



UNITY  
TEMPLE  
UNITARIAN  
UNIVERSALIST  
CONGREGATION

**BOARD OF TRUSTEES MEETING MINUTES**  
**Unity Temple Community Center**  
**6:00 PM, Dec 11th, 2018**

**Attendance:** Alec Brownlow, Kimberly Brumirski, Bill Crozier, Anne Devaud, Stephanie Keisling, Clara Lewis, Emily Gage, Erik Wise, Dave Willard, Alan Taylor, Karen Haskins-Brewer, Teresa Powell, Elizabeth Plummer, Julie Willoughby, Willa Shultz and Lynne Hensel

The meeting was called to order at 6:00 p.m.

**Centering (provided by Alan Taylor)**

- Reading from Governance and Ministry (Rethinking Board Leadership) by Dan Hotchkiss

**Consent Agenda**

- Budget and Balance Sheet
  - Amazing presentation by Lynne
  - 2019 Budget Passed
- October Financials
  - FYI - We're always a couple of months behind
  - Surplus of over \$72k
  - Main reason: Unusual number of people paying pledges a year early
  - Is there something in place to replenish the "Rainy Day Fund" ? (Answer: Any surplus)
  - Note: There is still a punch list left with Berglund (pews, roof warranty, etc)
  - \$16K more in 2019 Pledges
  - Note: Planned Giving Policy is on its way to the BoT
    - There will be information meetings in the future
- A-Team Report
  - Big Snow Day issues:
    - Leak in Unity Temple (Unity House, West Side)
      - Paint and Plaster still needs to be redone
      - Roof was repaired
  - Gutters ripped off of Gale House
  - Onboarding Darren @ caretaker 20 hours a week
    - Met with Karen – who will retire as our building caretaker
    - Met with Mark Nusbaum (HVAC designer) – Saturday
  - Alan will take the second half of his sabbatical (mid April – mid August)
    - Same sabbatical committee (minus Shirley plus Larry Kameya)

- Motion to pass the consent agenda Bill – Second by Teresa (Unanimous)

### **New Board Member Orientation**

- Alec to email list – we can self-identify what we will help cover
- Setting aside a block of time in January and February – existing board members
  - Alec to do a doodle for meetings

### **Board Leadership Transition**

- Next month elections for
  - President
  - VP(s)
  - Reinstate Lynne as Treasurer (ex-officio)
  - Secretary
  - Nominations from 2<sup>nd</sup> & 3<sup>rd</sup> year members of the BoT

### **New Business**

- Discussion in preparation for Golub presentation on 12/16
  - Board to prepare statement after presentation
- Working on an official safety plan for 1019

### **Adjourn** (8:45)

Motion by Bill (Unanimous)

### **Highlights**

- Action items
  - Alec to get times in January and February for New Board Member On-Boarding via Doodle poll
- Decisions
  - Prepare statement from Board of Trustees regarding Golub's High Rise

Respectfully Submitted,

David Willard