

FIRST UNITARIAN CHURCH OF WILMINGTON, DELAWARE BOARD MEETING MINUTES

MEETING: Board of Trustees Meeting, April 18, 2016. **TIME:** 7:03 p.m. – 8:45 p.m.

MEMBERS PRESENT: Ostin Warren, Becky Laster, Anna Hamilton, Doyle Dobbins, Jacqueline Kairis, Linda Sanders. **MEMBERS ABSENT:** Marilyn Hyte, Donna González (briefly connected by phone).

NON-MEMBERS PRESENT: Roberta Finkelstein, Marina VanRenssen, and Steve Cohen .

Recording Secretary: Doyle | Process Observer: Ostin | Centering: Ostin

Note: To better ensure follow-through with action items from Board meetings, areas for specific follow-up are **highlighted in red font** throughout this and subsequent meeting minutes and Board decisions are **highlighted in green font**.

Agenda Review: Ostin reviewed the agenda to begin the meeting.

Opening Words: For the opening words, Ostin invited us to repeat in unison our mission statement, and he affirmed that he would be the process observer for the meeting.

GOVERNANCE / LINKAGE-ENGAGEMENT

Budget Endorsement: The budget has been available for review and Marina and Steve offered to answer any questions that individuals might have.

- Anna asked whether or not we have a position relative to the minimum wage. Roberta stated that the UUA position is for a livable wage rather than focus on the minimum wage.
- Anna also asked about funds for the renovation of the youth center and funds for the replacement of the water heater—both capital budget questions. Marina stated that the numbers in the budget are projected amounts.
- Becky asked for and received general information about discretionary funds and also about staffing needs.
- Steve reported on our use of Heritage Fund earnings and how the earnings have been used to meet special or emergency needs. We need more guidance regarding the use of Heritage earnings and possibly will need policy developed for permanent guidance, especially in relation to the setting aside of funds for the building maintenance reserve. The future capital needs related to replacement costs and renovation costs must be established and maintained in order to keep our building useable and reasonably attractive. The maintenance reserve needs \$50,000 per year to achieve this goal.
- Linda raised questions about filling vacant positions and suggested that we be open to collaboration with other churches. Roberta indicated that the building supervisor would be an exception to this idea, as it would be a permanent position that is currently needed.

Doyle moved that the budget be endorsed; Anna seconded the motion and it passed unanimously.

Linda expressed concern regarding an incident involving the inappropriate use of space, which Marina had clearly reserved for the primary voting equipment. Marina will follow up with those involved to resolve any issues.

Steve summarized the work of the auditors. They found no problems; all accounts and records were in order, but they did make recommendation for us to consider with regard to procedural improvements we might make. Marina and Steve plan to implement those that are useful and practical. The audit is now complete.

Proxy/Electronic Voting & Bylaws Review: Ostin summarized the legal guidance he has received. The Bylaws will need to be amended. **Jacqueline moved that the language recommended by the lawyer for the Bylaws be approved; Leslie seconded; motion passed. Notice will be send to the congregation for the Bylaws to be amended at the annual meeting.**

Strategic Plan Update Adoption: Becky received comments from church members, the board members, and staff. Minor changes have been made to the plan. We engaged in a short debate whether or not the SP is sufficiently UU and unique to First U—no consensus achieved. **Doyle moved that the plan be adopted with the changes made; seconded by Anna; motion passed.**

Annual Meeting Preparations/Delegation: Ostin needs volunteers to handle meeting related tasks—board members volunteered to do all tasks before, during, and after the meeting.

Climate Change Endorsement Request: Elizabeth Siftar submitted a request, asking the board to approve and endorse the resolution. Following a brief discussion, **Linda moved that the resolution be endorsed; Becky seconded; the motion passed.**

CONSENT AGENDA

All reports and documents were made available with sufficient time for members to seek clarification or suggest minor corrections with the author of each, according to our Consent Agenda plan.

- March Board Meeting Minutes – Doyle
- Treasurer’s Reports – Steve
- Incidental Report – Roberta
- GP #6 – Becky
- GP #8 – Linda
- End #4 Report -- Roberta

Doyle moved that we approve the consent agenda; Anna seconded; motion passed. Linda asked about the status of the policy review committee. **Ostin indicated that it will need to be re-established and review the minutes and other documents to make all the appropriate policy changes.**

MONITORING / GOVERNANCE

Discussion with Roberta—performance/expectations: Roberta explained that the UUA expects a report from churches with developmental ministers. A conversation followed, highlighting the progress that has been made—the consensus was that very good progress has been made in relation

to the goals established—for the most part, expectations have been exceeded with very positive progress with volunteers, youth, CYRE, social justice, and worship; it is noticeable that staff is more supportive and engaged with each other. However, goals for the next year are on the horizon—outreach is a large task to be address, especially in relation to growth as our numbers have remained flat. Energy is high and leads to general optimism. Covenants need to be renewed in the future and steps taken to hold each other accountable. **Ostin indicated that he will complete the report to the UUA as soon as possible.**

Roberta's self review & board committee: Ostin distributed the report from the committee and asked that all the information be kept confidential.

In the works:

- Investment Committee recommendations: **Barry and Anna will be meeting and prepare recommendations for future meetings.**
- GA candidates: Marilyn will report at the next meeting
- Review of board task completion: Ostin summarized the various categories for follow up.

Thank you cards will go to Joan Priest, Barry Finkelstein, and Paul Pinson.

Roberta's pay increase: After a brief discussion, **Doyle moved that Roberta receive a 3% pay increase; Becky seconded; motion passed unanimously.**

Closing: Process Review— Ostin was complimentary regarding our process and he offered closing words. The Meeting was adjourned 8:45 p.m.