Minutes of UUCA Board of Trustees Meeting
Dec. 3, 2013

Trustees present: Gay Lambirth, President; Joy Christi Przestwor, Vice President; Martha Kiger, Clerk; Ann McLellan, Carol Shultheis, Melissa Davis, John Bates, Jane Bramham

Staff present: Mark Ward, Lead Minister

Consent Agenda:
Approve minutes from Nov. 5 Board meeting
Approved financial report
Consent agenda adopted

Second Minister Committee Recommendation –
Phase 1 complete with Committee's conclusion that congregation wants called second minister. The committee will: a) evaluate Lisa and review her duties; b) now work on feedback process; c) seek feedback from 10-11 focus groups invited to open meetings Jan 13, 14, 15, which Board *and Lisa* will attend; d) discuss anonymous vs. open feedback; e)decide whether or not to hold a congregational meeting in March to call.
Many questions about cost, which is budgeted.

Executive Report – "What's Happening" presented by Mark Ward
Planned Giving (PG)
There should be a process, stated in the by-laws, to tap money if there's an unusual event. We need an overarching principle and clarity on how such spending decisions are made. Should decisions be discussed by congregational meetings, or not? Both PG and Finance committees should address this. ***Money belongs to the congregation.*** *Popular opinion is that extraordinary spending should be decided by the congregation, rather than the Board or executive.*
Note, 25% of a bequest always goes to the capital fund.
Endowments – only interest, not principal, is used and usually no designation about how to spend $.
The Board considered proposing an amendment to the Bylaws which would define the endowment funds and the mechanism of approval of expenditures from same; these are currently spelled out in the Governance Document. The Board affirms the overarching principle that the funds belong to the Congregation. Input from Planned Giving and Finance will be sought.
Action -- John will set up a facilitated meeting between PG and Finance committees. He's trying to align with *by-laws* Governance Document.
Capital campaign – steering committee considering a project to improve disability access to foyer
Part-time Membership Coordinator -- No response yet

Governance

Current Board terms decided. Leadership Development team needs to nominate 1 person for 1 yr. and 3 people for 3 yrs. They should ask candidates if they are willing to serve and be an officer. *Question* Reviewed the new process for electing Board officers.

Three Year Term 2013 to 2016

- John Bates
- Martha Kiger
- Carol Shultheis

Two Year Term 2013 to 1015

- Jane Bramham
- Melissa Davis
- Joy Christie Przestwor (resigning June 2014)

One Year Term 2013 to 2014

- Gay Lambirth
- Ann McLellan
- Shel Altshul

Consider establishing Board practices, e.g. confidentiality.

Board Budget -- *How to spend? Could* Consider sending a Board member to GA, or training, or conferences with a portion of the $2500 remaining in the budget.

Task Force Updates

Naming Policy Committee – need another person in addition to Larry Hold and Beverly Cutter

Learning Community –

What is Strategic Planning?

Three questions: 1) Who are we? 2) Who should we be in conversation with? 3) What are we called to do?

How and who to will follow up on Beaumont workshop? Need to identify good strategic planners among attendees. **Action --** Joy will identify facilitator from region and meeting dates **Action --** Ann and Martha will identify those who may be good on team but didn't attend workshop

Executive Session and Meeting Evaluation

Minutes submitted by Martha Kiger, Clerk