

6:55 p.m. -- Board of Trustees Photo -- Please arrive 5 minutes early to take our group photo of the Board.

Meeting start: 7:00 p.m.  
 Attending: Carol-Lee Baker, Roger Bailey, Lee Cornell, Larry Dendy, Rev. Alison Eskildsen, Linda Gilbert, Jane Mayer, Rich Rayburn, Karen Solheim, Barbara Teskey, Liz Weaver

I. Meeting responsibilities (5 min)

7:00-7:05 p.m.

	Opening Words	Timekeeper	Action Item Reviewer	Next Month's Tapestry (18th)
February	*Carol Lee	Liz Weaver	Linda Gilbert	Jane Mayer
March	Roger Bailey	Rich Rayburn	Carol-Lee Baker	Linda Gilbert

\*See [Stepping Forward Together Program Year](#) for monthly topic suggestions for opening words.

**Please note:** Please read all linked documents prior to the board meeting. They will not be discussed in detail unless questions exist. Links are included in the agenda for background and can be displayed on the monitor during the meeting for reference.

II. Opening Words and One-word Check-In (5 min)

7:05-7:10 p.m.

III. Consent Agenda (5 min)

7:10-7:15 p.m.

A. Approval of 02.09.2016 agenda

**Motion: To remove the consent agenda and approve the revised agenda.**

(Linda/Rich)

**Motion passes.**

B. Approval of [01.12.2016 minutes](#)

**Minutes approved by consent.**

IV. Guest Comments (3 min)

7:15-7:18 p.m.

**Guest Larry Dendy spoke about Green Sanctuary progress. See notes under VII.A. New Business.**

V. Big Picture Discussion (17 min)

7:18-7:35 p.m.

- Annual Budget Drive -- Help needed; [ABD Calendar](#); important dates for Board participation

**Saturday, March 19:**

**Board members will participate and host the Leader Gathering on Saturday, March 19, 4:00-6:00 p.m. This gathering includes an opportunity for early pledging to lead the Congregation's giving the next day on ABD kick-off Sunday. Carol-Lee will organize the event with the help of all Board members.**

**Sunday, March 20:**

**The Finance Committee will host receptions for ABD kick-off Sunday after each service. Linda will organize the events and contact others to help. Rich will speak with the Finance Committee about helping with this event.**

**ABD Publicity: Karen and Lee will work on forms, letters, website, paperwork and publicity.**

**Annual Congregational Meeting: DATE CHANGE to May 15, 2016**

**Rev. Alison will coordinate with Worship Arts to move the Annual Congregational Meeting up to May 15 (formerly 5/22). This necessitates moving the May Board Meeting up to May 3 and moving the Executive Meeting to April 26.**

VI. Unfinished Business (30 min)

7:35-8:05 p.m.

- A. [Facility Survey analysis](#); [Table of Priorities](#); follow-up communications

Linda

Demographics showed that respondents were mostly over age 55, but younger respondents' rankings broadly corresponded to the overall Congregational rankings. An exception was the playground, which younger respondents gave higher priority.

- B. Feasibility Study Update, [Next-Step Weekend](#) calendar, [Architectural Task force January Report](#), [Architect RFP](#),  
[Architect Master List](#) Jane

Reviewed Next-Step Weekend commitments from Board members. The Architectural Task Force is very active, with reports and communications keeping to a tight time schedule. The January Report will be posted on our website facility page.

VII. **New Business** (25 mins)

8:05-8:30 p.m.

- A. [Green Sanctuary proposal](#) and GS Congregational Vote wording Liz/Larry Dendy

Suggested wording for a Congregational vote on Green Sanctuary accreditation is: "Should UUFA commit to becoming a Green Sanctuary through the UUA Green Sanctuary accreditation process?" Ongoing expectations and obligations of the Congregation will be communicated by the Green Sanctuary Committee to the Congregation prior to the vote at the May 15 Annual Meeting. A brief summary may be included with the Annual Meeting agenda packet as well.

**Motion: To include the Green Sanctuary question and any other additional information in the Annual Meeting for vote by the Congregation.**

(Karen/Carol-Lee)

**Motion passes.**

- B. UUFA Child/Youth Concern and Suggestions, [Policy Manual](#) reference (See Sec. #4.e.iv.Management/Care for People, #5 Oversight, #17.a Safety/Disruptive Behavior) Lee

**The Ministry Council is meeting to resolve any concerns that are presented to RE and Ministry. The Board is under advisement.**

- C. [Minister Evaluation](#) Rev. Alison

**Each Board member is asked to complete an evaluation and submit it to Linda by mid-April for collation. Staff and others may be interviewed to complete relevant categories. The Board will discuss collated results at its May meeting and forward the report to Rev. Alison for use in planning development activities on her sabbatical.**

- D. Reinstigate Personnel Task Force-- **Tabled** Jane

**All Board members are asked to consider membership for the Personnel Task Force.**

**Goals of the task force are: (1) To complete the UUFA Personnel Manual, already in progress, including reviewing the format; and (2) To facilitate collection of employee evaluations.**

- E. ~~Report on the joint Investment Committee/Finance Committee Meeting~~ Rich

**Agenda Revision: Section VII.E was removed from New Business.**

VIII. **Reports** (15 mins)

8:40-8:55 p.m.

