



Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 1 of 6

Meeting Date, –MINUTES EDITED WEDNESDAY, JULY 23, 2025–RT Roles, and Attendance Records

16 July 2025		ANNUAL ROLE	ROTATING ROLE	PRESENT (Y or N)
Board Member s	Rev. Krista Taves, Lead Minister			Y
	David Cox (2026)		Chalice Lighter	Y
	Rebecca Taylor (2026)	Secretary		Y
	Bob Becker (2026)		Transparency Monitor	Y
	Jennifer Stauber (2027)	Chair		Y
	Matthew Hull (2027)	Chair-elect		Y
	Kathy Brunts (2027)		Timekeeper	Y
	Ann Lemon (2028)	Treasurer		N
	Steve Jarret (2028)		Thoughtful Question	Y
Guests	Brian Franklin, Dir. of Business Admin			Y

Excerpt from ANNUAL AGENDA

2025-2026	JULY
Financial Oversight	Short form monthly review.
General	Bank signing resolutions; details for Board retreat. Order new nametags. Update signatories
BOT policies (revised 2025)	1.1.1 ANNUAL BOARD PRODUCTS A Rolling Roadmap, consisting of a short list of top-priority areas where Eliot Chapel will advance its work in the coming year as a starting point for budgeting and staff planning
Bylaws	ARTICLE VII B. The Secretary shall be selected by the Board of Trustees at its first meeting of the fiscal year.

Excerpts from Pre-Reading: *The Board's Job in Times of Rapid Change*

BOARD DEVELOPMENT (15%) A seminar led by an outside expert to enable every board member to understand our congregation's finances. A seminar to deepen the board's understanding of its role, or of a mega-issue touching on the congregation's long-term life such as racism, urban planning and development, religious, theological, and generational change, etc.
POLICY MAKING (15%) Ensuring that board policies are adequate to regulate the daily operations of the congregation, making it clear which buck stops where so the board can safely hand management over to the head of staff.
OVERSIGHT (20%) An annual discussion with the senior clergy leader about how they and the board have worked together, whether goals have been achieved or not, and how the partnership of board and clergy can be strengthened.
PLANNING (50%) Developing a short list of Open Questions and using them to help the board to think about goals for a future year.

Today's meeting agenda (following pages) will attempt to allocate our time according to this article.





Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 2 of 6

6:30 MEETING OPENING (25 min)

- **Chalice Lighter:** (2 min) leads Chalice-lighting, spiritual reading
 - “We cannot know what the new year may bring.
And would we heed the prophecy?”—from David L. Cox
- **Check-ins** (12 min)
- **Transparency Monitor:** (as needed) only if issues in Transparency Monitor Report
- **ALL Attendees** (3 min)
 - **Board Covenant:** The purpose of this covenant ¹ is to strengthen our relationships, to serve our congregation faithfully, and to ground all that we do with love at the center.
We, the Board of the Eliot Unitarian Universalist Chapel, covenant to:
 - *Serve the mission of the congregation.*
 - *Center our work within Eliot Chapel’s Congregational Covenant.*
 - *Respectfully receive issues brought to the Board by congregational members.*
 - *Stay in relationship with one another through compassionate candor, presumed good faith, and active listening.*
 - *Respect our time together by honoring our commitments and being prepared for meetings.*
 - *Uphold Board decisions and speak with one voice.*
 - *Continually deepen our practice of Unitarian Universalism.*

¹ Credit: inspired by and adapted from the board covenants of The Unitarian Universalist Fellowship of Central Oregon and The Boulder Valley Unitarian Universalist Fellowship.

