

Eliot Chapel Board of Trustees Meeting March 2022

Board members present: Paula Fulks (2022), Steve Harvey (2022), Claire Wyneken (2023), Toni Saunders (2023), Sara Fleming (2024), Kalen Ponche (2024), Steve Swift (2024), Chuck Schuder (2024), Rev Barbara Gadon

Guests: Rev Krista Taves

The board meeting was called to order at 6:31pm with chalice lighting and opening reading.

Welcome guests

Meeting Preparation

- Finalize agenda
- Ombudsbuddy Report - SteveS
- Confirm meeting assignments:
 - Timekeeper - Paula
 - Process & Transparency Observer - Sara

Consent Agenda

- Approve February 2022 Meeting minutes
- Accept Policy Monitoring Reports: ([See Policy Compliance Record](#))
 - 3.4 Monitoring Lead minister performance (SteveH/Claire)
 - 3.3 Delegation to the lead minister (Chuck/SteveS)
 - Lead minister evaluation and compensation review (SteveH/Claire)
 - Lead minister discretionary fund review (Sara)
- Approve members of Interim Search Committee: ClaireW, SteveH, ChuckS, KalenP, and JenniferS.
- Affirmation of New Eliot members (Bylaws, Article III, Part A): None to report.

The board removed item 3.3 from the consent agenda and moved it to unfinished business. *The remainder of the agenda was approved unanimously.*

Election of new Chair Elect

Claire W nominated Sara Fleming to be the new Chair Elect and Steve Swift seconded the nomination. *The board voted unanimously to approve the nomination.*

Board Development and linkage

- Winter retreat debrief: The board met Feb. 19 for the winter retreat. Items discussed included the ministerial transition and financing.
- NomCom updates: The nominating committee is currently searching for a new finance person to join the board this year.
- UU Palooza: 12pm to 3pm event
- Ongoing Board education. *Steve will send out an email with information to read.*

Ad Hoc January Committee:

(Members: Peter, Paula, Sara, Barbara. Goal is to finish by end-March. 4.6 left over)

The board members met with Laura Park, a consultant, on the issue of whether we should have a volunteer staff signing checks. Is the board having concerns about whether the minister is doing fiscal responsibility properly? Or should there be a new ministerial interpretation written of the policy? This issue came under two [policies, 4.2 \(staff treatment\) and 4.7 \(asset protection\)](#). By having a volunteer signer does that mean we are not sufficiently protecting the board's assets? It's the board's responsibility to make sure we have enough procedures in place to protect the financial integrity of the church. The board could direct the lead minister to write a new interpretation of this policy.

Paula will draft a proposal to direct the lead minister to offer additional interpretation and present it to the board at the next meeting.

Treasurer's report

January's financial report looks good - income is looking better, but return on investments is still poor.

Interim ministry progress

- The board selected the committee who will choose the interim minister.
- The UUA has a portal with that connects the churches in search of interim ministers with the interim ministers in search of churches in which to work.
- The committee will plan a time to meet before April.
- What is our plan to publicize the interim ministry process?
- *Claire and Kalen will talk about updating board bytes. Perhaps with a video.*

Congregational Discussion re Finances

- The board decided to host a meeting to discuss the different budgeting possibilities for next year. This meeting would include a best and most-likely case budget and a worst-case budget. It would allow the

congregation to see the different implications of various levels of pledge support.

- The meeting will be after the 11am service March 27 and after the 9:15am service on April 3. The board will work to make this service accessible via zoom and discussed various ways to publicize the event .
- *We should post a "This week at Eliot" and put together a FAQ about it.*
- *Add it to the calendar and the Kalen*
- *Claire will make an FAQ document to share*
- Name of event: Eliot's Financial Future

Lead Minister's Incidental Report

The church will reopen for all activities April 1.

We need a volunteer for the reception desk.

Staff sat in on the listening sessions. Barbara plans to send out a response from the staff.

Unfinished Business

Policy monitoring report 3.3 Delegation to the lead minister. *The board unanimously voted to reject policy monitoring report 3.3 and ask for it to be resubmitted.*

The board went into executive session to discuss the ministerial transition.

Decisions/Actions Taken/Follow Up

- The Board unanimously approved the consent agenda, other than Policy review 3.3.
- *The board voted unanimously to approve Sara Fleming as the new Board Chair-Elect*
- *The board unanimously voted to reject policy monitoring report 3.3 and ask for it to be resubmitted.*
- *Claire and Kalen will create a plan to publicize the interim search process.*
- *Claire will put together a financial FAQ report.*
- *Paula will draft a proposal to direct the lead minister to offer additional policy interpretation and present it to the board at the next meeting.*

Process & Transparency Report - The board did not stay on track in terms of time.

Monitoring assignments for April 12, 2021 Meeting

- 2.7 Cost of Governance. Sara/SteveS
- 4.6 Financial Condition and Operations. Barbara.
(See [Policy Compliance Record](#))

Reminder Dates

- March 8 – Board meeting.
- March 17 (Thurs) Bonus Board Meeting
- March 31 (Thurs) Bonus Board Meeting
- April 9, 2022 – UU Palooza event (Board/Canvass event)
- April 28 (Thurs) Bonus Board Meeting
- May 15 2022 -- Congregational meeting.
- June 14, 2022 – Incoming Board members invited to visit June meeting.
- June 18, 2022 – Onboarding event for incoming Board. (Tentative)
- July 1, 2022 – New church year begins.
- July 12, 2022 -- First meeting of new Board
- July 16 or 23 – Leadership Development event. (Tentative)
- August 19-20 2022 -- Next year's Board retreat.