

Board of Trustees Minutes: Tuesday, March 8, 2016

Meeting start: 7:00 p.m.
Attending: Carol-Lee Baker, Roger Bailey, Lee Cornell, Rev. Alison Eskildsen, 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)
March	<i>Roger Bailey</i>	<i>Rich Rayburn</i>	<i>Carol-Lee Baker</i>	<i>Linda Gilbert</i>
April	<i>Liz Weaver</i>	<i>Lee Cornell</i>	<i>Rich Rayburn</i>	<i>Roger Bailey</i>

***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 03.08.2016 agenda
 B. Approval of [02.09.2016 minutes](#)
Approved by consent.

IV. Guest Comments (3 min) **7:15-7:18 p.m.**
No guests were present.

V. Big Picture Discussion (17 min) **7:18-7:35 p.m.**
 ● [Next Steps Weekend \(NSW\) Report](#), comments from the follow-up discussion with Barry, long-range visions
The February 12-14 visit from Stewardship Consultant, Barry Finkelstein, was packed with information and well attended. Barry validated where we are in the process of building expansion and renovation, summarizing that we are a strong, committed and energetic Fellowship ready to move forward. Guided by a Steering Committee who will manage the strategic calendar and volunteer teams, we have a goal of 100% participation in the capital campaign and renovation program. Capital funds can be donated in full or scheduled over a period of more than one year to fit the financial planning of individual donors. This is a "once-in-a-generation" project. Barry's NSW report contains a detailed assessment of UUFA's strengths and challenges as well as recommendations for the next steps.

VI. Unfinished Business (30 min) **7:35-8:05 p.m.**
 A. ABD, Board and Finance participation, updated [ABD Calendar](#) Carol-Lee, Linda
Discussed organization for the Annual Budget Drive (ABD). Our Congregational Administrator, Shaye Gambrell, is working with Bookkeeper, Nora Joslyn, to launch the password-protected member portals of our new accounting system. Congregants will receive an email invitation with enrollment instructions. This will allow each member to review his or her giving history and enter this year's pledge in a personal secure account in the UUFA Realm system. In order to plan the budget for 2016-17, we should encourage everyone to submit their pledges on or before March 20. Lee is checking the feasibility of onsite computer stations at the ABD events to assist with enrollment and pledging. Pledging through Realm is preferred, but we also have a website form (same as last year) and paper forms for those who need them. All contributions are welcome. There will be prize drawings on March 20 -- including a designated parking space! -- to celebrate pledge submissions.

 B. [Minister Evaluation](#) -- Reminder to complete and send to Linda by mid-April -- FYI
Each Board member will complete a form and submit it to Linda (do not submit to UUA).

VII. New Business (25 mins) **8:05-8:30 p.m.**

A. Assistant Treasurer job description, [Assistant Treas. Background](#) Rich
The Finance Committee will draft a policy by May 31 outlining responsibilities of the Assistant Treasurer.

B. Recognition of Congregational Administrator Karen
Carol-Lee and Karen will plan an honor for our Congregational Administrator who completes 15 years of employment in January 2017.

C. Planned Investment Committee, Finance Committee Jane
Discussed questions about the reporting procedure of investment accounts and the accessibility of a donation in the reserve fund which necessitates a prudent shift from Planned Giving to Cash & Contributions. The Finance Committee and Planned Investment Committee (PIC) will schedule a second joint meeting to implement details of the reporting structure outlined in the Planned Investment Policy update approved by the Board on 1/12/29016. Quarterly summary investment reports and monthly investment statements from the PIC will be kept on file in the office.

D. [Summer Camp Hiring Request](#), temporary employment agreements
for [Peace Camp Director](#) and [Hogwarts Camp Director](#) Alison
**Motion: To approve hiring Camp Director for Hogwarts (Liz Weaver) and for Peace Camp (Morgan Watson) to be paid by camp income.
(Lee, Karen) Motion passes.**

E. HVAC research team -- and other Building & Grounds Lee
Lee will coordinate a research team to investigate HVAC upgrade in the sanctuary. He will contact Dan Everett, Ted Mayer and Shaye Gambrell. Results will be reported at the April Board meeting. On a separate issue, Shaye received estimates for repair of parking lot erosion; Lee will install cones to prevent parking in the affected spaces.

