



UNITY  
TEMPLE  
UNITARIAN  
UNIVERSALIST  
CONGREGATION

**BOARD OF TRUSTEES MEETING MINUTES**  
**1019 South Blvd. Building**  
**6:30 PM :: December 12, 2017**

**Attendees**

Board: Rob Bellmar, Alec Brownlow, Kathy Clark, Bill Crozier, Anne Devaud, Karen Haskins-Brewer, Amanda Sonneborn, and Dave Willard

A-Team: Alan Taylor, Emily Gage, and Elizabeth Plummer

Guests: Teresa Powell, Erik Wise, Willa Shultz, Lynne Hensel, and Kellie Kelly

1. Centering began at 6:38 by Bill, with a reading.
2. Check-in – With the new 2018 Board members visiting this meeting, Rob facilitated all of us going around, introducing ourselves, saying our time on the Board or as a staff member, and sharing a favorite holiday event or tradition.
3. Consent Agenda – The A-Team minutes were reviewed. There was discussion about the joint effort with St. Christopher's, providing asylum for a young man and our role; the small graffiti on a Unity Temple light; the progress of the new Celebration of Life committee and the policies being formed; and Alphawood assisting with HVAC costs next year. Other documents were reviewed with no discussion. Karen motioned to approve the Consent Agenda and Dave seconded. All approved.
4. Annual Meeting Feedback – Rob led the discussion. Everyone said that Lynne's first presentation as Treasurer was clear and informative, and everyone appreciated the great work she and Rob did on the Powerpoint for the congregation. There was concern regarding Jason Sherman's amendment, as it is likely not feasible given the fluid nature of the finances in July, as Dan Crimmins tried to emphasize in his comment. We all discussed that the spirit and intent of the amendment is wonderful and we should pay attention to that. Alan shared that he was touched by so many in the congregation wanting to raise the staff's salaries, even with a deficit budget. He said that speaks to the congregation's optimism. We discussed how it was difficult to lose the quorum at the end. To increase attendance at the meeting, the idea of having only one early service on the Annual Meeting Sunday was presented. We would then have the meeting directly after the first service (with room for a short coffee break inbetween). We thought that might raise attendance, as it interferes less with people's day. Difficulty in counting votes was also discussed. Karen suggested yea and nay colored voting cards, which can be made out of bright cardstock.
5. Kellie Kelly's Ordination – Alan shared that Kellie will be assisting the church during Alan's sabbatical and she will be our summer minister. Alan and Kellie shared that Kellie is requesting to have her ordination ceremony at Unity Temple on June 9, 2018 at 3:00 PM. Kellie distributed a sheet to everyone describing the process and its meaning. An ordination signals that a person has been called forth from a congregation and is

recognized as a spiritual leader. In UU, the power to ordain ministers resides solely with individual congregations. As such, the Board needs to approve doing so. Kellie also explained that she would be requesting, in the future, the ability to fundraise for this event. Kathy motioned that we approve the ordination of Kellie in our congregation. Dave seconded and it was unanimously approved.

6. Board 2018 Discussion – Rob distributed several sheets addressing the organization of board members and their roles and responsibilities. He reminded us that the By-laws state we must have a president, one vice president, a nominating committee representative on the board (Clara Lewis for 2018), and a secretary. We must have a treasurer (Lynne Hensel), though that individual may or may not be on the Board. We can also have a 2<sup>nd</sup> (or more) vice president, but it's not required. He also developed a sheet outlining Board responsibilities, which are: vision for congregation; policy framework to drive the vision (we devise policies and give staff and volunteers what they need to implement them); linkage to the congregation (this is the feedback loop); financial oversight; and communications. These four areas were outlined and it was suggested that more than the president be responsible for fulfilling these various tasks, as it will help the president feel less overwhelmed by all the duties (which has historically been the case) and will facilitate more input and accountability by all the Board members. A sheet outlined the four main areas (which Rob and Alec said can be changed or redefined depending on what the Board decides). The four areas are: Vision/Policy; Congregation/Linkage; Communication; and Stewardship (the treasurer must be a part of this area). Rob proposed a vice president, or several vice presidents, be in charge of each area. Duties under each area were listed. We should all think about this over the next month and it will be discussed in January. We discussed that we will have "Part 2" of our Board retreat soon after the new year, to get new Board members up to speed. Alan reminded us that on Dec. 20, 2017 he is doing a policy governing primer with the new board members and anyone who missed the Oct. 2017 retreat. It seemed Willa, Teresa and Erik will be attending. We are looking at the retreat, part 2, being somewhere between Jan. 19 and Feb. 14, as Teresa cannot attend dates outside of those. A Doodle poll will be sent out. Alan stated that Roger Bertschausen, of Unity Consulting, is not available until early March 2018.
7. Additional Business, Endowment/UT Community Center Wishlist – Rob stated there continues to be people who want to financially contribute to the Community Center and we need a committee to help facilitate this, working with Elizabeth. He reported he is working with Nile Wendorf and Elizabeth regarding the 10 % Shelter Rock match for planned giving and that there is a deadline, possibly early 2019. He invited others to help. Amanda said that setting up an endowment is a lot of legal work and we need to find a firm that will do this for us, pro bono. Her firm, and Ed Malone's, cannot supply the time and person-power for this. UUA can be of some assistance in this area. She recommended that before we look for many volunteers and put a lot of energy into this, we must have the legal portion drafted first.
8. Executive Session – personnel issues. Kathy motioned we go to Executive Session, Dave seconded and it was unanimously approved at 8:25. Kathy motioned we leave Executive Session at 8:55 and it was seconded and unanimously approved.
9. The Board would like to recognize all the hard work the staff performed over the past several years, moving out of Unity Temple due to its restoration, being at United

Lutheran for two years, and moving back into Unity Temple. It has been an extraordinary time. Anne motioned we approve a bonus for staff totaling \$18,000 for the end of 2017. Kathy seconded. Six voted yes and two voted no. Motion carried. Rob will share this with Alan.

Bill moved we adjourn the Board meeting and Alec seconded. Meeting ended at 9:00, unanimously approved.

Respectfully submitted,  
Anne Devaud  
BOT Secretary