



Board of Trustees  
**Minutes**  
July 21, 2020  
Online Meeting

**Board Members Present:** Frank Lockwood, President; K Redford, Vice-President; Teresa Jordan, Secretary; Rachel Lasiewicz, Treasurer; John Redemske, Member-At-Large

**Board Member(s) Absent:** Rev. Katie Kandarian-Morris, Minister

**Vistor(s):** None

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**4:02 Meeting called to order** by Frank Lockwood( FL). Opening words ready by FL. Chalice lit by FL. Board Covenant read by Rachel Lasiewicz (RL). Process observer role assigned to K Redford (KR).

Teresa Jordan (TJ) requested the Board **review the covenant** at a future meeting.

**4:05 Check-in completed**

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**4:10 Consent agenda**

***Motion to move Treasurer's Report to from Consent to Business agenda by John Redemske (JR). Seconded. Motion carried.***

Minutes with name correction and Membership Report with question on dates were accepted by consent. No Minister's Report this month since Rev. Katie Kandarian-Morris (KKM) is on vacation.

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**4:15 Public Comment** None

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**Business agenda**

**4:17 Treasurer's Report** by RL. Final numbers were received only yesterday. Finance Committee is investigating differing reports from Breeze and Quickbooks software. Transfer of user names and passwords to RL is in process. Questions and comments: TJ shared Finance Chair Tim Miller's request that monthly Board of Trustee's (BOT) Meeting be scheduled during 4<sup>th</sup> week of the month to allow sufficient time for Finance Committee to collect and evaluate all financial data for previous month. FL asked that a 1/12 column be added to the Budget vs. Actuals Report. **RL plans to add a balance sheet and consider a clean-up of the chart of accounts.** Finance Committee agrees and will assist with these efforts. BOT welcomes having a professional accountant on the Board. ***JR moved to accept Treasurer's Report. Seconded. Motion carried.***

**4:20 Facilities use during pandemic** FL shared a draft of Pandemic Policy Task Force Charge and solicited editorial input from Board members. ***RL moved to approve. Seconded.*** Discussion raised questions regarding representation on the task force and meeting changing conditions. Statements were added to address these issues. ***RL revised her motion to accept the charge with revisions. Seconded. Motion carried.*** **FL will email charge as drafted for Board Member's additional comments** before distributing the charge to potential task force members.

**4:48 Committee & task force vacancies**

TJ has resigned as Governance Committee Chair due to demands of Board service. JR will review policies on chairing committee while simultaneously serving on the Board and will begin looking

for new chair. Other committee vacancies include Stewardship Co-Chair and Personnel Committee. Board needs to confirm Chair of Leadership Development/Nominating Committee. Task force vacancies include Open Questions, Financial Practices Assessment, and Healthy Congregation. **FL and TJ will work on list of vacancies** for the Board to review. RL suggested using newsletter to announce vacancies.

#### **4:59 BOT meeting schedule**

The Board Retreat has been scheduled for an online gathering on the evening of August 21 and the morning of August 22. Rev. Amy Rowland has agreed to facilitate. **KKM and FL will finalize details** with her in early August.

Board members agreed monthly meetings will be the 4<sup>th</sup> Tuesday each month from 4-6p, **pending this time slot is acceptable to KMM**. Next Board Meeting is scheduled for August 25, 4-6 pm.

Board members agreed Deep Chair sessions will be on the 3<sup>rd</sup> Tuesday of each month from 4-5p, **pending this time slot is acceptable to KMM**. Next Deep Chair is scheduled for August 18, 4-5 pm.

The Board will discuss the Leadership Council schedule at the Board Retreat.

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#### **BREAK** None

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**5:08 Process observation report** by KR. Participation okay. Tasks were evenly distributed. Extra time was spent on Treasurer's Report and pandemic policy, suggesting Board may need to take a broader stroke. Any conflict was handled with humor. Several interruptions occurred due to already knowing each other so well. No elephants-in-the-room were identified. FL commented that working with a process observation is unique in his experience and noted the importance of attending to each other's feelings on this board.

**5:11 Strategic Plan & Mission review** To be discussed at retreat.

JR suggested BOT review reports from leaders summarizing where we are now in addressing goals of the Strategic Plan. **Board members will email to FL suggestions of leaders** who could provide reports. **FL will send requests for reports** on July 31 to those leaders. Reports from leaders will be due to the Board by August 14 to allow sufficient time for **review prior to BOT Retreat**.

**5:20 Faith Formation Safety Policy Draft** Faith Formation Director Sara Sautter and Julie Jordan are currently working on revisions for the Board to consider at the August Board Meeting.

**5:22 Volunteers for next meeting: Aug 25, 4-6p**

**Opening Words KKM/Closing Words RL/Process Observer KR/Read Covenant JR**

#### **5:23 Announcements**

FL welcomed RL and JR, members new to Board service.

KR thanked Board members for short bios for inclusion in the August newsletter. She requested revisions be sent to her as soon as possible. Newsletter deadline is July 25.

TJ encouraged Board members to update their church director information in Breeze with a photo. **TJ will send upload instructions to Board members.**

**5:28 Closing words & extinguish chalice extinguished** by FL

#### **5:40 Adjourn**

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Note: *Formal motions appear in bold, italic font. Action items appear in red font.*

Respectfully submitted by Teresa Jordan, Board of Trustees Secretary

Date approved by the Board of Trustees: August 25, 2020