

## Unity Church-Unitarian / Meeting of The Board of Trustees

February 13, 2021

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

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

**Guests:** Laura Park

Time	Item	Name
9:00	<b>Opening Reading / Light Chalice</b>	Louise / Clover
	Clover Earl called the meeting to order at 9:04 and lit the chalice Louise Livesay-Al offered an opening reading	
9:05	<b>Check-in / Focus Question</b> <i>In difficult/troubling times, who or what do you turn to for insight and understanding? Who are your sources of authority and accountability?</i>	
	Nothing to report	
9:20	<b>Monitoring Reports</b> I B. Membership IID. Financial Planning IIE. Financial Condition IIB. Staff Changes IIH. Communication and Counsel	Executive Team
	Louise Livesay-Al moved to accept the Executive Team report as in compliance with policy I B (Membership). Jackie Smith seconded the motion. The motion passed unanimously.  Jess Landgraf moved to accept the Executive Team report as in compliance with policy II D (Financial Planning). Mary Hernandez seconded the motion. The motion passed unanimously.  Jess Landgraf moved to accept the Executive Team report as in compliance with policy II B (Staff Changes). Justin Cummins seconded the motion. The motion passed unanimously.	

	<p>Louise Livesay-AI moved to accept the Executive Team report as in compliance with policy II H (Communication &amp; Counsel). Mary Hernandez seconded the motion. The motion passed unanimously.</p> <p>Unity received a second distribution from the Helener Kane Currier Charitable Trust in the amount of \$420,000 at the end of 2020. We expect up to \$50,000 more in 2021 when the estate is finally settled. This is an unrestricted gift over the amount of \$100,000, the allocation of which requires Board approval.</p> <ul style="list-style-type: none"> <li>• The ET proposed putting \$140,000 toward 2021 Multicultural Initiatives. <ul style="list-style-type: none"> <li>○ The Board previously gave their approval to this allocation in their approval of the 2021 Operating Budget.</li> </ul> </li> <li>• The ET proposed putting \$140,000 into the board-designated Currier Endowment for Racial Justice. <ul style="list-style-type: none"> <li>○ Jackie Smith moved to accept the ET's proposal, which will put \$140,000 into the Currier Endowment for Racial Justice. Louise Livesay seconded. The motion was passed unanimously.</li> </ul> </li> <li>• The ET proposed, and already deployed, \$140,000 toward paying down the long term debt with Western Bank. <ul style="list-style-type: none"> <li>○ Because the funds were deployed without Board approval as required by Policy II E.5, the Board voted that the ET was not in compliance with this Financial Limitation. The Board asked the ET to review their processes and provide an update to the Board on how they will ensure this doesn't occur again in the future.</li> </ul> </li> </ul>	
9:45	<b>Prophetic Leadership (Topic in development)</b>	
	Tabled for March meeting.	
10:20	<b>Break</b>	
10:30	<p><b>Board Subteam Reports</b>  <i>Work plans and additions/deletions to ST charge</i></p> <ul style="list-style-type: none"> <li>• Transition ST report</li> <li>• Evaluation ST report</li> <li>• Financial Task Force report</li> <li>• Board Capacity ST report</li> </ul>	<p>Jackie  Justin  Jennifer  Alex</p>

	<ul style="list-style-type: none"> <li>• Policy ST report</li> </ul>	Justin
	<p><b>Transition:</b> Met Feb. 1, shared brief outline of discussion in meeting book. This team is the major link between the BOT and the Interim during the months of transition before the interim is in place. Potential for introducing the Interim before the departure of current Ministers. Discussion of collection of demographics in conjunction of the Ministerial Search Team, the ET.</p> <p><b>Evaluation:</b> Taking on the Audit/Financial Review process, new this year. The evaluation of the ET is not empowered under policy governance, currently evaluating the need and method of this tool. Will bring ideas to the BOT when more developed. The interim period will be ideal for reevaluation of this.</p> <p><b>Financial:</b> See attachment in Board Book. Clarification of Task Force definition as opposed to Subteam. Potentially bring the task force to an end in the next few months.</p> <p><b>Board Capacity:</b> Finalizing process for 2021 board member recruitment.</p> <p><b>Policy:</b> Nothing to report.</p>	
11:00	<p><b>Linkage</b> <i>Next steps in our linkage work</i></p>	Laura Park
	<p>Laura Park to facilitate a series of conversations to refine understanding of moral owners. Topics included the following: Concept of covenantal relationship as a method of operationalization. Relationships of authority and accountability as opposed to transactional. In whose best interest do we make our decisions? Reverse prophetism as a concept. We are not in covenant with a lot of the organizations that we could (should?) be – how do we work through that? Quality and question of reciprocity.</p>	
11:20	<p><b>Consent Agenda</b> <i>Discussion about how to make better use of the consent agenda</i></p>	
	<p>New operating procedure: The Chair, Secretary, and Representative of the ET will decide while building the Board Book which items are to be moved to the consent agenda, to be held before the monitoring reports. During the meeting, any member can request items to be moved from the consent agenda to allow discussion on said item.</p>	
11:35	<p><b>Board Business</b></p>	

	SDK engagement letter	
	See letter included in the Board Book from SDK.  Jackie Smith moved to approve the engagement of SDK for audit purposes. Justin Cummins seconded the motion. The motion passed unanimously.	
11:40	<b>Meeting Evaluation</b> <i>A moment of self-reflection: when I consider my engagement/participation in today's meeting, what I notice is...</i>	ET/BOT
	New proposal for meeting evaluations in 2021. The provided worksheet is a guide for incorporating key concepts and reading into our personal evaluations.	
11:55	<b>Extinguish Chalice</b>	Clover
	Clover Earl adjourned the meeting and extinguished the chalice at 11:54 am	
12:05	<b>Executive Session</b> <i>Discussion about the future of the executive session</i>	Jackie/Clover

Respectfully submitted by Alex Askew, Secretary.