

**First Unitarian Church  
Board of Directors Meeting  
August 16, 2016  
7:00 – 8:30 PM**

Members: Larry Alei, Ken Callahan, Alisa Cooper De Uribe, Rick Held, Dimitri Kapelianis, Martha Ketelle, Chris Mayo, Gwen Sawyer, Meghan Shattuck, Linda Suydam

Guests: Steve Philips, Angela Herrera

Absent: Christine Robinson (Ex-Officio Member), Donna Collins

Time	Topic	Expected Outcome(s)	Presenter
7:00	Chalice Lighting	Get Centered & Focused  Fun was had	Rick Held
7:05	Fun	Rehearse our 8/27 FUNraiser song & dance routine	Chris
7:20 (Admin Items)	BOD meeting minutes from July 2016	Finalize	Meghan Shattuck
Minutes:		Add 2017 to clarify (March 2017 BOD Meeting) for endowment committee. (done)	
(Admin Items)	Treasurer's Report	Clarify / Understand	Linda Suydam
Minutes:		Income for July down, but expenses down more. Almost everything below budget. Operating fund still ~\$2000 ahead of budget  Attributing income slump to usual summer slump. Although some variation is timing-related, it is not possible to predict with accuracy. Budget is seasonally adjusted, and these deltas are beyond seasonal adjustment. Not currently concerned.	
(Admin Items)	Executive/Core Staff Report	Clarify / Understand	Angela Herrera (for Christine)
Minutes:		Peace choir are renters  Kenya scholarships are similar or slightly down from last year  Meditation group at 11:00 had to get bumped from Wesson Room due to communication error and a space crunch. Adult RE vs. Kids RE. Some were upset about it.	

		However, it is resolved for now though, because of COA needing to move to 09:30. As we grow, we will continue to see space constraints pop up.	
(Admin Items)	Program Staff Report	Clarify / Understand	Angela Herrera
Minutes:		RE has always struggled to find enough volunteers. Would doing one RE time slot help? Doesn't appear so because we have adult:child ratios, etc... It seems like when a class is in danger of getting cancelled, we have folks step in to rescue it, and thus we get the needed volunteers.	
(Admin Items)	President's Report	Clarify / Understand	Larry Alei
Minutes:		<b>Gwen moves to approve administrative items</b> <b>Martha seconds</b> <b>Motion Passes</b>	
7:40	Healthy Community Team Committee update	Understand policy work and leadership change plans; provide any direction or help needed	Steve Philips
Minutes:		<ol style="list-style-type: none"> <li>1. Responsibilities of HCC <ol style="list-style-type: none"> <li>1. Create and oversee implementation of safe congregation policies</li> <li>2. Monitor congregation as a whole for healthy communication practices</li> <li>3. When conflicts arise, be present to become engaged at several levels</li> <li>4. Maintain a list of professional therapists who are members of the congregation who are willing to act pro bono if issue requires it.</li> </ol> </li> <li>2. Work now and ongoing <ol style="list-style-type: none"> <li>1. Have transmitted 6 policies to policy governance task force</li> <li>2. Policies to guide us. (Simple enough to be adaptable)</li> <li>3. Codify institutional memory</li> <li>4. Distinguish between moral stances versus policy stances</li> <li>5. Registered sex offenders policies and how to honor our mission in guidelines there</li> </ol> </li> </ol>	

		<p>6. Incidents</p> <ul style="list-style-type: none"> <li>a. 7 instances in last 10 years where committee chair was alerted to potential issue, and only 3 required committee intervention. Reasonably/amicably resolved with professional help.</li> <li>b. Carry out responsibilities in partnership with ministers. Last 10 years have been quieter than other times</li> <li>c. Strict confidentiality around discussions and a confidential log is kept. Published policy will delineate circumstances under which records are kept.</li> </ul> <p>3. Leadership transition plans</p> <ul style="list-style-type: none"> <li>1. 2 members of committee have been on committee since 2010, balance are newer members</li> <li>2. Randy Biggers, Heather Clark, Gilbert Gutierrez, Alyssa Cooper De Uribe, Steve Phillips (will remain another year to assist new chair in transition)</li> <li>3. Examining how leadership is selected in the committee, would be helpful possibly to have a chair-elect. Challenging to get enough members to serve, but up to 5 which seems like a good number. Try to balance constituencies in the committee.</li> <li>4. Steve will forward candidate list to board in upcoming months.</li> </ul> <p>Many thanks to the HCC for all their very hard work!</p>	
7:50	Rad Gen team update	<p>Understand campaign and other plans; provide any direction or help needed</p> <p>Ian Carillo Membership vote to Radical Generosity Committee</p>	Chris Mayo
Minutes:		<p>Status Update</p> <ul style="list-style-type: none"> <li>Have the goal in place</li> <li>Lead donor even is almost ready</li> <li>Kickoff event planning is underway</li> <li>RE family dinner outreach</li> <li>Michael McDonald designed awesome logo!</li> </ul> <p>Ian Carillo is interested in joining this committee, but</p>	

		<p>needs board appointments</p> <p><b>Meghan moves to appoint Ian to the radical generosity committee</b>  <b>Gwen seconds</b>  <b>Motion passes</b></p> <p>See Key Dates at bottom, please also help with jobs (signups being passed around)</p>	
8:00	GIST (strategic plan implementation) update	Understand progress; provide any direction or help needed	Martha Ketelle/ Chris Mayo/ Angela Herrera
Minutes:		<p>Changes made to website strategic plan</p> <p>Status  Overall - doing very well</p> <p>RE - removed some outdated info but it's doing fantastically. Added that current DRE is on path to become certified DRE</p> <p>Social Justice - Embraced the strategic plan. Family promise is great! FP was the idea around homelessness that caught on. (Some level of mystery why certain social justice causes capture so much energy) Should probably try to recruit more to the fall for FP. The Albuquerque FP organization lost a lot of funding/budget recently, which may impact FP at our church</p> <p>Social Bonds – Quite a bit of growth. Much of the growth is happening via the Membership Development, Music, and RE programs. “One body” program will be tested on the board.</p> <p>Volunteer Development - progress happening, but seems to have the slowest cadence. It seems that community bonding has to come first, in order to feel that connection to want to volunteer. Faith Forward Program that Beth got is also a good program for volunteer development</p> <p>Communications/Technology - Faith Forward and One Body programs, and Rick's help. AV keeps getting</p>	

		<p>better. Will need more resources soon, particularly for IT. Rick is volunteer staff.</p> <p>Currently meeting quarterly.</p> <p>Would be good to see annual report on strategic plan, and then mid-year updates.</p> <p>Some concerns about invisible infrastructure, particularly the computer network. The server was partially down while Rick was on vacation, and down completely for a day and half. Do not know what the solution is there yet. Rick thinking a report would be good. We don't have a line item for budget, to handle IT/Server. Rick proposes making a report in future BOD meeting</p>	
8:10	Recognitions	Sign cards and determine future board recognition items	All
Minutes:		Started a list of who we have recognized and who we want to recognize	
	Opens		
		<p>We need a treasurer! Leadership succession has been looking. But hard to find. Work of the treasurer is primarily communication.</p> <p><b>Angela: Please talk to LSC to check in on treasurer search progress</b></p>	

**Important Dates**

- August 27<sup>th</sup> – First UU Board Song and Dance Spectacular! At the Social Justice Council FUNraiser.
- Weekend of Sept. 9<sup>th</sup>: First U hosting district-wide OWL teacher training.
- September 10<sup>th</sup>: Annual church large donor brunch
- September 18<sup>th</sup>: 2017 fundraising campaign kickoff Sunday