

UUCGT Board Meeting August 26, 2014 Draft Minutes

Present: President: Marco Cabrera **Vice President:** Karl Love **Treasurer:** Kay Sturgeon (via Skype)

Trustees: Jerry Beasley Richard Miller Sally Mitchell

Absent: Secretary: Jan Zerbel

Guests: Ann Swaney, Leadership Development Committee (LDC), Rabbi Chava Bahle

Call to Order: The meeting began at 7:05 PM. The chalice was lit by Richard and the board covenant was recited.

R. Chava asks for help with discernment viz. what is ministry and what is governance going forward. Karl notes we are all learning this together.

Members of the board checked in.

Minutes: A document was sent via Google Docs to board members as “June Minutes Addition”. No further discussion was required for June minutes.

July minutes: Last meeting Anna took minutes. Kay noted corrections to July minutes. [Corrections to be noted: Phyllis cannot make motions or seconds as she is not a board member. Bottom of 1st page. Top of second page change from “Jerry moves”. Correct Karl’s name spelling. Correction of Rev. Cassie under who is present. Karl asked that discussion of health care go to closed meeting and motion was made after this. Marco will make editable in google drive and then ask for approval via email.]

Karl moves that Marco edit the July minutes and post revisions on Google Docs and ask for approval by this time tomorrow. Jerry seconds the motion. There were 6 ayes 0 nays. The motion passes unanimously.

Karl moves to approve June minutes addition. Sally seconds the motion. 6 ayes, 0 nays. The motion passes unanimously.

Additions or Changes to the Agenda

Karl wishes to make a motion regarding Council of [or is it “on”?] Ministry that was established in March of 2014 concerning addition of a moderator. Marco will place this item under Policy later in the agenda.

Marco welcomes Ann Swaney from the LDC who will present a proposal on board orientation. This item will be discussed One idea bringing Charlotte Cowden as a consultant – when and how, Ann has some dates in mind. Move this to business section of the agenda.

Marco wishes to review the proposal to purchase a new computer for the rabbi. This will be discussed under business.

Marco wishes to make a proposal regarding wider access to pledge data for Stewardship. He notes with gratitude that Judy Meyers has accepted Stewardship Chair position.

Kay would like to update the board on the work that has been done to bring manual up to date on line and on Linda's computer. She will update on what has been added. Kaya also notes that Karl requested job descriptions for the treasurer and finance committee. These have been completed. Karl expresses thanks for doing this work and doing it so quickly. The job description for the Business Administrator is also being updated. The meeting agenda is so updated.

Consent Agenda

The Finance Report is on consent agenda. Jerry moves that we approve the consent agenda as amended. Karl seconds. 6 ayes 0 nays. The motion passes unanimously.

Committee/Task Force Reports

Treasurer's Report - Kay

Kay suggests that for a snap shot of financials, Leslie Cook's report is an excellent source.

On behalf of the Finance Committee, Kay moves that the Board transfer the Reserve from 12/13 Fiscal Year and the Reserve from the 13/14 Fiscal Year to the MM Capital Improvement Reserve per Finance Committee recommendation. **DO NOT HAVE A RECORD FO WHO SECONDED** 6 ayes, 0 nays. Motion passes unanimously. These funds are for the partitions for the RE room. This will be discussed below.

The board held an email vote for to financing for the sump pump. Email votes must be written up as part of the minutes.

Karl moves that it become a board procedure that anything that transpires between monthly in person meetings that requires a timely vote be amended to following months minutes, and this amendment to the minutes include a record of the date and details of the vote. Jerry seconds the motion.

Discussion: This applies to matters that are time bound and urgent. 6 ayes. 0 nays. The motion passes unanimously.

Staff Report

Sara's report was received by Marco when he was on vacation. He will share this via Google docs tonight for review tomorrow.

Congregational Officers appeared on the agenda but has been tabled. Marco is not sure what this was in reference to.

Panels for Back Classroom – Facilities/RE

A letter from Sara regarding partition for classroom appears in the board documents.) Richard passed out a handout about operable partitions. The total cost is \$8420 – this includes a doorway for the partitioned section by existing doorway. Now that the funds have been moved to the Capital Fund account (see motion above), we can approve this with the door.

Karl moves that board approve expenditure of \$8420 from the Capital Improvement Restricted Fund for the RE room partition, including the door and inspection and necessary improvement

to existing Social Hall panels as described in the bid, plus an amount not to exceed an additional 10% of the bid, should there be other improvements to partitions following that inspection. Richard seconds the motion. 6 aye 0 may motion passes unanimously.

Richard reports that the playground committee Clare Cabrera, Sara Montgomery Richards and Richard have met to discuss where we are and what our options are for the playground equipment. There is \$3320 in a restricted account for playground. We are being requirement by our insurance company to evaluate and bring up to commercial or public level the equipment we have. The Playground Committee is searching for how this might be done. Jerry suggests contacting County Parks and Recreation (Alycia Kropa). Sara has spoken with Woodland School and will pursue more information.

