**Board Minutes, May 14, 2013**

Attending: Ginger Long, Elsbeth van Tongeren, Mary Hulett, Becky Waibel, Eleanor Armstrong, Dave Klibanow, Peter Bird, Scott Provan, Laurence Kirsch, Sally Freeman

Guests: Andrea Sordean-Mintzer (Congregational Administrator); Paige Smith and Bill Poteat (Stewardship)

**Welcome**

Becky lit the chalice at 7:00.

Opening: Ginger is board member of the month and led us in a song.

**Board Sharing & Announcements**

1. May Birthdays: Eleanor

2. Peter Bonzani was approved unanimously by the board by email as RE Assistant

3. Gary Kowalski was approved unanimously by the board by email as Interim Minister

4. Share the Plate (year to date information distributed to board)

**Consent Agenda**

Receipt:

Executive Committee Minutes Church Council Minutes for AprilApproval:

Board Minutes from April

Acceptance of April minutes and receipt of items were approved unanimously in a motion by Dave and second by Elsbeth.

To be posted here:

[**http://c3h.wikispaces.com/file/view/Board%20Minutes%20Jan2013.pdf/400775708/Board%20Minutes%20Feb2013.pdf**](http://c3h.wikispaces.com/file/view/Board%20Minutes%20Jan2013.pdf/400775708/Board%20Minutes%20Feb2013.pdf)

**Old Business**

**1. Strategic Plan Update**

There was low attendance at one Town Hall, but good attendance and feedback at another. Peter noted there was a suggestion that framing the “why” of why we are doing a strategic plan be created to balance the “what” that is already covered in that plan. The SP is posted on the website and we are getting comments. Need to make clear that the SP is a rolling plan. If there is opposition, hopefully some of it will be commented on in advance so adjustments could be made. It is an “ambitious” plan that may need to be whittled back.

**2. Interim Minister Search** **Update**

Mary presented an update. The committee used a standard interim minister contract and through an oversight forgot to get the form of contract approved by the board in advance. There was one item about an overnight retreat with the board that Mary Hulett and Gary Kowalski by email agreed to disregard. Mary sent a summary committee report to the board on selecting Gary.

Board needs to appoint an interim minister transition team of 5-7 members who are known to the Congregation and familiar with its history. Gary is already asking questions and needs a team in place soon.

Mary moved and Becky seconded that Gayle Reudi, Barb Chapman, Spence Foscue, and Chris Hoerter be selected as members of the interim minister transition team. Passed unanimously.

Pete moved and Ginger seconded that the board delegate to Mary, Becky, and Kari the selection of the fifth member. Passed unanimously.

**New Business**

**1. Stewardship update**

Pledges have come in at $430,629—pledges with assumptions. Team has not heard from 40 members. Follow-up letter was sent saying our assumption is that they are pledging at the same level as last year and please let us know if this is not correct so we can make adjustments in our financial planning. Associates are not counted in the budget.

A higher proportion of people pledged on time. Average pledge was $1184, median pledge was $780. Funding the ministerial searches and the strategic plan aimed for the average pledge to be at $1200. New members start at lower levels, <$600. Good increases this year, but also some decreases.

The stewardship activities that accompanied the pledge campaign –kickoff fair and end-of-campaign evening event—were appreciated and enjoyed by the community.

If we want to increase membership, it will take money (advertising/PR) and time fostering potential new members.

There may be information of other UU churches we can look for to compare our results with.

**2. Budget**

Andrea presented the current budget and the revised version based on pledges not reaching the stewardship goal.

The budget does fund the additional 2 hours to Carolyn Buckner for membership. The August agenda will include discussion of prioritizing any additional funds that come in in order to meet the needs of items in our strategic plan.

Dave moved and Peter seconded that the budget be approved by the board, noting that there will be minor changes to it such as the RE assistant director’s wages. Passed unanimously.

**3. Congregational Meeting**

Becky will send the budget to Munsie to send out to the congregation.

Eleanor and Ginger are coordinating the congregational meeting. Ginger will send an email out to everyone with a summary of these and any other task assignments:

* Mary, Dave, Elsbeth, and Kari/Andrew will sit at the tables.
* Ginger will ask Munsie for list of members as of specific date in May—one copy separated into four alphabetized sections.
* Need to prepare voting cards with agenda-and-covenant on back. Becky will make 50 copies each of agenda and covenant.
* Munsie will have proxy cards.
* Pete will reserve the projector through Munsie and set it up, bringing his computer and finding an extension cord. Slides will be sent to Pete.
* The worship associate will announce the meeting on the 19th and 26th.
* Memorial Day weekend, May 26, the strategic plan group will be doing a Within these Walls.
* Ginger will ask Polly Johnson to be the parliamentarian, and Mary Hulett will be the back up.
* Ginger will ask Maj-Britt to do a reading; Eleanor will light the chalice.
* Sally will attend and take minutes.
* Andrew and Kari will be mic runners.
* Ginger will secure childcare through Marion.

**4. Notice about cottage meetings**

Board has choice of its own cottage meeting or attending community ones to give input to the Settled Minister Search committee. A sign-up sheet was distributed for board members to give their input. General discussion and paper comments reflected board’s interest in attending community-wide cottage meetings rather than being isolated at their own cottage meeting.

**5. Settled Minister Search** **Update**

Becky noted that the Settled Minister Search committee passed the motion below.

**Regarding Financial Recordkeeping Instructions for the Ministerial Search Committee**

The Ministerial Search Committee for the Settled Minister shall maintain audit-able records of their expenditures, including applicable documents such as receipts and bank statements. By the end of the first month of each quarter, the Committee shall provide to the Congregational Administrator complete records of its expenditures of the preceding quarter, including applicable documents; except that the documents thus provided shall be redacted by the Committee to maintain as confidential the identities of the candidates considered.

The committee submitted a budget outlining proposed expenses totaling $13,500.

Mary moved and Elsbeth seconded that we accept the committee’s financial record keeping motion. Passed unanimously.

Eleanor moved and Becky seconded that we accept the ministerial committee’s budget of $13,500. Discussion followed on being good stewards of money. Passed unanimously.

**6. Space assessment**

Mary wants people from various committees who have space needs to send a member to be part of the space assessment committee. The committee should begin its work soon rather than waiting until fall.

**7. Treasurer**

Scott is completing his term and Laurence takes on role of Treasurer in June.

8. **Change to search committee selection by-law** (tabled until next month)

---------------------------------------------------

**Action items:**

1. Becky will send out to the board Sue Sinnamon’s summary of the Congregation Transition Interview (held with the board before the 7 pm board meeting). Attendees should review and provide feedback.

2. Becky will send the budget to Munsie to post for the Congregational Meeting.

3. Ginger will email Congregational Meeting task assignments. All will follow-up as needed.

**Closing**

Ginger led us in singing Dona Nobis Pacem as the closing.

Adjourned 9:00 p.m.

Respectively submitted by

Sally Freeman