

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

Members: Donna Collins, James Gilson, Marilyn O'Boyle, Gwen Sawyer, Linda Skye, Dumas Slade, Angela Herrera (Ex-Officio)

Absent: Stirling Crow, Meghan Shattuck, Heather Clark, Alisa Cooper de Uribe, Keith Morris

Guests: Paul Browne, DFO

| Time | Topic | Expected Outcome(s) | Presenter |
|--|--|---|----------------------------------|
| 7:00 | Chalice Lighting | Get Centered & Focused | Donna Collins |
| 7:05 | Check-In | Unload distractions | All |
| 7:10 | Recognitions | Read and sign Board Thank You cards | Gwen |
| 7:15 | Review and Approval of Minutes | Amend and approve October Board meeting minutes | All |
| Minutes: Motion to approve as amended by Donna, second by Marilyn, motion carried. | | | |
| 7:20 | Review of Monthly Reports | Review monthly reports | (See below) |
| Minutes: Treasurer's Report: Linda S Executive Staff Reports- Angela & Paul Program Staff Reports- Angela President's Report - Gwen | | | |
| Minutes: Motion to request funding in the year end fundraising letter for lighting for the parking lot and furnishings for the Children's area in the new Social Hall, made by Marilyn, seconded by Dumas, motion carried. | | | |
| 7:30 | Review Board social event for November 30th | Sign up for attending | All |
| Minutes: Angela will bring a main dish; Gwen will ask Meghan to coordinate what others bring | | | |
| 7:35 | Quarterly financial review | Understand current and anticipated income & expenses | Paul Browne & Linda Skye |
| Minutes: Progressing well in expenditures, budget is on track for the year. | | | |
| 7:45 | Status of Operations pledges for 2019 and Capital Campaign | Preliminary framing for 2019 budget | Paul , Angela, Gwen |
| Minutes: Pledging is slower than last year, but on track, and pledges are strong for both operating and capital campaigns. Board reviewed DFO's 3-year budget projection with expected staff progression. | | | |
| 8:25 | Leadership Succession | Review Board actions needed to recruit candidates | Gwen Sawyer |
| Minutes: recruiting new board members and a new treasurer. | | | |
| 8:30 | Social Hall Renovation Team | Review status; discuss charge to Constructions Observation Team | Donna Collins |
| Minutes: process is moving along well, and we are hoping to be able to celebrate in the new social hall in November. Charge to COT will be approved after the congregation approves the project. | | | |
| 8:40 | Associate Minister Search Task Force | Understand schedule and activities required to help Sr Minister select 2 nd minister | Angela Herrera & Marilyn O'Boyle |
| Minutes: task force is meeting and getting a lot done, with town halls being held for congregation input | | | |
| 8:50 | Adjourn | | |

Important Dates

November 27th: Board follow-up calls for combined campaign at 6:00

November 30th: Board and families board game pot-luck social in Memorial Hall at 6:00 pm

December 2nd: Coffee with the Board: Heather Clark and Marilyn O'Boyle

December 18th: Board meeting at 7:00. Dumas Slade lights chalice.