Policy Work Update/Conversation

- Intro to Personnel Policies
- Further Define Task Force Workflow

Karl reports that personnel policies have been posted to google docs. He would like to start a section on the UUCGT website called “personnel policy”. The committee has the UUA recommendations on Google Docs. The committee will review and adapt section by section in the future.

Compensation reviews are now held once a year. This gives each staff person an annual opportunity to discuss called an “employee retrospective”.

We did evaluations this year. This was a good start. The process needs more work: evaluations will be tied to improved job descriptions. For example the business administrator job description still reads as book keeper – this needs to be updated. Karl will create a matrix and the personnel committee will make this happen. We seek to be a well regarded employee and treat our paid staff as we would except with the values and principles we have as an organization.

Going forward chair of the personnel committee and Leslie as business administrator will conduct some of the reviews but we are not ready to lock this down. Karl feels we gained a lot in talking to staff and speaking about intentions. Staff that is interdependent and cooperative. Eventually compensation review will be the last step in a process. Marco notes the staff is much happier for the processes that are being put in place.

Jerry moves that we approve recommendation ??? as it stands. Richard seconds. 6 ayes 0 nays. The motion is approved unanimously.

Karl is happy to report that Margy has been offered and has accepted a contract. She will work an agreed upon numbers of days as agreed upon between her and Nancy Flanagan.

All new employees will be required to have a simple background check background. The child safety policy is very different – different level of background check is required. This will include all new employees (not going backwards). The Safe Congregation Committee is also researching this question.

Karl reports that last March, the Board created a Council of Ministry for chairs of ministry committees (SSC RE etc. – this is still an evolving definition). The Council of Ministry's primary focus is for leaders to meet on periodic basis to develop and enhance our congregation's ministry – to set specific goals and coordinate work among committees. The Moderator will set meetings and makes sure that things are in motion in supporting Chava this fall and that committees are meeting and advancing their work.

Per Karl's written proposal, Karl moves that we create the position of Moderator for the Council of Ministry and that Emily Mitchell be appointed by the board until such time as the Council of Ministry appoints the moderator of their choice in the manner of their own choosing. Jerry seconds the motion. 6 ayes, 0 nays, the motion passes unanimously.

Kay wishes express deepest thanks to Linda for her work in getting the manual online and in better working order. Several policies were missing: pre-employment background checks, contractors' proof of insurance, and risk policy for private use of vehicles for UUCGT business.

Leadership Development Committee

Ann Swaney reports that the LDC would like to offer an orientation with the board. The LDC will also focus on finding future potential board members. They have decided that an LDC member should attend each board meeting. Marco asked if they could also find policy and personnel committee members.

In August, 2013, a board orientation took place under Judith Lindenau's leadership. It lasted 2.5 hours. LDC would like to offer this again. They explored several options and would like to bring in an outside facilitator:

- Northsky Non-Profit Network has people who can help us for \$90/hour (we would need at least 4 hours). 2 hour meeting, 2 hour prep.
- Rev. Charlotte Cowden is a UU but she lives in Winnipeg. Her travel expenses would cost \$800 – 900 plus a stipend.

The board would also like to see this kind of training for all committee chairs.

Richard and Jerry would like to see more information on the goal of the meeting. Some of this input should come from board. They recommend that the LDC assemble questions for board to answer via email.

After further discussion it was determined that greater clarity around goals would be needed and that the LDC can make an important contribution enhancing leadership through entire congregation. Marco asks that Ann speak with LDC and flesh out some ideas. Marco will facilitate conversation with the board.

Ann asked about funding. Kay suggests that all committees should look at requesting line item budgets and for the LDC to consider building in continual education process. Preliminary budget work starts in late winter. Every committee should pull together its information to begin planning what we can do for the year ahead.

Karl reminds us that the congregation's calendar is mapped out and it is important for every committee to look ahead. The more thought and effort that goes into this the congregation can better support it.

In terms of LDC it would be very helpful to the board to have an occasional refresher on certain items, such as Jan Geht's presentation on legal matters.

Computer for Rabbi

Marco has found a computer that will do everything the rabbi's office needs. Funds are available from MSC unused funds. Karl moves that the board approve purchase of the computer chosen by Marco and use of MSC reserve funds. Jerry seconds the motions. 6 ays, 0 nays, the motion passes unanimously. Chava has provided a \$25 coupon to use for the purchase.

Stewardship Data

Because current policy states that at this time only the treasurer, business manager and Stewardship chair can see the actual pledge data with names attached, Stewardship campaign materials can only be folded and envelopes stuffed by the stewardship chair; this is too much for one person to do.

The personnel committee will create a confidentiality agreement.

Jerry moves that the treasurer, business manager, stewardship chair and up to two of the stewardship chair's designees from the sitting stewardship committee be allowed access to data and that they must sign a confidentiality agreement good for one year. Karl seconds the motion. 6 ays, 0 nays, the motion passes unanimously.

Other Business

Karl Love offered closing words from Martin Luther King. Karl offered his immediate resignation from the board and committee leadership positions due to health concerns.