

Unity Church-Unitarian
Meeting of The Board of Trustees / August 13, 2022

Board of Trustees (BOT) members present: Louise Livesay-Al (Chair), Alex Askew (Secretary), Jennifer Tong, Jess Landgraf, Mary Hernandez, Kevin Harris, Kevin Ely, Clover Earl, Debbie Cushman

Executive Team (ET) members present: Barbara Hubbard, Rev. KP Hong

Guests Present: Laura Park, Rev. Kathleen Rolenz

Time	Item	Name
9:00	Light Chalice & Reading (Kevin H is September meeting and column, Mary August 15 CommUnity)	Jess
	Louise Livesay-Al called the meeting to order at 9:08am and lit the chalice.	
9:05	State of the Congregations (brief check in by 3 people) -Next Month?	Jess, Alex, and Barbara
9:35	Consent Agenda <ul style="list-style-type: none"> • Approve July 2022 Meeting Minutes • Monitoring Reports <ul style="list-style-type: none"> ○ IIB. Staff Changes ○ IIE. Financial Condition ○ IIH. Communication and Counsel to the Board ○ IB. Program Outcomes (will be discussed in Sept and report sent out next week) ○ IB. Membership 	
	<p>IB. Program outcomes will be removed as the documents were not received in time. They will be sent out the week of Aug 15th.</p> <p>Clover Earl moved to accept the consent agenda as demonstrating compliance. Jess Landgraf seconded the motion. The motion passed unanimously.</p> <p>Inserted Motions: Jess Landgraf moved that a housing allowance within contracted compensation be established for Rev. Kathleen Rolenz for the time period of August 15, 2022 through December 31, 2022 in the amount of \$18,700, to be apportioned equally among the ten pay periods that include compensation for these dates. Mary Hernandez seconded the motion. The motion passed unanimously.</p> <p>Alex Askew moved that a housing allowance within contracted compensation be established for Rev. Karen Gustafson for the time period of August 15, 2022 through December 31, 2022 in the amount of \$7,500, to be apportioned equally among the ten pay periods that include compensation for these dates. Jess Landgraf seconded the motion. The motion passed unanimously.</p>	

9:40	Monitoring Reports for Discussion <ul style="list-style-type: none"> IID. Financial Planning (incl. IIC. Comp & Benefits Report and Review of called Minister and non-called ET salaries)-Sept will be full draft of the budget/Oct final budget to Bd. (20 Min) 	Executive Team
	Kevin Ely moved to accept the Executive Team report as demonstrating compliance with IID (Financial Planning). Jess Landgraf seconded the motion. The vote was 8 in favor with 1 abstention.	
10:00	Board Committee Reports for Discussion <ul style="list-style-type: none"> Board Recruitment (Clover) (5 min) Board Capacity (Jess), (10 min) <ul style="list-style-type: none"> Feedback is welcome on materials provided. Transitions-(review and approve 12 mo transitions report) (Kevin) (10 min) Evaluation (Employee & Volunteer Survey Results) (Jennifer) (10 min) 	
	<p>Board Capacity Committee- Discussion was held around the initiatives that this committee has been working through regarding supporting new trustees in their transition onto the board and the associated responsibilities.</p> <p>Transitions Committee - Discussed changes to the proposed 12-month Interim Ministry Appraisal. Louise Livesay-Al will make final changes to the shared document. Kevin Ely moved to submit the 12-month Interim Ministry Appraisal with the suggested edits made. Debbie Cushman seconded the motion. The motion passed unanimously.</p> <p>Evaluation Committee - The staff and volunteer survey was reviewed. Jess Landgraf moved that the Staff and Volunteer survey results demonstrated ET compliance with Policy IIB. Kevin Ely seconded the motion. The motion was approved unanimously.</p> <p>Board Recruitment Committee - Louise Livesay-Al recused herself from this portion of the meeting. The candidates were presented and the interview schedule was shared. The committee will continue with this work.</p>	
10:35	10-minute Break	
10:45	Discussion of process for Officers (Alex) (10 Min)	
	Discussion was held around the process for electing officers for the next year. More details will come to the board in September for discussion, approval, and implementation.	
10:55	Congregant Complaint update (Alex & Debbie) (10 min)	
	A decision was made regarding next steps. Progress will be reported back next meeting.	
11:05	Discussion about Board work to facilitate learning from last Search, process for communication, and Board wholeness	
	Substantial discussion was held regarding the above topics. An ad hoc communications team was established with Clover, Kevin E., Kevin H., and Jennifer. Results will be brought to the board as deemed appropriate as the work evolves.	

12:25	Check-out Question: What are 2-3 words that come to mind about our work today?	Everyone
	Extinguish Chalice	Louise
	Louise Livesay-Al extinguished the chalice and closed the meeting at 12:44.	

Respectfully submitted by Alex Askew, Secretary