



## 20 June 2022 Board of Trustees Meeting - Minutes

- In attendance: Tracy, Cinda, Leslie, Vivian, Ed, Mike, Kate
  - Others in attendance: Seth Hammonds, Maggie Duffy
  - Absent: Hans, Jacquee, Rev. Larry Peers
  - Quorum achieved
- Meeting called to order: 7:06pm; adjourned: 8:2pm

TIME	LEADER	ITEM	DOCUMENTS ATTACHED FOR REVIEW
7:00 pm	Ed Cinda Leslie Ed	<p><b>Opening</b></p> <p>Chalice Lighting and Centering Words</p> <p>Getting To Know You: <i>How did you come to First Unitarian Church?</i></p> <p>Agenda Review</p> <p>Process Observer - who needs to be informed, included and/or consulted</p>	Agenda
7:30 pm	Leslie	<p><b>Consent agenda</b></p> <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Financial Reports</li> <li>• Governance Reports</li> </ul> <p> <b>MOTION:</b> A motion was made to accept consent agenda with the stipulation that the final number of online attendees will be added to the annual meeting minutes. Motion was seconded. Motion passed unanimously.</p> <p><input type="checkbox"/> <b>ACTION:</b> Cinda to look up annual meeting online attendee number or follow-up with Jon Claney to obtain them.</p>	<p>May/Annual Meeting Minutes - Draft</p> <p>Under Separate Cover - Seth</p> <p>GP 8 &amp; 9</p>
7:40 pm	Seth Vivian Mike	<p><b>Board Committee Updates (See Previous Meeting Minutes)</b></p> <p><u>Finance - New Treasurer Intro</u></p> <ul style="list-style-type: none"> <li>• Maggie Duffy was introduced as the new Treasurer.</li> </ul> <p> <b>MOTION:</b> A motion was made to appoint Maggie Duffy to the position of Treasurer, transitioning from Seth and to be fully in</p>	Bylaws, Updated Board Responsibilities -

Ed	<p><b>place starting with the July Board meeting. Motion was seconded. Motion passed unanimously.</b></p> <ul style="list-style-type: none"> <li>• We are in good shape as of month 11; we are projected to end the year at a gain.</li> <li>• Reserves unchanged</li> <li>• Market took quite a hit, dropping our return on the common endowment fund</li> <li>• Transition plan: <ul style="list-style-type: none"> <li>○ Transition has started. Basic overview or duties and process are covered, also reviewed monthly/quarterly/annual responsibilities.</li> <li>○ Next meeting will be Seth's last meeting. Year end financials expected, and Seth will send his year-end report.</li> <li>○ Maggie will take over in August.</li> </ul> </li> <li>• Audit update: Cinda working to pin down a date, and is working with Dale Stratton, Marylin Hyte, and Steve Cohen. <ul style="list-style-type: none"> <li>○ Currently addressing concerns around confidentiality agreement, understanding liability as well.</li> <li>○ Define term that this is a process audit and not an audit inherently designed to identify fraud.</li> <li>○ The board will further discuss at a later date the long-term strategy for audits.</li> </ul> </li> </ul> <p><b>⚡ MOTION: We as The Board designate Marilyn Hyte and her designees to perform an audit swap to conduct a process audit with the Unitarian Universalist Church in Cherry Hill under confidentiality agreement and allow a reciprocal audit to be performed on First Unitarian Church. Motion was seconded. Motion passed unanimously.</b></p> <p><u>Strategic Planning</u></p> <ul style="list-style-type: none"> <li>• Strategic planning group has not yet met. Vivian will call a meeting.</li> <li>• The strategic process steering committee is looking at the second weekend in Nov for the summit. Clarity sought on how the summit planning committee will report into the Strategic Planning committee.</li> </ul> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>• New member orientation session was held via Zoom; all new board members attended.</li> </ul>	Under Separate Cover
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		<ul style="list-style-type: none"> <li>• Workplan needs to be updated to include the monitoring reports duty of new members. <ul style="list-style-type: none"> <li>◦ Prior reports will be uploaded to the shared drive</li> </ul> </li> </ul> <p><u>Safer Congregations</u></p> <ul style="list-style-type: none"> <li>• No changes or updates.</li> </ul>	
7:55 pm	Leslie Mike Cinda	<p><b>Board Action Items Updates (See Previous Meeting Minutes)</b></p> <p><u>Covenant</u></p> <p><u>New Member Policy Training</u></p> <ul style="list-style-type: none"> <li>• See above</li> </ul> <p><u>Audit Swap w/Cherry Hill</u></p> <ul style="list-style-type: none"> <li>• See above</li> </ul>	"Signed" Covenant
8:10 pm	Rev Larry          Rev Larry/Cinda	<p><b>New Board Items</b></p> <p><u>Financial Sustainability and Fund Development Study Group</u></p> <ul style="list-style-type: none"> <li>• The ET is asking to put together a group of people tasked with brainstorming on ways to be financially sustainable in a time when faced with an economy where people have less to spend and we have an aging congregation.</li> <li>• The finance committee would hold it as a task force reporting into the Finance Committee.</li> </ul> <p><b>⚡ MOTION: A motion was made to authorize the Financial Sustainability and Fund Development Study Group, reportable to the Board via the Finance Committee. Motion was seconded. Motion passed unanimously.</b></p> <p><u>Church Sign - Gun Violence Questions</u></p> <ul style="list-style-type: none"> <li>• What messaging does the Board support to be placed on the electronic sign? <ul style="list-style-type: none"> <li>◦ The Board feels that this falls under the purview of the ET, and that messaging on the sign should support the mission of the church.</li> </ul> </li> </ul> <p><b>⚡ MOTION: The board moves to provide the following response to the query regarding messaging on the electronic church sign: The Board feels that the messaging ultimately is the purview of the ET. That being said, the board is happy to review proposed language for alignment. Motion was seconded. Motion passed unanimously.</b></p>	

		<ul style="list-style-type: none"> <li>Should the electronic sign get damaged, insurance will cover replacement only once.</li> </ul> <p><u>Strategic Planning Weekend</u></p> <ul style="list-style-type: none"> <li>See above</li> </ul> <p><u>Vacation Planning/Av Team</u></p> <ul style="list-style-type: none"> <li>Rev. Larry will be on vacation during the month of July. Service coverage has been set up, and the AV team has a strategy developed.</li> </ul> <p><u>August retreat *topic added in meeting*</u></p> <ul style="list-style-type: none"> <li>Rev. Larry to present AVM (Annual Vision of Ministry); board develops AVG (Annual Vision of Governance) to align to it.</li> <li>Need a team to plan this; we can use last year's template (to be provided by Leslie). Cinda and Mike to work together, soliciting help as needed.</li> </ul>	
8:40 pm	Leslie	<p><b>Administrative</b></p> <p><u>Work plan 2022-2023</u></p> <ul style="list-style-type: none"> <li>No reports due</li> <li>Kate to serve as chalice lighting and process observer.</li> </ul> <p><u>Board Planks</u></p> <ul style="list-style-type: none"> <li>July topic: Meet the Board <ul style="list-style-type: none"> <li>Introduce co-presidents, new treasurer, committee heads, and board members.</li> </ul> </li> </ul>	Work plan
8:45 pm	Ed	<p><b>Closing</b></p> <p>Process observer review</p> <p>Closing Words</p>	
8:50 pm	Leslie	<p><b>Adjournment</b></p>	