

MINUTES

Unitarian Universalist Church of Davis Board of Trustees Meeting August 15, 2011

Members present: Jill Pickett, President; Suzanne Kimmel, Vice-President; Ann Halsted, Marty West, Kathy Tucker, George Hubert, Karen Urbano, Tom Zolot, Sharon Hale. **Others present:** Beth Banks, Senior Minister; Jack Whitsett, Executive Team, Program Council; Gordon Lane, Native Habitat Project; Joyce Takahashi, Secretary to the Board.

A. Opening Activities

1. President Jill Pickett called the meeting to order at 7:03 p.m. and welcomed the new board secretary.
2. George Hubert lit the chalice.
3. Tom Zolot read from the Covenant of Right Relations.
4. The Agenda was approved
5. Congregational input: none.

B. Consent Agenda

Motion: Approve the Minutes and Highlights of the June 13 Board Meeting (*Board packet #1) with the following corrections in the Minutes: Corbert should be Corbett, Leffcoff should be Lefkoff and the planned giving motion should read *We favor the recommendation to have the Unitarian Universalist Common Endowment Fund manage our endowment, but want to postpone consideration until our August meeting, so that the full proposal can be incorporated into a revised Endowment Fund Policy for Board approval.*

Moved: who?

Seconded: Karen Urbano

Passed: Unanimously.

C. Discussion and Action Items

1. Review of Retreat

Jill Pickett summarized the activities, which included reviewing the Church's Mission, Ends and Vision Statements and Covenant of Right Relations, examining the Board's functions and duties under our Bylaws, creating a more effective administrative structure to better support the minister, and setting this year's goals, timeline and calendar.

2. Actions recommended at Retreat

a. The Board will invite the leaders, who were previously involved in the transition to policy-based governance (PBG), to a two-hour meeting to get their feedback on the proposed administrative structure. The current structure is in the Board binder document Govern-Organization=Chart_081108.pdf.

b. The Board will be more intentional about getting its agenda to the congregation. The Board agenda will be posted on the website a full week in advance of the Board meeting, and the congregation will be invited in the *Weekly Bulletin* to check the agenda and to attend the Board meeting. The office administrator will post the agenda on the website and the secretary will include the agenda in the board packet.

3. Revised Endowment and Gift Acceptance Policies (*in Board binders)

Policies Govern-Policy_Endowment_012308 and Govern-Policy Gift Acceptance_051409 have been updated

as Policies Govern-Policy_Endowment_072911 and Govern-Policy Gift Acceptance_072911, respectively (*Board packets 11,12). Although separate, the policies are related; both are affected by the Board's decision to use the UU Common Endowment Fund to manage our endowment. Sharon Hale asked that they be on the September consent agenda

4. Proposal to create a Board Policies Task Force

Ann Halsted has reviewed the status of board policies and proposes the formation of a Task Force to update current policies and write necessary new policies.

Motion: Establish a Board Policies Task Force, which will work with board officers, staff and leadership groups, to review and update Board policies (*Board packet #2).

Moved: Karen Urbano

Seconded: Suzanne Kimmel

Passed: unanimously

The Task Force will be Ann Halsted, chair; Marty West and Tom Zolot. Jim Coulter will be invited to join them. The Board Policies Task Force will submit a prioritized action plan at the October board meeting.

5. Policy proposals from Committee on Ministry (CoM)

CoM requested help from the Board on establishing and updating policies relating to congregational safety (*Board packet #3 should be retitled *Policy on how convicted sex offenders might be integrated into church life*). Congregational safety includes sex offenders, disruptive persons and safe congregations. Jill Pickett will respond to the-CoM. George Hubert and the new Board Policies Task Force will follow up.

6. Approve Committee on Ministry Candidates (*Board packet #4)

Motion: Approve the appointment of Karen Naliboff and Lorraine Visher to the CoM.

Moved: Ann Halsted

Seconded: Sharon Hale

Passed: unanimously

Motion: Approve Carlena Wike and Robin Datel as co-chairs of the CoM.

Moved: Tom Zolot

Seconded: Marty West

Passed: unanimously

7. Select Board volunteer for congregational appreciation

Kathy Tucker volunteered to maintain a list of names of individuals particularly worthy of recognition. She will write the cards and bring them to the meetings for Board members to sign.

