

Unity Church Unitarian: Meeting of the Board of Trustees December 12, 2018

The meeting took place at Unity Church-Unitarian, 733 Portland Ave, St. Paul, MN.

Board of Trustees (BOT) members present: Jennifer Tong (chair), Jill van Koolwijk (secretary), John Steiner-Manning, Nila Gouldin, Ruth Kirkland, Clover Earl, Jackie Smith, Justin Cummins, Nancy Evert

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

Jennifer Tong called the meeting to order at 6:05 p.m.

An opening reading was offered by Justin Cummins.

Monitoring Reports – ET report

Policy II B. Staff Changes:

Nancy Evert moved to accept the Executive Team report as in compliance with policy II B (Staff Changes). The motion passed unanimously.

Policy II.E. Financial Condition:

Jennifer Tong moved to accept the Executive Team report as in compliance with policy II E. The motion passed unanimously.

(Discussion: A report was made on another gift coming in from Coplin Estate. A question was raised about cash flow projections. They are expected after a comptroller has been hired. It is very complicated with checking, savings and temporarily restricted and permanently restricted funds to come up with accurate cash flow projections. A question was raised about paying down as much of the debt on the capital long term loan as possible. The ET is in favor of putting some of the gifts toward additional principal payments on the 20% annual maximum available to Unity. The ET is going to make a determination. There is a range of opinions about balancing debt service versus monies toward programming and the future well-being of the church. The ET welcomes input from the board. The maximum payment would be \$350,000 that can be put towards debt reduction. We have paid \$20,000 this year. The ET will revisit the issue.)

A comment was made by the new board chair, Jennifer Tong in regards to the Financial Limitations:

I'd like to clarify that the question about cash flows was to note that under the new limitations we would expect to see a full year forecast, and periodic cash flow projections, in addition to the YTD expenditures in the monitoring reports. I asked about a timeline when the Board could expect to see these items and the response was that the ET expects to hire a comptroller in mid-January who will be tasked with developing these

items. My notes also indicate that they are putting the operations budget into the system and we should see a cash flow by March 31. I would also add that in the discussion about paying down mortgage principal we talked about this being a type of investment, and brought up the idea that this type of issue should be incorporated into the investment policy. Under the new limitations the Board should be reviewing and approving the ET's investment policy, so this is an item we'd be looking for in that review.

Revised Contract for Team Dynamics:

Ruth Kirkland moved to accept the Team Dynamics Contract as presented. The motion passed unanimously.

(Discussion: The highlighted sections are the changes that Team Dynamics made after counsel with Sally Scoggin. Now the contract asks for \$30,000 with an understanding that more will be paid if more services are requested. The old contract was for \$52,000.)

BoardEffect:

The new Bylaws and Governing Policies are now uploaded in BoardEffect and on the website as PDFs.

Documents from the Unity shared drive can be uploaded into the BoardEffect Library, so they are not lost as a resource. Many documents have already been uploaded into BoardEffect. We will work on more of that in the coming year.

Bailey's BoardEffect Demo:

A practice Workroom has been added to the tabs in BoardEffect. We practiced with My Polls & Surveys/My Tasks/My Schedulers/My Discussions.

We adjourned to dinner from D'Amico's and Sons.

After dinner, the Board debriefed about the past year.

Nancy handed out a sheet for next year's meeting dates, snacks, readings and Newsletter Column dates. Sign-up will be at the January Board retreat.

Justin Cummins offered a closing reading.

Jennifer Tong adjourned the meeting at 8:55 p.m.

Respectfully submitted by Jill van Koolwijk, secretary.