

## UUCNH Board Meeting 4/19/16

Board Members in attendance:

Dennis Doubleday	Randy Minnich
Mark Draa	Dawn Lindsay
Rachael Smart	Joyce Kepner
Ivan Baumwell	Ex Officio in attendance: None
Bob Delaney	Absent: None

### 1. Consent Agenda

- a. Previous Month's Meeting Minutes
- b. Liaison Reports – Brief discussion of budget, which will be voted on in May. Beloved Conversations included under DLFD although seen as a broader church activity/investment. We don't know what new DLFD compensation or benefits will be, will be estimated in budget. Also Committee of the Month list was updated. DD noted that staff decided to purchase Breeze, a church contact management software.
- c. Approval – IB moved, RS seconded, unanimous vote

### 2. Action Item Review

- a. Volunteer Board – RM noted that the number of jobs on the board at any given time will be limited. Status: Complete
- b. Rental policy – this will be discussed during meeting tonight.
- c. Fundraising – RS summarized brainstorming session on 4/17. Four people attended, discussed the importance of strategic planning (no more than one large event per year, with additional smaller efforts throughout). DL noted that Elizabeth Erbrecht is interested in being the chair of the fundraising committee, provided there is an active committee and support of the church. Status: Complete. DD will add line item for expected revenue from fundraising to budget.
- d. Create report of what amount each fundraiser raised in the past – Tabled, DD to create this report, DL offered to help
- e. Board Bravo – DL compiled updated list, uploaded to Yahoo group, and will maintain going forward. IB noted that Board Bravos should be read during a Sunday service as well as being printed in the Intercom, e-news, and social media. RM reminded us that SST should decide which Sunday to do the reading, because they know which services are at risk for running long.
- f. May Bravo? – JK suggested Steve Fuegi, for his work with adult faith development, social justice, etc. DL will write. DL also suggested Elizabeth Erbrecht and Rummage Sale Team

should be recognized in June. Other suggestions were governance task force (when done), Greg Jarold for LDT, Cheyenne, pianist who is leaving.

- g. Annual Meeting is May 15<sup>th</sup>. Next Board Meeting changed to Thursday, May 12<sup>th</sup> at 7PM because the Board needs to meet prior to the Annual Meeting.

3. Governance Task Force Update (Joyce)

- a. GTF needs 20 minutes on agenda at Annual Meeting. There will be a consensus vote on the proposed new structure. Three presentations have been made (Board, Committee of Chairs, and open meeting after church where 6 attended and had engaged discussion)

4. Facilities Use Task Force (Randy)

- a. Lynne put together a form for potential rentals
- b. Discussion around rental contracts as far as who owns them, where they are managed. RM will ask Lynne how contracts are organized, specifically whether they are being emailed to her routinely.
- c. Task Force (Randy, Joyce, Ron, Lynne, Kathryn) will meet on Friday. Kathryn is unable to attend.

5. Interim DRE Search Report

- a. Interim DRE task force has met once. One-page posting has been created and will be posted on the church website and on the LREDA website (Liberal Religious Educators Association). Application deadline is June 1.

6. Questions about Preliminary Budget

- a. DD included comments about budget in consent agenda which were reviewed. Budget will include supporting health care for staff.
- b. DD will get the Board a finalized proposed budget to be voted on at the May 12<sup>th</sup> meeting

7. Annual Meeting Prep

- a. Reviewed checklist which proved extremely helpful

Action Item	Responsible Party
Set Date: Specify the day, hour and place for the congregational meeting	May 15 <sup>th</sup> at 12PM
Set Agenda	Agenda will include governance task force update, vote on new members, budget. RM will send focus areas and see whether it should be included. DD will draft agenda
Determine the quorum needed -- if larger then	BD

40% then board will publicize the larger quorum	
Advertise Meeting: Provide notice to each member a minimum of 8 days (including 2 Sundays) before the day of the congregational meeting. The notice shall contain an Agenda and the names of any nominees submitted by the Leadership Development Team to be voted upon in that meeting.	Lynne - DD will email agenda and nominee lists to Lynne by <b>April 26<sup>th</sup></b> for inclusion in e-news.
Determine if there will be any votes - if so, prepare proxy forms and let people know that they will be in the office a week before the meeting	JB/RM will ask Lynne for proxy form template when they meet with her on Friday.
Assign someone to take notes (typically board secretary)	
Assign two people to count attendance and count any votes	DAY OF
Ensure microphones are setup and working – Engage Sound Wranglers	DAY OF – whoever is doing sound
Print Membership List for sign-in	BD
Provide Ballots if they are needed	DD
Assign parliamentarian to ensure we are following Roberts Rules of Order	DAY OF – Sue Broughton or Ed Rockman
Setup tables for members to sign-in	DAY OF
Upload Meeting Minutes to Board Yahoo Group	AFTER

- Annual Report needs to be produced SOON. IB will send email to Committee of Chairs requesting reports by May 1. DD will ask Lynne for an update on any missing reports on May 2. Liaisons will remind their committee chairs
- Create list of people to thank – outgoing board members, Greta, etc. EVERYONE will email suggestions of people to thank to DD
- Invite new board members to the May 12<sup>th</sup> meeting – DD will invite new board members to the May 12<sup>th</sup> meeting, RS will add this to the checklist
- Plan gifts for outgoing members – DD

8. Rainbow Ministries Letter – RS noted that UUCNH is not participating in Pride March this year, letter explains the thinking of the Cluster regarding this. RS will put notice in e-news with link to letter.

Adjourn – RM moved, IB seconded, unanimous vote to adjourn

Next Meeting: 5/12/16 @ 7PM

Annual Meeting: 5/15/16