

**Board of Trustees
All Souls Unitarian Church
BOARD MEETING
September 12, 2018**

Present: Babette Miller, Tracy Shringarpure, Judy Murphy, Mike Middleton, Judy Lumbert, Diane Kennedy, Rev. Anastassia Zinke, Tom Mulcahy, Betty Lynch

Prior to the board meeting Tom held a mini workshop on adding content to the new website.

Meeting called to order at 7:00pm by Betty Lynch

During check in Diane mentioned that the "Parliament of the World's Religions" was coming up Nov 1-7 in Toronto. Rev. Anastassia is planning to attend.

Diane read a piece she adapted from a quote by Thomas Decker while Betty lit the chalice.

Rev. Anastassia has really enjoyed meeting with the different board members and the conversations with each to see how everyone views their role within the board as well as the board's role and goals. As everyone seems to have a working understanding of Governance, the plan for "Governance 101" was shifted to a board activity. All wrote a hope for the growth of the church and together we walked the temporary labyrinth in the lobby, shared thoughts on growth and read aloud our hopes.

Diane Kennedy moved to accept the August minutes without amendments. Babette Miller seconded. The motion was approved unanimously.

Mike Middleton reported that we sent out a reminder letter for outstanding pledges and they were quite successful. There was then some discussion about where money will come from in the future for handling building repairs. In the past, money has been withdrawn from the endowment, special fundraisers, asking the congregation directly, etc. Instead of using the endowment as a savings account to turn to when unexpected repairs crop up, it should be treated as an endowment. The Capital Campaign created a \$100k reserve to be used for this purpose, but that reserve must be continually refunded as a building needs 2-4% (of its actual value) in annual repairs and updates. Betty Lynch asked if the finance committee can look into this issue and future funding of the building repair reserve. Mike agreed.

Next, Mike Middleton reported from the Planned Giving Committee. Currently, there is a program underway called "Wake Now Our Vision" which will match a percentage of planned gifts by members of the congregation if they leave something to ASUC. This program will be over at the end of this year. At that point it will be sorted out how much each participating congregation will receive. More promotion of this program is planned, The Planned Giving Committee wants to make sure matches go to the endowment. **Mike Middleton moved that any Wake Now Our Vision campaign donations and matching money shall go to the endowment. Diane Kennedy seconded. The motion passed by unanimous vote.**

There was then a discussion about unspecified funds from bequests and whether they should go directly to the endowment or pass through the board first. Mike Middleton moved that all unspecified funds should go directly to the endowment. Diane second. The motion was then opened for discussion. Tom Mulcahy moved to amend that if there was a two thirds majority vote by the board the unspecified funds could be redirected. Diane seconded the amendment. The motion with new amendment was opened for discussion. Betty Lynch wanted to have an amount to trigger a board vote on such funds and gifts.

Tracy Shringarpure moved: Any unspecified donations under \$40k shall automatically go to the endowment. Unspecified donations of \$40k or more go before the board wherein a two thirds majority vote can shift the donation from the endowment to other purposes. Babette Miller seconded. The motion passed with 1 vote in opposition and 1 abstention.

Tom Mulcahy moved to accept the treasurers report. Betty Lynch seconded. Unanimous approval.

Betty Lynch brought up Fall Retreat Scholarships. This year the cost of the retreat will be \$125 per individual and \$200 for families. In the past scholarships were raised from individuals. Last year's retreat had a surplus after everything was tallied. **Betty moved the board can use money up to \$500 from project custodial account to supplement the Fall Retreat if so needed. Judy Murphy seconded. Unanimous approval.**

Betty Lynch brought up the topic of board size: do we want to let the board go down to 9 members at the end of this year when 2 members are automatically stepped down? Rev. Anastassia reminded the board that before the spring congregational meeting we have the December meeting where the new Nomination Committee members will be voted on. Once the new nomination committee is put together they can get instructions from the board on the direction to take. The slate for the Nomination Committee must be selected by November 1. That leaves only 6-7 weeks to figure out who is going to be on that committee. Judy Murphy was selected to be the board representative on the Nomination committee and will get together with current committee members to put together the slate.

Betty Lynch asked if there were any objections to the Ministerial Goals as currently written. There were none. They will be attached with these minutes. Rev. Anastassia hopes that in the future we can tie these goals to congregational goals? Tom Mulcahy asked if Rev. Sarah Gettie and Rev. Kayla report directly to Rev. Anastassia. They do. Babette Miller was concerned about all the pastoral care needs falling into Rev. Kayla's lap. Also Babette wondered how many hours exactly there are when someone is in a ¾ time position and is that enough to handle our congregations pastoral care needs? Rev. Anastassia said that ¾ time is being looked at by UUA, but it is at least 30 hours on average. Right now, with the new staffing, we have clearly provided more ministerial resources towards pastoral care. The balance between ministers is in process and developing. The ministers are looking at a team approach to pastoral care with requests taken into consideration, but with Rev. Kayla as the lead. Currently the ministerial team is hoping that a member of the ministerial team will be in town 365 days a year. **Betty Lynch moved to accept ministerial goals. Tracy Shringarpure seconded. There was unanimous approval.**

Babette Miller gave a 2020 implementation report. The engineering work for the RE wing drainage issue has been done. They discovered they can repair an already existing drainage system instead of starting from scratch. This is good news as it should be much less expensive. Babette says the committee is working on prioritization right now. The congregation voted for the Gold plan but was only able to fund the Silver plan. We should prioritize items from the Silver plan at this point.

Rev. Anastassia has been applying for Center for Congregation's matching grants for staff and lay leaders to get more training. Anyone with ideas, or seeking resources (i.e. book, video, online course, conference, etc.) should send an email to Rev. Anastassia with their request and date of event. If someone doesn't know a specific resource but has a general idea of what area they want to "improve on" to send an email as well. There is some money for this in the budget, some is tied into contracts, this matching grant might free up other money if used wisely.

Staff feels distant from board and since they report to Rev. Anastassia and not the board, the best way to bridge that gap might be a meet and greet. Tentatively scheduled for 6-7 before October's board meeting as a pitch in.

Betty Lynch moved that a portion of Rev. Kayla Parkers' salary, \$14,000, shall be allocated for housing costs annually. Babette Miller seconded. Motion passed unanimously.

There is a program called "Start-Up" that assists getting new ministerial staff up and running with fewer communication and operational hiccups. The "Start-Up" for both Rev. Kayla and Rev. Sarah Gettie is tentatively scheduled for the night of Friday October 26 and the day of Saturday October 27 (times TBD). The board and other key staff and congregational members should attend. Please mark in your calendar. Betty Lynch will organize food/refreshments.

There is a Safety and Security Workshop on Thursday, Sept 27. Rev. Anastassia is hoping a representative from the Board can attend because the board is usually on the front line if a big event happens. Betty will try to go. Babette may try also.

Betty reported that the Governance team is meeting, everyone will be taking pieces and working on sections so that hopefully by the end of May 2019 we will have some new bylaw frameworks in place.

Babette will bring a reading for next month.

Adjourned at 9:20pm