

**Unitarian Universalist Society
Board of Trustees**

REGULAR MEETING MINUTES – – November 8, 2018

Board meeting minutes are made available on the website or can be requested from the UUS administrator.

Present: Jane DeWitt (President), Jim Laughlin (Past-President), Amy Fretz (Vice-President), Chris Rode (Treasurer), Peg Voelker (Secretary), Michael Honey-Arcement (Trustee), Paul Pomrehn (Trustee), and Rev. Diane Dowgiert (Ex officio Interim Minister)

Absent: Sara Feldmann (Trustee) and Colleen Higgins (Trustee)

Guests: None

Board President DeWitt called the meeting to order at 6:32 p.m. Fretz provided opening words followed by the chalice lighting and a brief check-in by Board members.

Consent Agenda & Announcements: Consent agenda and other items are uploaded to Dropbox for Board review prior to the meeting.

Consent Agenda items: Board Agenda; November Executive Committee Minutes; October Board Meeting Highlights & Minutes; Minister's Monthly Report; Treasurer's Report and Financial Statements; 2019 Draft Budget; Staff Relations Committee report; Email Vote – Approval Uptown Bill's Fundraising Request; and Email Vote – Approval NAACP Fundraising Request.

Other items: Congregational Meeting Agenda Draft (Voelker); Proposed Changes to By-laws Draft (Voelker); Proposed Library Donation Policy (Jessica Zimmer-Saltzman); and Board Position Job Descriptions.

Voelker noted that when necessary, the Board votes via email on matters occurring between meetings. A summary document of such voting and related communications will now be included in the Consent Agenda. During the past month, the Board voted by email to approve UUS-sponsored fundraising events for Uptown Bill's and NAACP.

DeWitt shared that she was contacted by Jim Olson, representing Leadership Development (LDC). He would like people in leadership positions to give testimonials to boost the interest of members to serve. Honey-Arcement offered to do so on December 2nd and DeWitt can on January 6th. Laughlin also offered to give a testimonial if needed. Olson also requested a job description for the Finance Trustee, invited Board members to share with LDC the names of potential nominees for elected positions, and opened a discussion about LDC involvement with Board Orientation. Also shared was that UUS received a Community Partnership Award from the Arc of Southeast Iowa for hosting their summer camp and Art Show in 2018. Michael and Rochelle Honey-Arcement attended ARC's annual meeting to accept the award. *Moved by Rode seconded by Laughlin that the Board receive the Consent Agenda. Motion carried. Moved by Honey-Arcement seconded by Fretz that the Board approve the November Executive Committee meeting minutes and October Board highlights and minutes. Motion carried.*

Library Donation Policy Proposal: Jessica Zimmer-Saltzman (DLRE) submitted a draft library donation policy to the Board. Rev. Dowgiert explained that Zimmer-Saltzman is seeking guidance on how to respond to requests to donate materials. Discussion included whether there are multiple "libraries" (e.g., youth, adult, historic); material locations (e.g., Reception Area, RE Commons, Conference Room); and who and/or what groups (e.g., DLRE, Adult RE Committee, Historic Records Committee) should have oversight of the materials. Rev. Dowgiert will take this issue back to the staff to resolve – obtaining input from members and potentially forming a task force as warranted.

2019 Budget Discussion: Rode provided three potential 2019 budgets – a Need, a Want, and an In-Between. The In-Between budget will be presented for a congregational vote. Rode enumerated the major

elements he will present at the meeting – which include the 2019 budget, the facility mortgage, fixed building expenses, and the solar-power purchase agreement. Also discussed was the upcoming switch by UUA from congregational fees calculated from the number of members to the Annual Program Fund (APF) calculation which is based on certified expenditures. UUA will cap our contribution at a 10% increase over last year. Rode reported that the 2019 pledge drive results thus far are promising – with return pledge units increasing their 2019 pledge by 18%. However, after the remaining pledges are received, we may still face a manageable budget shortfall.

December Congregational Meeting: The congregational meeting will focus on the proposed 2019 Budget but will also include a vote on changes to our by-laws related to the Committee on Congregational Life and Ministry (CCLAM), an overview of the upcoming ministerial search process, and a report from the Interim Transition Team. The agenda and proposed by-law changes were finalized.

Safety and Security Policy Plan: The scope of the *Building Security Task Force's* work is limited to, for example, key policies and cameras. They will not address building issues such as active intruder, fire and tornado procedures, signage, and drills; or review, revise and write other UUS safety and security policies and procedures. A different group needs to be formed soon to work on overall security and safety and to update our Policies and Procedures (P&P) manual. Several people were suggested to recruit for this effort. DeWitt will contact them and schedule an initial meeting.

Other: Fretz and DeWitt recently spoke with Honey-Arcement about "Slack," a platform to facilitate conversations among teams that he suggested we try. A free version and tutorials are available. The Board will discuss whether to test this new communication method. DeWitt shared that Judy Tokuhisa contacted her and enquired about whether the next UUS Auction should be exclusively an internal event or include advertisement and sales to the larger community. Board members expressed that expanding it to include external sales would likely have both positive and negative consequences. A suggested was made that eventually UUS have a separate community-wide annual event and keep the auction primarily internal. DeWitt will follow-up with Judy about this. Board members continue to develop and finalize written Job Descriptions for their respective positions. It is important for the LDC to have these as they talk to potential nominees and for outgoing Board members to share them with those newly elected. There was also discussion about the role and "job description" of the Executive Committee. Rev. Dowgiert commented that a change in UUS governance to a system like Dan Hotchkiss suggests would result in the staff handling management type issues previously directed to the Executive Committee.

Closing: There were no guest comments. Rev. Dowgiert provided closing words. Rode reported as Process Observer. Board members outlined their newly assigned tasks. The meeting adjourned at 8:55 p.m. The next Board meeting is Thursday, December 13, 2018, starting at 6:30 p.m. in the UUS Conference Room.

Submitted by Peg Voelker, Secretary