

**Unity Church - Unitarian
Board of Trustees Meeting
September 12, 2015 9:00 a.m. – 1:00 p.m.
Unity Church - Unitarian Library**

Attendees

Board of Trustees (BOT) Members: Stuart Alger, Ginny Allen, Mark Foster, Hal Freshley, Rich Hamer, Steve Harper, Peggy Lin, Angela Newhouse

Executive Team (ET) Members: Janne Eller-Isaacs, Rob Eller-Isaacs, Lisa Friedman, Barbara Hubbard

Others: Danny Givens, Shay MacKay

Opening

Mark Foster offered an opening reading and a focus question.

Creation of the Future – Part I

Conversation with Mollie O'Brien:

Mollie O'Brien conducted a review with BOT and ET members of the activities and purpose of the Racial Justice Coordinating Council (RJCC). The RJCC has met twice and is working to ensure that the church's activities around racial justice are aligned with tactics developed by the community outreach ministry teams and other contributing groups to achieve their goals. The BOT and ET discussed with Mollie whether budget support for this work should be separated into a line item, or integrated into program areas. The discussion also considered if the highest value the RJCC could lend is consultation among participating groups, or moving the church forward in this work. The BOT agreed that its role is to articulate policy, consider how that policy impacts the Ends and the limitations, to monitor the ET's performance, and to facilitate linkage. The BOT thanked Mollie for her work with the RJCC.

Review of the Past – Part I

Monitor Policy J:

Hal Freshley moved to accept the report on Policy II.J. (Anti-Racism and Racial Healing Commitment) as demonstrating compliance with limitations. Peggy Lin seconded the motion. The BOT and ET discussed that hiring decisions for vendors are driven by the matrix of criteria for contracts and vendors, and whether #2 ("Report annually on diversity of staff on payroll") should be benchmarked (that is, whether the salaries assigned to people of color on staff should be equal to or greater than the percentage of staff comprised of people of color). Rob Eller-Isaacs noted that Policy J is unique among UU congregations, and that monitoring it for the first time is a notable event. Following this discussion, the motion passed unanimously.

Creation of the Future – Part II

ARLT Nominations

The chair requested that BOT and ET members suggest congregation members who would be effective members of the ARLT. The BOT and ET compiled a brief list of candidates, which the chair will transmit to the ARLT.

Ms. O'Brien left the meeting.

Review of the Past – Part II

Approval of August Minutes

Mark Foster made a motion to approve the draft minutes of the August 2015 BOT meeting. Steve Harper seconded the motion. After typographical errors were noted, the motion passed unanimously.

ET Monitoring Reports

Rich Hamer made a motion to approve the Monthly ET Report as demonstrating compliance with Policy I.B. (Program Outcomes), Policy II.E. (Financial Condition), and Policy II.B. (Staff Changes). After a brief discussion, the motion passed unanimously.

Rich Hamer made a motion to approve the July 2015 Financial Statements as demonstrating compliance with limitations. Angela Newhouse seconded the motion. Barbara Hubbard answered questions about the financials. After this discussion, the motion passed unanimously.

Other Monitoring Reports

Hal Freshley made a motion to approve the report on Policy II.G. (Conflict of Interest) as demonstrating compliance with limitations. After a brief discussion regarding selection of vendors for the sprinkler system project, in which the ET noted that selection of Miller Dunwiddie might place the ET in violation of this policy, the motion passed unanimously.

Mark Foster made a motion to approve the report on Policy II.H. (Communication & Counsel to BOT) as demonstrating compliance with limitations. Hal Freshley seconded the motion. The BOT and ET discussed that the intent of this limitation is to ensure that the ET does not fail to provide timely notice to the BOT about material changes affecting how the church is run (a “no surprises” clause). After this discussion, the motion passed unanimously.

Angela Newhouse made a motion to approve the report on Policy II.I. (Facilities Planning) as demonstrating compliance with limitations. Mark Foster seconded the motion. The BOT and ET discussed a congregation member’s concern about the extent to which the building is used and the impact of that on the facilities staff. The ET reported that it is very aware of this issue and intends to build additional hours for the facilities staff into the proposed 2016 budget. After this discussion, the motion passed unanimously.

Creation of the Future – Part III

Appointment of Members to the Gifts Acceptance Committee

The BOT adopted and enacted a Gift Acceptance Policy on April 25, 2007. Pursuant to that policy, three members of the BOT must be appointed by the board chair to serve on the Committee, and the full BOT must approve the appointment. The chair asked for a motion approving her appointment of Stu Alger, Peggy Lin, and Steve Harper to this Committee. Hal Freshley made the motion, and Mark Foster seconded it. The motion passed unanimously.

Communications Sub-Team Report

Peggy Lin made a motion to adopt the communications plan distributed with the BOT packet. Steve Harper seconded the motion. After brief discussion, Steve Harper amended the motion to

approve the document included in the BOT packet in principle, with final language to be included in the October BOT meeting minutes. Hal Freshley seconded the amended motion. The motion as amended passed unanimously.

The BOT also discussed whether to create a standing Communications Sub-Team as requested by the 2015 Communications Sub-Team. The BOT declined to do so, because such a sub-team might violate the principle of board wholeness, and each new BOT could decide on its own whether to establish a Communications Sub-Team. The BOT affirmed its commitment to communications as ongoing work.

Interpretation of the Ends Statement - ET

Lisa Friedman reviewed each of the Within, Among and Beyond Ends, the ET's interpretation of the Ends, and programs supporting each End.

2016 Budget Priorities

Barbara Hubbard provided an overview of the budgeting process and reviewed the 2016 budget talking points distributed with BOT packets. The ET hopes that the revised canvass approach will raise additional pledge income for 2016. Barbara Hubbard asked for a sub-team of the BOT to convene to help set ET salaries. Peggy Lin, Mark Foster, and Stu Alger agreed to serve on this sub-team.

Policy and By-Law Changes

Steve Harper made a motion that the BOT recommended the proposed revised by-laws set out in the BOT packet to present at the 2015 annual congregational meeting in November. Mark Foster seconded the motion. After a brief discussion, the motion passed unanimously.

Rich Hamer made a motion to revise the Monitoring Chart (appearing following Policy IV.F.) to reflect edits distributed in the BOT packet. Hal Freshley seconded the motion. The motion passed unanimously.

Steve Harper offered a closing reading. The meeting adjourned at 1:00 p.m.

Follow-Up Items

- The 2016 Evaluation Sub-Team should consider adding a question to the congregational survey: "Have you felt empowered to welcome newcomers?"

Respectfully submitted,

Peggy D. Lin