

**Unity Church-Unitarian: Meeting of the Board of Trustees
July 14, 2018**

The meeting took place at Unity Church-Unitarian, 733 Portland Ave, St Paul MN

Board of Trustees (BOT) members present: Nancy Evert, Justin Cummins, Jill Van Koolwijk, Nila Gouldin, Ruth Kirkland, Jennifer Tong, Terry Linskey

BOT members absent: Bailey Webster, John Steiner-Manning

Executive Team (ET) members present: Barbara Hubbard, Lisa Friedman

ET members absent: Rob Eller-Isaacs, Jan Eller-Isaacs

Others present: Jane Thompson from the ARLT, Laura Park from Unity Consulting

Chair Justin Cummins called the meeting to order at 9:15 AM.

The meeting started with a brief check-in regarding favorite aspects of summer and an open reading offered by Jill.

Approval of June Meeting Minutes: *On motion and second, approved by unanimous vote.*

Prophetic Leadership (subteam conveners)

Board Capacity Subteam: Review of BOT skills matrix included in the packet. July 15 is the last day for BOT applications to be submitted. In reviewing applications, Subteam will use the matrix to understand skills and balance for the BOT composition going forward. Subteam will interview candidates in mid-July. Request for nominations for BOT Chair and Secretary to be submitted to Justin directly or by email. Nominations presented at Congregational Meeting in November for affirmation.

Evaluation Subteam: Preliminary results of the Congregational Survey were included in the packet. Review of staff survey. Of 27 potential staff respondents only one-third replied. Of the 9 replies, 3 responses indicated treatment with disrespect. Justin will call the three respondents, assure continuing anonymity if desired, and seek to understand reasons for these responses. Justin will appear at the All Day Staff Retreat on September 6 to report on the staff survey responses and discuss action plans. Commitments for next year's staff survey: Distributed in Spring rather than Summer; BOT member to appear at a Wednesday staff meeting prior to distribution of the survey to emphasize importance of input and encourage response; BOT to provide feedback to staff re cumulative results of survey; BOT and ET to discuss and then communicate any follow-up plans. Nearly 80 volunteer survey responses were received. BOT self-evaluation will be distributed by Survey Monkey to BOT prior to next BOT meeting. ET evaluation tool needs to be reviewed and renewed prior to launch. Terry will forward to the BOT the 2017 ET survey questions for feedback. ET evaluation will be completed in August and results reported at the September BOT meeting.

Policy Subteam: Discussion of redlined changes to Governing Policies regarding ET Limitations. BOT agrees with switch throughout from "Executive Team" to "Executive Leadership" and all other proposed changes with exception of new Policy II.K regarding treatment of members, friends, and visitors. After discussion, the proposed revisions to II.K were withdrawn for further consideration by BOT and ET. Financial Task Force work may further impact on the ET limitations respecting financial matters.

Proposed addition of conflict of interest policy to apply to ET and staff will be discussed at August BOT meeting. Proposed Bylaws revisions respecting Officer of the Corporation and Board of Trustees were reviewed. Unanimous agreement with proposed language indicating that in event Treasurer is not an employee of the Church, position will be filled from among members of Unity. Question raised about use of “he/she” language in Bylaws. Unanimous agreement with suggestion that Unity follow UUA Bylaws practice of replacing “he/she” with “they” and incorporate this change into the Bylaws prior to presentation for congregational vote.

Transitions Subteam: Subteam presented Transition Path Recommendation dated June 2018. This recommended path is a one year interim minister as transition from Rob/Janne retirement to call of new Senior Minister(s). **Reviewed and, on motion and second, approved Transition Path Recommendation dated June 2018.** Agreement that notice of this decision should be included in the BOT column in the next congregational newsletter.

Finance Taskforce: Review of progress to date. Proposed revisions to BOT policy on ET finance-related limitations has been presented to Policy Subteam for review.

Introduction to Board Effect Software: Chris Pender of Board Effect led those present through an orientation to Board Effect. This software will be used by the BOT and ET to distribute meeting materials, store corporate records and other governance-related documents, and to facilitate team communications.

Business Matters

Policy II.B Staff Changes. The ET reported no staff changes. **On motion and second, report was accepted by unanimous vote.**

Policy II.H. Communication and Counsel. BOT expressed pride and appreciation to Lisa and the ET for the thorough report and the terrific outcomes. BOT also requested that a synthesis/overview be prepared and attached as a cover memo to the Five Year report. BOT asked ET to think about how to communicate the essence of the Five Year report to the congregation and other moral owners – include in annual report? email blast? And, in any event, assure that the report is formatted/condensed to make more easily readable, understandable. Lisa indicates ET is preparing interpretation of Ends 2019 – 2023 that were adopted by the BOT earlier this year. This interpretation will include measures to gauge ET progress toward the Ends. **On motion and second, ET’s Review of Five Years of Ends Performance Report and 2018 Within, Among and Beyond Reports accepted by unanimous vote.** Barbara reported that Unity’s database conversion is imminent, and, unveiling of the Ends 2019-2023 will be done in conjunction with the Fall Canvas as planned by Barbara, Rob, and Ann Kirby-McGill. BOT requests discussion of ET’s planned Ends roll-out at August BOT meeting.

Monitoring Reports

Policy II.E Financial Condition. Barbara reviewed the current financial indicators that were included in the packet. Barbara reports successful mid-year fundraiser exceeded \$70,000 goal. Trustees ask for opportunity to debrief regarding the fundraising experience and together understand learnings from the successful results. The ET reported that it remains out of compliance with the limitations of Policy II.E. The BOT is satisfied that the plan the ET has presented and is implementing is prudent and the Finance Subteam intends to propose changes to this Policy that will make it more flexible and realistic. **On**

motion and second, ET's report on Financial Condition, including acknowledgement of non-compliance, is accepted by unanimous vote.

Facilitated Discussion: Laura facilitated a discussion of how strong BOT and strong ET can productively work together.

Jill Van Koolwijk offered a closing reading.

The meeting adjourned at 1:20 PM.

Respectfully submitted by Nancy Evert, standing in for Bailey Webster, Secretary.