

**MINUTES of the UUCGT Board Meeting
5:30 to 7:30 pm, January 19, 2016**

Karl Love convened the meeting at 5:33.

Present: Loraine Anderson, Mary Grover, John Hoffman, Phyllis Jessup, Karl Love, Richard Miller, Price Watts and Rabbi Chava Bahle.

The Board Covenant was read in unison.

Policy Review: Karl read aloud the Philosophy of Governance, on page 4 of the Manual; adopted by the Board July 5, 2014.

1. Appointment of new Trustees. **Motion** by Mary that Loraine Anderson and Richard Miller be appointed to the Board. John seconded; motion **passed**.

2. Election of Officers. **Motion** by Richard that Karl be elected President, Price Vice President, Phyllis Treasurer, and Mary Secretary. John seconded; motion **passed**.

3. Consent Agenda

Minutes of Congregational Meeting 12/06/15

Minutes of Board Meeting 12/14/15

Spiritual Leader Rabbi Chava Bahle's Report

Director of Lifespan Experience Sarah Montgomery-Richard's Report

Treasurer Phyllis Jessup's Reports

Staff Resources Committee minutes

Mary asked that Rabbi Bahle's report be removed from the consent agenda to be discussed separately. Bahle said she will attend a conference in Ohio in June, and will talk about other items in her report later in the meeting.

4. Establishment of a Music Committee as a standing committee

Motion by Richard:

To establish a Music Committee as a standing committee for the purposes of enhancing the music program of UUCGT and to provide support and assistance to its Music Director.

Seconded by Price; motion **passed**.

Richard explained that,

"To this end, prior to the next regular meeting of the Board of Trustees, a representative group shall gather to prepare a description of the Music Committee as per policy guidelines, and submit it, along with a proposed Committee Chair, for the Board's review."

5. Approval of revised Music Director Job Description. The Music Director Search Team consists of Leslie Cook, Bob Hicks, Don Pyne, Karl Love, Judy Weaver, Sheri Novak and Rabbi Bahle. The Team developed a job description for a Music Director to be used in the search for a person to fill the position.

Motion by Richard that the proposed job description of the Music Director be approved as submitted. Seconded by Loraine; motion **passed**.

The Search Team will publicize the opening immediately, using the Ticker, Craig's List and FaceBook.

6. Consideration of an accompanist for Vocal Ensemble.

Motion by John:

To allow funds for the Vocal Ensemble to hire an accompanist for rehearsals. In the absence of a Music Director, this accompanist is critical to maintain current levels of performance. This proposal may be reevaluated upon the hiring of a Music Director. Funds may be drawn from the budget for Music Director, which are currently unused. The nascent Music Committee shall determine the schedule of the accompanist and inform the Board of specific requirements.

Richard seconded. Phyllis expressed concern that the source of funds for an accompanist should be determined by the Finance Committee. **Motion passed.**

7. Preparing for the next Board; working with the Leadership Development Committee.

LDC members Solveig Gustafson and Ann Swaney attended the Board meeting and inquired whether the Board would help the LDC in finding potential Board members for the election at the Annual Meeting. Karl said it will be important for the next Board members to build on our institutional memory as well as to build on the work this Board will have done. "How might this Board support the LDC in this effort?" asked Karl.

Ann answered that Board members could help with identifying and recruitment of potential Board members, and be flexible about the length of terms people would be willing to serve. She suggested that Board members give the LDC any suggestions of names, along with a short paragraph about why they might be good candidates.

Karl suggested the LDC could encourage people to attend Board meetings, and asked if a Board liaison would be helpful. Ann said she would inform the LDC about his offer.

We heartily thanked the LDC for their good work in recruiting Loraine Anderson and Richard Miller for the Board.

8. Policy: Consideration of a Declaration of Intent regarding transparency in conducting Board business.

Motion by Phyllis to approve the Declaration of Intent as submitted; Richard seconded. Karl explained that if approved, the policy would bind this Board and future Boards. The motion **passed.**

9. Policy: Consider an update to Facility Security re Office Key Authorization.

Motion by Price, seconded by Phyllis. The text of the proposal is:

Office Key Authorization Policy. To better secure access to the locked congregational office, annually (on July 1st) the combination to the lock box outside the office will be changed. The new combination will be provided to the Board, staff, and chairs of the appropriate committees.

Motion **passed.**

10. Review of report by the Communications Task Group; consequences and possible action steps.

Linda Fletcher was present, representing the Communications Task Group. Karl thanked Loraine for drafting an introduction to the report that could be published in the Flash e-newsletter, with a link to the report itself. We all commended Linda Fletcher for the work the Task Group did, and the report that resulted. There was agreement with

Karl's suggestion that the introduction to the report, drafted by Loraine, be published in the Flash, with a link to the report which should be on our website.

Karl posed the question for consideration by all: "What action steps could and should be taken to address the concerns and ideas that were expressed in the report?"

Rabbi Chava suggested that:

- A. The Congregation do a couple of the action items suggested in the report;
- B. The Covenant be re-visited by various groups and in various ways, "unpacking" its meaning; and
- C. Gather some members of the Communications Task Force Group along with a Board member as liaison, some staff members, Committee on Ministry members, and other stakeholders, to investigate the option of securing the assistance of a facilitator/consultant. The inquiry should include an assessment of the need, a proposal of the purpose and the desired result.

Motion by Mary, second by Phyllis; motion **passed**.

Loraine and John volunteered to serve as Board liaisons.

11. Review of Staff discipline procedures and processes: Directing the Staff Resources Committee.

Motion: The Board asks the staff resources committee to review staff policies, processes and procedures to determine their effectiveness and to determine if additional policies need to be added. Of particular interest are those policies that would affect discipline with emphasis on being both fair and effective.

Motion **passed**.

12. Opportunities for Congregational interaction: Meetings with former Board members; experiment with President office hours.

Karl announced that he will start holding an office hour immediately following the Sunday service in the weeks ahead. On these occasions he will be available for one hour to speak privately with any congregant who wishes to stop by – no appointment necessary.

Board members were encouraged to be an identifiable presence at a Sunday service.

Mary volunteered to choose and read a policy during the Policy Review period at the next Board meeting that is scheduled for 5:30 pm on Tuesday, February 16, 2016.

Closing Words by Rabbi Bahle.

The meeting adjourned at 7:35 pm.