

## UUABQ Board Meeting Minutes - 2/15/2022, 6:30 p.m.

### Virtual Attendees

**Board Members:** George Bakula, Dámaris Donado, Joyce Etheredge, Kathi Foy, Aroop Mangalik, Melisa Nicoud, Mikaela Renz-Whitmore, Bill Slakey, Maya Stephenson, Carla Williams

**Guests:** The Rev. Bob LaVallee, Intern Matthew Pargeter-Villarreal, Peggy Roberts, Lucy Silva

**Absent:** The Rev. Angela Herrera (ex-officio member)

**Acting Secretary:** Melisa Nicoud

**Zoom:** 931 0879 7097

### Agenda / Minutes

Time	Item	Owner
6:30	Chalice Lighting and Check-In	Mikaela
A time to get centered and share with each other.		
Opening Question: Pick ONE!		
<ul style="list-style-type: none"><li>• What did you learn about a fellow Board member's passion, skills, or experience?</li><li>• What did you learn about who we are as a board?</li></ul>		
Note: Please use <a href="#">Sign Up Genius</a> to volunteer for future Board meetings!		
6:40	Board Roles	Mikaela
Board to discuss and vote on leadership roles.		
<ul style="list-style-type: none"><li>• Vice President</li><li>• Secretary</li></ul>		
Motion: Approve George Bakula as Vice President.		
Motion by: Aroop		
2 <sup>nd</sup> by: Damaris		
Vote: Unanimous		
Minutes:		
<ul style="list-style-type: none"><li>• Board members are invited to serve as Secretary and (eventually) President in the future. George and Mikaela will mentor the next President.</li><li>• Melisa and Mikaela volunteered to take minutes for this board meeting.</li></ul>		

<b>7:00</b>	<b>Board Covenant</b>	<b>All</b>
<p>Board discussed and agreed on a covenant.  <a href="#">Board Covenant 2022.docx</a></p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>● Arrive on time</li> <li>● Speak clearly; speak up; slow down</li> <li>● Check in with each other</li> <li>● Think / consider</li> <li>● Ask for clarification</li> <li>● Ask about changes in facial expressions / behavior (something to address?)</li> <li>● Maintain confidentiality of discussion, personnel details, and financial information</li> <li>● Listen to each other</li> <li>● Prepare for meetings (read materials)</li> <li>● Assume good intentions</li> <li>● Speak one at a time</li> <li>● Stay curious</li> <li>● Speak respectfully</li> <li>● Disagree respectfully</li> <li>● Speak with one voice after a vote</li> <li>● Lean into discomfort</li> <li>● Own your impact</li> <li>● Think about community not just yourself</li> <li>● Embracing emotion as a way to unearth issues</li> <li>● Acknowledge conflict; prioritize repair</li> <li>● Prioritize the relationship, not the mistake</li> <li>● Supporting one another through moments of discomfort</li> <li>● Oops, ouch, whoa</li> </ul>		
<b>7:20</b>	<b>Consent agenda: Board meeting minutes, executive staff report, program staff report, president's report</b>	<b>All</b>
<p>Board to review/discuss past meeting minutes and reports.</p> <p>Motion: Approve the meeting minutes and accept the reports.  Motion by: George  2<sup>nd</sup> by: Carla  Vote: Unanimous</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>● Board is satisfied with the research questions that the Director of Operations is asking a commercial broker.</li> <li>● Board encourages Mikaela to delegate tasks and share responsibilities.</li> <li>● Mikaela heard back from Meghan Shattuck that she is meeting with Laira soon about Realm and will give an update after that.</li> </ul>		
<b>7:30</b>	<b>Confidentiality Agreements</b>	
<p>FYI for the Board. These will be coming from the Director of Operations and/or the Church Administrator. Please sign and return. We will be tracking the delivery in Board contact list.</p> <p>Minutes:</p> <ul style="list-style-type: none"> <li>● Lucy Silva requested adding the confidentiality agreement to the church website. Bob agreed to send her a copy by email.</li> </ul>		

- Lucy Silva asked why the form doesn't specify financial, personnel matters specifically as items that require confidentiality.

7:40

## Standing Committees

Board to vote on chairs and members of standing committees as required by the Bylaws and Policy Manual.

