

**Eliot Chapel Board of Trustees APPROVED Meeting Notes  
November 13, 2018 7:00pm**

Members present: Trina Priese (2019), Todd Stark (2019), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), Cathy Converse (2021)

7:00. Gather (5 min)

- Chalice lighting & Opening Reading Todd

7:05 Check-ins (15 min)

7:20 Visitor Comments (2 minutes per visitor) (5 min)

7:25 Meeting Preparation (5 min)

- Finalize agenda
- Confirm meeting assignments:
  - timekeeper Brian
  - process and transparency observer Cathy

7:30 Consent Agenda (10 min)

Approval of new members: (none)

Monitoring Reports:

- 3.1 Unity of Voice Brian, Cathy
- 4.4 Minister Succession Barbara

**New Business**

7:40 **Review/Accept Oct Minutes - APPROVED Ken/Cathy**

7:45 **Proxy Voting** (5 min)

**Discussion:** Have a task force to bring information on this to the C in May, whether it's a proposal or a position that this is not doable. Todd will ask David Cox (ex-pres) and another person to put together a task force timeline and agenda to present at the May mtg.

7:50 **Lead Ministers Incidental Report** (40 min)

Barbara

**Discussion:** 222 mortgage issue - add 35k to budget to cover mortgage from July 19 - July '20 plus the real estate taxes. Hold-up to paying taxes is the county has to come inspect the house to verify that we aren't using this property for commercial or residency before we can demolish the house and get our tax payments back. (see doc with funding options) Gary Gray said Barbara can propose to borrow from the endowment fund. Hasn't talked to the Stewardship team about this yet but wanted us to know.

Brian - might borrow the \$102k from the endowment fund, with a promise to put back in the payments which would save the interest.

Jon: be careful about the perceptions as they can affect the capital campaign that we eventually need to run.

Annual Review: arrived on Friday, and the board should have copies for the November

meeting, to be discussed in December.

Strategic Planning: Claire Wyneken is drafting a summary and framework for the plan. 3 of the 5 Ends are at the top of their working papers to help keep focus on the Ends.

Steven Bain's idea for adding in 'Universalism' added to our name. General consensus is this is part of strategic planning (Deepen our Unitarian Universalist identity).

8:30 **Treasurer's Report** (15 min)

Ken

Where are we on dashboard development? Starting Jan 1 with our new bookkeeper 1x week will allow us to get a dashboard going.

Jon: Asked about the Board's role in pulling funds from the invested funds (UUCEF).

8:45 **Linkage event Recap** (10 min)

Cathy, Jon

Cathy: Frustrated with not having prior guidelines, so created a report including budget, marketing, event schedule, etc. What worked well and what didn't work well. Agenda time was good, ended on time, spread of board members, food, prior week email reminders all good.

Attendance down (about 50???) Last year's weekly emails had bigger pics in the advertisements last year. Having a physical sign-up table would help. Trivia the week before eclipsed the event. Staff struggled to fit this in. Have a kick-off meeting with Camille, Debby, Myron, Christie, etc to explain what/why/how, and have an previous year's board rep on the committee who's familiar with how this runs. Everyone eating in here together helped them warm up and have in-depth conversations on the Ends. Maybe focus on one end rather than doing them all. The demographics were skewed towards older, and the spring event needs to bring in others for the spring. Might need some help on planning these events. Maybe bring in others into the planning part, and the board focus on the programming. Barbara's job is to oversee the staff's involvement but they were new to it too. Raw data (survey eval of the event and the worksheet from each table) have not been circulated yet. Barbara wants this info. Make an electronic folder for linkage events and keep the source docs and plans there for future.

**3.5 Non-Compliance** - timing recommendation for looking at Action items  
(Jon action item)

Trina, Jon

**2.2 Job Board Description**

Ken, Jon

*2.2.4 The Board shall be directly responsible for overseeing the administration and management of the invested assets of the Chapel:* Non-compliance explanation - hard because we can't really differentiate capital gains, and all the other in-depth details. We just see the numbers so what do we really need to do?

Our job is oversight and decide whether earnings are added to the Corpus? There's an investment portfolio that the congregation property. Automatically quarterly harvest the earnings and reinvest? We don't see any of the details now. We look at the budget now and make our decisions. Per bylaws, we can't touch that money until it's over the \$100k mark. The Treasurer reports on this. The restricted funds have purposes, it's only the endowment fund lends to Board decisions which we consider when we look at the yearly

budget. This may be an outdated part of the policy that needs review/updating.

8:50 **Old Business** (5 min)

8:55 **Meeting Summary:**

**Assignments December**

- 4.1 Treatment of Congregants Barbara
- 4.2 Staff Treatment Barbara
- 4.9 Board Communication and Support Barbara
- 4.8 Temporarily Restricted and Permanently Restricted Funds  
Barbara
  
- 2.1 Governing Style Todd
- 2.2 Board Job Description Todd
- 2.3 Annual Agenda Planning Todd
- 2.4 Officer Roles and Responsibilities Todd
- 2.8 Complaint and Inquiries Regarding Board Policies Todd, Karen

**ACTIONS:**

Barbara: Get PDF's of the Annual review out to board members ASAP

Trina: (DONE) Make an electronic folder for linkage events for source docs and plans

Todd: ask David Cox (ex-pres) and another person to put together a task force with timeline and agenda for the May mtg

Todd: add in Alternative Executive monitoring report schedule proposal

Jon: review Board meeting procedures (doc in Board Meeting) regarding capturing action items from previous meetings.

Ken: continue to further review/revise 2.2.4 policy interpretation

ALL: December assignments as above

**DECISIONS:**

Direct Steven Bain's idea for adding in 'Universalism' towards strategic planning for consideration

**4.5 Financial planning /budgeting** - (pulled) clarify the survey response, then this goes into Consent agenda for Dec (was Nov)

**Transparency Report:** C. Converse, all ok

