

July Meeting Minutes:

Unity Church Unitarian: Meeting of the Board of Trustees July 13 , 2019

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), Nila Gouldin, Ruth Kirkland, Clover Earl, Jackie Smith, Nancy Evert

Executive Team (ET) members present: Barbara Hubbard

Guests: Laura Park, Kathryn Jay

Jennifer Tong called the meeting to order at 9:00 a.m.

An opening reading was offered by Jill van Koolwijk

A journaling prompt was offered by Kathryn Jay:

- What are you feeling most anxious about for the church in the coming year?
- What are you most excited about that may come up for the church in the coming year?

Monitoring Reports – ET report

Policy II.E. Financial Condition:

Clover Earl moved to accept the Executive Team report as in compliance with policy II E. The Financial Condition here refers specifically to the April and May financial reports. The motion passed unanimously.

(Discussion: Barbara Hubbard explained that the format of the financial report will change as of the June financials. Cashflow is always tight over the summer and the ET anticipates needing to do a drawdown at some point.

Barb Yanish has been reengaged and is working with Barbara Hubbard and Laura Park on financial limitations and data entry.

The Board appreciates the detailed reporting that is given each month to understand Unity's financial health.)

Policy II.H. Communication and Counsel to the Board:

Nancy Evert moved to accept the Executive Team report as in compliance with policy II H (Communication and Counsel to the Board). The motion passed unanimously.

(Discussion: There was a question about adding limitation language to the Governing Policies that requires the Executive Leadership to have succession plans. Laura Park thinks that in order to be sure that nothing imprudent happens in the church in general and during the transition in particular, it would be good to add a couple of sentences to the limitations. The Policy Subcommittee will take up this issue.

Barbara Hubbard also wants to make sure, there are succession plans in case something unexpected happens to key leaders in the church. An idea is to create “desk books”.

Policy J addresses anti-racism. The Policy Subcommittee will take a look at this Policy to verify that it is updated after we retired the ARLT, and the Board is taking over leadership of anti-racism work.

About 150 to 200 key people from our church are invited to come to the September 7 multicultural training by Team Dynamics. As preparation for that event, a planning team consisting of the Beloved Community Staff Team plus leaders in strategic ministry areas engaged in multiculturalism will collaborate with Team Dynamics. At our next Board Meeting, we will get an update from K.P.)

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.

5 min Break

Presentation of Safety/Security at Unity (Barbara Hubbard)

The Emergency Preparedness Team (EPT) started at Unity 3 years ago.

Board presentation with Barbara Hubbard and Richard Birger, a member of the EPT. His background comes from work with the Federal Department of Fish and Wildlife and he has National Wildfire Emergency experience:

The Unity Church Unitarian Emergency Action Plan (EAP) is an ever-evolving document dealing with possible security issues for which probability is low, but impact is high. Unity has trained staff. We’ve had evacuation drills as a congregation. The staff had debriefed incidences that have happened at the church since the inception of the EAP.

Board discussion: We need to be aware of where devices are located. We need to recognize which staff person will be the leader in the chain of command at any given event. A suggestion was made to have an emergency awareness month at Unity, and to have an annual safety review for the Board of Trustees.

Prophetic Leadership – Subcommittee Reports

Transition Subcommittee - Update on the Celebration Team (Jackie Smith):

The Transition Subcommittee is figuring out the co-chairs for the Celebration Taskforce. Their first responsibility will be 1) to plan an event, 2) to bestow emeritus status on the outgoing

ministers and 3) to fundraise for and determine a gift. The primary contact on staff will be Barbara Hubbard. Jackie Smith will be the Board liaison.

For the forming of the Search Committee for the new senior minister, the Transition Subcommittee is recommending making phone calls to every voting member of the congregation. The Shelby App for Unity Church will be helpful technology in this process. The committee reviewed an option that was presented to have an interim minister start early to overlap with Rob and Janne, but is proposing that we continue with our current plan to have the interim start after Rob and Janne's departure and stay for one year. The Trustees agreed.

Capacity Subcommittee (Ruth Kirkland):

11 candidates have applied for the 3 open Board positions. Interviews are being scheduled from July 16-28. Joan Carver will be part of the interview team. The questions will prioritize competence in finance, communication and experience with transition.

Evaluation Subcommittee (Jackie Smith and Clover Earl):

Members of the congregation were contacted if they left comments on their congregational surveys.

The committee is working on a summary of the staff/volunteer survey results.

The Board is working on the Board survey.

The ET survey is underway.

Approval of June 2019 Meeting Minutes:

Jackie Smith moved to accept the June 2019 Meeting Minutes as amended. The motions passed unanimously.

Meeting evaluation

Jackie Smith offered a meeting evaluation:

Take a look at the anxieties and excitement that we discussed at the beginning of the meeting and create an intention going forward.

Jill van Koolwijk offered a closing reading.

Jennifer Tong adjourned the meeting at 12:30 p.m.

Respectfully submitted by Jill van Koolwijk, secretary.