

First Unitarian Church
Board of Directors Meeting
March 15, 2016
7:00 – 8:30 PM

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Meghan McHenry Shattuck,

Ex-Officio Member: Christine Robinson

Guests: Paul Browne, Angela Herrera

Absent: Rick Held, Linda Suydam

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun	Fun	Meghan
7:10	Chalice Lighting	Get Centered & Focused	Martha
7:10 (Admin Items)	BOD meeting minutes from Feb. 2016	Finalize	Meghan
Minutes:		Added last names of non-attendees and fixed sentence typo	
(Admin Items)	Treasurer's Report	Clarify / Understand	Paul Browne (for Linda)
Minutes:		<ul style="list-style-type: none"> • Revenue: January revenues had exceeded targets substantially, while February revenues came in low by about \$8,500. This looks like a timing issue, as revenues to date are right on target at \$198,500, just \$600 ahead of plan. • Expenses: Expenses in February matched expectation almost exactly at \$70,600, just \$100 less than plan. Year to date expenses are about \$13,600 below plan due to January expenditure patterns. • Surplus: The result was a net shortfall of \$8,500 in February, with a surplus of \$59,500 for the year so far, compared to a planned surplus \$45,700 at this point. • (Note: Also have outlays that are capital rather than operating budget.) • Pledges <ul style="list-style-type: none"> • Still need \$18,148. How can we get folks who haven't pledged yet and pledged last year to pledge • 21 new households, 3 have pledged, 18 not yet pledged. However, 15 of those have contributed without pledging. • Cannot use one strategy, due to different giving habits. Following up with 	
(Admin	Executive	Clarify / Understand	Christine

Items)	Staff Report		
Minutes:		<p>Note: these reports are supposed to be for the board's information only, not for public minutes. Last month, the minutes were mostly blank here, with just a tidbit (roof work!) of public info. Christine:</p> <ul style="list-style-type: none"> • Hired Beth Elliot as membership director • Attended meeting of senior ministers of large congregations. Focus on building diverse and multi-cultural congregations <p>Angela</p> <ul style="list-style-type: none"> • First U is hosting the Mountain Desert District assembly on Apr. 16 <ul style="list-style-type: none"> ◦ Registration is here: http://mdduua.org/ <p>Paul</p> <ul style="list-style-type: none"> • Roof repairs, HVAC done. 	
(Admin Items)	Program Staff Report	Clarify / Understand	Angela
Minutes:		<ul style="list-style-type: none"> • This stuff gets publicized in other ways, no need in board minutes. For board info only. 	
(Admin Items)	President's Report	Clarify / Understand	Larry
Minutes:		<p>Gwen and Larry met with non-BOD committees (Endowment, Leadership Succession, and Finance Review) to align with them and get them kicked off for 2016, per the new bylaw we just passed.</p> <ul style="list-style-type: none"> • Endowment - no help needed at this time. <ul style="list-style-type: none"> ◦ Plan to continue dialog that we began in 2015. • LSC - adjusted roles to suit team needs. • Finance Review - reinvigorating effort for continuous improvement, continue to follow up on audit recommendations • Overall - There are still a few committee / team / task force vacancies. <p>MOTION to approve all administrative items (February minutes, treasurer's report, executive staff report, program staff report, president's report)</p> <p>Motion by: Gwen Second by: Martha Motion Passes</p> <p>AR - Paul: Send Larry finance procedures and audit</p>	

		<p>recommendations</p> <p>AR - Larry: send out "2016 Board Resource Book" once available</p>	
7:30	Policy TF report-out: #3, 7 & 8	Finalize & Approve revised Policy content	Geri Knoebel
Minutes:		<p>1. Developments to Date Governance and Finance chapters of the Manual have been posted on the Church website at http://uuabq.com/wp-content/uploads/2016/02/Cong-Board-Policy-Manual-.pdf</p> <p>2. Outstanding Item In November, the Board approved the Confidentiality Policy (1.07) but has not yet approved the Confidentiality Agreement Form.</p> <p>MOTION to approve the proposed Confidentiality Agreement Form which is to be signed by members of the Board and the Radical Generosity Committee (Stewardship Committee).</p> <p>Motion by: Meghan Second by: Chris Motion Passes</p> <p>3. Disseminating the <i>Policy Manual</i> The Task Force will be taking steps to disseminate the provisions in the Policy Manual to the parties that will be impacted by them.</p> <p>4. Next Steps in approving Policy Manual Chapters 3 Chapters presented for approval</p> <ul style="list-style-type: none"> • 3.0 Affiliation and Participation plus 6.01 Civil Participation <ul style="list-style-type: none"> ○ Comments: <ul style="list-style-type: none"> • Question - 3.0.2.B - Changes to church administrator or publications person? This policy is owned by membership team. Someone needs to point out to them • 7.0 Buildings and Grounds <ul style="list-style-type: none"> ○ Comments: <ul style="list-style-type: none"> • 7.0.2 paragraph 1 and 2: Grammatical policy should be ensure instead of assure. • 7.02 - 3.C. Compliance is capitalized and shouldn't be. • Will be reformatting/typographical changes • We only approve board level policy, not committee level policy. • We don't currently have a board member on buildings and grounds committee, should we change it to liaison? Recommend we do this. 	

- 7.0.4 - clarify: postings versus signage on glass. In 7.0.4. 1 - remove "on glass." (it's already covered in 7.0.4.2
- 8.0 Communications
 - Comments:

Summary: four policies have previously been approved by the Board; two are compilation of *Compendium* policies; four policies are new. Provisions included in these Chapters are summarized in the following table.

