

Eliot Chapel Board of Trustees Minutes for 12 November 2019

November 12, 2019

Present — everyone (David arrives later) (and no Jon)

Absent — none.

Visitors — none.

Meeting called to order 7:01pm after a brief struggle with the AV system.

Check-ins.

No Visitor Comments.

Transparency ombudsperson report. Treasurers reports is a little bit behind. That will be fixed soon. Otherwise everything is up to date. Brian commented that many congregants aren't aware that we have meeting minutes online.

We moved Policy 3.5 from consent agenda to new business.

The Board noted resignation of Jon Spiesman.

Consent agenda adopted.

Data from survey forwarded to consultant (Rachel).

Linkage event report:

Rev Helen has requested that we move the linkage event from the end of February to Saturday March 7th. This is in order to fit in with a group of canvassing activities that will occur throughout March. The activity will still be billed as sponsored by the Board. And we will still plan to use the event to meet our linkage requirement. Probably a breakfast (or brunch or lunch) activity. More family focused. Maybe a pancake breakfast, or something like that.

She is hoping that the event will be entirely or mostly supported by Eliot's budget. So, this probably means no pot luck, and it probably means no Family Feud. Maybe pancake breakfast. Looking at Chris's Cakes. Please mark your calendars. David and Steve will fill in the details.

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David arrived and took over the minutes starting at 7:30pm.

Preliminary survey results. Cathy said survey closed last Thursday with 236 responses. We had 301 responses in 2017 (down 20%). We had a lot of reminders going out in every way possible. Not sure what else would could have done. A copy of the survey results with comments tagged was given to Rev. Barbara. We compared 2017 and this year's questions that were the same and analyzed the differences. We will be writing the analysis in the next several weeks. We want to use Kit Klein to help with the analysis. We need to find a way to assess comments. We'll also have to decide whether the full report gets published. How and to what extent we make things public is a factor. We lack a statistician—we don't have the ability to see if differences are statistically significant. Rev Barbara said Kit Klein should be able to help with that. Steve Menerick may also be able to help. We plan to upload a draft before next meeting if available. Barbara has already done a quick look review.

Have survey analysis report ready by December meeting.

Treasurer's report

Steve asked what the 55X for Administration Expenses was for (page 4, 5th line from top). He wanted to know what that was? Ken said it is related to the staff. Computers, training, conferences, etc. Ken to find individual line items for the admin category of expenses. Brian asked for Ken's analysis of the YTD Gain/Loss figure (around \$4600). Brian said it is too early to tell based on first three months. Camille will wait to compile the graphics until three more months have passed. Brian noted that Camille's reports to the board should be the same every month. Cathy asked if the variance report is going to be done monthly or just quarterly. Ken wasn't sure, then looked up an email from Camille referencing only the graphs. The purposes of quarterly deep dives are to give the board a chance to look closer every quarter. Brian and Ken will talk on the phone prior the setting agenda for the December meeting

Incidental report

Music director search team meeting Thursday. Jan is not on the team, but will consult with the team about needs of the job, etc.

Cathy asked about tower furnaces and A/C are reaching 20 years old, does that mean we are going to automatically going to replace them. Barbara said no, just that it's coming up.

RATI is the right decision. Cathy noted it was an amazing thing to do for so long.

Dunlap-Nutt fund. Two parts. First, the trust agreement for the ministerial fund sets out the conditions for this fund. It is usually used to help those who come personally for assistance. Barbara treats it as a 2-3K dollar fund, but it can be replenished by the trust fund arm or Christmas and Easter funds. This is something Barbara has full discretion to do but also

consistent with the goals of the chapel and her ministry, fellowship and mutual aid, and participation in the religious life of the wider community (funds for leadership school). We contributed \$50 to the Mecham Park backpack fund. Second, the fund has a charitable component. Relief funds for members and non-members in distress, poverty, low income etc. The minister has less discretion for this part of the fund. There is about 50k in it right now. We have to keep a balance of 8k for the corpus. Until now we haven't been able to touch things. Barbara has been thinking asylum seekers and sanctuary program would fit the definition as a legitimate use for this fund. It gets a little tricky. Ken asked did the ministerial discretionary fund come from the same place? Barbara said yes. That's why the treasurer has to report on where funds from which parts were used for what. 5k from the 50K pot to pay for this request. Question came up about the chairlift for the chapel. Barbara says her view is that use of the fund requires financial assistance to a person. The Dunlap-Nutt fund is donor-restricted so it is a board controlled fund. Brian noted donor designated means the board can't change it, but if the board created the restriction then the board can change it. Barbara was asking for general feedback on her interpretation of using the restricted donor fund. It may depend on what categories of expenses are included. For example, bonds ranging from 1500 to 15000. Transportation costs to get asylum seekers to St Louis (transportation). Confinement costs. They are not permitted to be employed for at least six months, so living expenses are a factor until they can get into a private home. Legal assistance?

Barbara asked if we as a board want to see the trust agreement before we speak on this?

Brian said if your secondary reviewer tells you that you may act without board approval (would, should, could), then short of not supporting our ends, Barbara should feel free to proceed.

UUA has a contact who got something from CAIR in Washington DC to ask us for \$1500 for bail bond. We are looking at if stuff happens after we pay the bond. Ends up on the street. Would we be morally obligated to take on more? This is means, but Barbara wanted to inform the board what is going on. If we do say yes, she'll let the board know. It is a small amount for someone not living here.

Discuss Next Steps Weekend food issues.

Meetings with Helen were well-attended.

(Executive Session 8:39)

(Exited Executive Session at 9:23)

Cathy talked about 3.1 and questioned why it was reported on three times a year. Two ways to address. Have it Aug, Dec and Apr, or do it twice a year. Cathy and Nancy agreed to do it again in December to keep us on the Aug, Dec and Apr schedule.

Paula and 3.5 Policy Non-compliance. 2x a year. Deferred it from event this summer because Jon had concerns about whether we can actually comply without standards for tracking compliance. Jon and Paula didn't come up with any good ideas on how to fix this. Now he's gone. Paula suggested we do it the way we did in the past by looking at agenda to see if we spot any policy non-compliance. We should be able to track issues that come up by the way we use our agendas. One of the two noncompliance was asking for more information about Camille asking about budget surplus that appeared twice in the agenda then fell off the agenda without any documentation that it was resolved. Camille may know what happened.

Write up on 3.5 will be a pre-read for next meeting.

Open seat for Jon's replacement. Brian reviewed the section of the bylaws that applies. Maybe by the time of next meeting we may have someone to elect. In the meantime our quorum is 5 so we have to be here at meetings.

Brain said he really likes what we are doing with asylum seekers.

Meeting summary

Assignments for December meeting