

**Board Meeting – Jan. 16, 2019**

*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; Rob Harveland, Treasurer; Greg Turosak, Secretary; Charyssa Cobb, Kim Reid, Dave Siljenberg, Joe Lobl and Angie Gupta, Members at Large; Rev. Luke Stevens-Royer, ex officio

**Absent:** Joe Lobl, Member at Large

1. **Call to Order and Chalice Lighting:** Gail called the meeting to order, and the chalice was lit. Ann provided words for reflection on reading from Serving with Grace.
2. **Consent Agenda:** Motion by Ann, second by Angie to approve Consent Agenda and December 2018 minutes. Approved.
3. **Financial update.** Rob Harveland reported nothing extraordinary for this point in the year. We’re at 111% of projected revenue and 95% of projected spending. Rob reported that annual budgeting process is underway and that Connie Schuelka, congregational administrator, has produced an initial draft. Committee chairs have been contacted for input. Goal is to have an initial target for Stewardship by late January, early February. Rob also suggested that a commitment to BLUU funding would be easier if there could be specific, high-level things communicated that would be done with the money, even though the raised funds would be unrestricted. Rev. Luke said he would frame a narrative. Rob said Finance Committee had recommended using a full plate to raise the money.
4. **Minister’s report.** Rev. Luke reported that Erika Fetterman, office administrator, has quickly become familiar with the Realm database. He said current plans are to have a “soft launch” in the spring, with “tech tables” set up to instruct congregants how to use the functions. He commented on the Jan. 13 Building Forum sessions, attended by about 100 people in total. People are aware of and open to change, he said. He also reported that he was approached by the chancellor of the U or M-Rochester to have a conversation about a downtown community building project for shared space for justice work, non-profits, etc.
5. **Old business.**
   1. **Liaison reports.**
      1. **Stewardship.** No report with Joe not able to attend.
      2. **Sanctuary.** Ann reported that we’re still waiting for the contractor to receive the egress window.
      3. **Bylaws.** Ann discussed the first draft of the bylaws revision, provided to the Board in advance of the meeting. She said she thought there would be one more refinement, then three listening sessions in March to receive comments and suggestions from the congregation. Then, the Bylaws Committee would prepare another draft for Board consideration in April. With Board approval of all amendments in April, the final proposed amendments would be posted in early May to allow for a full month of review prior to the annual meeting in June. Motion by Kim, second by Charyssa to move the draft to the listening sessions. Approved.
      4. **Safe congregation.** Dave explained the Evacuation & Storm Shelter Procedures and some minor changes. Gail said that the AIM Team (formerly known as the People With Disabilities Task Group) would like to see the document. The Board will look at again in February.
      5. **Endowment.** No report with Joe not able to attend.
      6. **Personnel.** Kim said the Personnel Committee is comfortable with the proposed bylaws changes. She also said there is no grievance procedure in place and that the committee will meet within the next month or so and do some research, providing more information to the Board in February.
      7. **Religious Education.** Angie said there is nothing to report yet.
   2. **Jan. 30 forum listening session.** Reminder issued of the Jan. 30 forum listening session on the building and grounds.
   3. **BLUU funding.** Possible full plate. Rev. Luke said he would look at the service schedule to see when makes the most sense.
6. **New business.**
   1. **Jan. 23 forum on sex offender risk reduction policy.** Speaker at the forum will be Alex Bunger, program manager of the Community Corrections Office. Gail said the Board will discuss a policy next month. She said we’ll need to determine whether we have a zero-tolerance policy or something else.
   2. **Voting items; policy/description/procedure items.** Gail said all policies were vetted ahead of time.
      1. **G-3, Keys and Access.** Proposed addition: Someone who loses their key or access device would need to pay a deposit again. Motion by Rob, second by Angie to approve as amended. Approved.
      2. **G-5, Telephone Use.** Motion by Dave, second by Kim to remove the policy. Approved.
      3. **G-15, Calendar Checklist for Board Action.** Motion by Ann, second by Kim to remove the policy. Approved.
      4. **G-6, Youth Lock-ins and Conferences.** Minor change and corrections. Motion by Angie, second by Ann. Approved.
      5. **G-7, Nursery Policies/Procedures.** Minor changes. Motion by Dave, second by Angie. Approved.
      6. **G-10, Childcare Guidelines.** Gail said changes were suggested by Joyce Rood, director of Religious Education. Removes dated, inaccurate language. Motion by Charyssa, second by Kim. Approved.
      7. **G-14, Disruptive Behavior.** No action. The staff is still reviewing this policy. It will come back before the Board in February.
   3. **Staffing recommendations for 2019-2020.** Rev. Luke explained staffing recommendations for the budget. He’s looking for a slight increase in hours: (a) Taking Melissa Eggler, coordinator of Congregational Life, up to 20 hours; (b) Increasing hours and wages for Derik Robertson, Youth Program coordinator; (c) Trying to get Joyce Rood up from 30 to 40 hours; (d) Hoping to add a building assistant position, someone for the “on hours” and someone who can be on-call for when people are in the building; this would be about a 20-hour-per-week position paying around $16,000 to $17,000. Rev. Luke also said he’s no longer looking to hire an office assistant, which would have cost about $7,800. In response to a question from Rob, Rev. Luke said the increase in hours would be welcomed by staff.
7. **Other business.** 
   1. **Handbook.** Dave explained further about his idea from an earlier meeting to publish a paper handbook for members. No action.

Board meeting concludes

Respectfully submitted, Greg Turosak, Secretary

**Addendum to minutes:** Due to a winter storm (one of many this season, for the record), our Feb. 20 board meeting was postponed to Feb. 27. On Feb. 21, Gail sent out an email asking support for the church acting as a co-sponsor with the Rochester-Olmsted Youth Commission and Community Education for the Tents of Witness event.  Co-sponsorship does not involve any money, but getting the word out and supplying volunteers. Gail’s motion was seconded by Joe. Over the next four days, all board members voted yes. Approved.

Respectfully submitted, Greg Turosak, Secretary