

## UUABQ Board Meeting Agenda/Minutes - 11/19/2019 6:30 PM

### Attendees

Board Members: Heather Clark, Stirling Crow, James Gilson, Gina Kennedy, Marilyn O'Boyle, Faye Rafferty, Mikaela Renz-Whitmore, Meghan Shattuck, Dumas Slade, Raven Reed Starr, Angela Herrera (ex. Officio)

Guests: Bob LaVallee, Paul Browne

Absent: Alisa Cooper de Uribe

### Agenda / Minutes

Time	Item	Owner
6:30	<b>Chalice Lighting &amp; Check In</b>	<b>Gina</b>
Expected outcome: Get centered		
6:35	<b>Consent Agenda: Prior Minutes, Executive Staff Report, Program Staff Report, President's Report, Minutes of E-Vote</b>	<b>All</b>
<p>Expected outcome: Receive reports &amp; approve prior minutes</p> <p>Approve email minutes of e-vote for allowing Paul to sign closing documents on behalf of UUABQ related to Zoe Walton bequest. Below is resolution approved electronically (10 yes - 0 no - 0 abstain)  <i>"Whereas Zoe Walton left a 15% interest in the property specified below to First Unitarian Church of Albuquerque,</i>  <i>It is Resolved that: Paul Browne, Director of Finance and Operation, is authorized to sign closing documents on behalf of the Church in the matter of its sale.</i>  <i>The real estate, located in Bernalillo County, New Mexico, is commonly known as 3600 Eubank NE, Unit 5B, Albuquerque, New Mexico, and more particularly is described as follows: Lot numbered Eighteen (18) of Villa Blanca Townhouses, Albuquerque, New Mexico, as the same is shown and designated on the plat thereof, filed in the office of the County Clerk of Bernalillo County, New Mexico, on July 6, 1984, in Plat Book C24, Page 105."</i></p> <p>Motion to approve Consent Agenda:            Motion by: Mikaela            2nd by: Heather            Result: Motion passed</p>		
6:45	<b>Quarterly Financial Review</b>	<b>Paul Browne</b>
<p>Expected outcomes:            1. Receive quarterly financial update, discuss.            2. Vote on insurance update for some staff members accidentally overlooked</p> <p>Minutes:            Motion by: James            2nd by: Dumas            Result: Motion passed</p>		
7:05	<b>Policy &amp; Bylaws Discussion</b>	<b>Heather, Mikaela, James</b>
<p>Expected outcome:            1. Review any available updates.            2. Determine if board should delegate non-substantive updates to policy/bylaw task force without vote</p> <p>Minutes:</p>		
7:20	<b>Room naming revisit</b>	<b>Meghan</b>
<p>Expected outcome: decide on plan for policy or guidance around room naming and re-naming. Ex: Parish Library. Building dedication planned for January</p>		

Minutes: Board will review all proposed changes to the Policy Manual as specified in the manual. The Board recommends casting a wider net for naming ideas, including asking children and youth for faith words and concepts. One word names for the rooms are preferred.		
<b>7:40</b>	<b>Align on plan for Board Calls for Pledge Drive - 11/21 (Thurs)</b>	<b>All</b>
Expected outcome: Brief everyone on board calls, plan for how to execute calls, ask questions about process Minutes: List of members to call and a script will be provided. Bring cell phones and charges.		
<b>7:45</b>	<b>Annual meeting date</b>	<b>All</b>
Expected outcome: Vote on annual meeting date. Recommend Sunday January 26, as moderator is confirmed available. Minutes:  Motion: Schedule annual congregational meeting for January 26, 2020 Motion by: Dumas 2nd by: Marilyn Result: Motion passed		
<b>7:50</b>	<b>Open Items</b>	<b>All</b>
Expected outcome: Review any open items, or hot topics Minutes: Reviewed progress of the Systems committee - their review has been narrowed to two vendors. They are reviewing functionality and pricing with a deeper dive into the systems. Fellowship 1 and Realm are the two finalists at this point.  Reviewed liability insurance and we are well covered for general insurance.  Considering postponing the audit to give staff the time to correct known errors.		
<b>7:55</b>	<b>Adjourn</b>	

### **Key Dates:**

- 11/21 - Board Calls for Pledge Drive follow-up 6:00 pm
- 12/01 - Coffee with the Board - Mikaela & Meghan
- 12/17 - Next Board Meeting - Chalice Lighting: TBD
- 1/7 - special budget finalization board meeting 6:30
- 1/19 - Tentative date for budget town hall
- 1/21 - Regular board meeting (Bob & Angela both absent)
- 1/26 - Tentative date for Annual Congregational Meeting
- 2/7 - 2/8 - 2020 Board Retreat

### **Action Items / Owners / Due Dates**