

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday July 15, 2014

Jefferson Hall

Attendees: Carol Schwyzer, Board President; Colin Jones, Vice President; Bart Woolery, Secretary; Melinda Staveley, Treasurer (via speaker phone); Susan Neufeldt, Craig Bennett, Charlene Little, Susan Plummer
Julia Hamilton, Associate Minister; Erin Wilson, Director of Administration

Absent: Susan DuPont

Minutes: Keith Strohmaier

Process Checker:

Time Keeper & Parliamentarian: Bart Woolery

- I. Opening, Check-In** **5:32 pm**
- a. President Carol Schwyzer thanked Director of Administration Erin Wilson and Associate Minister Julia Hamilton for organizing all the reading for the meeting. Julia read a poem to open the meeting. Each attendee shared how they will start this new board year.
- II. Open Forum**
- a. No comments.
- III. Consent Agenda:** Accepted with additions noted.
- a. **Board Meeting Minutes** – June 17, 2014
- b. **Search Committee Meeting Minutes** – July 6, 2014
- i. President Carol Schwyzer wanted to note 105 ballots already cast. A note was added that a number of people were present who had not yet voted. The list of nominees was added.
- IV. Written Reports:**
- a. Accepted as written:
- i. **USSB Drafted Governance Policies** - Updated 3/18/2014
- ii. **President's Memo (Board/Search Calendar)** – Carol Schwyzer
- iii. **Sound and Hearing Assistance** – Julia Hamilton & Erin Wilson
- iv. **Letter of Resignation from Aaron McEmrys**
- v. **The Board is In Calendar** – Carol Schwyzer
- vi. **Draft Monitoring Schedule**
- vii. **End of Year Reflections** – Board Members
- viii. **Report on DBA Work For Courage** – Nancy Edmundson
- ix. **End of Year Financial Summary** – Erin Wilson
- b. Moved to new business by President Carol Schwyzer
- i. **Executive Report** – Rev. Julia Hamilton & Erin Wilson
- ii. **Memo on After Aesop** – Erin Wilson

iii. **Financial Dashboard** – Erin Wilson

V. **Old Business**

a. **Climate Crisis Task Force Solar Project** – Julia Hamilton

- i. Associate Minister Julia Hamilton presented a motion to approve the contract pending approval from the Finance Committee tomorrow. Work could start in the fall. Julia thanked all the committee members for their time and attention to detail on the project.
- ii. **Motion** - Whereas the Climate Crises Committee led by Mark Hamilton and USSB staff have conducted a detailed analysis of the benefits and necessary components of the addition of up to 40 solar panels to be installed on the roof of the Blake building, and

Whereas the Committee and staff have collaborated in detail with a member of the congregation who will finance the cost of the project and who wishes to remain anonymous, and

Whereas the Committee and staff have collaborated in detail with a member of the congregation who will finance the cost of the project and who wishes to remain anonymous, and

Whereas the Finance Committee having been informed throughout the development of this project will review the project and contract at its meeting on July 16, 2014:

The Board of Trustees, upon the recommendation of the Finance Committee to proceed with the project, authorizes the Director to execute the contract with Allen and Associates and any other documents required in addition to an acceptance of the written statement of the donor to contribute the funds needed to support the subject project.

- iii. Motion seconded and unanimously approved.

b. **Update on Board Subcommittee on Membership Policies**

- i. President Carol Schwyzer shared a report summarizing the formation of the subcommittee. **Sylvia Abualy, Linda Liker, Susie DuPont, Susan Neufeldt, Carol Schwyzer** will be on the committee. The work of the committee will begin after the arrival of the Interim Minister.

c. **Review of Board Self-Evaluation** – Carol Schwyzer

- i. President Carol Schwyzer led a discussion about what the Board could do this year to improve performance. The focus of the discussion was on how to improve communication between the Board and the congregation and educating the congregation about the role of the Board, ministers, and staff under Policy Governance.

d. **Update on Sound Upgrade & Hearing Assistance** – Erin Wilson

- i. Director of Administration Erin Wilson said that looping is set for the Sanctuary and Parish Hall on August 5. The cost of looping will be about \$9,800 including asbestos abatement. The Alliance is providing a \$5,000 gift to help. Erin will talk to the Finance Committee tomorrow about the rest of the financing. Associate Minister Julia Hamilton will focus the service this coming Sunday on the effect hearing loss has on those living in the community. The looping vendor will give demos in Parish Hall as well.

Erin said the looping is the first step of a two-step project. The second step is upgrading the sound system. Erin is gathering bids for this part of the project.

Erin noted that the Director of Music Ministry and the Music Committee are happy and supportive of these projects.

e. Monitoring Schedule Task Force (Board Agenda)

- i. Colin Jones, Charlene Little, Craig Bennett, and President Carol Schwyzer drafted a monitoring schedule. The Task Force felt the process of creating the monitoring schedule brought a deeper understanding of Policy Governance and will allow the Society to create a system that best suits its needs. The Task Force will continue to refine the schedule and suggest policy revisions as needed to help improve the monitoring process.

f. Search Committee Process

- i. The USSB Board Search Committee was elected on July 6, 2014 by unanimous congregational vote. These members include; Ted Myers, Kathy Eastman, Paul Freeman, Kate Mead, Ken Ralph, Kirsten Zecher, and Ben Schroeder.
- ii. President Carol Schwyzer added more items to the USSB Search Calendar to give a fuller picture of events at the Society during the search process. Carol reported that the Search Committee has met twice already. She is not sure if they had chosen a leader and a liaison to the Board. August 30 and 31 will be their retreat.

g. Adoption of Proposed Role of Treasurer Policy

- i. Postponed until August.

VI. New Business

a. Reports removed from Consent Agenda or Written Reports

- i. Financial Dashboard –President Carol Schwyzer reviewed the dashboard with Director of Administration Erin Wilson to make sure she understood the document. Melinda Staveley suggested adding fiscal year numbers to the headings further clarify the information.
- ii. Executive report – President Carol Schwyzer reviewed the financial report with Director of Administration Erin Wilson. Carol was concerned that there was no leadership for the annual auction at this time. Erin said Gun Dukes and Nancy Edmundson are looking for leadership before the planning meeting on the 24th. Associate Minister Julia Hamilton suggested an approach where the different functions of the auction chair role be split among people with skills to match.
- iii. Memo on After Aesop – Director of Administration Erin Wilson summarized the project. Half the remaining inventory has been sold to Arlington. The project would break even if the 535 books left in inventory are sold at the promotional price of \$7.53.

b. Leadership Development

- i. President Carol Schwyzer and Associate Minister Julia Hamilton shared their work Gary Welterlen relating to their plan to form a Leadership Development Team of about 7 people to focus on building leadership within the Congregation. Gary will work on developing the team.

c. Executive Session – Aaron McEmrys Separation Agreement

- i. The Board approved the separation agreement with Aaron McEmrys.

VII. Process Observations

- a. There were no process observations.

VIII. Closing Reading

- a.

IX. Adjournment

- a. President Carol Schwyzer adjourned the meeting.