

Eliot Chapel Board of Trustees Meeting

Agenda

August 14, 2018 7:00pm

Board members: Karen Fuchs (call-in)(2019), Trina Priese (2019), Todd Stark (2019), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), Cathy Converse (2021)
Cindy Duhigg (call-in) 2019/20

7:00 Gather (5 min)

- Chalice lighting & Opening Reading Trina

7:05 Check-ins (20 min)

7:25 Visitor Comments (2 minutes per visitor) (5 min) *NONE*

7:30 Meeting Preparation (5 min)

- Finalize agenda
- Confirm meeting assignments:
 - timekeeper Cathy
 - process and transparency observer Karen, (changed to Brian)

7:35 Consent Agenda (5 min)

- Approval of new members: - Two for August
Mory & Marcia Mani

New Business

7:40 Appointment to Board of Cindy Duhigg (2019 - but expect 2020)
Ken/Cathy APPOINTED

7:45 Review/Accept June Minutes - *Brian/Ken APPROVED*

7:50 Review/Accept July Minutes - *Ken/Brian APPROVED as amended*

7:55 **Review Accept Monitoring Reports** (10 min)

- 2.5 Board Member Code of Conduct Ken, Trina

Discussion: Use the Policies that include the Interpretation, Justification & Metric. Do not use the 'Metric Review' document or the 'In-process policy change' docs from 17-18 Reviewers to write monitoring frequency & date in the header to help track as we review policy

Cathy/Jon - ACCEPTED

- 3.1 Unity of Voice Brian, Cathy

Ken/Jon - ACCEPTED

8:05 **Review/Accept Schedules** (5 min)

Brian, Cathy

- Board Meeting Assignments
- Policy Review Assignments

Discussion: Reviewed meeting assignment docs in the 'Current Meeting' folder for scheduling assignments.

8:10 **Lead Ministers Incidental Report** (35 min)

Barbara

Discussion: \$40,000 budget surplus is great! Barbara's not parsed the details yet. Camille will make recommendations (all staff raises, add to FECA, etc) What will put us on the most solid footing going forward? Mixing 2 years together not best idea. Year reports should be clean. Monies might be best put into reserves (FECA). Need more information to make a recommendation on how best to account for these. Maybe bonuses? (This is 'means' work) Barbara will bring a proposal for use of gift for next year.

Todd asked for clarification of Pastoral Care hours cut by Jim vs: proposed membership coordinator position. Going forward, Barbara will take out financial decisions from LMI report and these will be a separate line item at the meeting.

8:45 **Treasurer's Report** (15 min)

Ken

Brian proposed a 1 pg dashboard of information for the board (see Unity dashboard), discussed variance report tracking, year to date information is several months behind. Barbara mentioned that a Sept canvass helps to make a yearly budget and comparison more understandable. UUCEF Endowment Fund update and changes Camille is looking into.

9:00 **August Board Retreat Reflection** (15 min)

Todd

Activity recaps: All like the Marianist center, pacing good, level of discussion on general and important areas of chapel life. Enneagram activity first thing on Friday was good icebreaker, team-building and built discussion helped set a baseline for the rest of our time together. The Enneagram comes from an ancient spiritual component so it fits our mission. Good job Todd! Karen - except for wet floor issue!

9:15 **Old Business** (5 min)

- Signatory for Commerce accounts - Ken has signed Commerce forms, Brian and Todd still need to sign.
- Trina continues work on Google Docs, folder management, Drive issues

9:20 **Meeting Summary:**

Policy Assignments September

- 2.6 Board Committee Principles
- 4.4 Lead minister succession
- 4.7 Asset Protection

Todd, Brian
Barbara
Barbara

Policy Assignments Past Due

ALL: take note of these and prepare for Sept meeting

- 2.1 Governing Style
- 2.2 Board Job Description
- 2.3 Annual Agenda Planning
- 2.4 Officer Roles and Responsibilities
- 4.6 Financial Condition and Operation
- 4.5 Financial planning /budgeting
- 3.2 Lead minister accountability
- 2.2.4 Investment performance review

Todd
Todd
Todd
Todd
Barbara
Barbara
Trina, Cindy
Ken, Jon

Actions

Barbara: bring \$40,000 gift/overage usage ideas to Sept mtg.

Barbara - decide which month(s) to move the 2 policy reviews that fall within sabbatical time frame and make recommendation at Sept. meeting

Ken: explore a 1 pg dashboard of information for monthly reports

Ken, Camille, Barbara: generate a variance report for June (last church year)

Trina: send Ken Unity dashboard link (DONE)

Brian & Todd: need to sign Commerce signatory forms

Ken: work with Todd to get computer display corrected

ALL: Check Policy Assignment list above and prepare for Sept

Decisions: Appointed new board member (Cindy Duhigg)

Transparency Report (Brian:) kudos to the board for getting most of our board work finished by tonight even though the timeframes weren't met. Got into means a bit but pulled out again. Suggest moving the Treasurer's Report to beginning of meeting.