**Board Minutes, October 8, 2013**

Attending: Gary Kowalski, Andrew Strahs-Hennessy, Becky Waibel, Dave Klibanow, Eleanor Armstrong, Ginger Long, Kari Andrade, Mary Hulett, Peter Bird, Laurence Kirsch, Sally Freeman

Guest: Ivy Brezina (settled minister search committee)

**Welcome**

Becky lit the chalice at 7:00.

Opening: Mary is board member of the month and did a responsive reading of our mission and a quote by Helen Keller.

**Board Sharing & Announcements**

1. October Birthdays: Andrew, 24th

2. End of year potluck celebration before Dec 10 board meeting at 6pm. Bring something to share.

**Consent Agenda**

Receipt:

Executive Committee Minutes Minister’s ReportChurch Council Minutes for SeptEvaluations from various ministries

Approval:

Board Minutes for September 2013

The minutes will be revised to remove any personnel issues. Acceptance of revised September minutes and receipt of items were approved unanimously in a motion by Peter and second by Kari.

Minutes will be posted on this webpage:

<http://www.c3huu.org/our-board-of-trustees.html>

**Old Business**

**1. Search Update and Compensation Package Review**Ivy gave an overview of the Cottage Meetings and presented preliminary results from the Congregational Survey. She also shared a draft form of the Compensation Package/Letter of Call.

The board discussed the draft Compensation Package/Letter of Call and gave its input.

**2. “Beyond Categorical Thinking” discussion**

Tabled until November because of time.

**3. Strategic Plan Update / Space Assessment**Kari gave a brief update.

a. Communications charter was drafted and sent out.

Kari moved to approve it and Mary/Becky seconded it. Passed unanimously.

b. Fellowship charter is coming, under welcoming committee.

c. Gary Giles and Andrea submitted a recommendation on caretaking of grounds.

d. Sarah and Brian will attend church council meeting, talking about vital signs.

e. Brian Sexton will design congregational survey.

f. Sacred grounds and Memorial Rock work will begin in 2014.

g. Mary talked about space assessment.

* Marion and Anna gave RE space needs for future.
* Team met with architect to get drawings that could be taken to congregation. Need to include Phil Post, the civil engineer, because he will know how the city operates. It could be done as $10,000 in next year’s budget. Architect will agree to a not-to-exceed $10,000.
* Preschool is interested in doing a joint budget. Legally how do we do this?
* If we want to go forward with building more space, we need to think how to communicate with congregation.
* Manse should not be included in space.
* Does preschool need more parking spaces?
* Is making better use of existing building an option? Changing times so attendance is in better balance is an option. Comment: It is a procedural issue, not policy. Minister and staff can make adjustments as they see fit. Could survey RE families? Yes, minister can take it on.
* Manse has some unused rooms during service. Middle school kids can walk through the parking lot to get to manse; elementary school age kids cannot.

**4. Finance Committee report (budget surplus)**

Andrew: Budget process. We want it to be more transparent and strategic.

* Moved council goals from February to January.
* Added another meeting to one week before retreat so minister and finance committee are more prepared to meet with board.
* Budget parameters moved to December in anticipation of budget.
* February meeting to set up a preliminary budget.
* Changed final budget board meeting to September.
* Town Hall meeting in March; add language to be a marketing/informational/inspirational meeting.
* April construct a final budget.
* Policy crafted to reflect concerns about surplus. We found the procedure. We added a phrase that “any overages are available for recurring expenses.”

Any overages from prior fiscal year and which are not needed for reserves are available for non-recurring expenses in the following year’s budget.

New budget policy. First step is a move for its adoption. Then we move for an amended version.

Mary moves we adopt it and Dave seconds it.

Revisions:

Typos: commas, Board of Trustees.

Content: Rather than “non-recurring” phrasing, remove unneeded final sentence.

Andrew moved to amend the budget wording and Mary seconded. Passed unanimously.

Mary moved and Dave seconded to accept the amended budget policy. Passed unanimously.

**5. Policy revisions**

**Senior Minister Performance Review**

Summary: Annual review; done by committee of ministry; mutual setting of criteria; leave it to committee to establish procedures; committee writes report to board and congregation.

UUA recommends it is not done as a performance review and rather a review of congregation. Our congregation felt strongly it should also be a performance review.

Mary moves and Becky seconds that we accept the “Senior Minister Performance Review.” Passed unanimously.

**Committee on Ministry**

Summary: Grievance function; annual review of ministry; annual review of minister.

Discussion of committee members:

* Six members; maybe four from selection committee; as they roll off their terms, new members come from list suggested by minister.
* How will the staggered terms be determined? TBD not important.
* New minister yields new committee? Yes.
* Current committee has a function preparing for evaluation. They will be replaced.
* Do we need to specify how many names come from the minister?
* Add “Ideally” with the search committee members. You may not have four people who want to serve 3-year terms following their intensive search process work.
* Suggestion to have mutually agreeable names—rather than the minister’s four versus the board’s two.

Amendments:

1. Revise the paragraph on membership. Add “ideally” to qualify the section related to four members from the search committee. Delete the sentence: *The board will be responsible for replacing the two members initially selected by the board.* Revise this sentence, making “a replacement” plural: The minister will submit a list of nominees to replace each other retiring member and the board will select *replacements* from the list provided. Add this sentence: *If the board does not approve any of the nominees, the board may ask the minister to submit additional names.*

2. Revise “Annual review of minister” to be “Annual review of senior minister.” Remove “senior to” from first sentence in that bulleted item.

Mary moves that we adopt the policy on Committee on Ministry as amended and Peter seconded. Discussion: Is this imposed on the new minister? Yes.

Passed unanimously.

**New Business**

**Human Resources Committee:**

Summary: We rewrote the charter. Purpose is to have someone to refer personnel issues to—someone who is looking out for the staff. Discussion point: If staff has grievance conflict, it goes with committee on ministry not HR committee. The Human Resources committee meets as needed, not necessarily regularly.

Amendments:

1. Church calendar changed to church budget cycle.

2. The phrase (not grievances) is added to the third bullet following issues for clarifications.

3. Board of directors changed to board of trustees.

4. Remove requirement of four members; change to three. Remove requirement of one of them being a board member.

Mary moved and Dave seconded that we accept it as amended. Passed unanimously.

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**Action items:**

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**Closing**

Mary closed with a reading by Baba Dion.

Adjourned at 9:10 p.m.

Respectively submitted by

Sally Freeman