

Eliot Unitarian Chapel Board of Trustees monthly meeting minutes 21 April 2020

Present: David, Brian, Paula, Ken, Rev. Barbara, Camille, Cathy, Jordi, Steve, Nancy (all participating via Zoom)

The meeting came to order around 7pm.

Chalice Lighting and reading (David Cox)

Treasurer's Report: Reviewed treasurer's report. Board members made a few suggestions to the dashboard formatting. Paula had some questions about why our UUCEF numbers were all negative. Ken offered to talk in more detail with anyone separately. There were no other questions from the Board about the Report.

Camille's briefing: Camille discussed a spreadsheet she created covering the period between now and the end of the fiscal year. Her bottom line: we predict a \$121K surplus through the end of this fiscal year. Camille then left the call.

Check-ins

Meeting preparation

Consent agenda. There were no objections. The consent agenda was adopted.

Brian noted he was able to update some of our policies to reflect changes we made throughout the past several months. Brian reported that recent policy changes to items in our original documents folder are now all updated.

Lead minister evaluation. The committee used David's evaluation format from two years ago starting with the congregational survey as tool to measure progress towards ends and then converted those to metrics. Brian said he will show the evaluation report to the entire board prior to showing it to Rev. Barbara. Brian said he was interested in our feedback to the document as an evaluation tool. After the board's review and comments, he will share it with Rev. Barbara. There were no questions about Brian's proposed approach to the evaluation. Paula noted 3.4 doesn't seem to address review for salary purposes. The policy includes considering the terms and conditions of the minister's employment agreement. The current review model (from David) doesn't incorporate evaluating compliance with the agreement's terms and conditions. Brian noted the new evaluation process being developed may allow that to play a role in the future (noticing trends, etc.)

Brian explained the Board mail email address issue. Brian also explained how the owner of documents in Google Drive are those who happened to be in charge at the time the folder or document was created (based on that person's email address). Brian asked Camille to create a

generic email address for current and all future board chairs to own all the documents based on this one email address. It is an ongoing project.

The Board then reviewed the lead minister's incidental report. Rev. Barbara said we are still going to be closed in May. Common wisdom is that any reopening will occur in the fall. Rev. Barbara referenced the "start-and-stop" society from the video she shared earlier today with the Board. She explained we may have a partial reopening with smaller groups gathering at the chapel.

New Business

Paula suggested we do something as a Board to thank Rev. Helen for her service. She suggested a gift of a plant. Nancy offered to write a letter. Brian suggested a resolution like we did with Rev. Jim. Paula and Nancy waid they would work together on something.

Jordi review the proposed policy compliance record and reporting program. Brian suggestion a report/session for new board orientation on how to report on policy monitoring. Jordi to finish creating links for policies column. David/Jordi to research whether hyperlinks will survive reorganization of folder system and whether we can lock down cells to prevent mischief.

Adoption of Commerce Bank Corporate Resolution for Refinancing. David motioned we adopted the resolution, Paula seconded. There was no discussion. The resolution passed and was adopted.

Preparations for the Annual Meeting.

General discussion and volunteers in certain categories called for.

Ken and Rev. Barbara, Budget

Jordi and Ken on Zoom functionality

Cathy, David: Written materials (instructions on using zoom, proxy votes, materials (handouts))

Brian: script, agenda

David: Voting issues, quorum (David suggested only inviting voting members to attend (mail option)).

Instructions on Zoom and proxy materials need to be ready by May 1, other materials need to be ready by May 10th. There will be one last chance to make changes after our next meeting on May 12th.

These teams should meet via Zoom or otherwise to collaborate. Report by email with options for the annual meeting.

Jordi proposed a dress rehearsal for Sunday, May 3rd. 4:30pm. Feature test, not full run-through.

The Board then consider a set of voting rules for proxy holders for the 2020 Annual Meeting: Paula moved that the proposed rules be adopted. Cathy seconded. There was no discussion. The motion passed and the rules were adopted.

The meeting adjourned around 10:15pm.