



**BOARD OF TRUSTEES MEETING MINUTES**  
**Unity Temple Community Center**  
**6:30 PM, December 10th, 2019**

**Attendance**

- Erik Wise, Dave Willard, Karen Haskins-Brewer, Teresa Powell, Elizabeth Plummer, Julie Willoughby, Willa Shultz, Kimberly Brumirski, Rev. Alan Taylor, Bill Crozier, Stephanie Kiesling, Lynne Hensel
- The meeting was called to order at 6:35 p.m.

**Centering - provided by Alan Taylor**

**Review the Consent Agenda**

- Alan reported a casualty that did not make it into the A-team report – A congregant fell on stairs. The congregation responded swiftly. He is doing well now.
- Elizabeth met with the Safety and Security Team to review the protocol for Sunday morning emergency response team.
  - Karen asked if we have a defibrillator in Unity Temple – it has previously been determined not to have one, because paramedics are close in our area and there are many requirements to be compliant if we did had one.
- Alan reported that the Policy for Safety Congregational and Well-Being will be replaced with Congregational Health and Reconciliation Policy which will in turn create a Congregational Health and Reconciliation Team.
- Service Animals
  - Bill asked about the policy for service animals or emotional support animals. Elizabeth reported that there has been an emotional support animal attending some event recently so she decided a policy was needed. The proposal is to allow Service dogs, as defined under applicable ADA regulations. This is a policy that the board shall consider and vote on.
  - Motion to approve the policy on allowing service and emotional support dogs by Bill, Julie seconded – Unanimous. It needs to be determined how this policy is documented and where it is archived.
- Report from Lynne Hensel on Finances - 2019 projection is to end \$15,000 in the black due to an estate donation, otherwise the year would end even.
- Bill moved to accept consent agenda, Stephanie seconded – unanimous

**Planning for Annual meeting**

- Discussed the plan for start, sign-in and food.
- Elizabeth in charge of determining number needed for quorum
- Proxy voting shall be allowed for Sunday collections charities. Proxy vote do not apply for quorum

**Willa - Welcoming all update**

- Going to different committees to get feedback on questions intended to generate discussion
- A question that will come to us as a board – people want to know what our vision statement is.

**Wills – Update on new board orientation**

- Putting together information such as constitution, bylaw, board congregation, org chart, etc
- Julie volunteered to facilitate the new board orientation.

**Willa and Dave - Update on Senior Minister Evaluation**

- Summarized the previous method and the demographics of the reviewers
- Information on modifications to the method can be presented to the board during a future meeting

**New Business**

- Emily and Elizabeth will be out part of the holiday season and the next A-team report may be sparse or not done.

**Adjourn**

- Bill motion to adjourn – Terry second, unanimous
- Meeting adjourned at 8:31 pm

Respectfully Submitted,  
Erik Wise