

**Unitarian Universalist Church of Davis**  
**Minutes of Board of Trustees Meeting**  
**October 10, 2011**

**Members Present:** Jill Pickett, President; Suzanne Kimmel, Vice-President; Marty West, Kathy Tucker, George Hubert, Karen Urbano, Tom Zolot, Sharon Hale, Ann Halsted. **Others Present:** Beth Banks, Senior Minister; Jack Whitsett, Executive Team, Program Council; Steve Burns, Planned Giving Chair; Cath Bleyer, BTF Chair; Anya Clasen, Financial Officer; Joyce Takahashi, Secretary to the Board.

**A. Opening Activities**

1. President Jill Pickett called the meeting to order at 7:02 p.m..
2. Tom Zolot lit the chalice and read a personal reflection.
3. Sharon Hale read the Board Covenant.
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 September 12, 2011 Board meeting were approved.
2. The revision of the new language for Article 7(e) of 2011 bylaws draft was approved and reads *The Board members of the Nominating Committee shall serve one-year terms; the other three members shall serve two-year terms.*
3. The charges revision template was approved.  
Moved: Kathy Tucker; Seconded: Ann Halsted; Passed unanimously.

**C. Discussion and Action Items**

**1. Review and discuss revision of Organization Chart (Govern-Organization=Chart\_2011) and other Committee Matters**

The Board reviewed Tom Zolot's notes from the October 1 meeting with leaders who had been involved with developing policy based governance (PBG) and who had authored the 2008 organization chart. (The 2011 PBG organizational chart, dated October 1, 2011, had been drafted on August 13, 2011 at the Board retreat.) After discussion, the Board made the following revisions in the 2011 chart: the Finance Team will be moved into the box with the bookkeeper and financial management, and the Generosity committee will be moved into the operational section of the chart.

The board approved the final organizational structure, as outlined in the attached draft chart, with the modifications noted above. The chart will be redrawn.

Moved: Tom Zolot; Seconded: Ann Halsted; Passed: unanimously.

Beth Banks endorsed the amended chart, saying that it is very clear and "do-able", especially if tasks are delegated.

Jill Pickett will talk with Mike Busch and Gail Jankowski about adding people to the Facilities Maintenance Committee.

The Board asked the Nominating Committee to begin recruiting "operations co-chairs" to fill the administrative positions in our new organizational structure..

The Board will invite the chairs of the Generosity Committee, John Mitchell and Mark Tebbutt to the November Board meeting.

Beth Banks, Karen Urbano and Jill Pickett will constitute a subcommittee to clarify the purpose and role of the Program Council and report back to the Board in January 2012.

## **2. Board Policies Task Force Report (Status=Policies Task Force\_093011.pdf)**

Ann Halsted (chair), Jim Coulter, and Marty West met on September 20 to review the status of each policy, identify policies completed (no further review needed), and determine priorities, responsibilities, and timetables for policies to be written or revised. A Protection of Privacy Policy, especially for the internet will be added.

## **3. Planned Giving**

Steve Burns read statements from committee members Bryan Plude, Steve Reynolds, Sharon Hale and himself on their reasons for using Planned Giving as a method for donating to the UUCD. A donation has benefits in addition to leaving a legacy. Information on these benefits and ways to accomplish the goals has been compiled and is available from the committee. Steve urged each Board member to support the program and to leave a Legacy. Steve Burns and members of the committee are available for more information and will make referrals to professionals.

## **4. Reflection on September 17 presentation by Bev Smrha to CoM/Board**

Kathy Tucker, Suzanne Kimmel, and Sharon Hale attended the Committee on Ministry (CoM) training by Bev Smrha in the library, September 17, and reported back on topics from the book, *Congregational Leadership in Anxious Times* by Peter L. Steinke, 2006, The Alban Institute.

## **5. November 12 Visioning at the “Taste the Space” event**

Board members were urged to lead the congregation in imagining the future, tasting the space, brainstorming ideas, and enlisting help from 2:00-5:00 p.m.

## **6. Recommendation by BTF for Board appointed Furniture Study Group (FSG)**

Cath Bleyer, BTF chair, asked the Board to form a short term Furniture Study Group (FSG) to research and recommend the furniture for the sanctuary, new meeting room and new Social Hall with a deadline of November 28. The BTF has written an initial report on furniture needs and has \$10,500 earmarked. The BTF holds authority to accept or reject the recommendation. Input would be sought, especially from RE, the Minister, Team Sunday, Maintenance and the office administrator.

The Board approved the formation of FSG as described in the initial report. Moved: Marty West; seconded: Tom Zolot; Passed: unanimously.

Cath Bleyer and Virginia Thigpen will be BTF representatives, George Hubert volunteered to be the chair for the FSG and will select other members to work with him.

## **D. Executive Session with Committee on Ministry**

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

## **E. Governance and Monitoring**

### **I. Financial Update**

Anya Clasen, 2010-2011 Financial Officer, reviewed 1) the September 4, 2011 Finance Team minutes, 2) the August 2011 budget, 3) the annual budget and 4) a comparison of the August budgets from 2010 and 2011. She thanked Marty West as board liaison.

The Board thanked Anya Clasen for serving over four years as our Financial Officer. They presented her with a gift certificate in gratitude for her service. The gift certificate was also to her partner, Faye Diskin, for her four years on the Board and her contributions to the writing of the Bylaws.

### **2. Program Council**

Jack Whitsett reported that more than 20 members attended the program Council meeting on September 26 at which he reviewed the Program Council charge. The next Program Council meeting will be in the library on November 28 at 7:15-9:00 p.m..

## **F. New Business, Review Goals**

1. Suzanne Kimmel gave copies of the Board Calendar of Events to board members.
2. Board members signed up on a schedule for Sunday Board Security, Team Sunday and Greeter.
3. Ann Halsted will work on the Absentee Ballots for the December 4 members meeting.

## **G. Closing Activities**

1. Items were recommended for the November Board meeting agenda.
2. Timekeeper report: Good listening and participation in just 15 minutes overtime.
3. Closing Reading: Beth Banks on "The Zimmer" by Paul Zimmer
4. The meeting adjourned at 9:18 p.m.

Respectfully submitted,

Joyce Takahashi

**Govern-Organization=Chart\_2011.pdf**

Draft (9-2-11)

