



Board of Trustees
Minutes
December 16, 2020
Online Meeting

Board Members Present: K Redford, President; Terri Reherman, Vice President; Teresa Jordan, Secretary; Rachel Lasiewicz, Treasurer; John Redemske, Member-At-Large; Rev. Katie Kandarian-Morris, Minister

Vistor(s): Graham Smith

4:06 Meeting Called to Order by K Redford (KR). Rev. Katie (KKM) read opening words and lit chalice. John Redemske (JR) read Board Covenant. Process Observation Form was reviewed, and Board was reminded of each member's responsibility to contribute to process observation.

4:08 Check-In was completed by all present.

4:11 Consent Agenda: October 2020 Board Meeting Minutes and Faith Formation Report

4:12 Public Comment. None.

Business Agenda

4:13 Minister's Report. Discussion: New Technical Director position needs line item added to budget. **Board needs to ask Finance Committee to suggest mid-year budget adjustment.** Staff desires more software permissions. Information Technology (IT) Committee cautioned this need be balanced with security concerns. KR and IT Committee member Graham Smith suggested more conversation is needed. Rachel Lasiewicz (RL) agreed that larger discussion would be useful. RL questioned if KR should recuse herself from IT discussions as her husband is IT Committee Chair. JR reminded Board that we were off-topic.

4:25 Treasurer's Report. RL reminded **Board members to look through all tabs of finance report, especially the monthly comparison tab.** Finance Committee is busy addressing bookkeeping improvements. Using Quickbooks to create reports has reduced bookkeeper's time. Pledges are now on-budget after receiving large lump sum pledge. Credit card closing date has been moved to earlier in the month, which should help in getting out timely reports. Building & Grounds repaired running toilets, which may have contributed to high water bills.

4:30 BREAK

4:35 IT Committee Report. IT Committee member Graham Smith (GS) was present to answer questions about handing off software roles from the committee to staff. Staff has been assigned administrator roles for Breeze Church Management, Office 365 OneDrive (file storage), and the website. A web manger has been contracted to maintain the website. **The budget needs an update to account for the new expense of the web manager.**

In recent years, UUFD made substantial progress in software and hardware improvements by:

- switching from Power Church to Breeze Church Management;
- converting website to UUA theme with the dedication of retiring committee member;
- installing updated hardware to create a robust/reliable WiFi system on UUFD campus;
- improving electronic storage of records; and
- transferring administrator roles from IT Committee members to staff.

IT Committee has concerns regarding security risks: malware, theft, phishing, potential breeches, and using personal computers on UUFD's network.

Staff feels they need more software permissions, and they are forced to create “work-arounds” to do their jobs. GS recognized a need for greater communication between IT Committee and staff. According to the UUFd Governance/Ministry Model, the committees report to the Board and the Board communicates with the Minister who is also the Chief of Staff. Staff is frustrated that model is not being used and that others assign them tasks. There was discussion that TR reach out to the Chief of Staff, IT Committee, and Finance Committee and share her learnings with Board members. RL suggested the **Board explore this issue at the next meeting.**

GS suggested that new volunteers are needed to serve on the IT Committee. To help repopulate the committee, Teresa Jordan (TJ) suggested the Connections Coordinator’s database on members’ interests may be a help. If volunteers cannot be recruited, GS warned that we may need to contract services. **RL asked IT Committee for an estimate of a budget requirement for contract consultant(s).** KKM stated this expense would come from Communications line item.

IT Committee volunteered to draft a “users confidentiality agreement” for Board consideration. KR suggested such an agreement may be a good idea for individuals working with Finance Committee and Stewardship Committee, too.

GS noted that Office 365 is difficult to use on older computers.

RL lead the Board in thanking the committee for their work.

5:05 Mission Statement Follow-up

JR suggested Board discuss this item at the January Deep Chair.

5:10 Healthy Congregation Committee (HCC)

Terri Reherman (TR) researched and learned about healthy congregations. She contacted Sara Gibbs-Millspaugh, Pacific Western Region Congregational Consultant. TR liked the charter from Northlake. TJ pointed out that the Board has already approved a charter after much thought and consideration. KKM provided some background: Healthy Congregation Committee is intended to have a strong educational component to promoted healthy communication and, with the congregation, to develop a behavioral covenant. It is not just about conflict resolution.

TJ suggested **Board members review UUFd Healthy Congregation Charter. TR will contact those on previously approved list to determine their willingness to serve on the committee, then she set up a January meeting with PWR Consultant.** KKM clarified the behavioral covenant concept. TJ suggested we **ask PWR Consultant about Healthy Congregations “how-to” manual** developed by Tandi Rodgers. **TR will research and share examples of behavioral convents.**

5:30 Process Observation

Board spent a long time on IT matters. Zoom formats can be difficult to interrupt. Some IT conversation seemed avoided (elephant in the room). Was information being held in secret among IT/staff/Finance? Touchy issue. Is the Board or IT responsible to set security?

5:48 Next Meeting Assignments

Opening Words TR; Covenant TJ; Observation JR; Closing Words TR

5:49 Closing words were read and chalice was extinguished by KKM.

5 :50 Adjourned

Upcoming Meetings

Deep Chair – Tuesday, January 12, 4:00-5:00pm

Board Meeting – Tuesday, January 19, 4:00-5:30pm

Leadership Council – Thursday, January 21, 6:00-7:30pm

Respectfully submitted by Teresa Jordan, Board of Trustees Secretary

Date approved by the Board of Trustees: January 19, 2021