

**UNITY CHURCH UNITARIAN – MEETING OF THE BOARD OF TRUSTEES**  
**September 10, 2016**  
**UNITY CHURCH, ST. PAUL, MN**

Board of Trustees (BOT) Members Present: Stuart Alger, Ginny Allen, Justin Cummins, Peggy Lin, Hal Freshley, Angela Newhouse

Executive Team (ET) Members Present: Barbara Hubbard, Janne Eller-Isaacs, Rob Eller-Isaacs, Lisa Friedman, Jessica Clay, Nic Cable

Peggy Lin called the meeting to order at 9:03 a.m. Justin Cummins offered an opening reading.

**Policy Sub Team Report-**

Justin Cummins reported on behalf of the Policy Sub Team. The team proposes revisions to Policy II. J., items 1 and 6 as follows:

“With respect to Unity’s commitment to becoming an actively anti-racist institution, the Executive Team shall not fail to:

1. Assess and educate vendors using a matrix of values which includes, but is not limited to anti-racism, anti-oppression, multiculturalism and class inclusion with all vendors above a threshold of \$2,500 annually.
6. Report annually to the congregation on the work being done to live out Unity’s anti-racism, anti-oppression, multicultural and class inclusive values, and the measurable outcomes of that work.”

In addition, the team proposed the word “may” be changed to “shall” through Policy II.

**Hal Freshley moved to accept the policy changes to Policy II as proposed by the Policy Sub Team. Stuart Alger seconded the motion.** Discussion: Members of the ET clarified that the annual report to the congregation will be given by the ET at the annual meeting rather than directly by the Anti-Racism Leadership Team (ARLT). **The motion carried.**

**Board Capacity Sub Team Report**

Estelle Brouwer reported on the Board’s Self-Evaluation. The following themes were found in the evaluation:

- A lack of clarity of the Board role in relation to the ET, stakeholders, and the public, including a need for more clarity in the definitions of stakeholders and moral owners.
- A lack of knowledge about clear BOT job descriptions as well as guidelines for removing board members if necessary.
- A desire for more knowledge of policy governance

Recommendations:

1. More training and further discussion around trustee orientation.
2. Work on strengthening institutional memory in light of upcoming ET transition.
3. More structure around sub teams and increased use of shared drive to share notes.

4. More conversation around the Board's long-term role in visioning and defining our unique contributions compared to the ET's role.

#### **Communications Sub Team**

Angela Newhouse presented talking points regarding the covenant with Above Every Name Ministries (AEN). The ET is working to operationalize the covenant and is charged with communicating the talking points to the congregation. There was a suggested change in language. The revised document will be distributed to the Board and the ET.

#### **Evaluation Sub-Team**

Ginny Allen reported on the ET evaluation. She requested feedback from anyone that would like to see changes made to the survey. She expressed gratitude to the Board for completing the survey and appreciation to the ET for their contributions to the church.

Concerns included the shortfall in the fundraising for the St. Paul Almanac project and comments about pastoral care responses from the ET. The ET acknowledged a need for to make pastoral care responses more systematic and for additional administrative staff to facilitate the process.

#### **Nominating Team Discussion**

The Nominating Team has been seeking a fourth member, a congregation member at large. Ruth Kirkland has agreed to serve if she is able to participate by phone. The ET will send a list of names to the nominating committee for consideration.

#### **ARLT Nominating Team**

Rob Eller-Isaacs reported the Anti-Racism Leadership Team (ARLT) needs two Board members to serve on the ARLT nominating committee. Angela Newhouse and Justin Cummins agreed to serve. **Hal Freshley moved that Angela Newhouse and Justin Cummins serve on the ARLT nominating committee. Estelle Brouwer seconded the motion. The motion carried.**

#### **Presentation of ET priorities**

The ET presented its priorities for 2016-17. Each section was briefly discussed.

#### **Draft Budget**

Barbara Hubbard presented a preliminary proposed budget. The ET will have a better sense of whether the projections are realistic in October, once the pledge drive has begun. Barbara will research less expensive health insurance approaches. Angela Newhouse and Estelle Brouwer agreed to advise on ET salaries and will meet with Barbara Hubbard.

#### **Discussion of November Board Meeting Date**

The ET will send out a scheduling survey to see if we can reschedule the November Board meeting, so as not to conflict with a Beloved Conversations session.

#### **Consent Agenda**

The minutes were pulled off the consent agenda.

**Justin Cummins moved to approve the consent agenda. Hal Freshley seconded the motion. The motion carried.**

**Hal Freshley moved to approve the August minutes. Estelle Brouwer seconded the motion.** Discussion: The names of Nic Cable, Peter Heege were misspelled. Karen Abraham was also present. The proposed changes to Policy II J. were not eliminated, but tabled for further consideration. **The motion carried with corrections noted.**

**Executive Team**

The ET presented the Compensation and Benefits Report

**Ginny Allen moved to accept the Compensation and Benefits Report as compliant with Policy II. C. Hal Freshley seconded the motion.** Discussion: A number of salaries are out of compliance with the NACBA median salaries. A Cost of Living Adjustment (COLA) of 3% would bring some positions closer to the NACBA median.  
**The motion carried.**

**Ginny Allen moved to accept the July 2016 Financial Report as compliant with Policy II. E. Justin Cummins seconded the motion.** Discussion: There will be a facility rental increase once Medley Village Montessori begins renting space in October. **The motion passed.**

**Justin Cummins moved to accept the Antiracism and Racial Healing Commitment Report as compliant with Policy II. J. Hal Freshley seconded the motion.** Discussion: An analysis of offering recipients has not been done. Barbara Hubbard has requested that data from the Generosity Ministry Team to present at the October Board Meeting. **The motion carried.**

Justin Cummins offered a closing reading. The meeting adjourned at 12:35 pm.

Respectfully Submitted,  
Angela Newhouse