



Minutes
Board of Trustees Meeting

4:00- 6:00 pm
Zoom only

ATTENDANCE & DISTRIBUTION

NAME	ROLE	EMAIL	ATTENDANCE
BOARD of TRUSTEES			
Steve Govreau	President	president@durangouu.org	Yes
Jill Bystydzienski	Vice-President	vicepresident@durangouu.org	Yes
Carolyn Miller	Secretary	secretary@durangouu.org	Yes
Mark Swanson	Treasurer	treasurer@durangouu.org	Yes, via Zoom
Sherod Beall	Member-at-Large	mal2@durangouu.org	Yes
Beth Connors	Member-at-Large	mal1@durangouu.org	Yes
Rev. Barbara Coeyman	Minister	intmin@durangouu.org	Yes
GUESTS			
Tim Miller	Recorder, Finance Chair	ztrm02@gmail.com	

MINUTES

	ITEM	DISCUSSION	ACTION	BY
1	MEETING CALL TO ORDER	Time: 6:03 pm		Steve G
1a	Opening words / Chalice lighting			Carolyn M
1b	Reading Board Covenant			Steve G
1c	Assign Process Observer			Jill B
1d	Board Check-in	How can I be a better board member?		ALL
1e	Consent agenda	1. July 25, 2023 Board of Trustees (BOT) Minutes approved by email. 2. Treasurer's Report (includes end-of-year report) 3. Approval by email of new Transition Team Members Teresa Jordan and Kathleen Adams MOTION to accept Consent Agenda: 1st Jill B. Seconded. Passed.	MOTION	
1f	Review Action Items from Previous meetings	1. BOT review Board Policy Manual for content, not format, and track any changes. See Agenda Item 4. Pending. 2. Steve G will draft a communication from the BOT to Rev. Barbara, Faith Formation (FF) Coordinator, and chairs of MSC concerning FF and childcare.	Pre-read	All Steve

		<p>Completed. 3. MORTGAGE BURNING: Steve G will write Membership and Stewardship about an inclusive celebratory dinner in Fall 2023. Response from Carroll Groeger, Membership Team, and Kathleen Adams, Stewardship Committee, is to push this back until these committees are not so busy.</p> <p>Pending. 4.Contact Office Administrator (OA) to add Board Retreat to church calendar.</p> <p>Completed. 5.Mark will ask Tricia Bayless, Finance Clerk, to send out one more reminder to those who have not fulfilled this year's pledge.</p> <p>Unnecessary: we've received ~\$10,300 already in Prior Year Pledges which exceeds the \$3500 FY24 PYP budget. Also, note that these late arrivals raise the effective Fy23 pledge fulfillment total to 96%.</p> <p>6.Thank you notes were sent to A/V volunteers Dan Carlson, Dennis McClure, and Tom Miller.</p> <p>Completed.</p>		Steve Steve Mark Carolyn Mark
2	Welcome of Public Attendees	Tim Miller, recording the Minutes.		
2a	Proposed topics discussion	<p>1.Consideration of appointment of Dan King to the Healthy Congregation Committee (HCC).</p> <p>2.Approve February 28, 2023 BOT Minutes.</p> <p>3.Note: September 28, 2023 BOT meeting will start at 6:30 pm following a Ministerial search Committee (MSC) focus session with the BOT at 5:30 pm.</p> <p>4.Pre-reads are due the Friday before a BOT meeting. Agenda is due to OA by Wednesday the week before a BOT meeting.</p>		
2b	Motion to add to Other Business	MOTION: Add the 3 items referenced above. 1st Beth. Seconded. Passed.		
3	Minister's Report		Pre-read	Rev. Barbara
3a		<p>Suggested a Commitment/Covenanting Ceremony between the BOT and the congregation during worship on September 17, 2023, and include the children.</p> <p>Also, she suggested the same ceremony between the MSC and the congregation during worship on September 17, 2023, and include the children. She has a special chalice she will give to the MSC.</p>		
3b		<p>A Covenant Project will be offered during the Fall 2023 over 4 sessions, with an all-church read on repentance and repair. The Transition Team is working on this.</p> <p>Rev. Barbara will take her remaining 6 days of vacation in the next couple weeks (over the weekends). She is available for consultation while she is away, but she doesn't have access to her durangouu.org mailbox. Use revbarbarac@comcast.net address instead.</p>		
3c		Personnel matter.		
4	Board Policy		Pre-read	Steve