- **Visitor Comments** (2 min each, as needed)
- **Chair** (3 min)
 - **General:**
 - RETREAT: Aug 15-16 at Todd Hall, Detailed Logistics on last page
 - **Consent agenda**
 - Approval of prior months minutes
 - Treasurer’s Report
 - Lead Minister’s Report
 - Affirmation of **New Eliot members** (Bylaws, Article III, Part A): **N/A**
 - Selection of **Secretary** (Bylaws, Article VII, Part B): **Rebecca Taylor**
- **Thoughtful Question** (5 min) all members consider and discuss
 - **"What was the most positive thing that happened to you this year and what did you do to bring that about?"**

6:55 MEETING AGENDA (35 min before Body Break)

- **6:55 The Board’s Job in Times of Rapid Change:** (20 min)
 - discussion of article and how BOT meetings will change

We discussed the Hotchkiss article “[The Board’s Job in Times of Rapid Change](#)”, which inspired us to restructure the way we do the work of the board, with all reports within the consent agenda, and the majority of the meeting dedicated to planning, policy, and partnership. This model would integrate the Rolling Roadmap process into board meetings. As a reminder, ALL are welcome to attend board meetings to see these changes in process.

-Changing structure of Board meetings based on this article.



Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 3 of 6

-How to handle questions when the Board members find a point within the consent agenda that they want clarification on.

-Governance in church life is different than in public policy

-What is the purpose of the Board reading the treasurer's report, which Brian compiles?

Board financial oversight

–Board's main job is to envision the future

-Krista: Article for posting in TWAE about the Hotchkiss model of governance

- **7:15** Chair/Chair-elect terms: (5 min)

- Pros/Cons for Chair-elect (1st yr vs 2nd) Chair (2nd yr vs 3rd)?

-Jennifer proposed a change in the flow of the position/role of chair elect to chair. Could the previous chair stick around as a support to the new chair? The chair elect becoming the chair in his/her third year. Or a change to chair elect becoming such in their first year. In the new model, the chair elect would have no responsibilities beyond learning about how the Board works. The sequence of the chair's development over three years would then be: Learning, leading, mentoring.

-Possibly fold the Rolling Roadmap into the Board, thereby supporting the new chair. The article seems to suggest this model. Krista's report would be about the progress of the RR.

- **7:20** Rolling Roadmap: (5 min)

- Impact of chair/chair-elect terms?
- Overlap with Board meeting?

- **7:25** *Chair* explains **Annual Agenda** and process of planning the year ahead (5 min)

Jennifer shared her work on creating an annual agenda, building it using the Hotchkiss model

Jennifer: Hopes to share the RR at the August meeting

Krista: Staff needs the RR to plan for the year; she would like the plan to be ready for approval in June

Jennifer: August RR will already be approved and can be discussed at the August Board retreat

7:30 Body Break: (10 min)

7:40 MEETING AGENDA cont. (35 min after Body Break)

- **7:40 Open Questions** in general, and as applies to Draft RRV2 (30 min)

- *From BOT Policy Book **APPENDIX B 1. Vision & Mission:***

Include a dialogue of an "open question" related to the vision and mission at each board meeting. This is not to form a decision, but rather to explore our understanding of our mission through a dialogue of what is most important to the congregation. For example:

- 1) How might our church building best serve the mission of Eliot Chapel?
- 2) What might need to change at Eliot for us to attract many more families and younger members?
- 3) How might we connect our long-time members more closely to new members?

Board began working on Open Questions. If you want to learn about open questions, read the Hotchkiss article "How Boards Plan."

Respond at retreat to finalize a short list (3) of open questions for the congregation. Fall, Winter, Spring—one question each



Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 4 of 6

Mission, Vision, Values, Ends (given at beginning of RR)

Context—the events of Ferguson—especially Mission, Vision, Values

Jennifer: How can we make our church more physically welcoming, bring in new people, engage the community?

Kathy: What actions would you like Eliot to take out into the community. Perhaps start a new team, etc.?

Krista: How would we want to be known in the community (larger than Kirkwood)?

Kathy: What could Eliot offer that could help you grow in spirit?

Krista: How to raise life-long UUers?

Jennifer/Matthew: How to offset years of financial worry?

Bob: How can we continue to thrive?

Steve: How can we promote transparency in our communications? And make the congregation more aware of the information?

Jennifer: How can we engage the congregation in board meetings? (Answer: Food)

David: How can we demonstrate that we are having large, interesting discussions which will draw people to our board meetings? Rev. Krista could mention items

Kathy: How can we get the congregation involved in the work of the Board?

Rebecca: How can we get more Black persons into our congregation?

Jennifer: How can we be better allies for all the people impacted by the current administration?

