UUCNH Board Meeting Minutes

December 18, 2018

In attendance: Robyn Travers, Susie Wood, Mary Ellen Johnson, Don Nelson, Kathi Finch, Jan Hoeter, Don Rollins, Dana Poss

- Approval of November 2018 meeting minutes:
  Mary Ellen Johnson: motion to accept minutes
  Robyn Travers: seconds motion
  Unanimous approval

- Approval of liaison reports:
  Liaison reports
  Mary Ellen Johnson: Motion to approve liaison reports
  Susie Wood: seconds motion
  Unanimous approval

November Meeting Follow-up

- Next steps on growth – Kathi Finch will reach out to Rev. Sunshine Wolfe to see if they can talk with us about next steps in developing and implementing a plan to explore growth and becoming more welcoming

- Update on hospitality/event planner
  - Hospitality: Ellen Saksen taking lead; Don Rollins unsure of current status
  - Event planner hired; she will meet with Kathryn Flower in early January for transition of responsibilities

- Intercom bimonthly proposal – board will continue discussion via online group chat

- Annual Board goals – Jan Hoeter will develop SMART goals for the three board goals
  - Kindness campaign ideas: begin reminding congregation of covenant regularly; develop church leadership survey to get baseline of personal and group kindness behaviors; plan to launch 9 month campaign in September 2019
  - Once board has outlined its goals and action items for its part of the kindness campaign, will share with the staff who will develop their own goals and action items; then pass along to team/committee leadership, who will develop their related goals and action items; then discuss with related teams; then brought to the congregation at large to develop group goals and action items
**New Business**

- Office administrator – Robyn Travers motioned to move board into Executive Session, Mary Ellen Johnson seconded, and motion passed unanimously; Susie Wood motioned to go back into regular session, Kathi Finch seconded – passed unanimously

- Ministerial housing allowance 2019 – Susie Wood motioned that we accept the ministerial housing cost as flat to the 2018 numbers, Robyn Travers seconded – passed unanimously

- Systemic change team and request for streamlined process for SCT to release letters/communications of support – if need arises, board president will call emergency board meeting (can be held via Zoom to expedite process), and if board quorum is not possible, then Executive Committee will make decision

- Safety committee CAR document – review and approval: Jan Hoeter motioned that we accept the CAR document, Robyn Travers seconded; approval based on adding the following two italicized lines to the CAR:
  - Develop, oversee and execute a Safety Preparedness Plan and communicate relevant portions to the congregation
  - Annually review and if needed update this CAR document and the team’s master list of tasks and responsibilities
– Motion passed unanimously

- Background checks policy – Personnel Committee will draft

- Invitation to meet with Board offered to those congregants who try to discuss church issues with Board members: board members will now invite people to come to a board meeting so they can have 5 minutes on the agenda; board will then have 5 minutes to ask questions; all board members will now offer this invitation if approached by congregants

- Membership letters – final decision, do we notify those who are being removed from membership; motion to remove 2 people who haven’t responded made by Robyn Travers, seconded by Mary Ellen Johnson – motion passed unanimously

- Mid-year meeting
  - Agenda – Green Sanctuary update, Systemic Change, Board review, Hunger Garden update, Safety Preparedness team
  - Action steps – accountabilities: announce date (SW), put agenda out to congregation (SW), roster of members (MEJ), food (KF and RT), runners (MEJ and DN), audio wrangler (DN), note taker (ES)