8. Proposal to plant area in native flowering plants

Gordon Lane presented the Green Sanctuary's proposal to plant and to maintain a garden of native plants on the newly created mound extension south of the Sanctuary (*Board packet #13). The mound was formed from the expansive clay which had to be replaced from under the great hall.

Motion: Approve the Green Sanctuary native habitat project.

Moved: Sharon Hale

Seconded: Tom Zolot

Passed: unanimously

Break: 8:02-8:15 p.m.

D. Governance and Monitoring

1. Financial Update:

Anya Clasen was absent. Marty West will attend the meeting of the finance team (Carol Corbett, Jeff Lefkoff, Rich Bradley, and Bill Lower) and Jennifer Johnson on Thursday, September 18. Marty will ask about end-of-year and monthly financial reports.

2. Executive Team and Program Council:

The Program Council will meet from 7:30 to 9:15 p.m. on September 26 (*Board packet #14).

E. New Business

1. Signing of Loan Agreement

Jill Pickett announced that she signed the loan agreement with First Northern Bank on August 15, 2011. She praised Rich Bradley and Cath Bleyer for their diligent management of the details of the loan.

2. Formation of Leadership Group Charges Task Force

Tom Zolot proposed a Leadership Group Charges Task Force to update charges of all leadership groups. Thereafter, the monitoring would be done annually, using a 1-page template, which Tom Zolot will submit for approval at the Board meeting in September.

Motion: Create a Leadership Group Charges Task Force.

Moved: Tom Zolot

Seconded: Suzanne Kimmel

Passed: unanimous

Tom Zolot will chair. Ann Halsted volunteered to serve. Tom Zolot will make a presentation on the process for updating leadership group charges at the Program Council meeting September 26.

3. Covenants

Motion: Replace the 2005 Covenant of Member Relations with the Covenant of Right Relations.

Moved: Ann Halsted

Seconded: Suzanne Kimmel

Passed: unanimous

4. Celebration of partial completion

The church will celebrate the mid-construction of the new structure on November 12. At that time, there will be supplemental fund raising.

5. Volunteer Release Form

The Volunteer Release Form (*Attachment #9) has been approved by Raphael Moore, our legal counsel, and does not need board approval.

6. Review agenda for the next meeting, 6:30-9:00 pm. September 12

Consent: Gift acceptance and endowment policies

Calendar for September and October, including monthly Theme

Plan the meeting with leaders (defined in section C 2 *a vide ante*) for feedback on organizational chart. Marty West will prepare the draft for this presentation scheduled for Saturday, October 1, 10-12 noon in order to get input for the Board's October meeting.
Approve Bylaws draft dated July 13, 2011 (Board binder)
Set congregation meeting date in November for approval of Bylaws

F. Closing Activities

1. Meeting Evaluation

Tom Zolot gave an evaluation of the meeting.

2. Closing

Beth Banks read an Affirmation of Faith.

The meeting adjourned at 9:00 p.m.

G. *Board Packet: 1. Minutes and Highlights for the June 13, 2011 Board Meeting 2. Proposal to create a Policies Task Force 3. Need for Policy on Involving Sex Offenders at Church 4. Committee on Ministry Nominees 5. Building Task Force July Report 6. Building Task Force August Report 7. Building Task Force cost changes since Nov 2010 as of 8_1_11 8. Building Task Force financing update for UUCD Building Project 9. Building Task Force Volunteer Release Form 10. Staff and ET June Reports 11. Endowment Policy (in Board Binder and on Board Binder CD as Govern-Policy=Endowment Fund_072911.pdf) 12. Gift Acceptance Policy (in Board Binder and on Board Binder CD as Govern-Policy=Gift Acceptance_072911.pdf) 13. Proposal to Plant area in Native Flowering Plants 14. Program Council: May minutes 15. Minutes of UUCD Community Involvement and Social Action Cluster Kick-Off 1/23/11 16. Minutes of UUCD Community Involvement and Social Action Cluster Part II of Kick-Off, 3/13/11

Joyce Takahashi, Secretary to the Board