

**MINUTES**  
**(includes Meeting Notes)**  
**UUCD BOARD OF TRUSTEES**  
**March 11, 2019, 7:00 PM, Church Library**

**Board members present:** Walter Fulde (Board Chair), Barbara Clutter (Vice-chair), Liz Garman, Tamara Range, Claudia Utts-Smith, Odessa MacLean, and Karen Klussendorf.

**Board members absent:** None.

**Others present:** Beth Banks (Senior Minister), Morgan McLean (Asst. Minister for Congregational Life), Alex Haider-Winnett (Campus Minister), Marty West (Finance Officer), Sharon Hale (Stewardship Team Chair), and Jack Whitsett (Board Secretary).

### **OPENING ACTIVITIES**

- 7:03 PM – Walt Fulde called the meeting to order.
  - Odessa MacLean lit the chalice.
  - Board members and others present checked-in.
  - Karen Klussendorf read the Board covenant.
  - Liz Garman served as time-keeper and evaluator.
  - The agenda for the meeting was amended and approved.
- Congregational input:
- Sharon Hale (Chair of the Stewardship Committee) reported on the current status of fundraising and pledges for Church year 2019-20. Her report was very positive, and she noted that the total pledges were approaching 100% of amount specified in the proposed 2019-20 budget.

### **ANNOUNCEMENTS**

- **Program Council** -- April 16<sup>th</sup> (7:00 – 9:00 PM).
- **New Member Ceremony Book Signing** – April 28<sup>th</sup> 10:45 AM, Senghas Room - Board members welcome.
- **Annual Membership Meeting** -- Sunday June 2<sup>nd</sup> (following the 10:00 AM service).
- **Board Installation and Volunteer Recognition** -- Sunday, June 9<sup>th</sup> - All Board members please attend service and help at reception recognition.
- **General Assembly** -- June 19<sup>th</sup>–24<sup>th</sup> in Spokane, Washington.

### **CONSENT AGENDA**

Two items on the Consent Agenda were moved to Discussion and Action Items (#A and #B below). The two items remaining on the Consent Agenda were approved unanimously:

1. Board Minutes for February 11, 2019.
2. Maternity Leave Dates and Distribution of Duties for Rev. McLean.

## **DISCUSSION AND ACTION ITEMS (Moved from the Consent Agenda)**

### **A. Building Team Charge & Process**

Walt Fulde gave the board a status report on what has been done so far. Liz, Beth and Walt met to decide on the duties of the team and the high-level process. Walt wrote a draft of the charge and sent it to Ann Halsted to review, she had some changes (which Walt still needs to make). Since then there have been some new project requests and some expectations for the Building Team beyond what was originally discussed. So, the Board decided that Liz, Beth and Walt would reconvene and work on clarifying the Building Team role vs. the need for expanded Operations roles, and/or another team that could address on-going maintenance and capital improvements as distinguished from ad hoc special projects.

### **B. Terrorism Insurance – Additional Information**

Mandy Dawn asked that the Board discuss possible increase of insurance coverage for loss of business revenue and she let me know after the February board meeting that last year, the board declined the terrorism insurance. The Board discussed this topic, but didn't come to any agreement or decision except that the Board would either give the issue back to staff or let the Board weigh in outside the Board meeting. Walt sent an email to the Board members (on March 13<sup>th</sup>) to let them know that he would ask Mandy Dawn to waive both insurance increases unless someone on the Board is opposed to doing this.

## **DISCUSSION AND ACTION ITEMS**

### **1. Summer Minister & Campus Ministry**

A brief discussion was held regarding the “Summer Minister Job Description” and the “Campus Minister Job Description” (attachments). The board reviewed the two proposed contracts. One was to continue the Intern position that Alex Haider-Winnett holds as a Summer Minister position from June to August 2019. The other contract was for Campus Minister from September 2019 to June 2020.

A motion was made by Tamara, seconded by Karen, to approve that Alex continue on as the Summer Minister. The motion passed unanimously.

A second motion was made by Karen, seconded by Claudia, to approve the Campus Minister position. The motion passed unanimously.

A third motion was made by Barbara, seconded by Karen, to approve Alex Haider-Winnett to serve as Campus Minister from September 2019 to June 2020. The motion passed unanimously.

### **2. Nominating Committee Response to “Enhanced Responsibilities”**

The Board had previously discussed the possibility of increasing the duties of the Nominating Committee to include coordinating the scholarships and other responsibilities related to recruitment and developing member interest in church leadership positions. Barbara presented the idea to the current Nominating Committee members and there is interest in pursuing this in the future, but not with the current committee.

### **3. Ministers’ Reports.**

- The Ministers' reports are included in an attachment.
- Alex Haider-Winnett mentioned that there was a question about how **MFC** will impact future interns and Liz suggested that we re-evaluate the intern position and process.

#### 4. Finance Report

Marty West was available to answer questions, and she noted that the Church's costs for operating the Rotating Winter Shelter will be added to the Budget.

#### 5. Deepening Connections Discussion

Walt Fulde read some quotes from the book Governance and Ministry, by Dan Hotchkiss, about the Board's role in looking ahead to anticipate things that congregation members might want in the future.

Odessa gave a summary of the survey results on deepening connection questions. This discussion and questions focused on identifying connections at the church we have experienced personally. The next step will be to analyze these connections to identify characteristics and stages of connection and how these connections arise.

### **CLOSING ACTIVITIES**

- Liz Garman gave the meeting evaluation.
- Reflection and Closing: Rev. Banks read from her Staff Report.

**ADJOURNMENT:** By Walt Fulde at 8:50 PM.

### **ATTACHMENTS**

1. February Board Meeting Minutes
2. Finance Report
3. Operations Report
4. Staff reports
5. Summer Minister Contract
6. Campus Ministry Contract
7. Rev. McClean Distribution of Responsibilities
8. Terrorism Insurance Information
9. Building Team Charge