



Board Meeting --- June 20, 2018

Our Mission: To be a compassionate, welcoming community that nurtures spiritual growth and practices justice.

Meeting Minutes

Board: Gail Bishop, President; Ann Hutton, Vice President; Greg Turosak, Secretary; Rob Harveland, Treasurer; Charyssa Cobb, Kim Reid, Jessica Hoffman, Dave Siljenberg and Joe Lobl, Members at Large; Rev. Luke Stevens-Royer, ex officio

Absent: Jessica Hoffman, Member at Large; Rev Luke Stevens-Royer, ex officio

1. **Call to Order and Chalice Lighting:** Gail called the meeting to order. With new board members present, board members introduced themselves. Ann provided a chalice lighting reading.
2. **Consent Agenda: Motion** by Charyssa, second by Ann to accept the consent agenda including the agenda and May 2018 minutes. Unanimous
3. **Board Orientation.** Gail moved presentation of orientation PowerPoint to July meeting. Gail circulated the Board Covenant, which will be signed at the July meeting. Gail said the Board retreat will occur in tandem with the July meeting, which will run from 6-9 p.m. on July 18. At the retreat, all Board members will receive a copy of the book called "Serving With Grace." All Board members will read the book; each Board member will be responsible for one chapter. At Board meetings, at chalice lighting, there will be reflection presented on each chapter. Gail explained Board communications with the congregation: Gail and Ann to compose monthly message, which goes out under each board member's name to a segment of the congregation (about 40 per Board member). These same 40 congregants are those whom Board members contact during annual stewardship drive. Gail also mentioned that this fall, a new communications channel will emerge to replace the Venture and the UU REVUE – an 8-page brochure with name TBD. Gail and Ann mentioned that a folder is available on Google Docs to all Board members. The goal is to have everything meeting-related in the folder by the Monday before each monthly Board meeting. Gail also mentioned that as inquiries and comments come in to Board members, please loop in Gail, who will speak as one voice on behalf of the Board.
4. **Financial Report.** Rob Harveland explained details, including extra money at year's end, which amounts to \$7,922.38. Finance has recommended moving the money into major maintenance. Ann moved, Kim seconded to move year-end funds to major maintenance. Unanimous
5. **Minister's report.** With Rev. Luke's absence at the meeting, no minister's report this month.
6. **Old business.**
 - a. **Smoke detection system update; sanctuary support building implications.** Greg provided update of requirement to bring building up to code with smoke and fire alarm requirements. This is something that we are required to do, wholly separate of the sanctuary issue, but completion of which will allow us to proceed with our sanctuary plans. Board intent is for project to go forward, and next step is for Dave Edmondson to bring latest estimates/bids to Property Committee. Then, information would go

to Finance Committee to certify that funds are available, prior to final approval by Board. If Gail is gone, Ann to sign contract; Board members should check email to vote on. **(Note: See addendum below regarding final Board approval.)**

- b. **Ministerial evaluation.** Charyssa explained that she is part of the ministerial evaluation group. Part of the process is going through approximately 80 surveys from congregants, pulling out themes and creating summaries. Goal is to complete process by July 9. It will be important for all Board members to read comments during July and August. Charyssa and others will send information initially to Gail.
- c. **Board volunteers for various tasks.** Gail asked for Board volunteers for various key tasks. Ann volunteered to be Board liaison with Sanctuary Steering Committee. Dave volunteered to be part of creating a safe congregation procedure for emergencies that might occur in the church, beyond those addressed in policies on abuse. Kim agreed to work with the Personnel Committee. Joe agreed to be liaison with Endowment.
- d. **Board to-do list.** Gail asked that board members review a distributed Proposed Board To-do List and think about the various items in preparation for the July 18 retreat.

7. **New business.**

- a. **Donation of books.** Ann recounted work of the History Committee in this regard. Our church has lots of old books. The request at hand is to donate a number of books to the Andover-Harvard Theological Library at the Harvard Divinity School in Cambridge, Mass. The History Committee has recommended that the Board approve and authorize an agreement to transfer the books. Charyssa moved, Dave seconded a motion to donate the books and approve the agreement. Unanimous
- b. **Bank signatures.** We need to change authorization for signatures at the bank. Ann moved, Charyssa seconded a motion to approve the switch. Unanimous
- c. **Landmark property status.** Gail provided background of issue regarding consideration of the church building (exterior) for landmark property status. Representatives of the city involved in this effort are planning to come to the church property on June 22 to look at the building.

Meeting adjourned

Respectfully submitted, Greg Turosak, Secretary

Addendum to Board minutes

On July 7, via email, Gail moved and Ann seconded, a motion as follows: "The Board moves to approve the expenditures as recommended by Property and Finance up to \$16,000 from the major maintenance fund to fund the installation of the smoke and fire detection system."

Background: Property reviewed and supported the recommendation from Dave Edmonson, and Finance recommended that this was the fund from which to support the project. The down payment has been made as the Board, by consensus at the June meeting, agreed that the project move forward. The motion finalizes the process.

All members participating in the email voting, which occurred July 7 and 8, voted "Aye," namely: Gail, Ann, Greg, Kim, Dave, Charyssa, Rob and Joe.

Respectfully submitted, Greg Turosak, Secretary