

# Meeting Minutes

|                    |   |               |                          |
|--------------------|---|---------------|--------------------------|
| <b>Date</b>        | <b>September 2, 2009</b>  | <b>Time</b>   | <b>6-9pm</b>             |
| <b>Facilitator</b> | Kathy Luker, President  | <b>Scribe</b> | Sandy Eskrich, Secretary |
| <b>Subject</b>     | First Unitarian Society Board of Trustees, August Board Meeting (rescheduled)   |               |                          |
| <b>Attendees</b>   | Lisa Munro, Richard Miller, Gary Leisman, Pamela McGee, Kathy Luker, Susan Koenig, Karen Gustafson, Emily Cusic, Michael Schuler, Brian Helmer, David Weber |               |                          |

# Meeting Minutes

| Agenda Items |   |  |
|--------------|---|--|
| No.          | Topic   | Details/ Outcomes  |
| 1            | Opening/Chalice Lighting/Check in                         |  |
| 2            | Sponsorship of Wanda Herr                                 | The board approved FUS sponsorship of Wanda Herr in her ministerial studies  |
| 3            | Opportunity Fair<br>September 20, 2009,                   | Rather than host a volunteer-type table, the at large trustees/council liaisons are encouraged to join their council's table to answer questions, etc.   |
| 4            | Friend's of the Meeting House                             | Richard asked the Board to affirm the proposed appointments to the governing Board of the Friends of the Meeting House. Approved.  |
| 5            | Financial Update  | See FUS Operating Statement, July 1, 2008-June 30, 2009 with net income (surplus) of \$61,165.<br>See Weekly Pledge Report, updated 08.17.09 While the average pledge is stable at approx. \$1450, the number of pledging units has decreased.<br>Question why have we had membership drop? connection to few YRUU light attendance? Other contributing causes? (However RE enrollment is slightly up in comparison to last year   |
| 6            | Facilities/Funding Issues                                 | David reported on several issues including Preservation Committee agreement that some immediate capital renovations will take priority to the remainder of some of the previously identified projects. Also, the fire inspector approved continued use of Isom House prior to renovations.   |
| 7            | Outreach Offering Plans                                   | Michael presented historical data as well as projected recipients for the 09-10 church year. The Board generally endorsed participation in the UUA Association Sunday as well as the local recipients.   |
| 8            | Roles and Responsibilities: Lay Leaders and Staff Leaders | Karen will distribute the final document describing Lay Leaders which has been previously discussed and approved. The Senior Staff and Executive Team Functions and Responsibilities was presented by Michael and reviewed by Board members. "Strategic planning" may be inserted in the Planning Team responsibilities paragraph to link the staff with the Board and Leadership goals. Individual staff members are welcome to attend Board meetings and may be directed to attend at the direction of their supervisor depending on the agenda. #1 "...Senior staff generates periodic reports..." implying minimally for the annual report and consistent with the discussion of the Calendar Updates described below. The Executive Team roles may be better characterized in #2 as "clarify and implement" institutional and programmatic priorities. #5 and #6 discuss compensation and benefits as within the purview of the Executive Team with the Board reviewing/approving the matrix on a regular schedule (eg. 3-5 years). |
| 9            | Twelve Month Calendar of Board Updates                    | Referred for Sept mtg.   |
| 10           | Update on FUS staffing changes                            | A narrative from the Executive Team was offered and discussed by the Board and staff.  |
| 11           | Parish Meeting Planning/Agenda                            | Kathy distributed the proposed Agenda for September 13, 2009. Keep in mind that this meeting is being held before RE has started and the May meeting is scheduled after RE is released for the year. This is likely to depress attendance and may need to influence future dates.  |
| 12           | Fundraising Policy?                                       | FUS doesn't have a current policy in regard to fund raising but some general guidelines were offered that would likely be consistent with our principles and may be included in a policy to be developed (see below)   |

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| 13 | SCRIP Program        | Brian offered the description of this fund raising effort through Simplified SCRIP. There was an approved motion that the Board directly supports this program and agreement that Board members were encouraged to try it. |
| 14 | Approve July Minutes | Approved   |
|    |                      |  |
|    |                      |  |

## Action Plan

| No. | Action Item   | Owner             | Target Date            |
|-----|---|-------------------|------------------------|
| 1   | At large trustees will attend Opportunity Fair  | At large Trustees | Sept 20, 2009          |
| 2   | Consider causes of membership/pledging unit decline                                     | Board and staff   | Fall consultant visits |
| 3   | Review or develop if necessary the FUS Staff compensation policy (see discussion above) | Board and staff   |                        |
| 4   | Consider the development of a fund raising policy                                       | Board and staff   |                        |
| 5   | Change date of Leadership Retreat from Sept 12, reschedule through email                | Board and staff   |                        |
| 6   | Twelve Month Calendar of Board Updates  |                   | Sept. mtg.             |
|     |   |                   |                        |