

**First Unitarian Church
Board of Directors Meeting
January 17, 2017
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Donna Collins, Alisa Cooper De Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, Gwen Sawyer, Meghan Shattuck, Linda Suydam, Christine Robinson (Ex-Officio Member)

Guests: Angela Herrera

Absent: Chris Mayo

Time	Topic	Expected Outcome(s)	Presenter
7:00	Fun/Check-In	Unload distractions	Gwen Sawyer
7:05	Chalice Lighting	Get Centered & Focused	Larry Alei
7:10	Graduation party!	Thank our exiting members	All
Minutes: Thank you to 2016 departing board members Linda Suydam, Martha Ketelle, Chris Mayo, Ken Callahan and Rick Held for your years of board service.			
7:20 (Admin Items)	BOD meeting minutes from December 2016	Finalize	Meghan Shattuck
Minutes: Adjusted level of detail on admin items. (note: Bring special January 3 rd Meeting Minutes to February meeting)			
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes: Income: Total income for December was \$87,348.48 which was \$17,187.40 over budget. For the year total income was 99.56 % of budget. Expenses: Total expenses for December were \$66,108.12 which was under budget by \$6,363.38. The Operating Fund was positive for the month by \$23,530.78. We have an operating fund surplus for the year of \$20,303.			
(Admin Items)	Executive Staff Report	Clarify / Understand	Christine Robinson
Minutes: No concerns			
(Admin Items)	Program Staff Report	Clarify / Understand	Angela Herrera
Minutes: No concerns			
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes: Gwen moved to approve administrative items as noted Linda seconded Motion passed			
7:30	Annual Meeting Outline & "Important Dates"	Look Ahead / Finalize BOD Roles	Larry Alei
Minutes: Please note key dates at bottom of minutes			

7:35	Ratify Child Protection policy	Finalize and Approve – Last One!	Gwen Sawyer, Christine Robinson
<p>Minutes:</p> <p>Adjusted level of detail from previous iteration to ensure sufficient safety and breadth to handle different instances Removed question mark in section 2.A of redraft document.</p> <p>Meghan moved to approve the child protection policy Linda seconded Motion passed</p>			
7:45	Ratify Policy Manual Section 5.03 - Personnel Committee	Finalize and Approve	Gwen Sawyer, Christine Robinson
<p>Minutes:</p> <p>Adjusted personnel committee expectation to sign confidentiality information acknowledgement document.</p> <p>Alisa moved to approve section 5.03 Board Level policy Gwen seconded Motion passed</p>			
7:55	Minister Transition update	Understand status & next steps	Martha Kettelle
<p>Minutes:</p> <p>LSC brought forward 7 names and 1 withdrew. LSC will bring forward a 7th candidate and will not take nominations from the floor. Committee will have their retreat in early February.</p>			
8:00	Executive Session	CR performance review	All
<p>Minutes:</p> <p>(Please note no minutes are taken during an executive session per standard BOD practice)</p>			
8:35	Recognitions	Sign cards and determine future board recognition items	All
<p>Minutes:</p>			

Important Dates

- January 22nd, 2017 – Town hall/dry run on 2017 budget (between services)
- January 29th, 2017 – Congregational annual meeting. Votes on:
 - **UUBOD Please arrive by 1:20 or 1:30 as planned**
 - Congregational committees (BOD, LSC, Financial Review, Endowment) & church officers
 - 2017 budget
 - Search committee slate
 - Bylaw changes
 - Change for the future recipients
- Feb. 3, 2017 – new (2017) BOD dinner (placeholder: 5:30pm-8:30pm)
- Feb. 4, 2017 – new (2017) BOD retreat (placeholder: 8:30am-3:30pm)