

Meeting of the Unitarian Society of Santa Barbara Board of Trustees

Tuesday October 21, 2014

Jefferson Hall

Attendees: Carol Schwyzer, Board President; Colin Jones, Vice President; Susan Neufeldt, Craig Bennett, Charlene Little, Susan Plummer, Susan DuPont, Melinda Staveley, Treasurer; Rev. Lee Bond-Upson, Interim Senior Minister; Julia Hamilton, Associate Minister; Erin Wilson, Director of Administration

Absent: Bart Woolery, Secretary

Minutes: Keith Strohmaier

Process Checker: Colin Jones

Time Keeper & Parliamentarian:

Guests: Paul Freeman, Ted Myers, and Ken Ralph (item V.c – Search Committee Report only); Gun Dukes

- I. **Opening, Check-In** **5:30**
 - a. Director of Administration Erin Wilson showed the group the homepage of the new USSB website. Associate Minister Julia Hamilton read a quote William Least Heat-Moon. Everyone checked in.
- II. **Open Forum**
 - a. No comments were made in the Open Forum.
- III. **Consent Agenda:** Moved, seconded, and accepted as written unanimously.
 - a. **Board Meeting Minutes** – September 16, 2014
- IV. **Written Reports:** Motion to acknowledge receipt of the written reports was moved, seconded, and approved. Melinda Staveley abstained.
 - a. **Executive Report** – Rev. Lee Bond-Upson
 - b. **USSB Drafted Governance Policies** - Updated 8/19/2014
 - c. **USSB Drafted Governance Policies Update** – Susan Neufeldt
 - d. **President’s Memo (Board/Search Calendar)** – Carol Schwyzer
 - e. **Report from the Search Committee**
 - f. **Policy Governance, Bylaws Calendar & Plan** – Craig Bennett
 - g. **Financial Dashboard**
 - h. **Draft Policy for Board Consideration: Access to USSB Financial Records**
 - i. **Draft Senior Ministry Agreement**
 - j. **Draft Senior Minister Job Description**
- V. **Old Business**
 - a. **Salary Range for Senior Minister Job Description**
 - i. The Board reviewed the salary range discussed at the September meeting.

- ii. A motion to approve adding the salary range of \$99,000 - \$109,000 to the Senior Minister Job Description was made, seconded, and unanimously approved.
- b. Board Subcommittee on Membership Policies – Susie DuPont**
 - i. Susie DuPont shared the subcommittee report prepared by moderator Dick Jensen. The board discussed the recommendations on membership and pledging listed in the report. Associate Minister Julia Hamilton will work with Director of Administration Erin Wilson on implementing the subcommittee's recommendations. President Carol Schwyzer thanked those that took part.
- c. Search Committee Report - Ted Myers (Time certain 6:50pm)**
 - i. Paul Freeman and Ken Ralph presented the results of the 2014 Congregational Self Study Report.
 - ii. President Carol Schwyzer commented on how she thought the process was well-organized and provided a safe environment to share and listen. Ken Ralph lauded Nancy Edmondson and Eileen Bunning for organizing the survey and focus groups and training facilitators. Ted Myers shared that an article would be in the November Kaleidoscope. Director of Administration Erin Wilson noted that the Search Committee has their own page on the website. The Board thanked them for their great work.
- d. USSB Drafted Governance Policies Update – Susan Neufeldt**
 - i. Susan Neufeldt requested feedback on the update. At the next meeting the Board will comment on the revised version. Charlene Little thanked Susan for her work.
- e. Board Outreach to Stakeholders – sign ups – Carol Schwyzer**
 - i. President Carol Schwyzer, Interim Minister Lee Bond, and Associate Minister Julia Hamilton updated members. The Board discussed the feedback process from these meetings.

VI. New Business

- a. Reports removed from Consent Agenda or Written Reports**
 - i. No reports were moved
- b. Policy Governance, Bylaws Calendar & Plan – Craig Bennett**
 - i. Craig Bennett said that he is forming his communication team. President Carol Schwyzer suggested moving "Making It All Happen" from February or March to June. She felt the calendar was really full between now and March. The Board agreed with the suggested change.
- c. Draft Policy for Board Consideration: Access to USSB Financial Records – Melinda Staveley**
 - i. Treasurer Melinda Staveley noted this draft policy seeks to balance transparency, privacy of individual pledge and salary information, and use of staff time. The Board discussed how the policy would work. Director of Administration Erin Wilson said she was comfortable with the policy as written.
 - ii. A motion to approve the policy was made, seconded, and approved. Susan Neufeldt abstained.
- d. Long Range Plan – Carol Schwyzer**
 - i. No discussion on this item.
- e. Approve Senior Ministry Agreement & Job Description**
 - i. Discussion on this item was postponed until the next meeting.
- f. Process for Member Concerns – Erin Wilson**
 - i. Director of Administration Erin Wilson encouraged board members to direct congregants to appropriate staff when they have problems or questions.

VII. Oversight

a. Financial Dashboard

- i. No discussion on this item.

b. Finance Committee Meeting Minutes – September 10, 2014

- i. No comments. Motion to acknowledge receipt was made, seconded, and unanimously approved.

c. Report from Oversight Subcommittee

- i. Vice President Colin Jones, Charlene Little, and Susie DuPont will continue to meet as a subcommittee until consultant Laura Park comes.

d. Continuous Operations Plan – Susie DuPont, Rev. Lee Bond-Upson

- i. Discussion on this item was postponed until the next meeting.

VIII. Process Observations

- a. Vice President Colin Jones noted that members were upbeat and prepared. He felt the discussions were good, but short. He wondered if the Board needed more time. He reminded the group to check on people not heard.

IX. Closing Reading

- a. There was no closing reading. People generally commented about the survey presentation.

X. Adjournment

- a. President Carol Schwyzer accepted a motion to adjourn the meeting at 7:41pm.