

September 2023 Board Agenda

Adams Hall & Zoom

September 25, 2023 6:30pm

(Rescheduled from September 19 due to inability to make quorum)

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

Not Present: Rebecca Taylor (2026)

Ministers, Volunteers & Guests: Carl

Gather (5 min)

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

Check-ins of highs and lows (15 min)

Visitor Comments (2 minutes per visitor) (5 min)

Carl is here to answer any questions and to ask encourage board members to discuss.

Meeting Preparation (5 min)

- Finalize agenda
- Transparency Ombudsperson's Report
- Confirm meeting assignments:
 - o Timekeeper - Sue
 - o [Process & Transparency Observer](#) - Carole

Consent Agenda (5 min)

- Approve August 2023 Meeting Minutes
- Accept Ombudsman's Report
- Affirmation of New Eliot members (Bylaws, Article III, Part A): Charlotte Parsons
- Accept Policy Monitoring Reports: ([See Policy Compliance Record](#))
 - o 2.6 Board Committee Principles - Carole/Steve
 - o 4.4 Emergency Lead Minister Succession - Rev Krista
 - o 4.5 Financial Planning/Budgeting - Rev Krista
 - o 4.7 Asset Protection - Rev Krista

The board removed policy monitoring reports 4.5 Financial Planning/Budgeting and 4.7 Asset Protection from the consent agenda, because these need to be prepared by a Congregational Administrator. These policy reports will be prepared later in the year after the new Congregational Administrator is hired.

Kalen moved and Steve seconded to approve the remainder of the consent agenda, it was unanimously approved.

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

Contributions are automatically deposited. The credit cards automatically pay.

Treasurer Sue Bell is having new signature cards signed which will allow her access to the accounts. Bills are being paid. There has been a delay in getting access to the financial statements due to the departure of our DFO.

New Business

- Dee Evans - Affiliate Minister
The board unanimously voted to approve Dee Evans as an affiliate minister.
- Personnel Handbook - Vacation Roll Over/Pay Out Policy
The church ended up having to pay out 40 days of unused vacation time as part of severance this summer. Rev. Krista made a change in policy to limit the number of days that can be rolled over from year to year to just 10.

The current staff will have until January 2025 to use the remainder of their unused vacation days that are more than 10.
- Banking Updates -
COMMERCE BANK: Resolution #1: The Board of Eliot Unitarian Chapel, duly called and held on September 25, 2023, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Resolution were adopted and entered into the Board's minutes.
OFFICERS. The following named persons are officers, members, or staff of Eliot Unitarian Chapel authorized by Resolution to transact business on behalf of Eliot Unitarian Chapel:
Sara Fleming, Board Chair
Carole Glauser, Board Chair-Elect
Susan Bell, Board Treasurer
Gary Gray, Eliot Member
This September 25, 2023 Resolution supersedes all previous Resolutions authorized by the Board of Eliot Unitarian Chapel. This resolution further removes Claire Wyneken, former Board Chair and Camille Novak, former Director of Finance and Operations as authorized signatories and adds Carole Glauser as Board Chair-Elect as a new signatory.

Minister's Discretionary Fund – the signatories for this account will be Rev. Krista Taves, Minister and Susan Bell, Treasurer.

Commerce Brokerage: Resolution #2:

The following named persons are officers, members, or staff of Eliot Unitarian Chapel are authorized by Resolution to transact business on behalf of Eliot Unitarian Chapel:

Sara Fleming, Board Chair

Carole Glauser, Board Chair-Elect

Susan Bell, Board Treasurer

This September 25, 2023 Resolution supersedes all previous Resolutions authorized by the Board of Eliot Unitarian Chapel. This resolution further removes Claire Wyneken, former Board Chair and Camille Novak, former Director of Finance and Operations as authorized signatories and adds Carole Glauser as Board Chair-Elect as a new signatory.

Minister's Incidental Report

The Executive Team is meeting regularly to manage finance and operations while the church is searching for the new congregational administrator. The team includes Sara Fleming, Carole Glauser, Susan Bell, Gary Gray, Mary Meihaus, Debby Lovell and Rev. Krista.

A front office team is in place to staff the office from 10am to 3pm Monday through Friday to answer the phones and help manage the office.

Mary Meihaus and Dotty Storer are the new volunteer coordinators.

7:35 Body Break (10 min)

7:45 Unfinished Business

- Action Items from last meeting – Completed? Next Steps?
 - Stewardship team,
- Board Job Descriptions/Handbook
 - Suggested changes to Board Job Descriptions/Handbook?
 - Rev. Krista mentioned that our premium is affected by whether the board has been background checked. Once all of the board members are background checked, we can reach out to the insurance company.
 - Sara will follow up with those members who have not completed it yet.*
 - Carole moved and Susan seconded to adopt the Board Job Description and handbook. The motion was approved.*
 - The board will have to add this to a task of onboarding.
 - Steve suggested creating an annual ombudsperson report to allow us to track how well we do on various things. This would be a task that needs to be done at the end of May and will be added to the calendar for the board.
- Google Drive - Solution exploration

- o We will wait to make any changes.
- Second Ask (\$20k) - Plan out a timeline of communication
 - o Fall Ask?
 - o Nov. 5 to Dec. 17.
 - o *Reach out to Debby to find out the deadline to send a letter.*
 - o Email constant contact on Nov. 3
 - o Prototype needs to be completed by mid-October.
 - o *Kalen will ask Ahmed about creating art for an ornament.*
 - o We will ask the nominating committee to come up with some names for the stewardship committee.
- Board Sponsored Kirkwood Halloween Walk - plan communications-
 - o Thursday, October 26 event 5-7pm.
 - o Bob, Sara, Sue and Carole can volunteer to attend. Pirate theme.
 - o Sara will let Kalen know about putting it in This Week at Eliot.
- Recap from Summer Retreat - What messages did we cover that we want to make sure to hold on to?
 - o Strategic Planning Workshop. David only has one date available to do an in-person event. Suzanne LeLaurin wants to volunteer to help. Sara will hear back from him.
- Mission-Based Governance - Roll out plans.
 - o *Sara will meet with Claire Wyneken to make plans to roll out mission-based governance.*
 - o Steve audited the policies to see what we need to change after switching to mission-based governance. He will submit a report.
 - o We will review which ones will be reviewed together.
 - o Could we do more guided discussions?

8:25 Meeting Summary:

1. Process & Transparency Report
2. Decisions/Actions Taken/Follow Up
 - o **Determine Key points for board briefing**
 - o Halloween walk
 - o Introduce Dee
3. Assignments for October Meeting
 - Chalice Lighter: Sara
 - Timekeeper: Carole
 - Process Observer: Chuck

4. Policy Monitoring Scheduled for October Meeting:
 - 2.8 Complaint and Inquiries - Carole/Kalen
 - 4.6 Financial Condition and Operations - Rev Krista(See [Policy Compliance Rec](#))

8:30 Closing remarks and Adjourn