

First Unitarian Church of Wilmington, DE
Board of Trustees Meeting Minutes
May 16, 2016
7:02 pm to 8:30 pm

PRESENT: Marilyn Hyte, Becky Laster, Anna Hamilton, Jacqueline Kairis, Phil Krape, Bill Hardham, Donna González, Roberta Finkelstein, Steve Cohen, Ostin Warren
ABSENT: Linda Sanders, Jenny Brown

(Note the sentences in bold for work assignments that you have agreed to do.)

Recording secretary- Donna, Process Observer- Becky, Centering- Becky

Board has hospitality table this Sunday. Sign up sheet passed around.

OPENING

Agenda was reviewed and Becky lit the chalice and shared centering words.

GOVERNANCE/LINKAGE- ENGAGEMENT

- **Marilyn is building a calendar for this fiscal year to cover functions.**
- Roberta shared a handout on process observation for us all.
- Marilyn gave out the Dan Hotchkiss book, Governance and Ministry to help us become more grounded in policy governance.

LEADERSHIP ELECTIONS/DECISIONS

- **Marilyn is putting together a leadership program for the board utilizing chapters from the Dan Hotchkiss book.**
- The vote was unanimous for the 2016-2017 church year that Marilyn will serve as president and Linda Sanders as vice president. Donna will be secretary. Steve Cohen was appointed as treasurer.
- Linda sent us a note stating that assuming the president's role in 2017-2018 is open to change depending on the wishes of the board members or another member who wants to serve.

BOARD COVENANT

The Covenant was signed by all board members present.

POLICY DOCUMENT

- **Our church policies document is to be sent to us by Marilyn** and it is on the church website. **Discussions to continue to determine if we will update the policy document this year.** Additionally, we'll discuss updating church by-laws and our mission/visions/ends documents. Teams would need to be formed with members of the congregation and chaired by a board member. We will continue discussions with the suggestions made on the various board reports submitted by board members covering board policies this past year. A policy committee should be set up to review and incorporate suggestions.

YOUTH LIAISON

The youth group is creating a youth liaison position to the board. **Marilyn will talk to Catherine Williamson about inviting the youth liaison to start in June.** This liaison must be a church member.

ANNUAL MEETING REVIEW/REFLECTION

- **Marilyn is preparing a summary of the meeting to send to us for review and, then post to website.**
- More and better quality microphones are needed at the annual meeting. We need a better placed screen and project from projection booth. More annual report copies and fewer budget report copies needed.

THANK YOU CARDS

- All signed thank you cards to Nancy Pinson, Maggie Duffy, Ostin Warren, Cindy Cohen, and Deb Zarek for their exceptional work for the church. We need to keep a running list of who we thanked.
- **Marilyn will make sure that selecting recipients and signing thank you cards will be on the agenda each month.**

CONSENT AGENDA

- Consent agenda was unanimously approved. **We are asked to read all reports on the consent agenda and ask questions of the authors before the board meeting. Be sure to read follow-up emails from the authors.** If someone wants to talk about an item on the consent agenda, it can be taken off consent agenda and, then discussed at the meeting.
- Steve's financial reports will be included in the consent agenda from now on. Steve walked us through what financial reports he sends out each month and their purposes.

MONITORING/GOVERNANCE

- We need to change the calendar of reporting requirements for the Executive Team to the board so that the reports are spread out over the year to avoid unnecessary pressure on the ET members. **Marilyn will be meeting with Roberta to work on the calendar and, then it will be sent to Board members for review and approval.**
- **Marilyn will work with Donna to make sure Marina knows that any report submitted to her for distribution is approved by the board for publishing to the congregation. This includes changes to the by-laws.** Dan Hotchkiss advised that by-laws be dated and updated on the website which is in fact our current policy.
- The Articles of Incorporation need to be filed with the state. **Marilyn and Steve will work with the pro bono lawyer.**
- **Marilyn will start a new to-do list for the board that is color keyed in red, yellow, and green as must do, in process, completed.**

BOARD DEVELOPMENT

- Board retreat will be August 5th and 6th at Marilyn's home. The retreat is limited to board members, Roberta, and Executive Team members **Marilyn will develop a draft agenda. We need to decide on what will be our priorities for the church in the new year, which includes the annual vision of ministry. Goal setting and team building are recommended activities for the retreat.**
- Roberta suggested 20 minutes of board retreat time be used for training and discussion on big picture issues in our church's vision.
- June 20 and July 18 are the next board meetings. Roberta will be away. She suggested that we have a board meeting right after the General Assembly. It could be a joint meeting covering June and July. **Marilyn will follow up.**
- **Read Hotchkiss paper sent by Roberta to us via email.**

CLOSING

- Becky reported that we did a fabulous job with process, stayed on time, and completed agenda.
- Becky provided the closing words.
- We adjourned at 8:30 pm