

**First Unitarian Church
Board of Directors Meeting
February 20, 2018, 7:00 – 8:30 PM**

Members: Heather Clark, Donna Collins, Alisa Cooper de Uribe, Stirling Crow, James Gilson, Keith Morris, Marilyn O'Boyle, Gwen Sawyer, Meghan Shattuck, Linda Skye, Dumas Slade

Guests: Dan Lillie, Paul Browne Absent: Angela Herrera (Ex-Officio)

Time	Topic	Expected Outcome(s)	Presenter
7:00	Chalice Lighting	Get Centered & Focused	Gwen Sawyer
7:05	Check-In	Get to know folks who couldn't make it to the annual retreat	All
7:15	Review and Approval of Minutes Motion Dumas, 2 nd Marilyn, Minutes Approved	Amend and approve minutes for both the annual meeting and the January BOD Meeting	Meghan Shattuck
Minutes:			
7:20	Review and Approval of Monthly Reports	Review and approve monthly reports	(See below)
Minutes: Treasurer's Report - Linda Skye Executive Staff Reports <ul style="list-style-type: none"> • Questions about ministerial internship – 2 academic years, 20 hours per week, schedule to be determined by intern and Angela, internship active during the academic year, off for the summer. This is Meadville's program model. • Request that Angela speak some more about her report this month, especially as regards to the goals of inclusion. • Questions about the communications survey – Jane prepared a summary, and a synopsis will be forthcoming in the Messenger. • Question about membership – 858 members on the rolls, membership is scrubbed of members that have not made an identifiable contribution in the last 18 months (as required in the by-laws), and this occurs every 6 months. Over 20 individuals have expressed an interest in joining in March. This count of membership does not include Friends, RE Friends, but does include Silver Members (approximately 20 persons, from whom the church no longer requests financial contributions). Program Staff Reports President's Report - Gwen Sawyer			
Approval of monthly reports: Motion Meghan, 2 nd Linda, Reports Approved			
7:25	FY 2017 End Of Year Financial Review	Review final rollup of 2017 finances	Paul Browne
Minutes: <ul style="list-style-type: none"> • Endowment currently is approximately \$655,000, coming principally from bequests and investment growth. Up to 4% of interest income can be drawn down annually as a source of revenue. • Question about budget process – line items are carried over from year to year, rather than rebuilding the budget from scratch. Programs can request adjustments or increases as the needs change. • Staff are working on matching data of time spent by staff on various activities with program components and linking budget items to activities in that way. Consideration is being given to 			

finding ways to track volunteer time.			
7:45	New Board Administrative Items	Sign confidentiality agreements, elect vice president and secretary	Gwen Sawyer
Minutes: three new board members signed confidentiality agreements. Vice President: Volunteer Meghan Shattuck, no other nominations or volunteers Secretary: Volunteer James Gilson, no other nominations or volunteers Motion to elect the slate of officers: Heather, 2 nd Alisa, motion carried			
7:50	Plan quarterly BOD social event	Promote social bonds and working relationships amongst board members	All
Minutes:Planned for 3/24/18, Potluck at Gwen's home, 7:00 PM			
8:00	Sign up for BoD meeting chalice lightings and coffee with the board slots	Everyone knows when it is their turn to bring a chalice lighting, and when they will be responsible for being present for monthly "coffee with the board"	Gwen Sawyer
Minutes: Sign up sheets circulated, still need another board member for coffee on 8/5			
8:10	Review 2018 Assignments and Set Goals	Continuation of work and discussions from annual retreat	Gwen Sawyer
Minutes: Tabled to the next meeting			
8:30	Adjourn		

Important Dates

- **March 4, 2018**, Coffee with the Board – Marilyn O'Boyle and James Gilson
- **March 20, 2018 - 7:00 PM**:Next Board Meeting – Alisa Cooper de Uribe will do Chalice Lighting