Eliot Chapel Board of Trustees Meeting
Minutes, October 14, 2014 7pm

Purpose: Regular Meeting
Chair: Steve Mennerick
Secretary: Louise Bradshaw
Treasurer: Gary Gray

Attendance: Steve Mennerick, Chair; Louise Bradshaw, Secretary; Rev. Barbara Gadon, Gary Gray, Sheryl Foster, William Lemon, Cindy Lau, Bruce MacKenzie and Jordi Prats

Meeting Called To Order: 7:03pm

Gather, Chalice Lighting and Opening Readings:

- Chalice lighting & Opening Reading (Steve) Ware Lecture at 2014 UUA GA, Sister Simone Campbell is a social activist known for Nuns on the Bus.
  http://www.uua.org/economic/ga/295423.shtml

Visitor Comments: None

Consent Agenda:

- Approve resolution: “The Board of Trustees thanks and commends Kit Klein on her many hours of labor in analyzing and summarizing our Congregational Survey.”
- Approval of September Minutes
- Acknowledge Minister’s Incidental Report-verbal incidental report given during meeting.
- Acknowledge written evaluations of linkage event held 10/5/14. See Dropbox.
- Accept Board Monitoring Reports: 2.8
- Accept Lead Minister limitations reports: 4.8
- Accept Treasurer’s Report
- Acknowledge Calendar Review
  o Powerful allies (10/16, registration closed)
  o Kirkwood Neighbors United (10/22, 6:30-8)
  o Halloween Bash (10/24, 3-8:30)
  o Weekly vigils for Ferguson (Tuesday 6-7 pm)
- Acknowledge Completion of August Action Items
  ▪ See Dropbox
- William Lemon moved to accept consent agenda. Consent agenda approved.

New Business:

- End Statement 1 monitoring report discussion.
  ▪ Rev Barbara-Ends 1-Discussed proposals and revisions to change interpretations regarding pastoral care and membership. Discussion on revision of interpretation and metrics for ends statement on welcoming, to move needle on cultural shift. Data on pastoral care from the information gathered by the pastoral care team will be available next month on the consent agenda. Plan to put on consent agenda next month.
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- Discussion of the role of visioning in policy governance.
  - Preliminary discussion, with planned additional future discussion. No board motion expected. Do we feel comfortable that our mission, values and ends are sufficient to drive Eliot to a healthy future? How does our view change if we consider future Eliot members as part of our moral ownership? Do we need a more explicit acknowledgement of future vision? If so, how would this be achieved? See Dropbox materials.
  - Gained momentum since the retreat, readings in Dropbox in visioning. In November we will have a scheduled discussion on values and mission, recommend change to have fuller discussion of visioning next month. Will focus on reading Strategic Planning with Policy Governance; Mission, Vision, Values Examples and Fox Valley Vision Statement. Key readings titles will be in ALL CAPS. Goal for next month, decide whether strategic planning for policy governance and visioning is our model for Eliot’s governance or there are alternatives.

Old Business:

- Discussion of 2.1. Earlier discussed metric elements of 2.1.3 hence review. Discussed that 2.1 interfaces with other policies, need to consolidate and avoid duplication and contradiction and how it interacts with 2.5. **Steve and Sheryl will propose a possible policy revision to 2.1 and 2.5.**

- Reminders of outstanding Committee work. Investments and Leadership Development Leadership Development will report for discussions in January and March and Investments in February as well as on consent when updates are available.

Items Removed from Consent Agenda:

- Eliot Values Committee and Board winter linkage. A Board “Values Committee” of two Trustees and several at-large Eliot members (to be recruited by the Trustees) will work to implement as many small-group discussions as possible November through January aimed at identifying Eliot core values. The Values Committee will return a short-list of values to the full Board for discussion in March. The ultimate goal of full Board discussion is identification of 4-5 core values to undergird the work of Eliot into the future and to be codified in Eliot’s policy 1.2. **Steve and Cindy will lead Louise will assist.** William Lemon moved to accept the charter. **Motion approved.**

- Approval of new members. This month’s new members will come at next meeting due to revision of membership processing system. **Steve will contact Charlie each month to report the new members.**

- 3.2 moved until November.

