

MINUTES

Unity Church-Unitarian: Meeting of the Board of Trustees October 18, 2017

The meeting was held in Anderson Library at Unity Church.

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

Executive Team (ET) members present: Barbara Hubbard

Others present: Andrea Johnson and Arif Mamdani, ministerial interns; Sally Scoggin, Board counsel; Jennifer Tong, ARLT

Estelle Brouwer gave an opening reading.

Prophetic Leadership

- Policy Sub-team
Potential bylaws revisions and timeline
Sally Scoggin presented an overview of the proposed by-laws revisions. Trustees raised several points for discussion, including:
 - defining the term “called minister”
 - the reporting structure for executive leadership
 - criteria for being considered a voting member
 - requirements under state law regarding officers of the Board and the Corporation

The proposed by-laws revisions will not be considered at the November 2017 congregational meeting but the Board will continue to discuss the proposed revisions. Sally encouraged Trustees to take a broader look at the by-laws to determine whether there are provisions that are not currently addressed in the by-laws that should be considered.

- Board Capacity Sub-team
Discussion about filling Board vacancy
Justin Cummins outlined options for filling the position on the Board that is currently vacant. The Board Capacity Sub-team will take a leadership role in the recruitment process.

John Steiner-Manning has volunteered to serve on the Transitions Sub-team and Finance Task Force through the end of this year. The Board gratefully accepted his offer.

- Communication & Linkage Sub-team
Update on linkage plan/calendar.
John Steiner-Manning reviewed the calendar and encouraged sub-teams/trustees to populate it. Going forward the Communication and Linkage Sub-team will reach out to the other sub-team conveners to keep the calendar updated.
- Evaluation Sub-team

Angela Newhouse reported that two Wellspring Wednesday sessions are scheduled (October 25 and November 1) to present the results of the congregational survey. The Evaluation Sub-team will host the sessions and all Trustees are invited to attend.

- **Ends Statements Task Force**

- Update on Ends renewal plan*

- Angela Newhouse presented an update on progress on the plan, including the conversations with moral owners that the task force and Executive Team are proposing take place as part of the Ends renewal process. Trustees not on the task force endorsed the process the task force has developed and indicated they are looking forward to participating. A list of possible facilitators of the planned congregational discussion session was circulated to trustees, each of whom signed up to contact several people on the list to invite them to serve.

Business Matters

- **Consent agenda**

- Angela Newhouse moved approval of the consent agenda. Mark Foster seconded the motion.**

- Discussion:** Barbara Hubbard clarified that the Beacon Interfaith Housing partnership resolution is a formality.

- The motion passed.**

- **Proposed revision to policy language related to financial condition**

- Barbara Hubbard reported that the language is not ready for discussion. It will go first to the policy sub-team and then to the full Board.

Monitoring

Executive Team Report

II.A. Executive Team Constraint

- Stu Alger moved to accept the Executive Team Report as compliant within the limitations of Policy II.A. Mark Foster seconded the motion.**

- There was no discussion

- The motion was approved.**

II.B. Staff Changes

- Mark Foster moved to accept the Executive Team Report as compliant within the limitations of Policy II.B. Stu Alger seconded the motion.**

- There was no discussion.

- The motion was approved.**

II.D. Financial Planning and Budget

- Bailey Webster moved to accept the Executive Team Report as compliant within the limitations of Policy II.D. Mark Foster seconded the motion.**

- Discussion:** Barbara Hubbard provided an overview of the 2018 proposed operating budget and operating budget priorities. She reported that the staff will have a better idea in a week or two whether pledge income for the coming year will be sufficient to support the proposed budget of \$1,350,000.

- The motion was approved.**

II.E. Financial Condition

Angela Newhouse moved that the Executive Team is not in compliance with the limitations of Policy II.E. and the Board is satisfied that the plan the ET has presented will move us toward compliance. Stu Alger seconded the motion.

There was no discussion.

The motion was approved.

II.H. Communication & Counsel

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

There was no discussion.

The motion was approved.

Debriefing/Potential Future Training Topics

Justin Cummins asked Trustees to contact him with recommendations for future training topics arising out of tonight's meeting.

John Steiner-Manning offered a closing reading.

The meeting was adjourned at 9:35 pm.

Respectfully submitted, Estelle Brouwer, Board Secretary