

**First Unitarian Church
Board of Directors Meeting
December 18th, 2018, 7:00 – 8:30 PM**

Members: Heather Clark, Donna Collins, Alisa Cooper de Uribe, Marilyn O'Boyle, Gwen Sawyer, Meghan Shattuck, Linda Skye, Angela Herrera (Ex-Officio) Absent: Sterling Crow, James Gilson, Keith Morris, Dumas Slade

Guests: Paul Browne, DFO

Time	Topic	Expected Outcome(s)	Presenter
7:00	Chalice Lighting	Get Centered & Focused	Gwen
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 November meeting minutes, and approve amended September minutes	All
Minutes: Amended Minutes from Sept. (Congreg Special Mtg) and November minutes: motion: Meghan/Marilyn, approved.			
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: All reports reviewed; no questions			
7:45	Annual Meeting Preparation	Vote on date, approve topics, Sign up for tasks at meeting	Gwen
Minutes: Reviewed proposed topics for meeting (added Treasurer Year-end Report); motion Meghan/Heather; approved. Postponed sign-up for tasks until January 8th meeting.			
7:55	Review and approve initial 2019 budget	Resolve any deficits between planned expenses and revised income estimate	Paul Browne
Minutes: Paul presented 2019 proposed budget; \$5220 shortfall. Recommend BOD consider covering the shortfall by downsizing our denominational commitments for July-Dec 2019. Could also trim more generally to make up the shortfall. Or do some of both. We will know the outcome of 2018 in much greater detail for the Jan. 8th meeting. Consensus is to do both. No vote needed			
8:30	Review and approve ministerial housing allowance	Formalize housing portion of minister's compensation for IRS	Paul , Angela
Minutes: Angela requests approval of \$23,000 for her 2019 designated housing allowance; motion Marilyn/Alisa; approved.			
8:35	Approve Chair for Landscape Committee	Vote to approve Stephen Phillips for position	Gwen
Minutes: Approve Steve Phillips to serve as Landscaping Committee Chair in 2019. Motion Heather/Meghan; approved			
8:40	Editorial changes to Congregation and Board Policy Manual	Approve editorial changes	Heather/Linda

Minutes: Postponed this item till Jan. 22 meeting; Linda will resend the revised document showing track-changes to the Board; all Board members will review and send any further changes to Linda by 12/31/18.			
8:50	Executive session: Senior Minister performance review	Review SM's performance against this year's goal and provide feedback	All
Minutes: performance review completed			
9:20	Adjourn		

Important Dates

January 6th. 2019: Coffee with the Board: Alisa and Gwen

January 8th: Special Board meeting to approve budget for annual meeting: 7:00

January 22nd : Board meeting: Gwen lights chalice

January 27th: Annual meeting of congregation: 2:00 pm