VIII. **Reports** (15 mins)

8:40-8:55 p.m.

A. Minister Rev. Alison
Community Notes: UUFA received an award this year for hosting Kwanzaa. Rev. Alison and others from UUFA attended the Black Lives Matter workshop in Chattanooga.

B. [Treasurer Report](#) Rich
C. [Architectural Task Force Report 2/28/2016](#)
D. [General Assembly Matters 2016](#)

Info session is Sunday, March 13, at 12:30 in sanctuary. We are allowed 6 delegates for our size congregation.

Board of Trustees Meeting March 8, 2016

Barbara will post the NSW Report on the website, in e-news, in Sunday order of service, and in Fellowship Hall.

All Board will remind members to make pledges by March 20.

Lee will organize computer stations on March 19 and March 20 for Realm enrollment and pledging, if feasible.

All Board will arrive at 3:15 for set-up of March 19 ABD Leader Reception.

Jane will invite This I Believe participation for ABD.

All Board can contact **Linda** to help with the noon March 20 ABD Celebration.

Rich will work with Thrane Jensen and John Olive to draft the job description of Assistant Treasurer.

Karen and Carol-Lee will head a task force to plan the 15-year service recognition for Shaye.

Roger will write the Tapestry article for May.

Lee will coordinate the HVAC research team and report back in April.

Lee will designate no-parking spots.

Board of Trustees Meeting February 9, 2016

Rich will circulate the Finance Committee report to the Board during the week of 2/15/2016.

Linda will collate the Minister evaluations.

All Board members will consider membership for the Personnel Task Force.

Board of Trustees Meeting January 12, 2016

Rich will calendar a 6 month Investment Committee Performance Review by the BOT---Treasurer.

Board of Trustees Meeting December 8, 2015

Rev. Alison will collect data for discussion of RE attendance.

Board of Trustees Meeting November 10, 2015

Jane and **Rev. Alison** will convene the Feasibility Study Task Force in February.

Board will set up task forces for: Personnel, Policies and Procedures.

Liz will contact the Green Sanctuary Committee to suggest updates to the Board for the Policies and Procedures Manual Section 16 Protecting the Environment.

Lee will send letter to **Rev. 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 **Rev. Alison** to review and pass on to the Ministry Council.

Meeting adjourned: 9:15 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:

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

March 20, 2016, Sunday, Annual Budget Drive Celebration, after each service

April 24, 2016, Sunday, Town Hall, between services

May 3, 2016, Tuesday, Board Meeting, 7:00-9:00 p.m., NOTE NEW DATE

May 15, 2016, Sunday, Annual Congregational Meeting, NOTE NEW DATE

Future Agenda Items

1. AUGUST AGENDA -- Reinstitute Personnel Task Force (formerly Jane, Carol-Lee, Rich, Alison) -- Tabled from 2/9/2016. 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.
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. 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.
8. New Building & Grounds Policy, after review by Lay Ministry.
9. Policies and Procedures Task Force to complete needed review and updates.
10. APRIL AGENDA -- Voting items for the Annual Congregational Meeting (Budget, Elected positions, Green Sanctuary, Bylaws Voting Member definition, Bylaws update of non-discrimination wording, Black Lives Matter, other?)
11. 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.
12. JULY AGENDA -- Review of Planned Investment Policy adopted 1/12/2016 contingent upon 6-month review.
13. JAN. **2017** AGENDA -- Prepare reports for UUA Certification, due Feb. 1, **2017**
14. APRIL Big Picture -- Feasibility progress/communications; look ahead to Capital Campaign Team
15. APRIL AGENDA -- Select architect; Architectural Task Force review.
16. APRIL AGENDA -- General Assembly delegate lottery
17. MAY AGENDA -- Minister evaluation report
18. **AUGUST AGENDA -- Board to nominate two new members for Finance Committee.**
19. **APRIL AGENDA -- Appoint President.**
20. **APRIL AGENDA -- Report on HVAC in sanctuary.**
21. **JUNE AGENDA -- review Assistant Treasurer job description for inclusion in policies.**

Next meeting: April 12, 2016
