

# MINUTES

## Unity Church-Unitarian: Meeting of the Board of Trustees August 16, 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, Mark Foster, Peter Heege, Angela Newhouse, Bailey Webster

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

**Others present:** Laura Park; Arif Mamdani, Andrea Johnson, ministerial interns

Angela Newhouse gave an opening reading.

### Prophetic Leadership

- Board Capacity Sub-team  
*Criteria and process for selecting new Board members*  
Bailey Webster reported that the subteam has finished interviewing Board candidates and will have recommendations for the Board at the next meeting.
- Communication & Linkage Sub-team  
*Update on linkage plan/calendar.*  
The sub-team did not provide an update.
- Evaluation Sub-team  
*Executive team performance evaluation*  
Angela Newhouse reported that the evaluation has been completed. Bailey Webster has organized the results and passed them along to the Executive Team. We will discuss at the September Board meeting.
- Policy Sub-team  
*Proposed revisions of the bylaws*  
Recommended changes to the bylaws have been completed, as well as a summary of the rationale behind the changes. The documents will be discussed at the September Board meeting.
- Transitions Sub-team  
*Response to request for proposals regarding the use of a transition consultant*  
Peter Heege reported that the sub-team sent RFPs to six potential consultants and received one response, which was very expensive. The ET will put together a scaled-back RFP, specifying that the consultant/coach's work will be with the ET. The sub-team and ET also recommend seeking early appointment of a consultant from the UUA to work with the congregation and the Board.
- Ends Statements Task Force  
*Update on Ends renewal plan*  
The sub-team has developed a proposed timeline and additional items for the Board's consideration in our conversation later in the meeting.
- Financials sub-team

### *Formation and selection of members*

Justin Cummins introduced the draft description of the proposed financials sub-team of the Board. After much discussion, the Board decided to appoint a task force to take on the time-limited task of analyzing the Board's role in the financial challenges that have arisen in recent months and what steps are necessary from a Board perspective to prevent such challenges in the future. Nancy Evert, Peter Heege and Bailey Webster volunteered to be on the task force; Peter will be the convener. It was also suggested that the ongoing work of enhancing and maintaining Board capacity to understand and monitor church financials effectively could be undertaken by the Board Capacity sub-team.

### **Facilitated discussion about the Powerful Question for purposes of the Ends renewal process**

Laura Park led a discussion focusing on the powerful question. The discussion resulted in the following question: "What does transformative relationship ask of us?" Laura asked that Trustees send their suggestions for possible facilitators for the Ends process to her.

### **Business Matters**

- **Consent agenda**  
**Stu Alger moved approval of the consent agenda.**  
**Mark Foster seconded the motion.**  
**The motion passed.**

#### **Addition to agenda:**

- **Former Unity intern Shay McKay's request to be ordained at Unity Church.**  
**Peter Heege moved approval of Shay's request. Angela Newhouse seconded the motion.**  
**Discussion:** We will need a vote of the congregation to make this happen. Shay's preferred date is December 2. The ordination will be done collaboratively with White Bear UU but the event will take place at Unity. This presents an opportunity for the Board to help educate the congregation on the role of the congregation in ordination, possibly through the *CommUnity* newsletter.  
**The motion passed.**
- **Update on the ET plan for aligning financial reporting with donor directives and other requirements and potential language for Policy II.E.**  
Barbara Hubbard walked through the key financial indicators and other financial statements. Barbara clarified that the church has put \$101,000 toward the Hallman Internship Fund since determining earlier this year that procedures for managing the Hallman Fund needed revision.

### **Monitoring**

#### ***Executive Team Report***

##### *II.B. Staff Changes*

**Nancy Evert 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.D. Financial Planning*

**Mark Foster moved to accept the Executive Team Report as compliant within the limitations of Policy II.D.**

**Bailey Webster seconded the motion**

There was no discussion.

**The motion passed.**

*II.E. Financial Condition*

**Peter Heege 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 passed.**

*II.H. Communication & Counsel*

**Mark Foster moved to accept the Executive Team Report as compliant within the limitations of Policy II.H.**

**Stu Alger seconded the motion.**

**Discussion:** Janne Eller-Isaacs asked that Trustees read the new book *Centering*. This will be a professional development opportunity for the Board, worship associates and the ARLT. The book is available at the bookstall. Barbara Hubbard reported that for the pledge process, Karen Hering and Marg Walker will use the “why me, why us, why now” responses from last year to write a series of love letters to the congregation. The ET will tie the canvass process to the Ends process in its messaging to the congregation.

**The motion passed.**

*IV.B. Congregational Survey Report*

There was no report.

*IV.C. Executive Team Performance Evaluation*

See Evaluation Sub-team report under Prophetic Leadership, above.

**Debriefing/Potential Future Training Topics**

Justin Cummins asked Trustees to consider future training topics arising out of today’s meeting and email him any suggestions.

Angela Newhouse offered a closing reading.

**The meeting was adjourned at 9:10 pm.**

*Respectfully submitted, Estelle Brouwer, Board Secretary*