



# Meeting Minutes

BOARD OF TRUSTEES August 15, 2017

**Board Members Present :** Tom Miller, President | Susan Koonce, Vice-President | Vanessa Self, Secretary | K Redford, Treasurer | Kathleen Adams, At-Large | Rev. Katie Kandarian-Morris, Minister

**Opening chalice lighting/ reading Board Covenant** - Vanessa

**Check In**

**Consent Agenda** – Motion to approve carried

**Public comment** – None

**Financial Reports for July and End of the Year:**

Tim Miller provided written reports and a verbal summary. The fellowship is in good financial health. In the 2016-2017 faith formation (childcare) and ministerial expenses were over budget. There was also a large un-budgeted expenditure for the strategic planning summit. Other various line items were on target or underspent. We ended the 2016-2017 with a small carryover surplus. We contributed nearly a 10% of our budget to social justice “giving”.

The Social Justice Committee began selling T-shirts this summer for Indigenous People. The money has been passing through the committee – not the UUFD treasurer, and have not been being tracked on our financial reports. It was agreed that Tom will ask Bonnie and/or Betty to track and report funds collected to K Redford. The purpose is to help track our social justice impact.

**Strategic Plan Update**

BOT Members are asked to review the current version of the Strategic Plan and send any suggested updates or revisions in to Tom by Saturday (8/19). The BOT will vote to approve the Strategic Plan and work on prioritizing the plan at our BOT Retreat (8/24/2017). Suggested revisions today were:

- To remove the words “women and men” and replace with “people”
- To add a sentence about it being a “living document” that will be reviewed yearly by the BOT. This addition was agreed upon because the BOT is sensitive to the concerns that some members have raised about not feeling like the strategic plan includes their ideas or projects or that it is different than what they expected based on their personal experiences at the Strategic Planning summit.

### **Policy Questions – BOT background checks**

Tom will communicate with Teresa and will ask the Governance Committee to help draft the wording for a policy that addresses background checks for BOT members. The BOT agreed that the policy should include the following:

- 1) New board members should be required to receive background checks.
- 2) The frequency of repeat background checks needs to be determined. For example is someone was on the Board for multiple years in a row they do not need to do a background check every year. However if they are off the board for 5 years or more, then return to a board position, they would need to have a background check again.
- 3) The policy needs to include procedures regarding the collection and protection of the personal information, such as social security numbers and other information disclosed in the back ground checks.
- 4) Who, When, Where, Why, and How questions should be addressed and answered in the policy. (Who should receive backgrounds checks? When/ How often? Where (what service or provider will be used to conduct the check)?, Why – what is the purpose of conducting background checks on BOT members?, and How (Who will facilitate this process and make sure it gets done?)

### **Bowman Hall Renovation Update and Lift Funding Issue**

We received a chalice lighters grant to help pay for the lift up to the new offices in upstairs San Juan Bldg. (Bowman Hall). The grant will cover most of the costs associated with the lift, but not all. The BOT will get more detailed numbers and information about where the additional funds will need to come from to complete the project.

Tom will communicate with Shannon Orendorff and the communications committee about putting an article in the newsletter about the lift, our receipt of the grant, and about how people can learn more about and donate to Chalice Lighters themselves.

### **Update on Columbine Remodel**

The Columbine House remodel is nearly done and is expected to be completed by the end of this week. There was a water leak, but it has been fixed. Teresa Jordan is helping coordinate the move and decorating. She is working with Lisa McCorry and others as needed. John Schiffel has worked primarily on overseeing the renovations along with the contractor.

### **Update on 50<sup>th</sup> Anniversary**

The 50<sup>th</sup> Anniversary task force has noted that they may go over budget. Tom will let them know that as we get closer, they can inform the BOT of what the budget shortfall might be. With that information, the BOT can then authorize sponsorships or solicit event specific donations – all to be anonymous. Individuals will not be publically recognized/ thanked. A concern about how public recognition of financial contributions contributes to a culture of elitism was discussed. The BOT agree

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that encouraging anonymous donations was the best way to avoid this. Potentially private thank you notes or something could also be acceptable depending on what the task force wants to do.

