



Board of Trustees
Minutes
January 19, 2021
Online Meeting

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

Vistor(s): Nancy Burpee, Sara Sautter

4:02 Meeting Called to Order by K Redford (KR). Terri Reheman (TR) read opening words and lit chalice. Teresa Jordan (TJ) read Board Covenant. John Redmeske (JR) will complete the Process Observation Form.

4:05 Check-In was completed by all present.

4:10 Consent Agenda: JR requested Faith Formation Report be moved to Business Agenda for discussion. December 2020 Board Meeting Minutes and Membership accepted.

4:12 Public Comment: None.

Business Agenda

4:12 Minister's Report: Discussion: Technical Director is averaging 4.5 hours per week. Unspent funds in Faith Formation Childcare line item can be shifted in budget to pay this salary. There was an unscheduled meeting on campus and an exterior door was left open. Personnel Committee is rewriting position descriptions, and a Music Director role will be assigned in the future.

4:35 Treasurer's Report/Budget Review: Finance Committee requested preapproval by Board to apply for second draw of Payroll Protection Program (PPP). ***TR moved that Finance Committee be approved to apply for another PPP loan. Seconded.*** Discussion: Loan could be forgiven. UUFD is eligible. Finance Committee will determine timing of application. ***Motion passed.*** TR expressed that application should be made only if funds are needed.

Note Operating Income and Non-Operating Income are now on the same report.

Correction to report: "IT Chair leaving" should be "IT member leaving."

What is status of FROLIC? Timing should not conflict with Pledge Campaign. **Board will consider status of FROLIC in the future.**

4:40 Faith Formation Safety Policy Communications: ***TJ moved to approve an amendment to the Faith Formation Safety Policy as proposed by the Interim Faith Formation Director:***

Section H: Only the minister and the Director of Faith Formation may communicate directly with children via phone or text. UUFD adult staff and volunteers may not communicate directly with children via phone or text.

Seconded. Discussion: Faith Formation Safety Policy assumes a communication policy already addresses when to copy to or "cc" email messages with a statement such as "If email is used to communicate directly with children, the email will be cc'ed to Minister or FF Director." ***Motion passed.***

Board agreed to consider a communication policy be added to the Board Policy Manual.

4:45 Address Change for Mail: ***TJ moved to change UUFD's mailing address from 419 to 435 San Juan Drive.*** ***Seconded.*** Discussion: Is staff prepared to notify all business contacts of

address change? **Motion failed.** Building & Grounds Committee will consult with Minister on steps to consider how to improve mail security.

5:10 BREAK

5:13 Healthy Congregations Committee (HCC) Follow-Up: TR reported that Jim Brooke and Laurie Meininger agreed to serve on HCC, and Kathleen Adams agreed to serve through initial start-up. **Board will consider additional members to populate this committee during Executive Session.**

5:20 Software Privileges Policy Draft: **TR moved approve policy as written.** Seconded. Discussion: Need to define terms in more detail. Roles rights and responsibilities? What are implications for specific software packages? KR recused herself from further discussion and vote, so Vice-President presided over this vote. **Motion passed.** KR resumed her role as presiding officer of the meeting.

5:34 Confidentiality Agreement: KKM shared that staff already has confidentiality agreement as a condition of employment. **Board agreed to redraft proposed agreement as a covenantal agreement, not merely a business (legal) agreement.** TJ & KKM will draft a more covenantal agreement for the Board's consideration.

5:54 RL left meeting.

6:00 Leadership Council Planning: KR shared email message to Nancy Bowen, consultant for the January Leadership Council. KR asked for help to answer Nancy's questions: ideas for vision and how to get information to and from congregation? All need to understand the difference and connection between vision and mission. **TR will reach out to Bonnie Miller and Lisa McCorry to serve as Zoom assistants for the meeting.**

5:30 Process Observation Report by JR. Lots of time spent on Minister Report. Agenda was too ambitious for time allotted. Agenda items were appropriate. Conflict was well handled.

5:35 Summary of Action Items: Secretary summarized Board action items.

5:48 Next Meeting Assignments: Assignments were not made.
Opening Words; Covenant; Observation; Closing Words

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

6:14 Adjourned

6:26 Executive Session

6:30 End

Upcoming Meetings

Leadership Council – Thursday, January 28, 6:00-7:30pm

Deep Chair – Tuesday, January 16, 4:00-5:00pm

Board Meeting – Tuesday, February 23, 4:00-5:30pm

Respectfully submitted by Teresa Jordan, Board of Trustees Secretary

Date approved by the Board of Trustees: February 23, 2021