- A. Minister Rev. Alison

**Grandbaby Connor has arrived!**

**Rev. Alison currently plans one month of sabbatical in August 2016. She plans to schedule the balance of her sabbatical so that she is present for the Capital Campaign, dates to be determined.**

- B. [Treasurer Report](#) Rich

**The Finance Committee met in joint session with the Planned Investment Committee (PIC). The full report of the Finance Committee will be available next week and will be forwarded via email to Board members. Restricted funds are in a defined account which is accessible as needed. The Planned Giving account is now the reserve fund. Investments will be reported to the Board monthly and minutes from PIC meetings will be kept in the office. Rich will consult with Stewardship Consultant, Barry Finkelstein, when he is here.**

- C. Insertion of [Planned Investment Policy into Policy Manual](#) (See Sec. #10.d.viii) **FYI** Barbara

- D. [Annual Congregational Certification](#), UUA **FYI** Barbara

**IX. Action Items Review (5 mins)**

**8:55-9:00 p.m.**

- Barbara** will post the January Architectural Task Force Report our website facility page.
- Rich** will circulate the Finance Committee report to the Board during the week of 2/15/2016.
- Barbara** will send a “save-the-date” announcement for the March 19 ABD Leader Gathering.
- Karen** and **Lee** will work on other ABD forms, materials and publicity.
- Carol-Lee** will organize the March 19 ABD Leader Gathering with help from all Board members.
- Rich** will provide transportation, if needed, for individuals to attend the Leader Gathering on March 19.
- Linda** will organize the March 20 ABD Sunday Kick-off Receptions with help from the Finance Committee.
- Rich** will speak with the Finance Committee to work and build excitement about the March 20 ABD Kick-off.
- The Board** will attend Next Steps Weekend with Barry Finkelstein, February 12-14, 2016.
- Linda** will collate the Minister evaluations.
- All Board members** will consider membership for the Personnel Task Force.
- Rev. Alison** will check with Worship Arts about moving the Annual Meeting up to May 15 (formerly 5/22).

**Board of Trustees Meeting January 12, 2016**

- Rich** will calendar a 6 month Investment Committee Performance Review by the BOT---Treasurer.
- Alison** will contact Architectural Committee regarding leadership dinner.

**Board of Trustees Meeting December 8, 2015**

- Alison** will collect data for discussion of RE attendance.

**Board of Trustees Meeting November 10, 2015**

- Jane** and **Alison** will convene the Feasibility Study Task Force in February.
- Board** will set up task forces for: ABD, Personnel, Policies and Procedures.
- ABD Task Force** will plan This I Believe presentations for 3 ABD Sundays (5 separate services).
- Liz** will contact the Green Sanctuary Committee with to suggest updates to the Board for the Policies and Procedures Manual Section 16 Protecting the Environment.
- Lee** will send letter to **Alison** and Ministry Council asking review and update of Policy 17.e Safe Congregations and other policy recommendations that need Ministry review.
- Rich** will ask Finance Committee to review Policy 13 on Childcare financial matters.
- Board** will form a Personnel Task Force to update the Personnel Handbook.

**Board of Trustees Meeting October 13, 2015**

- Lee** will communicate the Board’s recommendation for Building and Grounds to **Alison** to review and pass on to the Ministry Council.

**Meeting adjourned: approx. 9:00 p.m.**

**Dates**

1. [Board 2015-16 meeting dates](#)
2. [2015-16 Planning Calendar](#) of Board Items; migrated to Google Drive 11/10/2015
3. Important upcoming dates:

February 12-14, 2016, 7:00-8:30 p.m. - “Next-step Weekend” with Stewardship Consultant, Barry Finkelstein (See [Next-Step itemized calendar](#) for Board responsibilities.)

March 19, 2016, Saturday, ABD Leader Gathering, 4:00-6:00 p.m.

March 20, 2016, Sunday, Annual Budget Drive Kick-off Reception after each service

April 24, 2016, Sunday, Town Hall

May 15, 2016, Sunday, Annual Congregational Meeting, NOTE DATE CHANGE (formerly 5/22)

## Future Agenda Items

1. Personnel Task Force -- formerly Jane, Carol-Lee, Rich, Alison -- Employee Handbook -- Tabled 9/3/2015. Need to re-institute this task force.
2. Scope of Chief of Staff
3. Capital Campaign anxiety
4. Disruptive behavior
5. Discuss UUA services available to UUFA for fully funding GIFT (Generously Investing For Tomorrow).
6. Administrative office hours. Do we have sufficient coverage? Do we need additional staff hours? Do we need to change the emergency contact list?
7. Assistant Treasurer
8. Set annual review schedule of employee and service contracts. Each April (?), Board review of staff contracts. Each November (?), Finance Committee review of service provider contracts.
9. New Building & Grounds Policy, after review by Lay Ministry.
10. Policies and Procedures Task Force to complete needed review and updates.
11. MARCH OR APRIL AGENDA -- Voting items for the Annual Congregational Meeting (Budget, Elected positions, Green Sanctuary, Bylaws update of Voting Member definition, Bylaws update of non-discrimination wording, other?)
12. After Morgan has returned from sabbatical (January) and can meet with the RE Committee, schedule a Big Picture discussion on RE, including attendance data and projections.
13. JULY AGENDA -- Review of Planned Investment Policy adopted 1/12/2016 contingent upon 6-month review.
14. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
15. MARCH & APRIL Big Picture -- Feasibility progress/communications; look ahead to Capital Campaign Team
16. MAY AGENDA -- Minister evaluation report

**Next meeting: March 8, 2016**

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