to seek congregational input and draft a plan about both congregational and climate resilience for UCM for the long-term. As part of the planning, the Board will address ongoing evaluation of UCM's achievement of [some or all of] the Ends statements (related to UCM's Mission Statement) found at the beginning of the Governing Policies.***

The Board discussed its "direct responsibility to create the linkage between the congregation and the operational organization – i.e., the Executive Team, and related committees and task forces." We found this statement confusing. Joan said it assumes the Board has a greater distance/separation from the operations and the congregation than happens at UCM. For example, this year the Board itself reached out to the congregation via its frequent newsletters and the Town Hall Meeting and subsequent tabling in the Vestry about Climate Resilience. In other years, the Board has invited the congregation to participate in monthly "chats."

BE-2 Policy - Accountability of the Executive Team: *We wondered if we were in violation of this policy during Joan's sabbatical when we urgently let the ET know we could not meet our fiscal responsibilities due to lack of the expected information from staff. Joan said the Board's role is to consider whether the Ends are being accomplished and the Policies being followed. We concluded that concern about this was the essence of our communication with the ET in Joan's absence.*

5:05 Minister's Engagement Letter: *As reminded by Hugo in a May 1 email, Claudia and Rev. Joan prepared the draft "Ministry Agreement" for FY25 that was shared with the Board.* ***Steve moved and Claudia seconded that the Board approve the Agreement; we all agreed.***

5:15 Minister's Evaluation – *Claudia researched the process for evaluating the Minister by emailing UUA Congregational Consultant Erica Baron and Rev. Joan, and she discussed various possible approaches with the Board.*

We agreed upon the importance of offering Joan a chance to comment on the church's goals, evaluate herself, and identify her own goals for next year. Joan evaluates staff using this approach, based upon the content of their job descriptions. Joan does not have a job description but believes having one would simplify the evaluation of her ministry both by herself and others.

The Board realized it must develop and conduct the evaluation process within the next month. It agreed to complete this work apart from the regular Board meetings (today and June 12).

5:30 Approve May 15 Minutes: *The draft minutes were not available to review/approve.*

5:30 *Miscellaneous:*

- *Claudia reported on progress with the elevator and the kitchen. Joan expressed continuing concern about mold. In January the highest levels were recorded in the basement and under the stage. VOSHA will measure the mold levels again on July 10. Joan recommended not deconstructing the kitchen floor until after July 10 or at least until after concrete is poured to cover the dirt crawl spaces in the basement (which may happen near the end of June).*

- *Congregational Life Coordinator Elaine Ball asked the Board to submit an article for the Summer Newsletter she expects to email this week.* ***Fran offered to send Elaine a picture from the Gifts of Love event. Claudia prefers to send a separate year-end newsletter to the congregation from the Board; Steve offered to draft that letter.***

- ***We tried to schedule a Board retreat at the end of summer but ran out of time so will resume that conversation during our June 12 meeting.***

5:45 Policies for June 12th Board Meeting:

5:50 Adjourn(ed)