

**First Unitarian Society
Board Meeting**

December 18, 2007

Item	Decision/Action Required	Action Owner
Planning Process	<p>Laurie reviewed where we are in the planning process and distributed a packet of documents that included: the planning process, the original strategic goals from the Leadership Retreat Sep 22, and what we have received so far from the staff for Goal #1 (Karen G. has been coordinating this), and the output from September 22 on Goal #2. It was noted that for Goal #2, Fund capital projects and operations, there is a Sub-goal: Carry out additional capital fund-raising, and that Activities #1-6 have been completed.</p> <p>Action: Activities #7 – Develop other fundraising ideas (bricks, concerts, speeches, etc. and #8 – Develop process to communicate capital giving opportunities to new members. These have not been addressed yet. Brian Hellmer and Susan Koenig have the responsibility to bring this up at the next financial stewardship council meeting.</p> <p>Action:The Building Committee is responsible for Goal #3-Complete Building projects & occupy new and renovated facilities, and the Steering Committee is responsible for Goal #4-Increase operational effectiveness throughout.</p>	<p>Laurie Joiner; Kathy Luker</p> <p>Brian Hellmer, Susan Koenig</p>
Roles and Responsibilities	<p>Kathy Luker distributed an example of how to develop more detailed plans once we have the objectives. She explained the importance of developing more detail to our plans so we are accountable. We all will know what we want to accomplish, what actions will be taken to achieve the objective, who's on point, who's involved, what resources are required, what outcomes are expected, and when it will be done.</p> <p>Kathy Luker explained that the FUS Board leadership is interested in continuing to document processes, roles and responsibilities of groups and people, and policies of the Society. There was a Board Task Force in 2001-02 called the "role mongers" that began this process and made a report to the Board in 2002. That led to some</p>	<p>Example attached.</p>

changes in the By Laws. Kathy is now continuing this effort with the Steering Committee and the Board.

Attached are two documents for the Board to work with.

The Prominent_Decisions_FUS is the Appendix C of a report that went to the Board in 2002 from the Rolemongers Task Force. It is a list of prominent, recurring decisions of the Society. **Action:** Kathy asked Board members to peruse it and send her comments including additional decisions.

The Board looked over and made some changes to the second document, Roles. Resp. Governance. **Action:** Kathy asked each Board member and the Management Team to review and provide input on this document since it's incomplete. She asked the Management Team to work on the Management Team Leadership and Staff Leadership sections, and asked the At-Large Trustees to work on the Council Leadership and Committee Leadership sections.

It would be best if people would simply add their comments, fill in the blanks detail to the table in color with their initials in () after each addition. Then I can consolidate comments and bring the document back to the Board for final discussion. Deadline for comments to Kathy by Friday, February 1.

Action: Board review document and send Kathy comments and additions. (Document attached)

Action: Board, Management Team, and At-Large Board Members review Roles, Responsibilities for Leadership Processes (Document attached) Deadline for comments to Kathy February 1

Nominations Process

Jane Richardson presented the Nominations process to the Board and asked for their help in suggesting possible names for positions.

Laurie asked the Board if they thought it was a good idea to provide as much continuity on the board as possible through this year of transition to the new building. Laurie and Kathy have agreed to extend their terms for one more year. Laurie asked the Board members whose terms are up if they would be willing to stay on the Board. **Decision:** Board agreed that it would be useful to have continuity and there is no problem with the by-laws to have Laurie continue as President and Kathy to continue as Vice President for one more year.

It was suggested that the position descriptions for council chairs would be helpful to the Nominations Committee. **Action:** Positions

Action: Board review list of current leaders and dates when terms are up—and contact Jane Richardson with suggestions of possible people for these positions.

Action:Laurie will contact board members whose terms are up and find out if they're willing to continue to be on the board.

Nomination Update document

Descriptions will be sent to Kathy Luker by January 9

attached.

Purpose Statement for Committee on Ministry

Michael distributed the purpose statement for the Committee on Ministry. This is comparable to charters for councils. The Board should review this document and send any comments and questions to Kelly Crocker and Karen Gustafson.

Action: Board review document and send comments to Kelly and Karen. (Document attached)
Laurie Joiner

Update on Close the Gap

Laurie provided updated figures for the Close the Gap campaign – people have been very generous. Expect to get end of year contributions. **Action:** Will give final report at next Board Meeting.

November minutes Large Church Conference

Moved and approved
Please consider going to Large Church Conference in Louisville KY. Dates are March 13-16 2008.

Board
Action: Board members check out website and contact Kathy or Laurie if you're planning on going.

Attendance:

Laurie Joiner, President
Kathy Luker, President Elect
Tom Detmer, Secretary
Brian Hellmer, Treasurer
Richard Miller, Trustee
Nancy Kosseff, Trustee
Michael Schuler, Parish Minister
Karen Gustafson, Minister
Kelly Crocker, Minister of Religious Education
Susan Koenig, Church Administrator
Dan Broner, Music Director