Rebecca: What does it mean to be UU in a red state?

Jennifer: How can we love people across political divides and show them our love?

Steve: How can we be kinder than we have to be?

Jennifer: How can we build leadership for the future of Eliot Chapel?

Kathy: How can we build bridges to those who are not like us?

Rebecca: How can we build bridges to people of all kinds of relational status: small families, large families, chosen families, single persons?

8:10 PROCESS OBSERVATION (10 min)

- **Process Observation**

- o (5 min) Break into small groups to discuss the experience of the meeting, what worked, what didn't work, and any issues that arose that may have challenged our right relationship.
- o (5 min) Come back to large group and address issues that need addressing. If anything is left unresolved it comes back to the next meeting or is addressed by a task force outside of meetings.

Bob, Matthew, Rebecca: Maybe bake some silent time into the meeting to foster thinking. Structure played out in a way that was positive. Notetaking went ok.

Kathy, Steve, David: Liked people contributing, thoughtful listening. Steve: needs more direction (chair to call on people). Steve appreciated Jennifer's hard work in prep.



Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 5 of 6

Jennifer and Krista: Enjoyed the experience of this first meeting's Hotchkiss structure; Krista is excited about how we're going to live this. Need to include room for silence. Jennifer recognized her own need to step back to leave silence.

Bob: Our practice of continuing self-evaluation is like a succession of fractals.

Fist to five: 1-5. (Board members were asked to rate the break-out sessions by holding up one to five digits.)

Bob: Liked process but not needed every meeting.

Matthew: Safe space to clear out tension, broadens perspective.

Krista: This model could prevent some harm; up for staying in one large group.

Jennifer: Could shorten break-out groups to 5 minutes each meeting. Small groups could bring forward any issues but not bring forward if there are no negative Issues

Kathy: Fist to five would shorten the meeting.

Jennifer: Defer board bits until next week

8:20 MEETING CLOSING (15 min)

- **Check-out:** one takeaway, one gratitude
- **Chalice Lighter** extinguishes chalice and provides closing words

8:30 Meeting Adjourns

Add Fire of commitment words

Upcoming Dates of Importance

Board Summer Retreat	Aug 15-16, 2025	
BOARD MEETINGS	2025	2026
	Aug 20	Jan 21
	Sep 17	Feb 18
	Oct 15	Mar 18
	Nov 19	Apr 15
	Dec 17	May 20
		Jun 17



Board of Trustees Meeting Agenda

Eliot Unitarian Universalist Chapel ✧ Adams Hall ✧ 3rd Wednesdays @ 6:30 PM ✧ Page 6 of 6

Retreat Logistics

Arrival: Todd Hall Retreat Center, arrive between 4:00-6:00 PM on Friday, August 15th. **The earlier the better so everyone can get checked in, orientated, and settled before dinner.** Dinner will be at _TBD_.

Departure: Todd Hall Retreat Center, leave around 3:00-3:30 PM on Saturday, August 16th

Directions: <https://www.toddhallretreat.org/location> It's about a 25-30 minute drive from Eliot. Pay attention once you turn onto Highway 158, the left turn for the road to Toddhall comes up quickly. There is a Todd Hall sign at the turn. Follow the signs along the road to direct you to the entrance of Todd Hall.

Park in the southwest corner of the big parking lot. Turn right as the entrance drive connects to the center of the main parking lot of the campus. Park all the way to the end on the left. Our building and rooms are in this corner of the campus.

Our conference room building is **Cranmer** (upper level), and our lodging will be in the adjacent rooms. There is one entrance with no stairs. There is a small kitchenette area with a mini fridge, sink, coffee maker, water cooler, and counter for snacks. You may bring a small cooler for beverages. Adult beverages (in moderation) are allowed after our Friday evening session when we will have some social time.

Bring with you:

Casual comfortable clothes, walking shoes if you wish to explore the grounds. (Keep in mind we will take a group photo on Saturday.) Don't forget a sweater or light jacket if you get cold in air conditioned meeting rooms.

Toiletry items

A notebook and pen/or a laptop to take notes

Snacks to share, some gluten-free items are appreciated

Beverages to share