Policy	Summary	Notes
3.01 Affiliation	Compiles previous policies relating to members, friends, and silver members	Compiles previous policies
3.02 Membership Committee	Defines Committee's responsibilities	Previously approved by the Board
6.01 Civil Participation	Is linked to Affiliation Policy (3.01)	New Not covering this time
7.01 Use of Church Facilities	Defines the types of activities conducted on Church campus facilities	New
7.02 Alcohol	Serving alcohol on Church property	Previously approved by Board; TF proposing to eliminate restriction on hard liquor
7.03 Buildings & Grounds Committee	Policy to guide the work of the Committee	Previously approved by the Board
7.04 Display Policy	Staff to maintain bulletin boards; prohibit postings on glass	New
7.05 Social Hall	Balance the needs of	Previously

Display Policy	Church Social Hall users	approved by the Board
8.01 Communications	Establishes guidelines for development and ongoing management of print and web-based publications and communications venues	Combines previous Compendium policies
8.02 Privacy Policy	Outline the privacy policies which apply to Church publications and member information.	New

MOTION to adopt the following 3 policy sections from the Church Policy Manual, outlined below:

1. **Board approves the 3.0 Affiliation Chapter which includes two policies: Affiliation Policy and Membership Committee**
2. **Board approves the five policies in the Buildings and Grounds Chapter which include: Use of Church Facilities, Alcohol Policy, Buildings and Grounds Committee, Display Policy, and social Hall Policy. (Note: there will be formatting/typographical edits, as well as changing the board member requirement on buildings and grounds committee to "board member or liaison." Also remove "on glass" from 7.0.4.1)**
3. **Board approves the two policies in the Communications Chapter which includes two policies: Publications and Privacy.**

Motion by: Chris
 Second by: Alisa
 Motion Passes

Chapters still in progress - Programs (4.0), Staff (5.0), Safe Congregation (6.0).

AR: Dimitri to print and get signed agreements from RG committee

AR: Meghan to track who has signed from BOD

		<p>AR: Meghan to send e-copy of agreement to Angela and Dimitri</p> <p>AR: Larry to ask Linda and Rick (absent) to sign confidentiality agreement</p> <p>AR: Gwen: inform membership committee about 3.0.2.B - Changes to church administrator or publications person? This policy is owned by membership team</p>	
7:50	Radical Generosity Team chair coverage for H2'16	Inform BOD of coverage plan, help needed	Dimitri, Gwen, Angela
Minutes:		<p>All 3 folks we have asked for help with coverage have declined. Will continue looking.</p> <p>Need coverage July - December - includes pledge drive.</p> <p>Chris agrees to make the reports to board, instead of board liaison. Gwen will be ready to help but is gone April 10 - May 20</p>	
7:55	Horizon Agenda Overview	<ol style="list-style-type: none"> 1. Understand forecasted topics and owners; position for offline owner updates 2. Sign Confidentiality Agreement 3. Resource Book promise, the sequel 	Larry
Minutes:		<p>Topics/Owners Updates</p> <p>Are these dates workable for everyone?</p> <p>Should move buildings and grounds from blue section to green section</p> <p>Pull in buildings and grounds to be earlier than October.</p> <p>Confidentiality Agreement</p> <p>Signed in meeting by</p> <p>Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Meghan Shattuck, Christine Robinson, Angela Herrera</p> <p>(Still need signatures from Rick Held and Linda Suydam)</p> <p>Resource Book</p> <p>Look through and inform Larry if there is anything we think should be edited.</p>	
8:05	Update & next steps re: solar panel contract	Align on current contract terms and process to assess Rent vs. Buy	Ken

Minutes:		<p>Current Contract Terms</p> <p>2 separate systems</p> <p>1st system: 205 panels on social hall/office/RE Provides ~75% of need Panels are under warrantee</p> <p>2nd system: on sanctuary</p> <p>Process to Rent vs. Buy, recommendations</p> <p>If we bought the system, we would have to pay at most ~\$123,000 In 6 years at worst case price, they would be paid for</p> <p>Next steps:</p> <p>Perform full analysis of costs Get informed on maintenance estimates Talking to the seller Look at financing options (and fundraising options)</p> <p>Questions:</p> <p>Will solar become much cheaper and better in the near future? Can we continue the \$0.14/kWh if we buy? Yes. Will warrantee on roof extend as long as panel warrantee? (either way we are responsible for moving them) What is the role of state incentives for this? (1-time rebate. State incentive doesn't have anything to do with rate)</p> <p>Note: Private/Non Profit partnership between us and Mike Mattioli's Premium Power Energy Corporation was the first of its type in the state.</p>	
8:15	Recognitions	Sign cards and brainstorm new ones	All
Minutes:		Many thanks to Steve Phillips!	
8:20	Open Items	Capture any open items	All
Minutes:		<ul style="list-style-type: none"> • AR: Angela to discuss tidying up the bulletin board in social hall • AR: Martha to follow up on what happened to SJ table • Bylaw questions: <ul style="list-style-type: none"> • Membership of youth who have gone through coming of age but are not yet quite 14 years old. (If we are going to affirm that the youth have come of age in the church, we should also allow them to become members even if they aren't yet 14 years old.) • Under the powers of congregation: need to have the power to ordain <p>AR: Larry - capture and track bylaw proposed changes</p>	

Important Dates

- April 10, 2016 7:00pm Ordination of James Galasinski (Sanctuary)
- April 15-16, 2016 – MDD Meeting hosted by First Unitarian (Sanctuary)

All ARs from above:

AR: Dimitri to print and get signed agreements from RG committee

AR: Larry: send out "2016 Board Resource Book" once available

AR: Gwen: inform membership committee about 3.0.2.B - "Church administrator" or "publications person"? This policy is owned by them

AR: Larry to ask Linda and Rick (absent) to sign confidentiality agreement

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