

**Eliot Chapel Board of Trustees Meeting Minutes APPROVED**  
**January 8, 2019 7:00pm**

Board members present: Trina Priese (2019), Todd Stark (2019), Brian Krippner (2020), Ken Denson (2021), Jon Spiesman (2021), Cathy Converse (2021), David Cox (XXXX)

7:00. Gather (5 min)

- Chalice lighting & Opening Reading

Jon

7:05 Check-ins (15 min)

7:20 Visitor Comments (2 minutes per visitor) (5 min) NONE

7:25 Meeting Preparation (5 min)

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

Cathy  
Ken

7:30 Consent Agenda (5 min) **APPROVED**

- Approval of new members:
- Election of Board Member - David Cox nominated

**Monitoring Reports:**

- 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

7:35 Old Business (5 min)

Todd

- Proxy Voting Task Force - *Todd and David will create draft to present to Board to change this by-law at the annual meeting*
- Congregational Survey - *will not do a survey this year due to time and Barbara's sabbatical. Expect to schedule this for fall 2019 and start building after sabbatical. Creating the survey is done by board/chair with metrics to determine how well we're doing on our Ends. Barbara uses data to see feedback and trends. Because we're in the middle of a cycle she may use metrics like attendance to events and general feedback. David says 3 years ago Steve M's survey was too long and didn't produce good data, so next year they tightened it up. Next fall can be a very focused survey as long as Barbara and the board coordinate and not step into Means. Preference is to just address the Ends. Anonymous ok for Ends questions, but not for Means.*
- UUA Regional Assembly - *Todd got the write-up in the Board Corner of newsletter and will ask Leadership team to add this to the Leadership Dev. Feb 9th.*
- Actions from prior meeting (See p. 3 of minutes of 12-11-18 Meeting in Drive)

**New Business**

7:40 Review/Accept December Minutes **Ken/Jon APPROVED**

7:45 Lead Ministers Incidental Report (30 min) *Nothing more to add* Barbara

8:15 EXECUTIVE SESSION (1-8-19 doc)

8:30 Treasurer's Report (15 min) Ken  
*No report due to health issue with Craig Tennies (outside bookkeeper). Just had a few days with him and Camille is already happy so far. New reports will appear in March. Ken - no real concerns as it's been a learning in progress but working with Camille has been outstanding*

8:45 New Business (10 Min)

- EC Nursery School - *will be starting new lease negotiations this month in Jan on the year lease with Director (Ann Marie) is leaving so we want to negotiate with her before she goes.*

Budget - *passed on last summer but we haven't been comparing to the budget, just to the 12 month run numbers. Last year we adjusted the budget based on pledges, but we should keep the budget in place and not make changes based on pledge income. Shouldn't have to revise the pledge goals, either. Need better tracking for all of the information and ways to present the information in a clear, simple manner using our new tools.*

*Brian - reconsider his dashboard*

*Barbara - the Supplemental campaigns work, even though long-termers think that we should still be able to make it on one pledge drive. Change the culture on this.*

*Cathy - confused on the subject on giving. Supplemental campaigns confusing.*

*Portal never seems to work and she's behind in giving. Make it easier to see how to orchestrate my gift.*

*Barbara - Stewardship committee looking at this and want information on how to change this culture.*

*Trina - all consider joining in the Mid-America Webinar: Fostering Congregational Stewardship to help understand and change Eliot's culture of giving.*

9:05 **Meeting Summary:**

### **Assignments for February Meeting**

- 2.2.4 Investment Performance Review Ken/Jon
- 3.1 Unity of Voice Brian/Cathy
- 3.2 Lead Minister Accountability Trina/David
- 4.10 Gifts and Planned Giving Barbara
- Appendix A Ken

### **ACTIONS:**

**Todd:**

-Keep Survey as an action item for meetings and goal to conduct in Oct.

-Ask Leadership Dev. folks to get Regionals on the agenda for Feb 9th mtg.

**Todd & David:** will create draft of Proxy Voting Task Force -to present to Board to change this by-law at the annual meeting

**Trina**

- DONE email a weekly blurb re Regional Assembly to Debbie to put into the Weekly Blast.

- DONE send Mid-America Region Webinar to Jim Lyons

**DECISIONS:**

Put Cathy and Jon's Survey results on agenda for Feb meeting

Decided to not do a survey in this church year (before June)

**Transparency Report:**

Timekeeping fine, no issues