

Draft Minutes - Eliot Chapel monthly board of trustees meeting – June 9, 2020

Present via Zoom: Brian Krippner, Ken Denson, Nancy Rubin, David Cox, Steve Harvey, Rev. Barbara Gadon, Paula Fulks, Cathy Converse, Jordi Pratts, Toni Saunders

Meeting called to order at 6:35pm

Chalice lighting and reading by Nancy

Check-ins

No visitors

Agenda review – No changes

Transparency report. David noted the only item out-of-date was board minutes from May and noted Debby had posted them this morning.

Consent agenda. The Chair noted it was adopted without objection.

Treasurer's Report (short)

Jordi asked if we can have a metric during virtual meetings for attendance/viewing to place on the dashboard. Rev. Barbara said they will be talking about it at staff meeting this week and they are looking at several options. For example, we advertise you can watch it at any time, so that should be counted (not just those who view the service on Sunday).

Cathy asked about expenses. Rev. Barbara noted some of that is not part of the normal operating budget. Some is pass-through. Actual expenses from last year vs. change from last year (\$100K).

Jordi asked if there was a typo in the YTD expenses in the variance report versus the dashboard. Ken said one includes loans and other doesn't. It's because one number comes from the financial statements and one comes from our own records.

Jordi pointed out some positive aspects of the investment strategy found in this UUCEF quarterly report.

Old Business

Annual Meeting Debrief

Rev. Barbara said it was so well done. She said she was so happy and impressed with the amount of thought and care that went into it.

Brian thanked Jordi for arranging the valuable practice session.

Brian noted we need to consider using the raised hand/yes-no options for more things throughout the meeting if we do it again by Zoom.

We got particular praise for showing the financial statements, available online, by going to the webpage live during the meeting and showing everyone where to find this valuable information.

Paula thanked David for coming up with the rules for the meeting.

Jordi noted it would have helped during our consent agenda discussion to have the agenda up on the screen for all to see.

Rev. Barbara noted that unlike with live assemblies, it was hard to read the room and get a feel. It was disconnected.

Monitoring Compliance changes

Jordi noted we still need to unify monitoring report styles and approaches.

Jordi noted we will clean up the various overview documents for assignments, schedules and records.

Steve will be working on this issue as next year's Secretary.

Jordi suggested we meet separately to discuss policy review report formats. David noted it would be good to use Laura Parks to facilitate such a discussion. Jordi said he would take the entire issue for action.

LM Evaluation update

Review of 2019-2020 (challenges or calls for coming year)

Paula noted the great skill, professionalism and care all staff showed in the worst of circumstances this past year. She said the leadership of Eliot deserves great praise.

LM Incidental Report

40 people have agreed to make calls to other members as a "temperature check" to find out how engaged people are and what ideas do they have.

We got \$190 in donations at tonight's vigil to be used for supporting local protesters.

Hole in playground issue: A mother and her son were found digging a large hole in our playground. A nursery school worker saw them in the act. As a result, we now have video surveillance (playback only) and we will lock the gate. The family had attended Eliot for a while in the past. Just weird.

I will be mentioning during the sermon on Sunday that we are planning for a year of only virtual activities.

Cathy requested LM incident report include stewardship updates and member outreach.

Paula recommended a leadership create a retention policy for any video records. She offered to help with developing such a policy.

New Business

Interpretation of 4.6 discussion. Rev. Barbara highlighted what she had presented earlier. She said the Executive Team agreed the variance report deadline couldn't be moved up any sooner, but they agreed on 35-37 day deadline. She noted the dashboard can be ready in 30 days as initially anticipated by the policy. Ken noted that the full report we are used to seeing will be available the Saturday before the board meeting is scheduled.

Paula 4.6.1(b) question. Stored in "secure database" doesn't sounds like the right word when things being saved to the cloud.

Steve noted security means both protecting against data loss (from a hazard) and protecting against data theft (unauthorized access).

David noted flash drives are not secure (loss, theft, destruction) and his opinion is that this option would not comply with our current policy.

Brian asked if the board agrees with the compromise in subsection A. The only issue is with B. No feedback on C.

Brian said we need to get 4.6.1(a) revised by July to address 30 days versus 35-37. Ken offered to do so.

Board Retreat report

Aug 7-8, Friday and Saturday.

Reviewed proposed agenda which was created with a Zoom-based retreat in mind.

Discussed options for board retreat agenda

Reviewed monitoring report for 3.4 (changes mentioning the use of the survey).

Nomination for Secretary

Steven Harvey has volunteered to serve as Secretary next year.

Decisions/Actions taken

Elected Steven Harvey as Secretary by unanimous consent

Assignments highlighted above.

Jordi and Paula will catch up on 3.5 for July.

MINUTES APPROVED AT JULY MEETING AFTER CORRECTION OF SMALL TYPO.