



Board Meeting – Aug. 15, 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

1. **Call to Order and Chalice Lighting:** Gail called the meeting to order. Rev. Luke provided words for reflection and lit the chalice.
2. **Consent Agenda: Motion** by Kim, second by Joe to accept the consent agenda including the agenda and July 2018 minutes. Unanimous
3. **Financial update.** Rob provided an overview of the balance sheet. Assets are down a bit, but that is common for this point in the yearly cycle. Rob said nothing jumps out as odd from an expense standpoint.
4. **Reserve, restricted and accounting funds policy.** Rob explained the purpose of the various types of funds. Gail explained that language has been discussed with the co-administrator of records and with the chair of the Finance Committee. Motion by Dave, second by Charyssa to accept the policy. Unanimous
5. **Minister's report.** Rev. Luke covered topics including the role of the entire church in religious education; the beginning of Walden Hill Wednesdays; and deepening the church database (Realm). Regarding RE, Gail suggested that even the board could volunteer as part of a teaching team.
6. **Status report on smoke, fire alarms.** Greg provided a status update, based on email from Dave Edmonson. Work has been going smoothly; should be completed by Aug. 17. Two issues brought to all's attention: (1) need to purchase a KNOX box, which would contain keys that fire personnel would need in an emergency; (2) need to install an additional dedicated phone line.
7. **Shared ministry evaluation.** Charyssa reported that the summaries will be shared in September. She said committee input covered four main areas: (1) communication with committees; (2) education; (3) building needs; and (4) board visibility and as it relates to youth education.
8. **Board to-do list.** Gail led explanation/discussion of lengthy proposed board to-do list, covering July 2018 through June 2019. Some highlights: Charyssa to provide first-year evaluation summary in September; Joe to provide Endowment Committee update in October; Ann to provide sanctuary update and safe congregation policy draft in October; need to determine stewardship chair. Gail indicated that she would send out an updated version of the to-do list.
9. **Assign Grace Notes presentations by month.** The board agreed to the following schedule: September – Gail; October – Joe; November – Charyssa; December – Greg; January – Rob; February – Dave; March – Jess; April – Ann; May – Kim.

10. **Board communication with congregation.** Rev. Luke said that Walden Hill Wednesdays will have forums, and that 2-3 board members could lead a forum. Gail mentioned that a short forum will be held Sept. 26 in the Hearth Room or Commons to discuss upcoming board goals for the year. Gail mentioned other opportunities for the board: being present at events; supporting RE; being present at the fall kick-off picnic on Sept. 8; providing public announcements at Sunday services. Charyssa said there will need to be discussions with the congregation over building needs. Regarding the service auction, Gail suggested the board consider doing something to support the upcoming youth trip to Boston.

Board meeting concludes

Respectfully submitted, Greg Turosak, Secretary