

## Eliot Chapel Board of Trustees Meeting NOTES December 11, 2018 7:00pm

Board members: Karen Fuchs (2019), 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

Ken

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
  - process and transparency observer

Brian  
Cathy

### 7:30 Consent Agenda (10 min)

- Approval of new members:

#### Monitoring Reports:

- 4.2 Staff Treatment
- 4.9 Board Communication and Support
- 4.8 Temporarily Restricted and Permanently Restricted Funds

Barbara  
Barbara  
Barbara

### New Business

7:40 Review/Accept November Minutes **APPROVED**

7:45 Board Member Succession / Leadership Development (10 min)

DISCUSSION: ask Leadership committee for help replacing Cindy for 1.5 yrs

Sat. Feb 9 - 1st choice for Leadership training

- Policy 2.2.4 - Board Job Description Update

Ken

7:55 Lead Ministers Incidental Report (40 min)

Barbara

DISCUSSION: Sabbatical responsibilities & timing overview, 222 Planning committee (must flow from the Strategic plan) - financial engagement is tied to future plans,

- Review of 4.5 Financial planning/budgeting **APPROVED: Ken/Brian**

DISCUSSION: re: unclear financial reporting, talked to Camille and then now show %'s and clear information. Per Barbara's question, what do we see as the issues? been reactionary campaigns and asks, operation not sustainable, unclear where we need to be, numbers change from one month to another, not reliable, perception is we're not on top of it and we

react, rather than being proactive. Big financial issues like Bergfried and 22 confused the financial picture, “surprises” - not making pledge goal, (no raises) 222 delay costs us for no movement. Lack a history of solid legacy giving. We’ve gotten a couple of big gifts but not the norm. We don’t promote legacy giving, and we don’t like to talk about money. Other organizations don’t do just a one-time ask, they ask all year round. The one-time pledge drive isn’t cutting it.

*KEN Reminder: 4.6 is coming up next month.*

- 4.1 Treatment of Congregants **Jon/Cathy APPROVED:** Barbara

### **8:35 Treasurer’s Report (15 min)**

Ken

Revised para in 2.2.4 and agreed on the revision

DISCUSSION: November report is using Sept numbers due to the change of accounting firm. Took a big hit in October - 6.5% which is on par with the market drop. Investments down so now under \$100k minimum of endowment fund because we pulled funds when it was over \$100k

Review by B Toennies, CPA (report in folder for this meeting)

SPELLING ERRORS mostly in cover and notes to us, but other pages (pg 10) have errors too. Brian: operational issue that should be addressed: interested in looking at certain things, but focuses on the notes. Has hopes that an audit is in our future, so these mini-looks are helpful..

### **8:50 New Business (10 Min)**

- Congregational Survey  
DISCUSSION: Where are we on the ends/every year audits? Used in Barbara’s review, part of our culture? Surveys are part of the Board’s linkage activities with the congregation. Last year’s survey had means questions, and since the comments were anonymous there was some mean-spirited, not-usable things. Better to have takers ID themselves? If so, the comments are more helpful and polite. Are surveys a good tool, and how do we do handle comments anonymously? Good to do on a regular time period to compare and see if there is progress. Todd will gather more information. Trina searched website for Survey, and the last Results on our website was 2015.
- UUA Regional Assembly - Activities that Eliot can do to help - check in, etc. Todd will put together

### **9:00 Old Business (5 min)**

- Proxy Voting Task Force - Todd  
Todd and David Cox meet, David will research and write proposal for Proxy voting at Annual meetings.
- Meeting Procedures Jon  
Actions from prior meeting - should review action items at the beginning of the agenda, not at the end
- Alternative Executive Monitoring Report

9:05 **Meeting Summary:**

**Assignments for January Meeting**

- 4.6 Financial Condition and Operation 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 - Assigned either By next meeting (BNM) or an actual date:**

Barbara: **BNM** ask Camille to ask Toennies to do a spell check on the report and then re-issue us a PDF

Barbara: **by 12/18** Send housing and salary redistribution out to Board

Trina: **by 12/18**, send old mtg minutes and Treasurer reports to Debby to post

Todd: **by 12/18**, send email to us to get our feedback on how to handle the survey

Todd: **BNM** agenda change to include previous mo's Action items at the beginning of New Business items

Jon: **DONE** Will change his recommendation to incorporate the previous' meetings

Action Items at beginning of Old Business

Ken: **BNM** get old Treasurer Reports to Debby Lovell for posting

**DECISIONS:**

Add due dates for all action items

**Transparency Report:** Cathy: In Compliance