

Minutes for July 9, 2019 Eliot Unitarian Chapel Board of Trustees Monthly Meeting

Attending: Jeanne, Paula, Gary, Ken, Brian, David, Cathy, Steve, Nancy

Start: 6:59

Brian provided an introduction and welcomed new board members. He said he will go slow so people can get used to how we do things.

Brian explained how the agenda is created following a meeting with the minister about 2 weeks prior to our board meeting. A draft agenda is posted to the meeting folder about 10 days prior to the meeting for our review. Documents related to the agenda are loaded into the folder for the monthly meeting. Board members should review the folder's contents no later than the weekend before the board meeting and respond as desired. The agenda will be finalized before the end of the weekend, including formulating the consent agenda.

For the coming year, we will be using the past format for the agenda except we will be moving treasures report up earlier in the meeting.

Gathering, chalice lighting, reading to start meetings.

Let Brian know if you can't be at a meeting so we can find replacements for assignments if necessary.

Brian gave everyone a copy of *Service with Grace*, by Erik Wikstrom. Brian asked that we come back and share what spoke to us or what didn't. The book is written in a Unitarian context for lay leaders. Brian read two paragraphs from the opening of the book.

Check-ins

There were no visitors

Election of Board Secretary

Cathy nominated David and Ken seconded the nomination. Board unanimously voted David as Secretary.

Consent agenda

Brian provided brief explanation and gave examples of what's on a typical consent agenda

There were no new members to welcome

Brian asked if anyone wanted to remove anything from the consent agenda. No one responded.

Brian did a quick check to make sure all the policies listed were in fact available in the folder. Found he didn't have 4.9, so Brian took it off the consent agenda

Brian also moved 2.1 out of the consent agenda.

Ken noted 2.5 should be moved to next month (August)

Gary noted Camille may have asked for 4.6 to be delayed so Brian removed that as well.

Steve moved to adopt the consent agenda, Ken seconded. The board unanimously adopted the consent agenda.

Old Business

Check notes from annual meeting recording

Pursue LM evaluation (we agreed to wait until LM returns)

Trina has posted April and May approved minutes

Jon and Brian agreed 3.5 needs to be presented in August.

Everything else on today's agenda for action

We reviewed Brian's proposed monitoring schedule and assignments.

Brian showed us the Board Meetings folder--our main folder: Board meeting assignments were highlighted. The scheduled shows policy review assignments for each month. Some policies are reviewed annually, some are reviewed more often. The 4 series are Barbara's LM limitations policies. Interpreted by LM. Then tested throughout the year. LM performs a self-evaluation for these reports. At Camille's request, we changed the schedule for some of these deadlines. The Board works mostly on 2 series and 3 series policies. These are all board/LM relationship policies. This is how we keep the means in check with policy.

Nancy asked what's involved in doing these reviews. Brian said we would get to that later in the agenda using some examples.

Board Retreat

Brian showed the list of places he reached out to after learning the Marianist retreat would not be available.

Mercy, Kingshouse, Peacetree, etc.

We may also consider switching date to open up options (such as September 13-14)

Brian will run a Doodle poll to find best weekend in September and then go back to find a place

We haven't heard from Barbara on her attendance or availability

We agreed to take the August date for the Board Retreat off calendar because of a lack of venue

Treasurer's Report

Ken explained the structure of the report. UUCEF and temporarily restricted versus permanently restricted funds. Noted we are looking at May numbers for UUCEF (not June).

Paula asked if all funds at UUCEF are managed as a whole. Ken said yes. He compared it to being a mutual fund. Asset allocation is not unique to Eliot. They are combined not just within Eliot's account but through all UU investors in the account.

Steve asked for a definition of Temporary vs Permanently restricted. Ken said some donors restricted their donation and those are now reflected as permanently restricted funds. Temporarily restricted are self-imposed restrictions. Gary suggested those interested look at the official definitions found in Appendix A to the policies. Steve asked if the numbers reflect total investment or income. Ken pointed out the balance sheet shows current balance by item, to date. Next section in the report shows profit and loss (tracks expenses). This is divided by month and year-to-date in the report.

Cathy asked about the YTD income figure. Ken noted it is a comparison to budget, which is our organization's working plan for the year. Brian noted we do more monitoring on the YTD numbers than the monthly numbers (see variance report from Camille). We took in more than we spent last year by 91K. Cathy asked when we anticipated that and how it compares to prior years. Gary said it was an anomaly. We knew since April that we had a net gain said Gary. The end figure will probably not end up at 91k. Confirmed these numbers are good through June. But we will still get bills now that apply to prior fiscal year. Gary noted that FICA hasn't been set aside yet, but it will come out of the 91K. The 91K is not the final number. The variance report is better for evaluating that final number.

Today's reported results are preliminary. **Ken will provide a final church year number at the next (August) meeting.** Gary confirmed it will be available by then (having discussed the matter with Camille). Brian asked if we can have that ready sooner rather than later.

There were no other questions about treasurer's or budget variance reports.

