**Unitarian Universalist Society
Board of Trustees
REGULAR MEETING MINUTES – February 12, 2020**

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

**Present:**  Amy Fretz (President), Joe Rasmussen (Vice-President), Jane DeWitt (Past President), Chris Rode (Treasurer), John Raley (Finance Trustee), Michael Honey-Arcement (Trustee), Paul Pomrehn (Trustee), and Rev. Diane Dowgiert (Ex-officio)

**Absent:**  Colleen Higgins (Trustee), Allison Bettine (Secretary)

**Guests:** None

Board President Fretz called the meeting to order at 6:35 p.m. Honey-Arcement provided

opening words.

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

Moved by Pomrehn, seconded by Rode to receive Consent Agenda minus the January Minutes. Motion carried.

Moved by Rasmussen, seconded by Rode to approve the Consent Agenda. Motion carried.

**Committee Updates** –

**Governance** - Fretz discussed the Governance Committee. Will begin going through the policies we have in place. Does the board prefer to approve policies as they are completed or wait and approve the whole book? Discussed Board members having a master copy for everyone so we can reference these policies as they are revised or created. Also discussed having policies online for members to be able to see work as a way of transparency. All felt this was a good idea.

**Personnel** – Rasmussin gave an update on the Personnel Committee. They are looking at setting up co-chairs with a board member and congregational member to help with leading the group. They also are looking at 3-year term limits to alleviate turnover and burnout.

Discussed if any of the Board committees should include a staff person; committees that could benefit would be Personnel, Finance and Assessment. In those cases, staff members would serve as Ex-Officio members since they are Board sanctioned committees. It was decided that Board committee meetings should not be open.

**UUS Covenant of Right Relations – 2nd Read –** Motion to approve the Covenant of Right Relations made by Rode, seconded by Honey-Arcement. Motion carried.

**Right Relations Committee Conflict Management Policy and Procedure** – 1st Read.

DeWitt presented the policy, which was adapted from the existing CCLAM Conflict Management Policy. Discussion of the policy focused on the importance of members following the guidance in the first paragraph of the Policy before going to the committee for resolution of the conflict.

**RE-Revisioning** Fretz summarized the RE-revisioning process and timeline as outlined in the Staff report. Discussed concern that we will rush the process, being driven by the need to get something ready for the fall and will not allow enough time for people involved to think bigger and come up with a new program.

Rev. Dowgiert stated that the structure of workshops is meant to open bigger questions about what do we want and why do we do this thing called RE by examining the following issues:

1. What do we want our children and youth to most remember about their time spent with us? 2. Looking at general trends seen within UU in the region and nationally that are not just UU.

3. Look at systems that exist in the congregation and how it all fits.

Discussed whether this process would increase committed volunteers for RE and Rev. Dowgiert felt there may be a small number of around 5. Fretz reiterated that it is important that we support the process and Jessica’s role as DLRE and reminded everyone that one of the things we said we wanted in a minster was a person who was not afraid of taking risks even if we were to fail. Hopefully, with this work with the congregation, our success or failure is all ours to own. There was wide support expressed for this work.

**Finance Committee Update**

Raley presented the Board with the Committee’s charge and was given feedback. Will need policies on renewing contracts, audits, etc.

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**Finance Reserve Amount Declaration** – Raley stated the Finance Committee will be developing a policy to have 3 months cash in reserves as best practice. The formula will be: 1 year of Expenses divided by 12; to be reviewed each January to set new Cash Reserve amount.

**Board Request for Endowment Funds** – Raley discussed that the Finance Committee will look at Bylaws and procedures for the board requesting money from the Endowment Fund. It is important to have this request each year in January or have it included in the budget process.

**Rental Income** – Raley discussed the member/staff perspectives – Procedures are organized well. The greatest concern is not being able to use the building for UUS events in the summer into fall because of wedding rentals. How do we handle this? What do we want? There is not that much income realized from rentals because of the costs associated with clean up, facilities coordinator costs, etc. If our mission is to be a welcoming community and we want people to be able to come to UU for UU events, that is not really happening when we don’t have use of our building. Do we want to manage this by blocking out 2 weeks in the summer months for our own events, ask people to plan UU events better and get them on the calendar early (like a year ahead)? Next month the Board will discuss what our expectations are regarding building rental. What is your viewpoint regarding being respectful to the congregation, staff and our mission and vision? Once we discuss this we can better advise the staff on how to proceed with rentals.

**Move Accounting In-House**

Raley discussed problems with our current accounting management company TLD. We have problems obtaining reports, delay in receiving checks, and quality control. The Finance Committee met with a CPA who works with non-profit organizations and she feels that we would be better served by moving to Quick Books and bringing our accounting in-house. She would be able to set this up, with Emma taking on more responsibility. The transition costs would potentially be more than TLD but we would save money in the future, and it would take a large burden off the Treasurer. The CPA would also help write policies for UUS around best practices, so an annual audit may not be necessary.

Motion made by DeWitt, seconded by Honey-Arcement to accept the Finance Committees recommendation to proceed with the transition to bring our accounting in house. Motion carried.

Safety Team Update and Lois Cole’s Ministerial Formation Team tabled until the next meeting.

**Closing**: Rasmussen gave Process Observer comments. Closing words were read by Fretz. The meeting was adjourned at 9:05pm.

**Next Board Meeting: Wednesday, March 11th, 2020 at 6:30PM, UUS Conference Room.**