BOARD OF TRUSTEES MEETING MINUTES

June 1, 2021 In Person and on Zoom

Duties: *READING - **Michael**; BLOG - **Ryan**;*
TIME-KEEPER - ; PROCESS OBSERVER -;

OUR OPEN AND WELCOMING CONGREGATION CONNECTS HEARTS, CHALLENGES MINDS, AND NURTURES SPIRITS, WHILE SERVING AND TRANSFORMING OUR COMMUNITY AND THE WORLD.

In attendance: Ryan Williams, President; Clyde Hardin, Vice-President; Michael Beech, Karen Dill, Louisa Anderson, Cecil Bennett, Laurel Amabile, Clerk, Rev. Mark Ward, Lead Minister, ex officio. Absent: Judy

GREETINGS AND CHECK-IN'S **Meeting convened at 6:38 PM**

OPENING WORDS AND CHALICE LIGHTING - *Michael*

REPORTS AND REVIEWS

- **Approve May Minutes--**Michael moved that the Board review and send votes of approval to Ryan by Friday, June 4, 2021. Clyde seconded. Board approved.

- **What's Happening - *Mark***

  -HIghlights discussed were around changes in membership and the annual meeting.
  -The Annual Meeting 2021 will be conducted in a modified format similar to 2020 during the pandemic. The office staff will send a notification out to all members to provide the required 10-day notice. A page has been created on the UUCA website with the links to relevant content, and voting can be done online. A small number of hard copy Annual Meeting voting packets will be sent out. The votes must be received by June 15, 2021, by all means.

- **Safety Update - *Michael***
  Safety updates include the purchase of defibrillators for UUCA facilitators. There are options for consideration. The issue of communication between buildings is complicated because the the ones we have require a certain type of charger which is missing. The Safety Team is looking at other radios that have a charging base.

  Extreme events will require either evacuation (likely to behind 23 Edwin Place) or emergency attention on the spot, such as the need for a defibrillator, and window/coverings for sheltering in place.Additional signage and accurate floor plans for evacuation will be needed, instructions will be made available. A safety manual is currently being developed.

- **Interim Minister Update and Announcement - *Ryan***
  Ryan said the Rev. Cathy Harrington has been offered and accepted our invitation to be our 2-year interim minister. Ryan will be sending a communication introduction to the Board and out in the next UUCA Blog.

LOOKING BACKWARD/LOOKING FORWARD

- **Understanding Governance - *Clyde*** Our governance document directs us to evaluate our governance structure and function annually. This conversation will meet that expectation.
    - How have we understood the roles?
        - Board sets policy; the staff implements--have we successfully accomplished this structure?
        - Natalie Briscoe's recent recommendations about board development and succession by providing a binder of relevant governance documents to each member of the board.

    - How well do we understand policy governance?
        - Policy governance is not always easily understood. An orientation of new members is necessary and ongoing intentional use of the model as a useful tool by the board and staff could be beneficial.

    - What might we do to understand it better? To help new Board members understand?
        - We need to conduct a Board Retreat each year, provide relevant governance materials, and provide a focused orientation. This may require consultation with someone knowledgeable about Policy Governance.

- **Meetings, Agendas, Processes, Procedures - *Ryan***
    - What went right? What went wrong?
        - Direct conversations when needed--to address critical feedback, needs, and ideas for improving our work.
    - Did new roles help meetings? How might we improve their effectiveness?
        - Process Observer and Timekeeper roles were valuable and should continue.
        - Focus an intentional amount of time on the "important questions" we face, allowing depth.
    - What might we do to conduct better meetings? What might we do to help new board members feel equipped and encouraged to participate fully?
        - Encourage participation from all--at check-in time and during discussion/decisions.
        - Discover ways for Board members to be highly visible in the congregation.
        - Meeting timing--start on time, stay ontime, and end on time.
        - Resume 2-hour meetings, while streamlining as much as possible.
        - Know what our norms are and culture is as a Board--establish a covenant. (Karen referred to the UUA Board of Trustees' covenant on UUA.org)

- **Establishing Goals and Timelines - *Laurel***
    - What kind of process might we use to establish shared goals for the coming year?
        - Conduct a Board Retreat---yes, yes, yes
        - Set up a long-range plan, strategic planning--looking ahead
        - Encouraging the congregation to come back together--drawing people back in
        - Imagining what emerging after COVID--what will RE look like? One service?
        - Managing change as effectively as possible
        - One of our biggest tasks is reconstituting community--who is here? Here we are
        - Policy Governance as a tool and planning processes, which will help us to know ourselves deeply and advance our mission and congregation.
        - Creating hopeful possibilities and opportunities.
        - Getting ourselves and the congregation out into the community.
        - Commitment to racial justice, both internally and externally
        - Decision process for setting goals and work plan--facilitated retreat with Interim Minister.

    - What kind of process might we use to create a timeline/working plan for the coming year?
        - June--Annual Meeting and bringing new Board Members
        - Exit Interview process for Mark's departure--June/July?
        - July 10th--Farewell Party for Mark
        - July Social Events and opportunities to gather and see one another
        - Interim Minister begins in August--consult with Interim Minister on timing of retreat, considering the other entry tasks she needs to accomplish. Identify members of an Interim Transition Team.
        - Board Retreat before the end of September

GRATITUDE AND GIFTS The gifts have been ordered, but not yet arrived. This will mean outgoing Board members will be recognized soon. Cecil, Louise, and Judy will be departing.

CLOSING READING AND CHALICE EXTINGUISHING - *Michael*

Meeting adjourned 8:25 PM.

Respectfully submitted, Laurel Amabile

NEXT BC MEETING- Tuesday, June 29th, 2021 **NEXT BOARD MEETING - Tuesday, July 6th, 2021**