

Board Meeting Minutes December 10, 2019

Present - Rev Barb, Brian, Nancy, Cathy (telepresent), Paula, Ken, Steve, Jordi*
Unable to be present - David

Visitors - none*

(*Jordi was technically a visitor until becoming a Board member mid-meeting.)

Acting Secretary -- Steve

Timekeeper -- Cathy

Process observer -- Nancy

Meeting called to order 7:02pm.

Chalice lighting and opening reading by Nancy. Reading was from Kahlil Gibran.
Check-ins.

Ombudsperson's report by Cathy: Minutes not posted for October, but otherwise, we are caught up.

Draft minutes for Nov meeting not available. So, unable to vote on that.

Consent agenda -- Three new Eliot members and policy monitoring reports.
Consent agenda adopted in its entirety. (Moved by Ken, seconded by Steve)

Old Business

Jordi Prats nominated to fill the position left vacant by the recent departure of Jon. We discussed bylaws/policies surrounding that. Board has authority to put Jordi on the Board until the Annual Meeting. At the Annual Meeting, the plan is for Jordi to be approved by the congregation to continue to serve until Jon's term ends in mid-2021.

Discussed financial dashboard. A subset of the Board will get together with Camille to brainstorm. Striving to have a nice consistent summary.

Report re linkage event: Steve met briefly with Helen earlier today. Current proposal is to hire Chris Cakes as caterer/entertainer for the event. Minimum package is serving 39 people for total cost \$414.00, The per-person cost is (we think) lower with higher number served. Several additional suggestions were made (eco-friendly plates? Discounted price for kids?). Steve will gather more info from Chris Cakes and discuss with David and Helen.

Discussed the Feb 2020 selection of upcoming Chair Elect. That person will serve as Chair Elect for the 2020-2021 church year, and as Chair for 2021-2022. Also discussed potential chair for next year: this will likely be Brian again, since there is no current Chair Elect.

Also discussed possibly getting more congregants interested in serving on the Board.

Reviewed financial report. Discussed some formatting confusion. We are currently ahead of budget. However -- we're not sure if revenue and expenses are evenly-spread throughout the year. This makes us unsure how to interpret some of the information.

Incidental report by Rev Barb. Discussed next steps report. Maybe a meeting with the congregation. Report from Rachel Maxwell.

Discussed deficit. Some possible good news. New budget in January, Revised Budget To Board in January

- Include Detail on Use of Surplus From 2018-19

- Include impact of Rev Helen hire per November resolution

- Include Detailed Sourcing of Savings and filling of deficit to date, with any remaining gap.

- Use of FECA May Require Approval From Board (Board Designated Fund)

- Proposal to use Endowment for \$10,000 deductible from fire damage would require approval from the Board (review bylaws on this).

Fire -- discussed what we know about what happened. No one was hurt. Most of the damage was in Camille's office. Smoke damage in the nearby areas eg tower,

Adam's Hall, kitchen. In the future, may be building out Camille's office a bit, if possible.

Currently the front office is actually working in the foyer. Others are working in other places. Adams Hall will hopefully re-open within a couple weeks.

Insurance has a \$10k deductible.

In the 1970's there was a fire at Eliot, and some people here still remember that.

Survey -- Report from Cathy & Nancy. Generally, nothing that is cause for alarm, nothing that is a large difference from 2017. Cathy/Nancy Reached out to Kit who has expertise in statistical analysis, who agreed that there is no big difference from prior results.

Next question was: what we will do with that information? Maybe looking at the board-related tags would be a good place to start for the Board to look at possible ways to use the information. Especially appreciated the tags, which gives us more anecdotal information.

Jordi asked -- what do we know about the demographics of the people who filled out the survey vs demographics of the congregation as a whole? Answer -- we don't have good data about the demographics of the congregation (esp ages) as a whole, therefore we don't have a good answer to Jordi's question. Hopefully the new Realm system will be able to help us with this, but not a lot of people have logged into Realm.

Helen Board Booster report in January.

Question -- Is there a feedback loop to the congregation. Answer -- historically a report was posted for the congregation. Cathy's recommendation is to put on the website the entire report, pending Board approval

Cathy will draft a tentative newsletter-like write-up that includes an executive summary of the survey. Will discuss in Board Bits (from the newsletter).

Linkage mechanism. The survey is a form of linkage with the congregation. And also as part of evaluating LM performance. (3.2.3). Board will look more at feedback. And maybe make recs to LM.

More re survey -- There is a perceived lack of transparency, so we might offer a meeting on Zoom (or a similar platform).

Action items:

- Board members submit comments to be turned in by 12-20 to Cathy and Nancy by email. (Don't modify the report, unless you track the changes.)
- Dashboard discussions with Camille. And variance report.
- "Board Booster" training with Rev Helen.
- Possibly an additional workshop to go over finances.
- Policy monitoring -- none for January.
- Policy 3.5 -- will appear on consent agenda next meeting.
- Approval of November meeting minutes.
- Upcoming policy monitoring scheduling -- Jordi will replace Jon.

Reviewed upcoming events:

Leadership development event - Feb 8th

Trivia night -- March 6th?

Board-sponsored canvass event with linkage - March 7

Meeting adjourned around 940pm.