- 4.6 Gary and Jordi will review question of quarterly monitoring with annual reporting and also 4.6.3 policy and interpretation. Suggest consider 4.6.2 and 4.6.9 only in January and others quarterly. 4.6.7 missing some data due to document transfer issues. Rev Barbara and Charlie will send a revision with data. Will appear on consent with new data next month.

- 4.7 Jordi Pratts moves to approve with revision. **Motion approved.**
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Action Items:

- **Gary, Steve and Rev Barbara** (donor memoriam team) report. Sub-team leader: **Gary**
- **Rev Barbara**-Ends 1 -Discussed proposals and revisions to change interpretations regarding pastoral care and membership. Discussion on revision of interpretation and metrics for ends statement on welcoming, to move needle on cultural shift. Data on pastoral care from the information gathered by the pastoral care team will be available next month on the consent agenda.
- **Steve and Sheryl** will propose a possible policy revision to 2.1 and 2.5.
- **Steve and Cindy** with assistance from **Louise** will work on Values Committee, facilitate small group discussions Nov through Jan aimed at identifying Eliot core values, toward bringing a short list to Board in March.
- **William and Gary** 3.2
- **Gary and Jordi** re: 4.6 will review question of quarterly monitoring with annual reporting and also 4.6.3 policy and interpretation.
- **Rev. Barbara** and **Charlie** will send a revision of 4.6.7 with data missing due to document transfer issues. Will appear on consent next month.
- **William and Bruce** monitoring 3.1 Unity of Voice
- **Jordi and Steve** 3.5 Policy Non-compliance
- **Mission and Values: Review by all**

Adjourn 9:25pm

Next Meeting Tuesday November 11, 2014 - 7pm

**IMPORTANT DATES**
Portland GA – June 24-28, 2015
Meeting Monitoring Guide

This guide is intended to help each board member attend to the quality of the board’s performance at its meeting. Each meeting will have a designated meeting evaluator who will facilitate discussion by the full board of its performance at the conclusion of the meeting.

Today’s date: October 14, 2014

Instructions: $ indicates Satisfactory, NI indicates Needs Improvement, and UNS indicates unsatisfactory.

Preparation
The board was prepared for this meeting. $ NI UNS

Agenda
The agenda dealt with the board's job only. Issues and intended outcomes were clear & well timed, and action items were assigned with deadlines. $ NI UNS

Participation
Each board member had an adequate opportunity to participate in discussion and decision-making. $ NI UNS

Board Chair
Board chair kept to the agenda and facilitated answers to questions & issues. $ NI UNS

The board adhered to its adopted governance style:

- Emphasized outward vision over management: $ NI UNS
- Encouraged diversity in viewpoints: $ NI UNS
- Exercised strategic leadership more than overseeing administrative detail: $ NI UNS
- Maintained a clear distinction between Board and staff roles: $ NI UNS
- Used collective decision making that incorporates preceding discussion: $ NI UNS
- Looked to the future: $ NI UNS
- Treated all with courtesy, fairness, and dignity: $ NI UNS
- Obeyed the Trustee Code of Conduct as given in Policy 2.5 $ NI UNS
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Any action the Board directed the Minister to undertake was recorded as a passed motion.

Any authority the Board delegated to an individual or group was recorded in a passed motion that is specific and states the limitations of the delegated authority.

Work religiously grounded and in UU tradition of right relations

Transparency Observer

1. What items discussed in the meeting need to be communicated beyond the minutes? To whom, how and who is responsible to create the communication?

2. Were there instances in which lack of clarity in policy or interpretation seemed to cause issues? If so, which policies or interpretations and what were the issues that clarity might address?

3. Did visitors seem to have a clear idea of what to expect from the meeting?

4. Did the Board keep its logs for the relevant items of the prior month? Monitoring logs, training logs, linkage logs.

5. Were the transparency issues identified in the prior meeting handled as expected?

Comments: Discussed communicating to Lead Minister regarding means issues.

Evaluator: Bruce MacKenzie Form Revised: August 2014