

August 2023 Board Agenda

Adams Hall

August 15, 2023 6:30pm

Board members present: Sara Fleming (2024), Kalen Ponche (2024), Carole Glauser (2025); Sue Bell (2025); Bob Becker (2026); Rebecca Taylor (2026); Rev. Krista Taves

Not Present: Steve Swift

Ministers, Volunteers & Guests: Anne Marie Grassman, Gary Gray, Carl Serbell, Janis Cox

6:30 Gather (5 min)

- Chalice lighting & Opening Reading Kalen
- Welcome Board and Visitors and Introductory comments Sara

6:35 Check-ins of highs and lows (15 min)

6:50 Visitor Comments (2 minutes per visitor) (5 min)

- Anne Marie Grassman: Distressed over Christie and Camille's firing. With regard to Christie, I listened to her and cried with her. She didn't feel a sense of compassion from the committee that talked to her. We were told 3-4 weeks ago that she was staying, then 2 weeks later, she was let go. I know that she agreed to the new position, and then on Tuesday she was told she wasn't going to get it. One fear is that this is a crucial, critical time for Eliot and to have someone come into Camille's position— I just don't understand. Everyone I've spoken to doesn't understand either. Compassion and love is where we are coming from and Camille said she might have to sell her home. Many people are in shock. Disappointed in how Christie and Camille's dismissal occurred. Difficult to be here to stay this because I'm committed to Eliot. I wish we could have walked the walk.
- Gary Gray: I understand and appreciate the fact that the board dealt with the problem that had been a problem for some time that was our finances. I well understand that 75-85 percent of our budget is related to people. I think the separation wasn't particularly well-handled. I think the letter that said we shouldn't talk to employees or have a good-bye party was not well received. Between Christie Lee and Camille we are losing a tremendous amount of institutional knowledge. Christie Lee knows a lot of things, good bad and indifferent. Camille has done an outstanding job since we hired her. Changing those over to somebody else without a personnel overlap is going to be difficult. I hope you have made some plans to do that. I think you need to do some thinking about how you are going to transition between someone who knows to someone who doesn't.

6:55 Meeting Preparation (5 min)

- Finalize agenda
- Transparency Ombudsperson's Report
- Confirm meeting assignments:

- Timekeeper - Chuck
- [Process & Transparency Observer](#) - Sue

7:00 Consent Agenda (5 min)

- Approve July 2023 Meeting Minutes
- Accept Ombudsman's Report
- Affirmation of New Eliot members (Bylaws, Article III, Part A): No new members noted.
- Accept Policy Monitoring Reports: (See [Policy Compliance Record](#))
 - 2.2.4 Investment Performance – Carole/Bob
 - 2.5 Board Code of Conduct – Kalen/Rebecca

Chuck moved and Kalen seconded to approve the consent agenda, the consent agenda was unanimously approved.

7:05 Treasurer's Report/Budget Discussion [Sue] (10 min)

Eliot's net income for the 2022-23 year was negative \$144,610 with expenses at \$810,549.63 and income at \$665,938.85. This loss was actually \$112,571 less than we expected it to be.

June income and expenses were about the same as last year. Net income was \$49,239.27 and expenses were \$81,330.94 in the month of June.

Pledging units in 2020 around this time of year were 325 (for example a single person or a family of 5 counts as a pledging unit). By comparison, we had 245 pledging units in 2022-23 and we expect to have 236 pledging units in 236.

New Business

- Ministerial Search Team Discussion (in folder)

The Ministerial Search team updated the board on its efforts to organize a workshop for the fall with the congregation led by a minister from the Unitarian Universalist Association. The committee will host a Beyond Categorical Thinking Workshop on a weekend this fall.

The board authorized the search team to spend \$5,000 on the search process. In addition, the board selected Tanya Hull, a member of the search committee, Steve Swift and Sue Bell, both from the Board of Trustees.

The board will discuss the church's new governance model as well as accurate membership numbers.

Rev. Krista will figure out a process for people requesting tables or putting up signs in the middle and will announce to everyone.

 - Safe Congregation Policy (in folder)
- Sanctuary Screen - There has been movement to bring a screen into the sanctuary for multimedia purposes. We are trying to do collaborative worship and we can't do it currently. Rev. Krista said we are developing a plan to install a screen in the sanctuary.

- Greentree Festival Update
 - Aesthetic in front of church (Comm team?)
- Plans for Fall Ask (\$20,000). This will be the board
- Upcoming Church Calendar -
 - Is there anything we need to do? (Transyl)
 - Fun Team? Halloween Walk?

Should we remind people about how to request a room.

Dedicate teachers, the board and Rev. Krista

Board will research how to do a covenanting. Lead that with the congregation. Sept. 10.

Who is going to look at the sign up sheets.

Sept. 23 and 24 - Eliot will have a table at pride fest.

- Staff search update: The search for the congregational administrator position has been posted in the free area. All of the staff were invited to apply for the new positions.
- A few candidates have applied.
- Division of Responsibilities:
 - Rev. Krista mentioned that the board and she will share responsibility for staff oversight. She wanted to clarify that any hiring and firing decisions would be a shared decision for this year. The day-to-day responsibilities and management will be handled by Krista.
 - Typically the positions would be hired by the Reverend solely, but because it is an interim year, it will be a shared responsibility.
 - Rev. Krista plans to begin offering comprehensive, ongoing evaluations of the new and current staff to provide clear directions and comprehensive expectations for jobs.
 - Job descriptions will be adjusted each year to reflect the transformation.

8:10 Unfinished Business (15 min)

- Action Items from last meeting – Completed? Next Steps?
 - Misunderstanding about who the letter should go to. The letter went out to people who just hadn't pledged in the last year but who had
 - Something is falling down- we are missing pledge cards for some reason. We have people who submitted pledges who got the letter. We have had to do some damage control. Not sure how the errors have been made. There were 111 letters sent out. We have heard back from 8 to 10 individuals. I've given 2 waivers. I'm concerned the number is inflated. But that rate of return. If it hasn't been done in 8 years. We will have a more realistic number in the next 2 ½ to 3 months.

- Follow up on the possibility of finding a student minister from Eden Ministry. Rev. Krista noted that Eliot is now listed as a site for student ministry. Most everyone is already committed this year but for next year we are in the system.
- Rev. Krista will follow up with Camille about volunteers. We need to work on something for homecoming/ingathering Sunday. Kalen/Susan can help with volunteers.
- Board Job Descriptions/Handbook
 - The link to the policy monitoring procedure needs to be updated. Kalen will email Steve to the update. We will all look it over with comments and notes for the September meeting. We need to move forward with getting background checks completed - Reach out to Steve/Scott to coordinate.
- August Board Retreat- plan to arrive at 4pm. Dinner is at 5pm.
 - Governance
 - Strategic Planning
- Volunteer Opportunities - Board promotion and collaboration with staff

8:25 Meeting Summary:

- _ Process & Transparency Report - we were overtime
- _ Decisions/Actions Taken/Follow Up
 - Adopted Consent Agenda
 - Determine Key points for board briefing
- _ Assignments for September Meeting
 - Chalice Lighter: Steve
 - Timekeeper: Carole
 - Process Observer: Chuck
- _ Policy Monitoring Scheduled for September Meeting:
 - 2.6 Board Committee Principles - Carole/Steve
 - 4.4 Emergency Lead Minister Succession - Rev Krista
 - 4.5 Financial Planning/Budgeting - Rev Krista
 - 4.7 Asset Protection - Rev Krista

(See [Policy Compliance Rec](#))

8:30 Closing remarks and Adjourn