LM/Executive team incidental report

Gary said gas line repair started in next 3 weeks and will cost \$15K plus. Had some conflict with bids. Didn't get as many bids as we wanted. Bids we have seen are in line with our expectations.

Will replace HVAC in old RE wing. Significant concrete repairs we be made out front. Will have sewer completed connecting tower restrooms to MDC. Will do major WIFI throughout the chapel. Solid ethernet plugs in lots of places. We will seal and stripe the parking lot too.

Kurt Kristofitz gave 50K of his estate to Eliot. Some of the above work will be paid for with these funds since it was previously agreed.

Social justice working on asylum proposal for when Barbara comes back. More on that later.

Defeat the deficit (document) – \$85K is target. Monthly parking spot raffle will start this summer (to start in September). \$10 tickets. Will be published in next couple of weeks Gary to sell tickets (and sales to continue throughout the year). Raffle to sell air fare for 2, hotel room for 3-4 nights and registration for GA (\$20,000). \$200 tickets. Big all church dinner party (gala). Pay to come. Entertainment, nice meal, items to bid on. The idea of a Silverware sale was suggested to us. You got old silverware to donate, give it to us and we'll sell it. 60th anniversary time capsule. Pay to put things in it. New sign for Eliot Chapel to solicit donations (using an actual design). All but reserve parking still in development stages. We hope a budget surplus can reduced the amount we need to raise.

Performance reviews done. Raises being communicated (start July 1)

UMSL renting some of our space in now happening.

Praised staff finding ways to save money AND new ways to earn money.

Rev. Barbara coming back on August 1 (but may not be full speed). May be working up to it, so executive team may be involved for a transition period.

4.7.8. which says minister will not fail to make purchases more than \$5k without...prior board notification. Gary requested we change it to \$10K. David noted it is a notification requirement only, not a board approval requirement.

Camille to contact Susan Gray to be keynote for next-year's canvas.

Brian asked who is willing to take up the requested change in 4.7.8 be reviewed and presented to the board at the next meeting. Ken volunteered to do it as Treasurer.

Also brought up possible need for a policy on performance reviews for staff. "LM shall not fail to...". Gary noted the executive team will be reviewing the personnel handbook for this item. David noted it wouldn't matter what the policy manual says because we don't use the LM's policy manual as a metric in evaluating the LM's performance. We would still need a limitation policy. Brian looking for a point person about what we have and what we need in regards to implementing a limitation policy on performance reviews of staff members. Cathy agreed to do it if helped by Jeanne.

New Business

Chair-elect (most obvious issue is filling in for Brian if he can't be there). But will also be the next chair (20-21 church year). Each member on the Board should think about whether "you"

are called to do this. There is a learning curve to being the Chair. The sooner we can do this the better. One on one conversations will happen said Brian.

Formation of working groups

Jon, Cathy and Nancy agreed to work together on survey for fall.

Linkage events. Board represents the mission (not individual members). How to tie things to mission. Are we meeting ends? Are they the right ends? We have done linkage events in the form of a potluck for the past several years. However, we get the same people to each linkage event. Needs fresh eyes from the board and a look at best practices. David said he would be on the team. Steve agreed to join the team. Nancy asked how many there are. Brian said at least one a year. One good one would be great. Cathy suggested doing the linkage event at a time other than the survey. Last year it was in November. One week after the trivia night (had a negative impact on attendance said Cathy).

Brian asked for reports from both of these groups (linkage and survey) for August meeting.

Gary will confirm with Camille about current status of Survey Monkey.

Electronic transparency ombudsperson

Board webpage

Minutes and reports posted

Monitor our keeping up on things

Requires Board provide Debby information to post.

Ken volunteered to be the ombudsperson since he is partially responsible for posting things.

Discussed whether we are current right now and talked about what needed attention

Cathy noted the current Treasurer's report (from tonight) can be posted.

Cathy then agreed to be the ombudsperson to monitor things

Paula suggested adding a note of explanation before we post the Treasurer's report because of the \$91K gap

Cathy noted adding this to the monthly agenda...."I checked and we're good" on public transparency. Brian to add it to the agenda. Suggested we be careful to be ends focused.

Gary noted we need a new board picture. Cathy noted we do that at the retreat. Brian said we should plan on the board photo at the next board meeting since we have pushed out the retreat.

Governing style

Sample: 2.1 – Brain walked us through how he reviewed it.

End of the month: Read our covenant at the annual meeting. Remember to abide by it. We do a good job.

Assignments for August meeting (policy reviews):

2.2.4.

3.1.

3.2.

Decisions: Consent agenda and secretary vote.

Cathy went through transparency review. Satisfactory on all counts. No one disagreed.

Ken brought up issue with Google Drive and putting things where they need to go to get staff attention/uploaded to website. Brian offered to take it as an issue and speak with Camille because she owns the drive. Brian said he would report back to the board by email. This is in part about access rights-not everyone can upload to every folder.

Paula reported a candlelight vigil on August 12th UUSC “for liberty” to protest immigration policies. Paula wanted to know whom to ask and we noted it would be the executive team.

Ken moved and Steve seconded a motion to adjourn. It was unanimously decided to adjourn.