

First Unitarian Church
Board of Directors Meeting
 September 19, 2017

Members: Larry Alei (LA), Heather Clark (HC), Alisa Cooper De Uribe (AU), Dimitri Kapelianis (DK), Marilyn O'Boyle (MO), Gwen Sawyer (GS), Linda Skye (LS), Dumas Slade (DS), Donna Collins (DC), Angela Herrera, ex-officio (AH). Guests: Dan Lillie. (DL) Absent: Meghan Shattuck (MS)

Time	Topic	Expected Outcome(s)	Presenter
6:30	Check-In	Unload distractions	All
6:40	Chalice Lighting	Get Centered & Focused	Marilyn O'Boyle
(Admin)	BOD meeting minutes from August 2017	Approve	Meghan Shattuck
Minutes: (taken by Linda Skye)			
Donna reported a \$700 overrun in costs for the Christine Robinson Retirement event. Paul and Angela are working on re-allocating funds to cover it; we don't expect this to be an issue.			
(Admin)	Treasurer's Report	Clarify / Understand	Linda Skye
Minutes:			
Dumas: Are the two uncollected rental invoices set to be collected next month? Linda: Yes			
(Admin)	Exec Staff & Program Staff Reports	Clarify / Understand	Angela Herrera
Exec Staff Minutes:			
Angela expanded on her report, giving more insight on the thinking around Communications, Pastoral Care, and how we will continue to participate in diverse community groups; Dan explained more on his plans to promote and grow the various programs under Adult RE.			
Program Staff Report Minutes: no questions			
(Admin)	President's Report & Important Dates	Clarify / Understand	Larry Alei
Minutes:			
Larry canvassed the Board members present and all agreed to a 6:00pm start time for the balance of this year's BOD meetings (October through January). <i>Update: Meghan Shattuck has agreed with 6pm so that will be our new BOD meeting start time, beginning with the Oct. 17th meeting.</i>			
Please note important dates and add: Sept. 24, 6pm - Board members are encouraged to attend the Stewardship Campaign Lead Donor Reception.			
October 1st Coffee with the Board: cancelled due to Pledge Drive Kick Off activities.			
Sergio Cianci has (regretfully) decided to resign from BOD due to family and professional obligations, effective in September.			
7:00	Minister Transition reflection	What feedback have we received regarding the events and process for our minister transition? Are there any loose ends to address? Key learnings?	All
Minutes:			
The feedback seems very good, as far as board members have heard. Agreement: we will make our processes/learnings available to other churches with interest, and the next 5-year strategic plan will probably start with hypotheses drawn from the Congregational Record (which the			

board may use at our 2018 planning retreat, in early February).

Motion (Alisa) and 2nd (Dumas) to approve all Administrative Agenda Items (above) without revisions. Motion passes.

7:10	Angela's matrix of minister roles	Clarify tasks and focus areas for Angela vs. Dan (summary level)	Angela Herrera
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Minutes:

Angela took questions, primarily explaining all of the details on who now reports to whom. Also she agreed that there is no impact to the board's role, based on this matrix.

7:25	Plans for the Risk Management Review Task Force	Understand and provide feedback on plans	Heather Clark & Meghan Shattuck
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Minutes:

Larry: this is one of the two last special projects of the year to report on their progress! The Board is on track to make good progress on our projects for 2017.

The group discussed the proposal and agreed on next steps (primarily, how we'll look to recruit volunteers for the scope and process definition work).

7:40	Plans for Capital Reserve (a.k.a. Campus Care) accounting & funding	Understand and provide feedback on plans	Gwen Sawyer & Dumas Slade
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Minutes:

The idea is to have our Buildings & Grounds Team continue to analyze the status of our facilities and create a prioritized list along with the costs anticipated. Then the cross-functional Campus Care Team (B&G plus Board and staff leaders) will develop clear roles and processes to define, build up, manage, and spend out of the fund.

7:45	Recognitions Ann King plus group of cards from office	Sign & identify new thank-you card opportunities	All
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Minutes:

This month's thank you cards were signed by board members and guests present, and we agreed on some for next month.

Announcements:

Members signed up to help with pledge drive prep activities.

Meeting Adjourned: 7:45pm

Important Dates

- November 4th, **4pm**: Installation ceremony for Angela Herrera as Senior Minister
- November 5th: Coffee with the Board – Alisa & Dumas
- December 3rd: Coffee with the Board – Larry & Gwen
- December 12th, **6pm**: New (revised) date for December BOD meeting
- January 2nd, 2018 (time tbd): ADDITIONAL board meeting (to finalize the proposed 2018 budget & annual meeting items)