

## Unity Church-Unitarian

Meeting of The Board of Trustees / June 11, 2022 9am-1pm

**Board of Trustees (BOT) members present:** Louise Livesay-Al (Chair), Alex Askew (Secretary), Jennifer Tong, Jess Landgraf, Mary Hernandez, Kevin Harris, Kevin Ely, Clover Earl, Debbie Cushman

**Executive Team (ET) members present:** Barbara Hubbard, KP Hong, Kathy Hurt

**Guests Present:** Laura Park

Time	Item	Name
9:00	<b>Light Chalice &amp; Reading (column June 15-Kevin E)</b>	Kevin E
	Louise Livesay-Al called the meeting to order at 9:03 and lit the chalice.	
9:05	<b>Check-In: How are you doing? (20 min)</b>	
9:25	<b>State of the Congregation (brief check in by 3 people) (30 minutes)</b>	Jennifer, Debbie, and Kathy
9:55	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• Approve May 2022 Meeting Minutes</li> <li>• <b>Monitoring Reports</b> <ul style="list-style-type: none"> <li>○ IID. Financial Planning</li> </ul> </li> </ul>	
	Jess Landgraf moved to accept the consent agenda as demonstrating compliance. Mary Hernandez seconded the motion. The motion passed unanimously.	
10:00	<b>Monitoring Reports for Discussion (30 min)</b> <ul style="list-style-type: none"> <li>• IIB. Staff Changes</li> <li>• IIE. Financial Condition (incl. Endowment Withdrawal)</li> <li>• IIH. Communication and Counsel to the Board</li> </ul>	Executive Team
	Kevin Ely moved to accept the Executive Team report as demonstrating compliance with IIB (Staff Changes). Jess Landgraf seconded the motion. The motion passed unanimously.  Clover Earl moved to accept the Executive Team report as demonstrating compliance with IIE (Financial Condition). Kevin Ely seconded the motion. The motion passed unanimously. The proposal of application of the 4 unrestricted bequests between December 2021 and June 2022 will be presented to the board for approval at the July board meeting. A year-end forecast will be presented at the July board meeting as well. A note from the board is that the budget contains a placeholder allocation from the endowment of \$50,000 in FY22, and it is under the purview of the board to set the actual percentage allocation, which could be lower or higher than that budgeted placeholder of \$50,000.  Alex Askew moved to accept the Executive Team report as demonstrating compliance with IIH (Communication and Counsel to the Board). Debbie Cushman seconded the motion. The motion passed unanimously.  A congregant's grievance was discussed as to whether it would rise to the level of board	

	<p>action. Alex Askew moved to create a taskforce to further investigate this congregant's grievance, the policy considerations, and recommend next steps to the board. Clover Earl seconded. The motion passed with 7 votes in favor and 2 abstentions.</p>	
10:30	<p><b>Consent Agenda- Board Committee Reports</b></p> <ul style="list-style-type: none"> <li>Board Capacity</li> </ul>	
	<p>Kevin Ely moved to accept the consent agenda. Jess Landgraf seconded the motion. The motion passed unanimously.</p>	
10:35	<p><b>10-minute Break</b></p>	
10:45	<p><b>Board Committee Reports for Discussion</b></p> <ul style="list-style-type: none"> <li>Evaluation (20 Min) Staff and Volunteer Survey <ul style="list-style-type: none"> <li>Any feedback on the survey wording or using an electronic version?</li> <li>Thoughts on timing of survey – are we still comfortable with June?</li> <li>Any questions or concerns about communicating high-level overview of results?</li> <li>Any other questions or feedback?</li> </ul> </li> <li>Board Recruitment (35 Min) <ul style="list-style-type: none"> <li>Generative Question from report: What has drawn your attention in this moment, that informs how the Board may better serve our congregation?</li> </ul> </li> <li>Transitions (10 Min)</li> <li>Reminder: <ul style="list-style-type: none"> <li>Meeting on 6/12 at 1pm for Congregational Survey</li> <li>ET and BOT meet Wed, June 15<sup>th</sup> @7:15</li> </ul> </li> </ul>	<p>Jennifer</p> <p>Clover</p> <p>Kevin E</p>
	<p>Jess Landgraf moved to accept the Evaluation Committee report. Mary Hernandez seconded the motion. The motion passed with 8 votes in favor and 1 abstention. The timing of the survey is to be sent in June and reported back to the board in July.</p> <p>Kevin Ely moved to accept the Board Recruitment Committee report. Jess Landgraf seconded the motion. The motion passed unanimously.</p> <p>Alex Askew moved to accept the Transitions Committee report. Mary Hernandez seconded the motion. The motion passed unanimously.</p>	
11:50	<p>What does the ET need from the Board in the months ahead? How can the BOT support you? (20 min)</p>	
	<p>This section was postponed to the July meeting due to lack of time.</p>	
12:10	<p>Communication with the Congregation (25 Min)</p> <ul style="list-style-type: none"> <li>Emails from Unity Members (What do we do with the messages?)</li> <li>Sunday Parish Hall sign up – What is our role?</li> <li>Congregational communications</li> </ul>	
	<p>Board members signed up to table on Sundays after the service.</p>	
12:35	<p>Create Policy Task Force: Do we need to take a look at the bylaws in order to be prepared for possible request to revise? (10 min)</p> <ul style="list-style-type: none"> <li>Absentee voting vs proxy</li> <li>75% threshold</li> <li>Other?</li> </ul>	
	<p>This section was postponed until the July meeting due to lack of time.</p>	

12:45	<b>Check-out Question:</b> What are two items/topics, etc. that have come up this last month that you feel are important to tend to for our congregation to be able to move forward? What is calling your energy?	Everyone
1:00	<b>Extinguish Chalice</b>	Louise
	Louise Livesay-Al extinguished the chalice and closed the meeting at 1:05.	

Respectfully submitted by Alex Askew, Secretary.