

**Unitarian Universalist Church of Davis  
Minutes of Board of Trustees Meeting  
September 12, 2011**

**Members Present:** Jill Pickett, President; Suzanne Kimmel, Vice-President; Marty West, Kathy Tucker, George Hubert, Karen Urbano, Tom Zolot, Sharon Hale. **Member Absent:** Ann Halsted. **Others Present:** Beth Banks, Senior Minister; Jack Whitsett, Executive Team, Program Council; Kate Raymond, Director of Lifespan Learning and Religious Exploration; Joyce Takahashi, Secretary to the Board.

**A. Opening Activities**

1. President Jill Pickett called the meeting to order at 6:37 p.m..
2. Beth Banks lit the chalice and described the September 11, Tenth Anniversary Memorial gathering at Central Park. Board members read their individual board covenants.
3. The agenda was approved. New Business will be itemized on a flip chart as issues arise.
4. There was no Congregational input.

**B. Consent Agenda**

- 1) The minutes and highlights of the August 15 Board Meeting were approved with one correction: Section D1, *September 18*, should be *August 18*.
  - 2) The Endowment Fund Policy (*Govern-Policy=Endowment Fund\_072911*) was approved.
  - 3) The Gift Acceptance Policy (*Govern-Policy=Gift Acceptance\_072911*) was approved.
- Moved: Tom Zolot; Seconded: Karen Urbano; Passed unanimously.

The secretary was asked to change the date on the policies from *07/29/11* to the approval date, *09/12/11*.

**C. Discussion and Action Items**

**1. Review and discuss Organization Chart (Govern-Organization=Chart\_2011)**

Marty West revised the text (*Govern-Organization=Word\_2011\_0912*) which accompanied the chart. Several salient features were pointed out: 1) the Senior Minister is the formal supervisor of the Office Administrator: 2) there is a need for a Facilities, Maintenance and Grounds Committee. Discussion followed.

Marty West and Jill Pickett will write a cover letter for the chart and text to send to those invited to the meeting on October 1, from 10:00 a.m.-12:00 noon, in the Library. The meeting is with leaders who were involved with developing policy based governance.

**2. Approval of expenditure to repair library roof and gutters**

The repairs to the composition shingle roof of the library/office building will be done by contractors working under Steve Harrison during the second phase of meeting house construction for an estimated amount of \$3528. The money will come from funds designated for the maintenance of our existing property.

Moved: Marty West; Seconded: Sharon Hale; Passed: unanimously.

Last year, a different part of the roof was repaired. Mike Busch thinks the gutters can be patched.

**3. Approval of Church Credit card authorization for Kate Raymond and Virginia Thigpen**

Moved: Suzanne Kimmel; Seconded: Karen Urbano; Passed unanimously.

President Jill Pickett and Vice President Suzanne Kimmel will sign the Church's request to FIA Card Services to add Kate Raymond and Virginia Thigpen as authorized contacts on the church's account, each with a credit line of \$5000.

**4. Approval of expenditure from Board budget to attend CoM retreat**

Kathy Tucker, Suzanne Kimmel, and Sharon Hale will attend the Committee on Ministry (CoM) training by Bev Smrha in the library, September 17, 10-12 noon. The book, *Congregational Leadership in Anxious Times* by Peter L. Steinke, 2006, The Alban Institute was recommended reading. The board voted to authorize \$150, half the cost of the training session, from the board budget.

Moved: Karen Urbano; Seconded: Sharon Hale; Passed unanimously.

## **5. Approve bylaws and schedule date for congregational (membership) meeting**

A question was raised concerning section 7(e) of the 2011 bylaws draft:

*Current:* (e) *Nominating Committee members shall serve for two-year terms.* No Nominating Committee member may serve more than one term without taking a break in service of at least two years.

*Change to:* (e) *Committee members shall serve for two-year terms, other than board members who may serve just one year.* No Nominating Committee member may serve more than one term without taking a break in service of at least two years.

Approved bylaws with revision:

Moved: Sharon Hale; Seconded: Kathy Tucker; Passed unanimously.

The new bylaws will become effective following approval by a two-thirds vote of the eligible members present at the congregational meeting to be held in the Sanctuary at 12:30 p.m. on November 6 or December 4, depending on Ann Halsted's availability.

