

Minutes for USSB Board of Trustees Meeting, 1/20/15

Attendees: Carol Schwyzer, Board President; Colin Jones, Board Vice President; Bart Woolery, Secretary; Melinda Staveley, Treasurer; Charlene Little; Susan DuPont; Susan Plummer; Susan Neufeldt; Craig Bennett; Lee Bond-Upson, Interim Senior Minister; Julia Hamilton, Associate Minister; Erin Wilson, Director of Administration; Andrew Rose, Process Checker; Keith Strohmaier, Board Liaison from the Assistant Minister Task Force

Time Keeper & Parliamentarian: Bart Woolery

Recording Secretary: Craig Bennett

I. Opening, Check-In: 5:30pm

II. Open Forum

No attendees.

III. Consent Agenda

Nothing removed from consent agenda.

a) Board Meeting Minutes – December 16, 2014

** Motion to accept consent agenda (Melinda) – Approved

IV. Written Reports (receipt acknowledged & passed as noted)

a) Executive Report

Moved to new business.

b) Financial Dashboard

c) Finance Committee Meeting Minutes: December 2014 & January 2015

January not available yet - unable to accept/acknowledge.

d) Process Considerations for Electing 2015-2016 Board President

e) Assistant Minister Job Description

f) Clergy Housing Allowance

g) Org Chart for Staff 2015-2016

h) Board Budget Priorities

i) Board Priorities and Calendar

** Motion to acknowledge reports (Craig) – Approved

V. Old Business

No changes made to old business.

a) Reports From Stewardship Visits

Discussion of status, potential changes for specific member visits. (Bart, Craig)

b) Policy Governance, Bylaws Calendar & Plan

Craig, Bart, Carol will work on communication text.

Melinda volunteered to edit the final text.

Julia would like to review before it is finalized.

c) Selection of 2015-2016 Board President

Carol will not serve as President next year

Melinda is the only candidate for the position

** Motion to approve Melinda by acclimation (Charlene) – Approved

VI. New Business

a) Reports Removed From Consent Agenda or Written Reports

a) Executive Report

Suggestion to move to one service until 90% (257-260) of the Sanctuary is regularly full.

Board discussed a number of tradeoffs between two vs one service.

Clarification that the number of services is a ministerial decision.

- b) Budget Planning Calendar, Board Priorities
 - Board submitted their priorities via email.
 - Top priorities: UUA/PSWD fair share, staffing support, religious education.
 - Important Priorities: debt payments, website support, assistant minister search, continued music support, infrastructure improvements.
- c) Assistant Minister Task Force
 - Julia and Erin will decide on a budget for the new position.
 - Job description has been posted.
 - Congregational packet is being formed.
 - Task force is reviewing Ministerial Records.
- d) Assistant Minister Job Description & Salary Range
 - Job description was presented to the Board.
 - Julia confident we can find someone of high quality.
 - Salary will be slightly higher than planned, but is offset by not having part-time RE coordinator.
- e) Stewardship Leadership
 - Susan DuPont is not leaving Stewardship Committee, but is exiting leadership.
 - Hopeful she can make an announcement soon about a successor for the annual campaign.
- f) Board Policy Committee & Board Communications Committee
 - Carol requested help with Board communications.
 - Susan Plummer and Susie DuPont are pitching in.
- g) Membership Renewal
 - Revised total USSB membership number will be ready at the end of January.
 - Board must approve the final number once it is prepared.
 - Final count is due to the UUA on February 2nd.
- h) Approval of Clergy Housing Allowance
 - ** Motion to approve Clergy Housing Allowance Reports (Bart) - Approved
- i) Finance Charter and Financial Policies Writing
 - Bart and Melinda will create a new description of the finance committee charter.
 - There is a need to clarify the role and function of the finance committee.

VII. Oversight

- a) Report From Oversight Committee
 - We have begun monitoring using our monthly monitoring schedule.
 - Susie DuPont reviewed the report from Megan Moyer on the treatment of congregants.
 - Asset protection report is coming up next month.
- b) Financial Dashboard
 - Lower % of restricted funds covered by cash is a timing issue, largely due to solar payment.
 - Board will be getting graphs from finance committee each month.
 - Graphs will go in oversight section each month.
- c) Finance Committee Meeting Minutes
 - No January minutes yet to review.
 - Board went over minutes from December.

VIII. Process Observations

- a) Opening: was great with the silence and check in
- b) Minutes management was awkward, not much thanks for work done.
- c) Spelling things out in terms of their history would be good for context.
- c) Mood was a bit melancholy - more joy!

IX. Closing and Adjournment

- 7:31 - Closing reading
- ** Motion to adjourn (Bart)

X. Executive Session