



# Meeting Minutes

## BOARD OF TRUSTEES

### November 14, 2017

Chalice Lighting – Elizabeth Long

Covenant – Elizabeth Long

Process Observer- Susan Koonce

Consent Agenda - Approved

Public Comment: N/A

**Minister's Report:** Rev. Katie provided written report in advance. Additional commentary was provided about the Safety Meeting – Monday Nov 20<sup>th</sup>, Tom and possibly Dennis Brown (Risk Management) will go with Rev Katie.

In addition, the recent meeting of Environmental Justice team was well attended (9+ people). Focus is on recycling in the short term and also the strategic plan was passed out. A leader or co-leaders of this team are needed. It is hoped that as the team continues to work together, people will step forward into leadership positions.

#### **Finance Report:**

\*Issues related to Water Bill (Lawns/ Landscape issues need to be considered, Sprinkler Systems age and need for on-going repair and replacement need to be on the BOT and Building and Grounds radar and need to be looked at in the spring.

\* A motion passed to approve the transfer of funds from the "Old Frolic" line item to Building and Grounds to allow for payment of unexpected water leak expenses and provide for potential necessary future expenditures during this fiscal year.

The BOT voted to approve the transfer of \$1168.14 from old Frolic to cover the completion of the playground safety project.

#### **Draft Charge Discussion for Capital Campaign Task Force – Motion made by Elizabeth**

One correction to the Draft Charge document – Hospitality Committee corrected to Hospitality Team

Motion carried

Discussion ensued about how to staff and who to ask to serve on this team?

\*Ministry, Leadership Development, Tara as Membership Life Coordinator, Membership Team – these groups may be good resources to help us come up with individuals to ask to serve.

\* Means of recruiting: Public announcements – open invitation – Communications Campaign involvement

Desired traits:

- Trusted, honored, known
- Previous capital campaign experience
- Confident
- Extroverts

*Tom will write newsletter article, and e-blast, and bulletin. Susan and Tom will work together to find members for this task force.*

**Vote to revise strategic plan Goal III Objective B #1 (Two services issue) – approved**

- Write a charge, Teresa will write a draft within the next couple weeks (The need for short and long term solutions will be noted as the necessary work of this task force.)

**Review and approve Charter for Mission/Covenant Task Force-** Document was discussed and will be reformatted (by Vanessa) and submitted for further review via DropBox.

**Transfer of Equal Exchange Leadership** – Janice Taylor will continue her work through December and would like to “retire” and have someone new take over. She is willing to continue as a consultant. She provided information regarding the history of the Fair Trade Equal Exchange program at our Fellowship. It was started by Mo and Paul Malisewski in 2006. The Equal Exchange is a special program international program that helps ensure sustainability and fair wages. Rev. Katie will continue to work with Janice and the Social Justice Team to help with this transition.

**Reflection on Safety Issues** – Recommendation from Risk Management Committee to lock and monitor Sanctuary front doors during services, this is a change that is acceptable to the BOT. Implementation and timeline were not discussed.

Other issues:

- From Church Mutual- Armed Intruder Webinar Series and other videos and webinars (Tom will forward links to BOT). *BOT will watch videos before December meeting.*
- Congregational communication who to tell, what, when, why, how?
- Communication between buildings- phone systems
- Training coming up on Monday – Nov 20<sup>th</sup>, Katie and Tom will report any pertinent info to BOT from this meeting.
- Creating a plan and communicating with others outside the fellowship (like police, fire)
- Determine who is in charge and who will do what
- Ongoing training/ recurring training to keep “buy in” and compliance with procedure compliance.

*Vanessa will write a newsletter article about safety and e- bulletin.*

\*Eb asked for some time on the agenda to discuss the move into the new office space. Given his travel schedule, limiting his availability to help with IT installation and troubleshooting in December, and Rev. Katie's and the Staff's busy December schedule, it was decided to postpone the move until after the first of the year.

\*Kathleen reported that the Beat the Carpet fundraiser netted \$1103, a bit over her goal of \$1000. The Board expressed their gratitude for Kathleen's efforts. That covers about 20% of the cost of the carpet.

\*Susan as process observer noted that there was good participation, no interruptions, that we continue to strengthen our bonds through active and honest communication, and no disconnects or misunderstandings. The agenda items were mostly appropriate, though it was noted that, while it was good for the Board to be able to acknowledge Janice Taylor's contributions to the Fair Trade table in person, the item was more appropriately referable to the Social Justice Team. The elephant in the room seemed to be addressed by the question: how many task forces can we tolerate?