

July 2023 Board of Trustees Minutes

Adams Hall

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

Not Present:

Ministers, Volunteers & Guests:

Gather (5 min)

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

Check-ins of highs and lows (15 min)

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

Meeting Preparation (5 min)

- Finalize agenda
- Transparency Ombudsperson's Report
 - Steve explained how the board uses the ombudsperson's report to keep track of what the board is making available to the public. He also talked about how the report will change in the coming year to include an annual update on which policies the board has continually failed to uphold.
 - Steve agreed to be ombudsperson for the the 2023-24 year with Bob agreeing to apprentice for this job.
- Confirm meeting assignments:
 - Timekeeper - Steve
 - [Process & Transparency Observer](#) - Kalen

7:00 Consent Agenda (5 min)

- Approve June 2023 Meeting Minutes
- Accept Ombudsman's Report
- Affirmation of New Eliot members (Bylaws, Article III, Part A):
- Accept Policy Monitoring Reports: ([See Policy CSteompliance Record](#))
 - 2.1 Governing Style
 - 2.2 Board Job Description
 - 2.3 Annual Agenda Planning
 - 2.4 Officers Roles and Responsibilities
- Chuck moved and Carole seconded to approve the consent agenda. This was unanimously approved.

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

May income was good (primarily pledge income) Expenses went up a little bit, which was anticipated. Fiscal year net loss of \$66,000. We had anticipated closer to having \$230,000 loss.

7:15 New Business

- Designate Ombudsbuddy for 2023-24
- Acknowledge Banking Signatories

COMMERCE BROKERAGE: RESOLUTION #2: The Board is approving the Resolution as written on page 6 of 7 of the Corporate and Unincorporated Organization Resolution.

As the Director of Finance & Operations of Eliot Unitarian Chapel, Camille Novak is certifying the following:

That the Eliot Unitarian Chapel is duly organized and exists under the laws of the state of Missouri and has the power to take the action called for by the resolutions on the Corporate and Unincorporated Organization Resolution form for Commerce Brokerages Services, Inc.

That the resolutions on this form were duly adopted by the Board of Directors or Governing Body of said Company at a meeting held on July 18, 2023 at which a quorum of said Board of Directors was present and acting throughout; that no action has been taken to rescind or amend said resolutions; and, that the same are

now in full force and effect and do not conflict with the by-laws of said Company as stated in the Bylaws of Eliot Unitarian Chapel.

That each of the following, named individuals, has been duly elected (if applicable), is now legally holding the office set under his/her name, and that any one of them acting individually, is authorized to establish the following account(s):
1. Cash; 2 Margins; 3 Options in the name of Eliot Unitarian Chapel with National Financial Services ("NFS").

These individuals as of July 18, 2023 and after approval by Commerce Brokerage being:

Sara Fleming, Board Chair

Carole Glauser, Board Chair-Elect

Susan Bell, Board Treasurer

Gary Gray, Eliot Member

Camille Novak, Director of Finance and Operations

- Kalen moved and Steve seconded to approve a housing allowance of \$2,500 for Rev. Krista per month. This was approved.
- The board discussed changing some board policies to help us obtain better rates for liability insurance. Those items include requiring background checks performed for all Board members.
Steve is going to present a draft policy requiring background checks performed for all Board members, create a board members/officer handbook, and draft a job description for board members and officers by the August meeting.

8:10 Unfinished Business (15 min)

- The board discussed how to clean up our membership roster. Last month we discussed the steps we need to take. We need to check in with Camille to see what has already been done so far. Rev. Krista will check in with Camille.

The board moved into executive session at 7:33pm. The board ended executive session at 8:20pm.

- Action Items from last meeting – Completed? Next Steps?
 - Current financial gives us all the info we need for trivia night. It netted \$8,617.
 - Camille said letters would go out to people who pledged but never paid.
 - Krista will reach out to 10 hours a week with a congregation to Eden seminary. Student minister. UU candidate would have to do a year.
 - Blanke Fund could pay for it.
 - Reach out again to Camille about the volunteers
- August Board Retreat 18-19
- Jessica Grose - unchurched of America. The great dechurched. Jim Davis Michael Graham - ongoing series the NY times person is doing. What the people are saying is we are the nones.
- Project for the Communications Team. We have black lives matter, we have nothing that says who we are - what are our core values, what is our mission? We could give them that charge. This is what we should explore!
- Worship team. Study what does it mean to be a family friendly congregation. Let's build a plan.
- Volunteer Opportunities - Board promotion and collaboration with staff
- Tell us the story of what happened here? Reflection on the last year. What was the overall experience?
- Volunteer Opportunities— readdress in a different way. Since it's going to be so important to have a slew of volunteers. How to pitch this?
- Sue and Sara and Chuck will work on a hiring process for new staff.

8:25 Meeting Summary:

_ Process & Transparency Report

_ Decisions/Actions Taken/Follow Up

- Adopted Consent Agenda
 - Determine Key points for board briefing

_ Assignments for August Meeting

Chalice Lighter: Kalen

Timekeeper: Chuck

Process Observer: Steve

_ Policy Monitoring Scheduled for August Meeting:

- 2.2.4 Investment Performance – Carole/Bob
- 2.5 Board Code of Conduct – Kalen/Rebecca
(See [Policy Compliance Rec](#))

8:30 Closing remarks and Adjourn