Moved: Tom Zolot; Seconded: Marty West; Passed unanimously.

Faye Diskin and Susan Steinbach will be thanked at the meeting for their work on revising the Bylaws. Kate Raymond will arrange child care. Tom Zolot suggested that the Sr. High youth group might like to have a fundraiser lunch, or Membership or a TIE group would like to sell bagels? Kate Raymond has the names of the contact people for each TIE group if needed.

On Sundays, October 2 and November 6, from 10:30-11 a.m., *Conversations With the Board* will feature the bylaws draft. The bylaws will be posted on the website as soon as the revision is incorporated.

## **6. Approve Template for committee charges**

Tom Zolot's template draft is *Charges Template.doc* in the packet for 9/8/11. He would like to have a board-approved template before the Program Council meeting on September 26. After considerable discussion, the board suggested that the form be kept short and simple. The most important information is the charge, the list of members on the committee, the budget, the question of how the board could help the committee to reach its goals and special skills and qualities desired in committee members.

Beth Banks said that the most successful committees have an application process and training.

In the interest of time, Tom Zolot will send another draft by e-mail for board approval.

**Break:** 8:10-8:22 p.m.

## **D. Governance and Monitoring**

Financial Update: Anya Clasen was unable to attend, but plans to come to the October meeting to discuss the end-of-year documents. Marty West has met twice with the Finance Committee as board liaison and briefly went over the financial documents in the board's September packet. The next finance committee meeting will be on September 21 at 6:00 p.m.

## **E. New Business**

1. Reminder of September 17<sup>th</sup> Meeting with CoM on Leadership in Anxious Times, 10-12 a.m.
2. Suzanne Kimmel sent copies of the Board Calendar to board members.
3. Expanding role of the Nominating Committee:
  - The following committees need new chairs: Membership, Program Council, Facilities. A new Finance Officer is needed.
  - Currently the Nominating Committee is a spring committee.
  - Suzanne Kimmel, as Board Vice President, is Chair of the Nominating Committee and will discuss the need to begin work earlier with the committee. A second board member will join the committee soon.

- Should the duties of the Nominating Committee be expanded? Jill Pickett recommended that the Nominating Committee's tasks be expanded and board members concurred. The revised bylaws so provide "upon request by the board."

4. Suzanne Kimmel will attend the UU Parent Open House & Picnic, Sept 18, 12:30- 1:30pm, Hedges Grove.

## **F. Closing Activities**

1. Agenda items for the October Board Meeting:
  - Thanking Anya Clasen for serving 4 years as finance officer.
  - Review of October 1 meeting with other leaders
  - Nominating Committee update
  - Finance Committee update
  - Library roof update
2. Timekeeper report
  - Good listening and participation in a timely manner
3. Closing Reading: Beth Banks on "Hospitality"
4. The meeting adjourned at 9:05 p.m.

## **G. Board packet**

1. Minutes and Highlights for the August 15, 2011 Board Meeting
2. Roof expenditure correspondence
3. Staff and ET June Reports
4. July 1112 Balance Sheet
5. July 1112 Budget vs Actual short
6. Finance Team Meeting Minutes
7. Endowment Policy (in Board Binder and on Board Binder CD as Govern-Policy=Endowment Fund\_072911.pdf)
8. Gift Acceptance Policy (in Board Binder and on Board Binder CD as Govern-Policy=Gift Acceptance\_072911.pdf)
9. Organization Chart (Govern-Organization=Chart\_2011)
10. Background paper on proposed reorganization of UUCD governance structure (Govern-Organization=Word\_2011)
11. Charges Template.doc
12. FIA Credit Card Request Raymond
13. Board Minutes 6-13-11 rev
14. Agenda for September 12 Board meeting-1

### **Board Covenant**

*We, the Board of the Unitarian Universalist Church of Davis, covenant together to listen and communicate respectfully and with trust to each other and to the congregation. We pledge to work to fulfill our responsibilities to each other and to our ministers, staff and congregation with honesty and integrity. We pledge to act in friendship and love amongst ourselves and with reverence for our Unitarian Universalist values as we assist in the continuing development and nurturing of our church.*