See Tab "All-policies" for a summary of Standing Committees / Board Committee membership here:

[Standing Committees Updates - 2022](#)

- Buildings and Grounds - Stephen Phillips
  - Board to vote on Chair (Chair decides members)
  - At least 1 Board member or liaison
  - 3 members
- Finance Committee - Joyce Etheridge
  - Board to vote on Chair (Chair decides members): Joyce Etheridge
  - Treasurer
  - 5 members - looking for input from Ministers
- Healthy Community Committee - Sara Wofford
  - Board to vote on Chair
  - Board to vote on members
  - At least 1 Board member - Carla Williams
  - At least 4 members
- Landscape Committee - Melisa Nicoud
  - Board to vote on Chair (Chair decides members)
  - Board liaison
  - No limit on members
- Membership Committee - Gwen Sawyer
  - Board to vote on Chair - Gwen Sawyer
  - Board to vote on members
  - At least 1 Board member - Kathi Foy
  - No limit specified
- Personnel Committee - Geri Knoebel
  - Board to vote on Chair
  - Board to vote on members
  - 1 Board member - Maya Stephenson
  - At least 4 members
- Radical Generosity - Kris Kennedy
  - Board to vote on Chair
  - Board to vote on members
  - At least 1 Board member (2+ are good!) - George Bakula, Bill Slakey
  - 6-8 members

Responsibilities of Board Reps:

- Communicating important issues back to the board
- Getting board direction back to the committees
- Communicating leadership/skills needs and membership needs for Leadership Succession Committee

Motion: Approve the chairs and members for the standing committees and Board committees as shown highlighted in yellow above.

Motion by: Joyce

2<sup>nd</sup> by: Kathi

Vote: Unanimous

Minutes:

	<ul style="list-style-type: none"> <li>Board members are encouraged to think about which committees they would like to join or be the board representative for.</li> </ul>	
<b>8:10</b>	<b>Task Forces</b>	<b>All</b>
Board to discuss creating task forces. Charges to each task force, including chairs and members, will need to be created and voted on at the March meeting.		
Minutes:		
<ul style="list-style-type: none"> <li>8th Principle <ul style="list-style-type: none"> <li>Work on the charge: Kathi, Damaris, Carla, Mikaela <ul style="list-style-type: none"> <li>Working backward from Annual Meeting - meet more than once a month</li> <li>Research, input, feedback, recommendations</li> <li>Engage and be engaging</li> </ul> </li> </ul> </li> <li>Policy <ul style="list-style-type: none"> <li>Work on charge: Joyce, Bob, Mikaela</li> </ul> </li> <li>Strategic Planning Implementation <ul style="list-style-type: none"> <li>Board - Quarterly - next agenda</li> </ul> </li> <li>Arc Building Task Force - interim use? <ul style="list-style-type: none"> <li>See example charge to create the Strategic Planning Task Force in 2021 <ul style="list-style-type: none"> <li>Asking church groups who are “owners of / contributors to” certain strategic directions?</li> <li>Quarterly reporting from staff / ministers / church groups?</li> </ul> </li> </ul> </li> <li>How does the Board want to coordinate and communicate back to the congregation? <ul style="list-style-type: none"> <li>Damaris - talk to Laira about plans / methods / research <ul style="list-style-type: none"> <li>What communication works best? Research? Surveys that show? Not going into this blind. <ul style="list-style-type: none"> <li>Communication Channels at First U: Monthly Messenger, Weekly E-Broadsheet, Social Media (FB, Twitter, Insta), In-Worship announcements, Coffee with the Board, mass emails</li> </ul> </li> <li>Who is feeling like they’re not being communicated with?</li> </ul> </li> </ul> </li> </ul>		
<b>8:35</b>	<b>Book Club?</b>	<b>All</b>
Board to discuss how we want to read these books together.		
<ul style="list-style-type: none"> <li>Mistakes and Miracles</li> <li>Subtle Acts of Exclusion</li> <li>Widening the Circle</li> </ul>		
Minutes:		
<ul style="list-style-type: none"> <li>Damaris + Joyce to work on proposal for next month’s board meeting about how to tackle these books together.</li> <li>Perhaps reading groups / study sessions outside of Board meetings - in-person? Quarterly?</li> </ul>		
<b>8:00</b>	<b>Gratitude Practice</b>	<b>All</b>
Recognized person: Carol Oslund - rejuvenation of playground \$800 - George writes		
Recognized person: Sara Friedrich - Girard mural - 12:15 pm on Sunday - Carla writes		
Recognized person: Kris Houde - stained glass replacement \$1500 - Mikaela writes		
<b>8:05</b>	<b>Adjourn</b>	<b>All</b>

**Key Dates: All dates subject to COVID-19 guidance**

- Next meeting: Tuesday, March 15, 6:30 p.m.
- Coffee with the Board
  - Quarterly on 3rd Sunday: [Sign Up Genius](#)
  - March 20:

- Zoom = Mikaela and ???
  - In-person = Maya and Aroop
- Google Docs review - interest:
  - Joyce
  - Kathi
  - Melisa
  - George