

Minutes - August 13, 2019 Eliot Unitarian Chapel Board of Trustees Monthly Meeting

Present: Rev Barbara, Nancy, David, Steve, Brian, Paula, Ken, Gary, Cathy, Jon

Started at 7:00pm

Took board photo

Nancy led us in an interactive chalice lighting experience (grounding exercise)

Check-ins

No visitors

Brian noted he made a couple of changes to the agenda about 3 hours ago. One of which was adding an executive session to following LM incidental report.

Gary was asked to stay for the executive session.

LM asked to delay 4.9 for December (skip the current review). Board consented.

Transparency ombudsperson. Cathy described her written proposal submitted to the members in preparation of today's meeting. She indicated nothing has changed since she last checked. Board meeting minutes for June did, however, show up on the mean time. Took photo today and it will go up.

Brian noted the review report would not be up until later in the fall.

David noted the last congregational meeting minutes are not posted until next year. **David will post them as a draft** this year anyway.

Brian updated David's board contact information.

Consent Agenda

Corrected minutes prior to approval (misspellings for Cathy and Jon).

Jon recommend we move 3.5 to discuss

Cathy moved and Ken seconded adoption of consent agenda. No discussion. None opposed.

Old Business

Action items from prior meeting.

Update on Survey Monkey access issues. Camille reported we paid for two different accounts. Neither had been used so she closed one (which turned out to be the one the Board used). Camille is trying to move old surveys from the board's account to the remaining account for the Chapel. Cathy noted her survey group had not met because they wanted to have something to look at to discuss. Cathy asked for feedback on when we should send it out. Brian noted we started last time the beginning of October with publicizing the survey. Cathy said we should target the October Board meeting to finalize it and then send it out. Nancy and Jon can then meet with Cathy prior to plan the details. Cathy asked if there is something in particular we want to know about this year. For example, what to do with 222 Argonne. Talked about earlier comments and need to follow-up with comments that might violate our covenant. Cathy brought up best practices in calling for identifying information (or not). Can remind people of covenant in the intro sections to the survey. Cathy read five of our open-ended questions from the last survey and recommended we eliminate what seem like duplicates.

Brian suggested the committee have a hard group of questions to present for our consideration at the September board meeting to be follow-up on during Board Retreat in October.

Discussed Google Drive. Need owners that are connected to position and not a name (like currently Cindy Lau being owner of many of our folders). Brian has asked Cindy to look into how she might help us work on this issue.

Board retreat (covered by a venue email sent by Brian separately). Planned dates: October 4-5. Looked at a draft agenda. Mentioned a book by Laura Park, The Nested Bowls. Laura is a policy governance wonk who has worked with us before. Brian said he will take some exercises from Laura's book to use during the retreat.

Treasurer's Report and Year End Variance

Variance report. Ken walked us through the variance report for July 2019. Ended up about 100K in surplus (adjusted for items not in balance sheet). Brian wanted to know how the surplus is being applied. Camille has been working on a draft written report on that subject that was not quite ready to release. Ken explained the draft report and what it is focused on. Brian notes we want to see the financials in the context of the budget we passed (and the gap it shows). Brian is asking the executive how are you changing the sources in the existing budget (if you are)? Gary suggested focusing on the dynamics of how the gap in the budget is being dealt with (compared to the passed budget). Paula noted she would want to know where the resources came from and whether it is recurring or one-time thing. Brian noted we should copy what format we used for the annual budget meeting and use that.

Reviewed Treasurer's reports for June and July. Ken recommend the full Treasurer's Report go to the website. The Board agreed. Jon noted we may need to tweak the format eventually to make it more digestible for the entire congregation.

LM Incidental Report

Barbara asked if we asked any questions. David asked about the role of the SPG in directing us on a decision next to 222. Barbara noted that Jeanne said the property next to it is for sale and may drive up the selling price of 222. Barbara suggested taking time to avoid letting the market drive the decision. David noted we shouldn't assume we have to "do something" with the property—letting it sit there is an option as long as we recognize there is a price to that as well. Barbara wanted to take the temperature on the subject.

Brian raised the survey as an option for linkage. Barbara noted the process should probably be face-to-face. Brian noted something could be done as a linkage event (what are our values and does what we are doing or want to do with the property align with those values). Ken noted we have experience doing this with Bergfried.

EXECUTIVE SESSION. Started at 8:39pm

Leaving Executive Session 9:01pm

Chair Elect. There were no nominations from the board.

Discussed Proposal to amend 4.7.8. to change minimum amount from \$5000 to \$10000. Brian suggested writing up a formal change in the police as a proposal.

Cathy discussed proposal to amend policy 4.2. Suggested addition 4.2.8. Cathy moved and Paula seconded a motion to adopt the proposed change (addition of 4.2.8.). Barbara asked if she had to do the report David asked why this isn't covered by 4.2.2. All other points are also in the policy manual, but this is an attempt to bring board visibility and monitoring ease to pull out those particular items in the manual are worth our attention Cathy made an amendment to change the language to read: "Fail to ensure delivery of". **Board voted unanimously to adopt the policy amendment using this revised language.**

Brian noted we need to establish procedures for naming (files and folders), updating changes, publishing to web, etc.

Policy 3.5: Policy on repeat non-compliance. Recommend we don't change anything and accept it and come back to it in six months so new board members can see how the process evolves. How do you know when you have repetitive non-compliance? It's hard to do because we don't report trends for each policy section. Recommend including in agenda that review of action items are reviewed on each agenda. Even then it is hard to track. We can also add referencing the prior review at the beginning of each new review. How black and white do we want to be with this?

Ken noted we need to determine what process we will follow for monitoring report. For example, this month we have two different monitoring report types. We may have to just fix things going forward.

Brian noted this particular policy needs to be re-written. Brian said we could wait until the next scheduled review six months for now and assign it to be reviewed for a re-write. **Jon and Paula will come back in November with recommendations (possible re-write).**

Discussed policies to be reviewed in September.

No reviews had to be carried over to the next meeting.

Reviewed other assignments for September.

Ken still has to come back with 4.7?

Steve moved to adjourn, Cathy seconded. It was unanimous.