


# 11 January 2021 Board of Trustees Meeting

- In attendance: Cinda, Travis, Marina, Rev. Tracey, Leslie, Deb, Phil, Seth, Mike, Carmen, Renee, Tracy
  - Quorum achieved
- Meeting called to order: 7:08pm; adjourned: 8:22pm

TIME	LEADER	ITEM	DOCUMENTS ATTACHED FOR REVIEW
7:00 pm	Cinda Travis Leslie Cinda	<b>Opening</b> <ul style="list-style-type: none"> <li>● Chalice Lighting and Centering Words</li> <li>● Getting To Know You</li> <li>● Agenda Review</li> <li>● Process Observer - who needs to be informed, included and/or consulted</li> </ul>	Agenda
7:20 pm	Leslie	<b>Consent agenda</b> <ul style="list-style-type: none"> <li>● Meeting minutes</li> <li>● Financial Reports</li> <li>● BETL # 1</li> <li>● GP # 4 - To be deferred to Feb.</li> <li>● EL # 3 - To be deferred to Feb.</li> <li>● EL # 4</li> <li>● Ends # 2</li> </ul> <p> <b>Motion was made to accept consent agenda (with exception of EL #3 and GP #4); motion was seconded. Vote to pass consent agenda was unanimous among attendees.</b></p>	Dec Minutes - Final  Seth - under separate cover  Renee  Mike - under separate cover  Pam - under separate cover  Pam  Pam
7:30 pm	Phil	Kitchen Construction <ul style="list-style-type: none"> <li>● Update                             <ul style="list-style-type: none"> <li>○ Per architect, we will have pricing set by the end of the month.</li> </ul> </li> </ul>	Phil
7:40 pm	Travis	<b>Coming Church Year Update</b> <ul style="list-style-type: none"> <li>● Rev Pam Leave/Hours/Payment                             <ul style="list-style-type: none"> <li>○ Pam will not be short. Once leave is complete, she will have 2wk of sick time. This follow-up is closed out.</li> </ul> </li> </ul>	Travis

7:50 pm	Tracy/Travis	<p><b>Action Items &amp; Updates (Previous Meeting and New Items)</b></p> <ul style="list-style-type: none"> <li>● Governance/Finance Committee - committee membership <ul style="list-style-type: none"> <li>○ The following individuals shall constitute the Finance Committee: Seth Hammonds, Tracy Spinka-Doms, Cinda Crane, Bill Hardham, Marty Peres, Ed Ostrom, and Maureen Sandberg</li> <li>○ Still need a volunteer for assistant treasurer; finance committee will meet and see if a member will step forward to serve in that role</li> </ul> </li>   <li>⚡ <b>Motion was made to adopt the above membership as the finance committee. Motion was seconded; vote to pass consent agenda was unanimous among attendees.</b></li>   <li>● Official Treasurer Turnover <ul style="list-style-type: none"> <li>⚡ <b>Motion was made to fill the open treasurer position with Seth Hammonds, our current acting treasurer. Motion was seconded; vote to pass consent agenda was unanimous among attendees.</b></li> </ul> </li>   <li>● BETL # 3 <ul style="list-style-type: none"> <li>○ Historically this report gets deferred to Feb as a cumulative result of (1) Dec board meeting proximity to holidays, (2) the holidays, and (3) shift forward of January board meeting due to MLK day. This does not give sufficient time for authoring and ET review with the requested minimum 1w review period.</li> <li>○ This move would also benefit the ET, who has several monitoring reports dues in the Dec/Jan timeframe, as well as budget activities Nov-Jan.</li> </ul> <ul style="list-style-type: none"> <li>⚡ <b>Motion was made to schedule BETL #3 due in the month of February this year forward. Motion was seconded; vote to pass consent agenda was unanimous among attendees.</b></li> </ul> </li>   <li>● Coffee Hour <ul style="list-style-type: none"> <li>○ Feb: Travis to discuss Finance committee, Deb and Tracy to be host-assistants</li> <li>○ March: Renee to update on solar and possible kitchen update</li> </ul> </li> <li>● Pam's Housing/Salary <ul style="list-style-type: none"> <li>○ Every year the board must vote on/approve the minister's approved housing budget for tax purposes.</li> </ul> <ul style="list-style-type: none"> <li>⚡ <b>Motion was made to approve Rev. Pam's housing allowance of \$20,000 as requested. Motion was seconded; vote to pass consent agenda was unanimous among attendees.</b></li> </ul> </li>   <li>● Budget Discussion <ul style="list-style-type: none"> <li>○ Discussion to provide overview of budget and process for new members.</li> <li>○ Discussion to clarify Minister salary increase</li> </ul> </li> </ul>	Travis Travis Tracy Cinda Leslie Marina/Seth
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8:30 pm	Leslie	<p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>● Work plan 2020-2021 <ul style="list-style-type: none"> <li>o Opening/closing words, process observer - Deb</li> <li>o EL3, GP4, BETL3 - all carried over from this or prior month</li> <li>o GP5 - Renee</li> <li>o End3 - Pam</li> <li>o Finance committee update</li> </ul> </li> <li>● Feb board plank: Travis to write-up on Finance Committee (in advance of Coffee Hour)</li> </ul>	Workplan
8:35 pm	Cinda	<p><b>Closing</b></p> <ul style="list-style-type: none"> <li>● Process observer review</li> <li>● Closing Words</li> </ul>	
8:50 pm	Leslie	<p><b>Adjournment</b></p>	