

**Unity Church-Unitarian**  
Notes of Meeting of The Board of Trustees  
May 15, 2021

**Board of Trustees (BOT) members present:** Clover Earl (Chair), Alex Askew (Secretary), Jackie Smith, Jennifer Tong, Justin Cummins, Louise Livesay-AI, Kevin Harris, Jess Landgraf, Mary Hernandez, Louise Livesay-AI

**Executive Team (ET) members present:** Rob Eller-Isaacs, Janne Eller-Isaacs, Barbara Hubbard, KP Hong

**Guests:** Laura Park

Time	Item	Name
9:00	<b>Light Chalice</b> Janne/Rob Celebration	Clover
	Clover Earl called the meeting to order at 9:04am and Louise Livesay-AI read an opening reading.	
9:30	<b>Year End Review 12/31/2020</b> Board meets with SDK briefly at the end	SDK
	Wendy Harden joined the meeting at 9:30 and led a conversation on the audit review process from this year. No material modifications were found.  The board moved into a brief executive session with Wendy Harden as per tradition and generally accepted best practices.  Alex Askew moved to approve the December 31, 2020 Financial Position Review prepared and presented by SDK as showing compliance with Policy II.A. Louise Livesay-AI seconded the motion. The motion passed unanimously.	
10:10	<b>Consent Agenda</b> Approve April Meeting Minutes	
	Jess Landgraf moved to accept the consent agenda. Mary Hernandez seconded the motion. The motion passed unanimously.	
10:15	<b>Break (5 minutes)</b>	
10:20	<b>Monitoring Reports</b> IIE. Financial Condition IIB. Staff Changes IIH. Communication and Counsel IID. Financial Planning IB. Program Outcomes (mid year snapshot)	Executive Team

	<p><b>IB. Membership</b></p> <p>Jess Landgraf moved to moved to accept the Executive Team report as demonstrating compliance with Policy IIE (Financial Condition). Louise Livesay-Al seconded the motion. The motion passed unanimously.</p> <p>Alex Askew moved to accept the Executive Team report as demonstrating compliance with Policy IIB (Staff Changes). Jess Landgraf seconded the motion. The motion passed unanimously.</p> <p>Justin Cummins moved to accept the Executive Team report as demonstrating compliance with Policy IIH (Communication and Counsel). Mary Hernandez seconded the motion. The Board will further discuss The Currier Fund for Racial Justice Proposal at the June meeting. The motion passed unanimously.</p> <p>Jess Landgraf moved to accept the Executive Team report as demonstrating compliance with Policy IID (Financial Planning). Justin Cummins seconded the motion. The motion passed unanimously.</p> <p>Jess Landgraf moved to accept the Executive Team report as demonstrating compliance with our Ends (contained within Policy IB). Mary Hernandez seconded the motion. The Board looks forward to planning a generative conversation at a future meeting around this report. The motion passed unanimously.</p> <p>Justin Cummins moved to accept the Executive Team report as demonstrating compliance with Policy IB (Membership). Jess Landgraf seconded the motion. The motion passed unanimously.</p>	
11:00	<p><b>Board Sub Team Reports</b></p> <ul style="list-style-type: none"> <li>● Transition ST report</li> <li>● Evaluation ST report</li> <li>● Financial Task Force report</li> <li>● Board Capacity ST report</li> <li>● Policy ST report</li> <li>● Linkage report</li> </ul>	<p>Jackie Justin Jennifer Alex Justin Jackie</p>
	<p><b>Transition:</b> Update on Interim Minister process: Unity received 3 candidates, spoke to referrals, conducted interviews, and we are currently considering 2 for the offer in coordination with the UUA. We will know by May 20 the final candidate. The Board reiterated the nuances behind a one-year interim period as opposed to a two-year.</p> <p><b>Evaluation:</b> Report out on nuances of staff evaluation by the Board. Finding clarity on role; the Board will conduct interviews with staff who do not fill out the annual survey. The Board will take an invitational approach to these interviews, aiming for full representation of all staff.</p>	

	<p><b>Financial Task Force:</b> Outstanding items include the investment policy and use of assets. Nothing additional to report at this time.</p> <p><b>Board Capacity:</b> The application period for new Board members will begin shortly. Application/nomination deadline by July 1, with interview to follow. Next month, this subteam will bring evaluation criteria to discuss.</p> <p><b>Policy:</b> Nothing to report.</p> <p><b>Linkage Report:</b> Nothing to report.</p>	
11:20	<b>Understanding Financial Conditions</b>	Jennifer
	Moved into the BOT Reflection and Problem Solving session.	
11:40	<b>Board Business</b> Conflict of Interest Form / May 22 program R/J	
	Waiting on Conflict of Interest Form from a few Board members. Discussion of the May 22 program.	
11:45	<b>Meeting Check-out (1 to 2 minutes) / Extinguish Chalice</b> <b>When I reflect on board practice in today's meeting, what I notice is...</b> comment on, as appropriate: in what ways did our time together right-size the characteristics of white dominant culture; how did your signature strengths or key opportunities for growth show up; lessons from Beaumont's book and how they were applied or could be applied...	ALL
	Clover Earl closed the meeting at 11:53 and the board moved into Executive Session for the remaining items.	
12:00	<b>BOT Reflection and Problem Solving</b>	Trustees

Respectfully submitted by Alex Askew, Secretary.