

Minutes for USSB Board of Trustees Meeting 12/16/14 (Bart Woolery, recording secretary)

Attendees: Carol Schwyzer, Board President; Colin Jones, Vice President; Bart Woolery, Secretary; Susan Neufeldt, Craig Bennett, Charlene Little, Susan DuPont, Melinda Staveley, Treasurer; Susan Plummer, Rev. Lee Bond-Upson, Interim Senior Minister; Julia Hamilton, Associate Minister; Erin Wilson, Director of Administration, Process Checker: Chuck Wolfe, Visitor: Keith Strohmaier

Time Keeper & Parliamentarian & Recording Secretary: Bart Woolery

I. Opening, Check-In: 5:32

II. Open Forum (none)

III. Consent Agenda (acceptance passed): Board Meeting Minutes – November 18, 2014

IV. Written Reports (receipt acknowledged & passed as noted): Executive Report, USSB Drafted Governance Policies Update, USSB Drafted Governance Policies Update, Financial Dashboard, Long Range Plan (moved to new business item C), President's Memo (moved to new business item J), Budget Process/LRP Calendar, Draft Bylaws

V. (stricken)

VI. Old Business:

- a. USSB Drafted Governance Policies Update: Susan N. reported some typos and grammaticos fixed, these draft policies have been accepted previously
- b. Review of Bylaws Draft Revision, draft revision accepted with removal of "membership" from article 6
- c. Reports from Stewardship Visits: only one report from Julia and Charlene, board members to confirm visiting dates in January

VII. New Business:

- a. No reports removed from consent agenda, two written reports moved to new business as noted in IV
- b. Review Audit: auditor is reporting a clean audit with the exception of a small issue concerning endowments and restricted donations (see FC minutes for an in-depth discussion), this item is expected to be resolved soon
- c. Approve/Review Long Range Plan: Julia/Erin/Lee made some relatively minor changes to the existing plan which is intended to be a living document, its current purpose is to aid in the budget process. Board members to suggest changes if they see any needed.
- d. Approve application to the City for CDBG funds (removed by staff)
- e. Budget Planning Calendar, Board Priorities: calendar reviewed, staff suggesting board should come up with budget priorities as they see them (not necessarily ranked), Carol to send tickler e-mail to board members for their suggestions
- f. Process for selection of 2015-16 Board President: process received in the board packet, Carol to canvass current board members for possible nomination(s)
- g. Policy Governance, Bylaws Calendar & Plan: Craig Bennett gave handout delineating some recommendations for initial communications regarding the by-laws, the current committee is ad hoc, focus is on communication
- h. Compensation for Assistant Minister: the congregational record has been placed with the Search & Settlement website, using Geo Index 5 salary range is tentatively set at \$57-65K. Job description is in process & will post in January. A targeted meeting with key players is planned for January 18 with Ken Brown to deal with issues around ministerial transition.
- i. Assistant Minister Task Force: slate of Ken Ralph, Keith Strohmaier, Jody Thomas, Chris Shorb, & Charla Bregante approved for this effort (Julia will also participate closely). Carol passed out a calendar for the search process.

VIII. Oversight:

- a. Financial Dashboard (nothing to highlight)
- b. Finance Committee Meeting Minutes – December 10, 2014 – Melinda Staveley reports that some distrust was expressed in the meeting, some tools will be developed to help people understand finances

IX. Process Observations: Chuck observed that more attention should be paid to the clock as some items were over the allotted time, recommends that the process checker should be on the distribution list for the board packet items, otherwise business was conducted in a civil and productive manner

X. Closing Reading and adjournment: 7:46