

2020-06-15 Board meeting

Monday, June 15, 2020 6:09 PM



- In attendance: Leslie, Tracy, Cinda, Renee, Carmen, Phil, Steve, Mike, Pam, Deb, Travis (joined 5min late)
- Quorum achieved
- Meeting called to order at 7:05pm; adjourned at 9:05pm.

TIME	LEADER	ITEM	DOCUMENTS ATTACHED FOR REVIEW
7:06 pm	Leslie Carmen	Opening <ul style="list-style-type: none"> • Agenda Review • Chalice Lighting and Centering Words <ul style="list-style-type: none"> • Re-imagining the American Dream by M. Sewell • Process Observer 	Agenda
7:11 pm	Leslie	Consent agenda <ul style="list-style-type: none"> • May meeting minutes. • In meeting: Financial reports provided by Seth added to consent agenda. <ul style="list-style-type: none"> • Highlights from Steve: concerned about outstanding monies coming in from pledges; we are seeing a gap currently, more than prior years. • Motion: Mike • Second: Phil • Approved: unanimous approval <p><input type="checkbox"/> ACTION: Deb to send previously approved minutes in current format to Marina for archiving.</p>	May Minutes - separate cover
7:20 pm	Travis	Board Education <ul style="list-style-type: none"> • Process Observer <ul style="list-style-type: none"> • Process observer to act in real time to circumvent time delays of "getting into the weeds" • Effective Meeting Minutes <ul style="list-style-type: none"> • Purpose (ie, document decisions and actions taken, evidence consideration/discussion of matters) • Appropriate level of detail • Executive session management - how to document appropriately and represent in public minutes • Task forces and committee - submit report to the board which gets approved as part of consent agenda and archived • Suggest similar consideration for ET minutes 	Process Observer Information Corporate Minutes - 2014 PDF Corporate Minutes - 2014 Highlighted
7:46 pm	Leslie	Board Administration <ul style="list-style-type: none"> • Board Job Description <ul style="list-style-type: none"> • Open for questions; • Board Covenant <ul style="list-style-type: none"> ⚡ All board members have verbally agreed to conduct ourselves according to our covenant. • Board Committee Description <ul style="list-style-type: none"> • Opened for questions • Committee Chair/Member Selection <ul style="list-style-type: none"> • Strategic Planning Committee - <ul style="list-style-type: none"> ○ Phil to continue as chair ○ Renee, Carmen • Governance - <ul style="list-style-type: none"> ○ Mike to chair: would like to work to review governance documents and put together something we could share with congregation ○ Deb, Tracy • Finance - <ul style="list-style-type: none"> ○ Tracy to chair ○ Cinda 	Board Job Description Board Covenant Committee Job Description

		<ul style="list-style-type: none"> • Safer Congregations Representative: Cinda Crane • Leslie will fill in as needed and as bandwidth allows 	
7:50 pm	Pam	<p>Church Online Operations Update</p> <ul style="list-style-type: none"> • Reopening projections/Issues <ul style="list-style-type: none"> • Board previously aligned to remain virtual and closed until 30-June • Per phased re-opening we <i>could</i> open at 60% capacity, but should we? <ul style="list-style-type: none"> ○ Have large population at risk ○ Role of usher and greeter would need to expand to enforcement (masks, seating distancing, attendance numbers) ○ Would still be limits on social interactions as well as logistics which we are not ready for (i.e. single use bathrooms). • Proposal: Continue to operate remotely through the end of the calendar year, pending re-evaluation in the Oct/Nov timeframe. <ul style="list-style-type: none"> • Suggested to seek alternate solutions for connecting outside of service. ⚡ Board is fully aligned to the approach of remaining virtual through the end of the calendar year with re-evaluation of plan later this year. 	
8:10 pm	Renee Travis	<p>Previous Meeting Action Item Updates</p> <ul style="list-style-type: none"> • Library Team <ul style="list-style-type: none"> • Governance summary for congregation knowledge • Move is progressing • Propose Zoom coffee hour <ul style="list-style-type: none"> ○ 21-June: Provide information on GA opportunities and update on music search <ul style="list-style-type: none"> ▪ Cinda will host the Zoom, working with AV team ▪ Board should attend in support; who can join Sunday? Deb, Carmen, Tracy, Renee, Travis, Leslie, possibly Mike ▪ Propose monthly coffee hour over the summer months to determine interest before proposing frequency for the fall. • Report summary back to congregation in eNews as a follow-up ⚡ Library task force has met it goals and will disband; governance committee will pick-up the remaining governance-related follow-ups. • Finance Restructure <ul style="list-style-type: none"> • Should run through the governance committee (official referral) <ul style="list-style-type: none"> ○ Governance committee should take proposal, work it through governance process, and return it to the Board. <input type="checkbox"/> ACTION: Governance to present plan to Board at either retreat or August board meeting with target to implement in September. 	Steve's Recommendations
8:25 pm	Rev Pam Travis/Leslie	<p>AVM/AVG</p> <ul style="list-style-type: none"> • 2020-2021 AVM <ul style="list-style-type: none"> • Proposals by Pam: <ul style="list-style-type: none"> ○ Personnel <ul style="list-style-type: none"> ▪ Recruit and hire music director ▪ Absence of membership coordinator; consider de-prioritizing this. <ul style="list-style-type: none"> <input type="checkbox"/> Would like to run an Inquire series to pull in new members, as well as integrate current members in a small group environment. <input type="checkbox"/> However, this is ideal for in-person attendance post-service; will need to evaluate how to move this forward and engage new members virtually. ○ Study history of area and First Unitarian ○ Programming: How do we meet the needs of our community? <ul style="list-style-type: none"> ▪ Increasing our online programs, and their robustness, to meet the needs of this time. ▪ Numerous potential workshops and topics presented, acknowledging that we have been effective in small group settings. • Feedback from Board: <ul style="list-style-type: none"> ○ Prioritize hiring music director ○ Where is your heart? How can the board help support the balance the administrative with the ministerial to gain ministerial fulfillment? ○ Caution against burnout <input type="checkbox"/> ACTION: Pam will consider feedback and put something together for retreat discussion • AVG discussion/retreat planning committee <ul style="list-style-type: none"> • Topics for AVG <ul style="list-style-type: none"> ○ Consider big topics for AVG and propose offline or at next board meeting 	

		<ul style="list-style-type: none"> • Potential topics for retreat: <ul style="list-style-type: none"> ○ Finance committee ○ Governance summaries ○ Discuss updated strategic plan ○ Outline our priorities to establish our AVG <input type="checkbox"/> ACTION: Leslie, Travis, and Pam to plan retreat. <input type="checkbox"/> ACTION: Tracy will follow-up with Seth to update on finance committee progress and invite to Board retreat. 	
8:57 pm	Leslie	<p>Administrative</p> <ul style="list-style-type: none"> • Work plan 2020-2021 <ul style="list-style-type: none"> • Next meeting 20-July • No reports due • Cinda to provide opening/closing words and serve as process observer <input type="checkbox"/> ACTION: Cinda to send Leslie her address/contact info <input type="checkbox"/> ACTION: Leslie to update and circulate current board member directory 	Workplan
9:03 pm	Carmen	<p>Closing</p> <ul style="list-style-type: none"> • Process observer review <ul style="list-style-type: none"> • Ran long on multiple topics by significant duration, particularly on Minutes presentation and Board committee selection • Caught up on time in the end • Closing Words <ul style="list-style-type: none"> • Hard Times by M. Killoran 	
9:05 pm	Leslie	<p>Adjournment</p>	

Key for symbols:

- Action
-  Decision
-  Important/Attention