



**BOARD OF TRUSTEES MEETING MINUTES**  
**Unity Temple Community Center**  
**6:30 PM, February 13, 2018**

**Attendees**

Board: Alec Brownlow, Anne Devaud, Willa Shultz, Clara Lewis, Teresa Powell, Karen Haskins-Brewer, Bill Crozier and David Willard

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

Guest: Rob Bellmar (on behalf of Planned Giving Committee)

1. Centering began at 6:30 by Alan, reading a piece of one of John Wood's lay sermons.
2. Check-in – Check, it happened.
3. Board Secretary Election
  - a. Dave Willard presented as only candidate
  - b. (moved by Teresa, seconded by Bill – unanimously approved)
  - c. <Dave said thank you and went back to taking notes>
4. Consent Agenda
  - a. Budget (Elizabeth) – We have over \$400k in the bank, however we're still \$18k behind on the annual fund drive. We haven't, however, touched our "rainy day fund". Membership has been certified at 567. The board will use their discretion when the time is appropriate to further evaluate the salary question posed at the annual meeting.
  - b. No questions on January 2018 minutes
  - c. Alan spoke through the details of a newly adopted "Member Memorial Service Protocol". This protocol defines the guidelines around memorial services for members. This document will not be posted. Karen McMillin is the Celebration of Life coordinator. Membership status will be evaluated on a case-by-case basis.
  - d. No discussion about the A Team report
  - e. ("Accept consent agenda" moved by Dave, seconded by Anne – unanimously approved)
5. Planned Giving Committee presentation (Rob Bellmar) – AdHoc committee will be formed with about a two-year roadmap with the eventual goal of becoming a full committee. They will be looking at various forms of planned giving including building an endowment. Membership includes Jane Ditelberg, Jen Marling, David Whitaker, Ed McDevitt, Dan Crimmins, Rob Bellmar and Nile Wendorf. Elizabeth is their Staff Sponsor. Teresa Powell volunteered to represent the board on this committee.
  - a. ("Approve creation of Adhoc Committee" - moved by Bill, seconded by Teresa – unanimously approved)
6. Discussion about Board Retreat lead by Alec – 5-hour meeting on a snowy day. Identified Dave for Secretary. Determined no need for second VP. Rethinking the board – trying to become more active. The four teams will be spending time in the days to come on identifying their scope. The four teams are:

- a. Vision and Policy – Alec & Anne & Willa
- b. Congregational Linkage – Erik & Karen
- c. Communications – Clara & Dave
- d. Stewardship – Bill & Teresa

Elizabeth had questions about what, if any, additional reporting would be needed to support the stewardship committee. We talked about how Plumbing doesn't really map to our end statements, however working toilets do. Teresa Powell mentioned that KPIs/Dashboards are being discussed. Ends are measurable outcomes. In general, the goal state is effective reporting, not more reporting. Perhaps less.

Willa mentioned a relevant quote - "The Board has its arms around the organization; it doesn't have its fingers in it" (Susan Morgan)

Alan added that we should feel comfortable saying things in the format of "The Executive shall not fail to **have one working toilet for every 100 congregants**"

In addition, at the retreat, we spent about an hour mapping end statements to tangible outcomes. The output was recorded and shared.

Willa's Sunday Announcement was mentioned as a move in the right direction away from an overly predictable script.

We did not write a covenant.

We did not answer Alan's question about "What we want and when do we want it"

7. (Segue) Strategic Plan / End Statements-Alan –
  - a. Alan is working with his staff to develop an action plan that aligns with the Ends Statements.
  - b. Alan (sometimes with Alec) will be having sessions with Roger Bertschausen.
    - i. March 2<sup>nd</sup>/3<sup>rd</sup> will not work for another meeting with the board.
    - ii. Zoom or Skype may be available later.
    - iii. April is more likely for another in-person meeting.
    - iv. Alec will be joining Alan for some conversations with Roger
8. Additional business:
  - a. Elizabeth will be sending a poll for a financial walk through (along with Tracy)
  - b. Balance is the theme for March
  - c. Communications team will cover for Suzy O'brien who will be leaving soon (no replacement yet)
9. Move to Adjourn-8:12 PM (moved by Bill, seconded by Karen – unanimously approved)

Respectfully submitted,  
Dave Willard  
BOT Secretary