### **Brainstorm task Group members – Facilities, Covenant, Mission**

BOT members are asked to send suggested names to Tom by Monday 8/21 for people to serve on the proposed Foundational Documents Task Force. The charge of the FDTF will be to

- Recommend a design (How To) process/ procedure/ plan
- Conduct the process as designed and agreed upon
  - Final Products
  - 1) UUFD Congregational Covenant
  - 2) UUFD Mission Statement

K Redford went to a seminar at GA and will share her recommendations of resources – to include Tom Shay's book- Writing Your Covenant.

Tom will write a draft charge for the task force.

### **Vote to Approve Committee Chairs**

The motion to approve committee chairs carried. Tom will post a current list of Committee Chairs in Drop Box

### **System for communicating gratitude, celebration, thanks**

Rev. Katie shared her and Lisa's experience of having people express frustration and discontentment following the "Appreciation Sunday" service. Some felt left out or underappreciated. This stimulated a conversation about some of the ways we might change both our congregational culture and attitudes about "appreciation" and "gratitude" as well as some procedural things we could do differently. It was decided that for the 2017-2018 church year, BOT recognitions will take place at a Leadership Council meeting. Also, the topics of "Appreciation" and "Gratitude" will be brought to the floor for exploration and input at the 1<sup>st</sup> Leadership Council meeting in Oct. The purpose will be to open the discussion about who we as a congregation and as leaders give and receive appreciation, show gratitude, and offer thanks.

Some other ideas discussed were:

To use the online service: TouchNote to write and sent online thank you cards.

For the BOT as a group or on assignment - to write/ sign cards on a monthly basis

Be intentional about listening to someone/ eachother

Offer warm smiles, words of thanks, eye contact

Other questions that were raised were:

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Who should be publicly recognized?

Who should be privately recognized?

Under what circumstances are formal thanks necessary?

In what ways should thanks/ appreciation be offered or shown? (e-card, card in the mail, gifts, words of thanks, public thanks, printed thanks, etc.)

Should staff, BOT, leaders, committee chairs, regular volunteers, Faith Formation staff and volunteers, and other groups or individuals all be treated the same when it comes thanks? The question also encompasses the need to determine what is equal vs. what is just.

### **Post BOT meeting times in weekly E-Announcements?**

The BOT discussed and agreed that BOT names and meeting times should be publicized in the E-Announcements, Bulletin, and on the Website.

Vanessa will send a note to the Office Administrator, Website Admin, and Communications Committee requesting that the above information be published in the agreed upon places.

### **DropBox Issues**

Tom will continue to work with Eb to fine tune and address problems. This month's problems included Vanessa's inability to access the new prereads folder. It was also noted that the Prereads folder had different names on different peoples systems.

### **Announcements:**

MDD District Meeting in Boulder 10/13-14

GA June 20-24 in Kansas City, MO

Tom and Rev. Katie will attend the MDD Conference. No other BOT members will attend.

It was noted that this may be a good year to encourage youth and members to go to GA because it is happening within driving distance.

### **Upcoming Meetings**

**Deep Chair Meetings** will be the 1<sup>st</sup> Wednesday of each month starting

October 10/4/2017 10 a.m. – 12 p.m. – Kathleen Adams house 603 E 9<sup>th</sup> St

November 11/1/2017 10 a.m. -12 p.m. – Tom Miller's house 4 Delwood Cir.

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The first **Leadership Council** meeting will be Thursday October 5<sup>th</sup> 5:30-7:30  
K and Susan will take care of Food and Drinks

**BOT Meetings** will be the 3<sup>rd</sup> Tuesday of each month

Next meeting Snacks	<b>Tom</b>
Next meeting Beverages	<b>K</b>
Next meeting open/close words	<b>Kathleen</b>
Next meeting process observer	<b>Katie</b>
Closing Review by Process Observer	
Extinguish Chalice – Closing Words	