



MINUTES

Unitarian Universalist Fellowship of Durango

Board of Trustees

9/13/2016 3:00 PM

Board members

Tom Miller, Vice-President | Donna Nelson, Secretary | Jim Dahlberg, Treasurer | K. Redford, Associate Treasurer | Susan Koonce, At-large | Rev. Katie Kandarian-Morris, Minister

Absent: Teresa Jordan, President

Visitors Tim Miller, Finance Committee Chair

Process Observer Rev. Katie

Tom Miller, Vice-President, is leading the meeting in the absence of Teresa Jordan, President.

3:00 Opening chalice lighting/reading

Check in

- Drop Box Tutorial. Jim Dahlberg. 2 short tutorials on Business Drop Box viewed with Q and A period. **Board members** should view tutorials and then schedule a session with JD to learn how to use Drop Box for Board business before the next BOT meeting, October 11. **Jim Dahlberg** to solicit input from Graham Smith for protocol for Drop Box. It will be especially helpful to have a packet for members to read before each Board meeting with the agenda, the minutes, and all reports that can be accessed through Drop Box.
- Discussion of Hotchkiss *Governance and Ministry: Rethink Board Leadership*, Chapter 6, Focus Question: Considering the practices suggested, how can we improve the effectiveness of our board meetings? Process of meeting, good vs great committees, determining what is important for Board agenda.
During the discussion it was agreed that Hotchkiss' "4 Questions to ask before every meeting" will be shared with Leadership Council.
- Consent Agenda adopted with exception of Strategic Planning Task Force Update which is moved to Business Items to discuss.
 1. Approval of Minutes
 2. Acceptance of Financial Reports
 3. Acceptance of Endowment Update
 4. Acceptance of Internal Financial Review Task Force Update
 5. Acceptance of Strategic Planning Task Force Update (not adopted, moved to discussion)
 6. Acceptance of FROLIC Update

Public Comment--None

Stretch BREAK

Business items

1. Minister's Report by Rev. Katie. Cost of retreat highlighted in report. **Rev. Katie** and Finance committee will discuss reconciliation of retreat finances. Board will need to assist in recruitment of Retreat coordinator. Terri R has created a retreat planning guide.
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2. BOT Board Covenant Revision. Discussion led by Tom Miller. Object of discussion is to agree on the wording. Rev. Katie recorded this part of the Board meeting for TJ who is not here. The sentences in the covenant:
 “We will practice courageous leadership, acting as role models for the Fellowship in all aspects of congregational life.” and “While practicing an attitude of abundance, we will be responsible stewards of the resources of our church.” address the recognition the Board members have to practice stewardship. The intent is to have a covenant that Board members in the future can use We will recite the covenant at the opening of the next Board meeting as we light the Chalice.
 3. Membership & Attendance Numbers & Implications. Reviewed by DN. Highest attendance in 2016 is 130. Average monthly attendance in 2016 through August is 108. DN will discuss with Hannah Dzubinski from Membership who will review procedures for adding new members and changing status of members with Felicia in consultation with Rev. Katie. We will review monthly attendance information including average, range, new members, and other changes in membership. Purpose is to carefully watch the trend. This monthly report will be part of the consent agenda.
 4. VANCO Update. The program development is in progress. Functionality is available to go live. Initially will be used only for pledges. VANCO interfaces with PowerChurch. Working with communication and marketing before rollout. VANCO will be specially useful for pledge fulfillment with recurring charges. The main negative is the cost (fees).
 5. K to send the Board update reports by email on Bookkeeper and counting procedures.
 6. Strategic planning task force update by Tom Miller. Bill Wallauer and Graham Smith have agreed to serve. Other names to consider were offered.
 7. Planning for Leadership Council Tuesday, September 20, 5:30

Bowman Hall is reserved

Food: K and Susan to coordinate

Rev. Katie and Susan to determine that all members of LC have been or will be invited.

Purpose of program is to share information from the Board with other UUFD leaders and for chairs and team leaders to have the opportunity to share with the leadership community.

Draft Program Agenda:

- Chalice lighting/reading
- Introductions
- Questions to ask before every meeting discussion by Board members. Include Governance/Ministry model in this discussion.
- RLLS alumni.
- New UU Workshops. Allison
- How can we better engage new members? Use interest inventory spreadsheet. DN to get copy of interest inventory spreadsheet to Tom. This can be used by committee chairs or team leaders to find members with interest in various areas.
- Closing words /Extinguish Chalice

Announcements

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- Potluck Dinner for Installation Guests, 5 p.m., Sat., Sept.24, Hayes' home. Food assignments to follow.
 - Installation Ceremony – 4 p.m., Sun., Sept. 25
 - Next Deep Chair Meeting. We will discuss facility needs, retiring mortgage, take-over apartment, Capital Campaign webinar. Tom will send the slides from the webinar. All agreed this is an ambitious discussion agenda and no book chapters will be discussed. 11 am -1 pm, Wed., Sept. 28, Donna's
 - Next BOT Meeting – 3 pm, Tues., Oct. 11
Process Observer Tom Miller
Snacks Jim Dahlberg

Closing Review by Process Observer. We are still dealing with developing best structure. Agenda needs to primarily have items of importance that need discussion with as many details as possible handled by the reports read by members before the meeting.

5:40 pm Chalice Extinguished. Closing Words.
