UUCGT Board of Trustees Minutes 09/19/16

Linda Fletcher, President, convened the meeting at 5:30 PM.

Our chalice was lit and our bell tolled followed by the joint reading of our covenant, as is our custom.

Present: Board members Rabbi Chava Bahle, Linda Fletcher, Phyllis Jessup, Gretchen Kronk, Karl Love, Don Pyne and Kay Sturgeon.

Congregational members present: Nancy Doughty, Marilyn Mayo, Mike and Sandra McDonald, Richard Miller and Mary Van Valin.

Linda Fletcher welcomed guests and invited comment. Richard Miller, Mike McDonald, Marilyn Mayo and Nancy Doughty contributed comments. Congregants expressed concern that public commentary to the Board being accepted at the beginning rather than the end of meetings. The role of board liaison to various committees was questioned. An update on the status of the budget after the special informal fundraiser of last summer was requested.

President Linda Fletcher noted the resignation of Lorraine Anderson from her position as trustee and Board Secretary. Lorraine's personal commitments precluded her from serving further. Linda thanked Lorraine on behalf of the Board and the Congregation for her considerable and dedicated service and wished her well. Candidates are being sought for the position, possibly by the scheduled October meeting of the Board.

Linda also thanked Phyllis Jessup and Karl Love for their organizational tools that were developed on behalf of and in service to the board.

The consent agenda was reviewed and all reports were pulled for individual review. Discussion and questions ensued regarding first the Rabbi's report, then the Lifespan Experience report and the Treasurer's reports.

A motion to approve the minutes of the board meeting of August 15th with the correction on the first line removing Karl Love as the convener and replacing him with Linda Fletcher was made by Kay Sturgeon and Seconded by Don Pyne. The motion passed.

A motion by Karl Love seconded by Don Pyne to subsequently approve the reports of the consent agenda with clarifications and annotations was passed.

A motion was made by Gretchen Kronk and seconded by Kay Sturgeon to approve Karl Love to as secretary for the time being was approved.

Phyllis Jessup made a brief report on the work of the Organizational Chart and Stewardship task force. A proposed structure will be shared upon further discernment and consensus.

Gretchen Kronk and Don Pyne reported that the Policy Committee has yet to meet but expects to do so once Mary Grover, chair, has returned from vacation.

Karl Love proposed a detailed omnibus motion of matters for policy committee consideration (see attached below). These matters are only for consideration and do not necessarily reflect that the policy committee is expected to adopt as stated. The motion seconded by Kay Sturgeon is as follows:

> That we refer to the policy committee the request by Leadership development to remove the fifth paragraph on the Committee on Ministry (p32), as it is not their charter to process candidates for said committee. (Requested by LDC).
>
> In it's place the policy may draft a paragraph that CoM will submit candidates for approval by the Board of Trustees, after vetting by SCRT.
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> That we refer to the policy committee a change in Safe Congregation Response Team (first paragraph, second sentence, p12) adding the stipulation after "Minister", and changing DRE to DLE that they are ex officio / non voting members. After said sentence adding an additional sentence "Staff will be excluded from the vetting of candidates for governance positions".
>
> That the policy committee will work with Leadership Development to craft a paragraph likely inserted after committee responsibilities (p35) stating that if a vacancy occurs on the committee they will propose a replacement for board approval, after vetting by SCRT (ensuring that this important function is fully staffed).

The motion was approved

Rabbi Chava commended Don Pyne for his work with the Young Family Task Force. Don did not report additionally on the groups' work, which was featured in the Lifespan Experience report by Director Sarah Montgomery-Richards.

Building lock system changes were discussed after Karl Love gave a brief history. Upon deliberation the board agreed that the operations committee would manage the access list. Entrance codes will be provided to all committee chairs that need access outside business hours and will further provide the operations of others on their committees that need access. The program council will have a special meeting to best inform chairs of the procedural change and develop a preliminary access list. Staff will have their own code as will outside contractors, outside building users and the fire department. These codes will be updated as need be and annually at least. The purpose of the change is to best manage the security of the building and to make those who use the building feel secure.

After additional discussion the board further recommended the operations committee develop a handout sheet for outside renters explaining and diagraming the use of the keypad system and providing contact numbers should there be issues.

The operations committee will inform the board of progress on the transition and management of the process.

Phyllis Jessup gave a brief introduction to the review of building use fees. Phyllis moved: that the Board approve the revised Standard Rental Contract, effective 09/01/2016 including building use fee increases of $5 per hour in each category. Phyllis further moved that the board approve the building use agreement for Congregation Beth Shalom, which grants a rate that is an exception to

the Standard Rental Contract. Gretchen Kronk seconded both motions with the effective date changed to 09/20/2016. The motion passed.

Linda Fletcher led a discussion regarding the use of board liaisons. The purpose of liaisons is to provide a point of contact foe committees. The intent is to increase awareness and availability and not to insert additional members into committees or in any way affect the management of committees.

Karl Love presented an update on the work of the Staff Resources Committee. SRC and the Finance is currently evaluation the feasibility of providing UUA insurance to staff members who are eligible and interested. Currently those employees receive a stipend towards the purchase of insurance. The rates for 2017 are not yet available and the enrollment period does not open until 11/01/2016. Kay Sturgeon representing both SRC and Finance will review with the affected employees individually. Any change would of course ultimately need to be approved by the Board.

Karl also reviewed SRC's consideration of Family Leave (Maternity/Paternity). SCR has asked that the Finance Committee review and make a recommendation to the Board.

Evaluations of staff were discussed as being central to the work of SRC. The evaluations follow the job description in the manual. The descriptions for Congregational Administrator, Business Administrator and Music Director have been recently updated. However the Spiritual Leader and Director of Lifespan Experience should be reviewed. As a starting point, Karl Love agreed to speak with the Committee on Ministry and Life Span Experience chairs regarding their potential recommendations before referring the matter to policy.

Karl Love reviewed the process of opening personnel files, which include contracts. Personnel files are confidential but available for review upon approval by the entire board after consideration of the business reason for the review. Gretchen Kronk requested tabling her motion regarding such a review for a future meeting.

The Board review take away points from Chapters 1 and 2 of Congregational Leadership in Anxious Times.

Rabbi Chava closed with a reading by Rebecca Parker.

Linda Fletcher adjourned the meeting at 7:34 PM.

Respectfully submitted,

Karl D. Love, Acting Secretary