

Unitarian Society of Santa Barbara

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

Board of Trustees Meeting

March 22, 2016 5:45 PM – 7:45 PM

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

Absent: Susan Plummer, Vice President

Process Checker: Tracy Freeman, Nominating Committee Member

Time Keeper & Parliamentarian: Charlene Little

- I. **Opening Reading** Melinda Staveley read the words of S. Nyquist
- II. **Check-In** Board Members and others checked in.
- III. **Open Forum** No one present for Open Forum.
- IV. **Minutes** February 23, 2016 - Approved as read.
- V. **Executive Report** Rev Julia
 - A) Pledge Campaign: The chair had to resign so staff is providing leadership. It is impactful if the Board of Trustees is 100% “all in.”
 - B) District Assembly is at the end of April. Julia will advise how delegates have been chosen in the past. The agenda is on the pswduaa.org website.
 - C) RE vision process is underway. Great need for RE volunteers; Board Members asked to spread the word.
- VI. **Policy Governance**
 - A) **Finance Report** Keith Strohmaier
 1. Approve Audit Committee Charter: Approved with the removal of the item “Confirms that the USSB Membership determination policy and process is being followed for submission of our membership numbers to the UUA and to our members.” USSB Board of Trustees is responsible for monitoring adherence to this policy.
 2. Clergy Housing Fund: Resolution approved as read.
 3. Internally Reviewed 2014-2015 Financials accepted.
 4. February Financial Dashboard: The Board reviewed the dashboard, asking Erin to update YTD for next Finance Committee meeting.
 - B) **Lead Minister Interpretations** Rev. Julia
 1. Policy 2.2 Treatment of Congregants, Friends, and Visitors discussed & accepted.
 2. Policy 2.3 Treatment of Staff discussed & approved.
 3. Questions raised about what personnel policies, manuals, handbooks, etc. are currently in force and if they are consistent with Board policies. Julia will investigate and provide status update at the April Board meeting.

C) Moral Owners Updates

1. Pacific Pride – Eileen & Keith

2. Warming Center – Carol & Craig

There are no updates at this time. The four board members will advise when they are ready to give an update.

D) 2016-17 Plan Year Priorities Melinda

Board reviewed tabulated Ends (top 3 priorities) as submitted by each Board Member. From this tabulation, the Board selected Ends 3, 11, 5 and 6 for focus, with 5 and 6 being considered as one focus.

E) Agenda for Congregational Forum - April 10 Melinda

After discussion of goals & objectives for the Congregational Forum, anticipated attendance, and Board member availability, it was decided that:

- Melinda will welcome participants & give overview of Board process
- Julia will articulate the goal for the participants. They may answer such ques-

tions

as: “What would USSB look like a year from now if we lived into this End?” or “If we fulfilled this end by June 2017, what would a newspaper headline say?”

- Attendees will break into small groups of 5-6, with a Board member in each group to facilitate & take notes. Bonnie, Keith, Ted, Eileen, Craig, Carol and perhaps Susan to facilitate.

- Each group will agree on 3 Ends for the 2017-2017 Plan Year focus. (Eileen recommended the term “focus” rather than “priority” to assure that congregants know that other activities, without budgetary impact, will continue as members of the congregation wish. Staff will consider Charlene’s suggestion to have only one service April 10 and hold the forum in the sanctuary.

VII. Process Observations Tracy Freeman

- Meeting was efficient and substantive and it was a privilege to be present.
- Asked that we remember to send a Board Packet to the observer.
- Asked for suggestions to the Nominating Committee of potential Board Members for the three open slots for 2016-2017.
- Erin will forward to Tracy the Board member job description.
- Tracy asked how many hours Board members spend per week on the job. Some responded 5-10 hours; others said more than 10 hours.

VIII. Closing Reading – Erin Wilson read the words of Martin Luther King, Jr.

IX. Adjourned at 7:45PM

NEXT MEETING: April 26, 2016 5:45 Jefferson Hall