		<p>Discussed whether Board Policy Manual (BPM) is ready for uploading to Google Docs as-is. Answer: Probably not</p> <p>ACTION: A working subcommittee, Sherrod, Steve, Mark (Sec. B), and Jill, will review the whole manual in October, revise it, and the Board will approve at the November BOT meeting. The various committees and teams will review their Charters and submit changes.</p> <p>ACTION: At the next Leadership Council Meeting in September, Steve will ask all committees and teams to review their charters as soon as possible.</p> <p>Risk Management Committee needs people, and the charter needs work. Shooter safety needs to be addressed at UUFD. Sherrod mentioned a UUA National Safety Training workshop on October 21, 2023. The Plano, TX UU church has had threats of violence.</p> <p>ACTION: Steve will ask Bill Wallauer, Lisa McCorry, and Donna Nelson if any policies exist for Risk Management Team.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>	<p>Sherrod, Steve, Mark, Jill</p> <p>Steve</p> <p>Steve</p>
5	UUFD Filing System Policy Draft		Pre-read	Steve
		<p>This draft (8/22/23) is accessible to the BOT in a working Google file. Items number 8 and 9 are of the most concern. Item #10 All files will be stored digitally, storing only paper files necessary for taxes. Digital files will be backed up monthly. Item #5 Common Document Types: deleted. New Item #5 Record Retention is in progress and will be voted on later.</p> <p>MOTION: Approve the UUFD Filing System Policy, except Item #5, which will have further review. 1ST Beth. Seconded. Passed.</p>	MOTION	
6	Healthy Congregation Committee	Appointment of Dan King to the HCC.	Email	Steve
		<p>MOTION: Approve appointment of Dan King to HCC. 1st Sherrod. Seconded. Passed.</p> <p>Discussion covered his being a new member, male, younger, and that everyone on the team is new to the committee.</p>	MOTION	
7	BOT Minutes	Approve February 28, 2023 BOT Minutes		Carolyn
		<p>MOTION: Approve February 28, 2023 BOT Minutes. 1st Beth. Seconded. Passed.</p>	MOTION	
8	September BOT Meeting			Steve
		<p>Next BOT meeting starts at 6:30 after MSC meeting with BOT.</p> <p>ACTION: Steve will notify congregation of changed Sept BOT meeting time calendar and Town Hall</p>	ACTION	
9	Closing of Meeting			

12a	Process observation report			Jill
12b	Summary of Action Items	<p>1. A working subcommittee, Sherrod, Steve, Mark (Sec. B), and Jill, will review the Board Policy Manual in October, revise it. Board will approve at the November BOT meeting. The various committees and teams will review their Charters and submit changes.</p> <p>2. At the next Leadership Council Meeting in September, Steve will ask all committees and teams to review their charters as soon as possible.</p> <p>3. Steve will ask Bill Wallauer, Lisa McCorry, and Donna Nelson if any policies exist for Risk Management Team.</p> <p>4. Steve will notify congregation of changed Sept BOT meeting time calendar and Town Hall</p>		Carolyn
12c	Closing words / Extinguishing Chalice			Beth
12d	Next Meetings	<p>Deep Chair: Tuesday, 19 September, 6:00-8:00 pm</p> <p>Board meeting: Tuesday, 26 September 6:30 – 8:30 pm.</p> <p>MSC Focus Group Discussion with BOT: Tuesday, 26 September 5:30 – 6:30 pm.</p>		
12e	Adjournment	Time: 8:30 pm		

Recorded by Tim Miller.

Respectfully submitted by Carolyn R. Miller, Board of Trustees Secretary.

Date approved by Board of Trustees of UUF: August 27, 2023.