

MINUTES

Unity Church-Unitarian: Meeting of the Board of Trustees June 14, 2017

The meeting was held in Anderson Library at Unity Church.

Board of Trustees (BOT) members present: Stu Alger, Estelle Brouwer, Justin Cummins, Nancy Evert, Peter Heege, Angela Newhouse, John Steiner-Manning, Bailey Webster

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

Others present: Vicki Stewart, ARLT; Nic Cable, ministerial intern

Peter Heege gave an opening reading.

The following items were added to the pre-established agenda:

- 1) Nic Cable thanked the Board for the opportunity to work together over the past year.
- 2) Vicki Stewart announced that Jim Davnie and Joe Mueller have been nominated to serve on the ARLT. Also, Russ Petersen and Vicki are stepping down, so two additional candidates will need to be recruited.

Peter Heege moved to approve the two nominees put forward by the ARLT, Jim Davnie and Joe Mueller. Stu Alger seconded the motion. There was no discussion. **The motion was approved.**

Justin Cummins asked for volunteers to serve on the ARLT nominating team. Peter Heege volunteered.

Nancy Evert moved that the process of nominating two additional ARLT members be initiated, with Peter Heege serving as Board liaison. John Steiner-Manning seconded the motion. There was no discussion. **The motion was approved.**

Prophetic Leadership

- **Board Capacity Sub-team**
Bailey Webster reported that seven people have expressed interest in serving on the Board and four applications have been received. It's possible more will come in. The sub-team plans to interview candidates in early July. A trustee skills matrix will be discussed at the July meeting to assist in identifying gaps and priorities for selecting new trustees.
- **Communication & Linkage Sub-team**
John Steiner-Manning gave an overview of the draft linkage calendar developed by the sub-team. Each sub-team will be asked to populate its section of the linkage calendar which will be stored on the shared drive. Discussion focused on how the calendar will be a living document and how sub-teams will hold themselves accountable for thinking through what their linkage strategies, tactics and timing will be. The Communication & Linkage sub-team will have further discussion about how to make this happen and report back to the full Board. The sub-team asked how best to connect with Martha Tilton; Barbara Hubbard suggested inviting both Barbara and Martha to one of its meetings.

- **Evaluation Sub-team**
 Angela Newhouse reported that there were no red flags in the results of the staff/volunteer survey. Discussion of the survey results focused on the comments, which were overall very positive. Angela asked the Board to consider whether additional analysis of the congregational survey data is necessary, explaining that Laura Park and Bill Etter are open to looking further but additional clarity from the Board about its reasons for asking them to do so would be helpful. It was suggested that further demographic analysis could tell us more about how specific groups within the congregation feel about the Ends and could help us identify opportunities. Examples of factors that could be further analyzed include pledging status, frequency of attending services, and age (specifically respondents under age 18). The sub-team will ask Laura and Bill to assess how much work it would be for them to do this additional analysis. It was also suggested that “headlines” could be distilled from the results to emphasize when communicating about the survey. It was noted that a suggestion has arisen to convene a focus group of families of color to further explore the results from those respondents, whose assessments of our progress toward the Ends are consistently lower than the results as a whole.
- **Policy Sub-team**
 Justin Cummins reported that the sub-team has been working on bylaws revisions. Proposed revisions have been sent to several individuals who expressed concerns with revisions considered but not adopted at the 2015 congregational meeting. The sub-team will take their feedback into account and will bring proposed language to an upcoming Board meeting.
- **Transitions Sub-team**
 Peter Heege reported on behalf of the sub-team.
Bailey Webster moved to approve the proposed RFP for the Unity Transitions Consulting Project as included in the Board packet. Angela Newhouse seconded the motion.
Discussion: The following changes and clarifications regarding the RFP were agreed to during the course of the discussion: 1) point #3 (transition support to the congregation) was removed from the scope of work; 2) it was agreed that the consultant will report to the Board and the ET, specifically to the Board Chair and the church’s Executive Director; 3) the consultant selection team, which will include members of the Executive Team and the Board, will bring information about the finalists to the August Board meeting; 4) in response to a request from Vicki Stewart that the Board consider how the ARLT can have input into the process of selecting a consultant, it was agreed that Policy J is built into the RFP and that the ARLT liaison should check in with Barbara Hubbard to stay apprised.
The motion was approved.
- **Ends Statements Task Force**
 Nancy Evert and Angela Newhouse reported on behalf of the Task Force. Angela will distribute, via email to each trustee, excerpts from 2016 raw canvass input (story cards) for their reading before the July board meeting. Angela will also email guidance for what the task force will be looking for from trustees with respect to this project at the July meeting.

Business Matters

- **Consent agenda**
Stu Alger moved approval of the consent agenda. Peter Heege seconded the motion. The motion passed.
- **ET plan for aligning financial reporting with donor directives and other requirements**
Barbara Hubbard walked through the alignment plan included in the packet. In response to a request that talking points be prepared to facilitate consistent communication about the alignment plan, Barbara pointed out that the first paragraph (under endowment) in the alignment plan was designed for that purpose. John Steiner-Manning requested that written instructions from the original donor for management of the Hallman Fund be shared with trustees.

Peter Heege moved to authorize the release of \$46,000 in unrealized gains that were held in investment during the freeze on Unity's spending policy since 2009, and further, to authorize investment of those funds in the Hallman Endowment. Bailey Webster seconded the motion. The motion was approved and trustees expressed appreciation for the thoroughness and integrity of the proposed alignment plan.
- **Potential formation of Financial sub-team.** This agenda item was deferred to the July meeting.
- Due to a shortage of time at today's meeting, it was determined that the interpretation of Ends statements and dashboard included in today's will be included again in the July packet to provide opportunity for feedback and questions.

Monitoring

Executive Team Report

I.B. Program Outcomes

Bailey Webster moved to accept the Executive Team Report as compliant within the limitations of Policy I.B.

Peter Heege seconded the motion.

There was no discussion.

The motion passed.

II.B. Staff Changes and Staff/Volunteer Treatment Survey

Angela Newhouse moved to accept the Executive Team Report as compliant within the limitations of Policy II.B.

Peter Heege seconded the motion.

There was no discussion.

The motion passed.

II.E. Financial Condition

Peter Heege moved to accept the Executive Team report as compliant within the limitations of Policy II.E.

Stu Alger seconded the motion.

There was no discussion.

The motion passed.

II.H. Communication & Counsel

Angela Newhouse moved to accept the Executive Team Report as compliant within the limitations of Policy II.H.

Stu Alger seconded the motion.

There was no discussion

The motion passed.

Debriefing/Potential Future Training Topics

Justin Cummins asked Trustees to email him any suggested future training topics arising out of today's meeting.

Peter Heege offered a closing reading from W.S. Merwin.

The meeting was adjourned at 9:30 pm.

Respectfully submitted, Estelle Brouwer, Board Secretary