

Board of Trustees

All Souls Unitarian Church

BOARD MEETING

January 9, 2019

Present: Pat Fisher, Diane Kennedy, Judy Lumbert, Betty Lynch, Mike Middleton, Tom Mulcahy, Judy Murphy, Diane O'Brien, Tracy Shringarpure **Staff:** Rev. Anastassia Zinke

Chalice Lighting and opening reading (Tom Mulcahy)

December 2018 Board Minutes

- Motion was made by Diane K. to approve the Minutes and Tracy seconded. Approved.

December 2018 Treasurer's Report

- Mike presented the Endowment Account. He notes that we're in a good cash position to fund the renovation.
- We will receive the Wake Now Our Vision funding...not sure when we will receive the funds, right now. It will be earmarked for the Endowment. It will be matched.
- Motion was made by Tom to approve the Income and Expense Report and Judy M. seconded. Approved.

Minister's Report

- Tracy asked if there is a need for babysitting during member meeting nights. Per Anastassia there have been no requests as yet. There is a trained sitter pool available that is reimbursed by the church. Attendees need to be made aware of it.
- During last month's meeting, the Board began a conversation about restricting the voting rights of staff who are members. Betty finds nothing in the by-laws that restricts this. Nancy Baney raised the issue. Members agreed that the governance committee will be addressing this as part of the policies. Anastassia will convey this to Nancy.
- Rev. Anastassia raised the issue of a feedback loop procedure for congregants to voice their opinions. Members agreed that there needs to be an administrative procedure in place. AZ has drafted a procedure which she will put out to the congregation.
- AZ reported that Robert wants to go to seminary in August 2019 and will leave at that time. He would like to reduce his hours (10-12 week) to only communications work (order of service, In the Know, web site, placement of sermons on FB), until August. He suggests that someone else be responsible for administrative work. Skill set needed: ability to manage projects, think through office functions, manage volunteer time and tasks. This will be a 20-25 hour position. Members agreed that Anastassia will work with the Personnel Committee to pursue hiring someone for the administrative position.

- Anastassia has talked with a marketing firm about assessment of our needs and a plan.
- Betty asked Anastassia about tracking grant money. This was discussed during the last Board Meeting. At Anastassia's request, Judy Lambert elaborated. Board Members would like clarity as to details of matching grant monies, i. e. accounting to the funder, what funds they are assigned to. Per AZ we've received 2 grants from the Center for Congregations. Betty suggests that the final report that's sent to the Center for Congregation or any other entity be given to the Board for review.
- Rev. Anastassia requested an increase in pay for Daryl Hockersmith, Custodian for ASUC. The Board discussed increasing his salary by \$1.00/hr to bring it to \$14.50/hr. It was decided that Mike Middleton would provide the group info via email as to the budget impact of the increase and members would vote, via email. That did occur and on 1/10/19 there were sufficient votes to approve the request to increase the Custodian's salary. Final vote was 7 "yes" and 1 "no."
- Motion was made by Diane O'Brien. to approve the Minister's Report and Tracy seconded. Approved.

Discussion of the Board Covenant

- Betty suggests that the Covenant be reviewed at some depth during the Board Retreat this summer. The members agreed. Diane Kennedy asked that we also plan to include the Mission and Vision in more public ways. Options would be to include it in printed materials and on a wall in the building. Anastassia and Tracy will discuss possibilities for incorporating Beloved Community language into the Mission Statement.

Board Size for Next Year 2019-20

Nine current members will remain next year. A new VP will be needed in the coming year. If no current member volunteers, the Nominating Committee will be asked to search for someone.

Nominations for Pledge Drive Team Leaders

- We need one lead and, possibly, a co-leader for the Pledge Drive. Possibilities were discussed.

Overage of funds

- Funds can be rolled into the Capital Campaign, which allows us to continue funding the staffing plan.
- Betty brought up a discussion of staff salaries. There was discussion about impact on the budget and it was agreed that Mike will provide a report as to how an increase would impact the budget. He will send info out in an email and the members can vote via email.
- Diane Kennedy made the motion to provide a \$500 bonus to Robert for his work in developing ASUC's web site. Diane O'Brien seconded and the motion was approved.

Note: We're trying to put 5 years of Board documents on the web site. We'll set up a Board Drop Box Archive for these documents. Fern Page maintains an archive of paper documents.

Governance Policy Meetings, 1/30, 2/27, 3/27, 4/24/19. Mark your calendars. Led by Matt Miller. They may be conducted electronically.

Next meeting, February 13, 2019 at 7 pm. Tracy will have the reading.

Respectfully submitted,

Pat Fisher, Secretary for ASUC Board of Trustees