

Unitarian Society of Santa Barbara

A Loving Community of Seekers: Living with Integrity – Nurturing Wonder – Inspiring Action

Draft Minutes

Board of Trustees Meeting

Jefferson Hall

September 22, 2015

Attendees: Melinda Staveley, President; Keith Strohmaier, Treasurer; Carol Schwyzer, Secretary; Craig Bennett; Charlene Little; Eileen Bunning; Bonnie Lassen; Ted Meyers; Rev. Julia Hamilton, Lead Minister; Rev. Caitlin Cotter, Assistant Minister; Erin Wilson, Director of Administration; Gun Dukes

Absent: Susan Plummer, Vice President

Process Checker: Gun Dukes

Time Keeper & Parliamentarian: Charlene Little

- I. Rev. Caitlin delivered the **opening reading**.
- II. The board **welcomed Rev. Caitlin** to her first Board meeting at USSB.
- III. Those present **checked in**.
- IV. There were no participants for **Open Forum**.
- V. **Minutes of the August 25**, 2015 Board of Trustees meeting accepted as read.
- VI. **Means Reports**
 - A. **Rev. Julia** introduced **Rev. Caitlin Cotter**.
 - B. Rev. Julia reviewed her **Executive Report** divided into sections by program area and administration with reference to USSB 2015-16 Ends by number 1-12.
 - C. Board reviewed the **Financial Dashboard**. The Finance Committee will track and analyze percentage of the budget that comes from pledge revenue trends.
 - D. Staff presented an **organizational chart** showing the relationship of & between groups overseeing and/or impacting USSB finances. A **grid with a description** of each group's role, responsibility and reporting accountability accompanies the organizational chart. Rev. Julia acknowledged Erin's initiative & skill in creating these tools. Each group will be asked to review and offer input before the chart and description grid are finalized. These tools will support clarity and transparency in the Board's financial operations and decision-making.
 - E. Rev. Caitlin and Rev. Julia reported they will **attend the UUMA Conference** September 28-30 south of LA.
- VII. **Policy Governance/Ends Reports**
 - A. There have been no new developments regarding the **attendee not permitted on campus**.
 - B. Treasurer Keith reported that the September **Finance Committee** meeting focused on the big picture, projections and discussion of reserves. The Finance

Committee will address a question for or from the Board each month, to create consistency, direction and purpose for the committee.

C. Formalizing **Interpretations Process**

1. Worksheets provided by Laura Park for Ends monitoring and Limitations monitoring were presented as a tool for formalizing Board response to staff interpretations of Ends and Limitations. Thanks to Keith for suggesting we take advantage of the forms.

D. **Lead Minister Interpretations**

1. **Policy 2.1, Shared Ministry**, was discussed & the interpretation agreed to. Rev. Julia was asked to bring more specific monitoring ideas. to return with additional ideas for monitoring this limitation policy.
2. Discussion of **End 1.4.2 "Support each other in life..."** postponed to next meeting.

E. **Monitoring**

1. **Endowment Board six-month report** will be presented at October's meeting when Jeff Carmody, Chair of the Endowment Board will be able to attend.

- F. As the next step in USSB Board linkage with selected **moral owners**, the Freedom Warming Centers and Pacific Pride, Craig and Carol agreed to meet with the Freedom Warming Centers and Keith and Eileen will meet with Pacific Pride. The hoped for outcome of these initial conversations is to explore at a deeper level the mutual meaning and shared values and goals between USSB and the organization.
- G. The Board postponed discussion of the suggestion to create **Quarterly Forums** instead of continuing the Open Forum time in the Board meetings.
- H. **Coffee Chats**: Each board member present chose three USSB members to visit with a minister. As they are set up, Board members will register the linkage appointments on a spreadsheet for which instructions will be provided by Erin Wilson.
- I. A **calendar for reviewing interpretations** was included in the August Board packet. Other USSB activity dates are listed in the Executive Report. Further review of the Board calendar was postponed.

IX. **Observer** Gun Dukes complimented the Board process. She shared her satisfaction at seeing the Board moving ahead in accordance with the policy governance approach after several years of preparation and work.

X. Rev. Julia read the **closing reading**.

XI. The meeting was **adjourned** soon after 7:30.

The next meeting of the Board will be Tuesday, October 27, 5:30 to 7:30 in Jefferson Hall

Draft minutes submitted 9/27/2015 by Carol Schwyzer, Secretary