

UUFC Board Meeting - Meeting Minutes

September 15, 2020

7:00pm

Conducted Remotely

1. 7:00pm **Open Meeting** (15 min including Consent Agenda shifting if needed)
 - a. [Meeting to be Facilitated by](#) Sheryl Stuart
 - b. [Opening Reading](#) by Anna Sontag
 - c. Check-in
 - d. Agenda check

2. **Consent Agenda**

- a. [August Meeting Minutes](#)
- b. [Minister's Report](#), including follow-up re UU-discuss and conversations
- c. [Treasurer's Report](#)
- d. Financial docs supporting treasurer's report

[UUFC Balance Sheet](#)

[UUFC Profit-Loss](#)

[Building Expansion Balance Sheet](#)

[Building Expansion Profit-Loss](#)

3. **Generative Reflection:** Optional, 1 minute per BOD member; broad visions, ideas, concerns, directions for UU (10 min)

4. **Board goals for the year:** Proposed congregational assessment and policies update as core goals. [Retreat notes on goals](#). Other/discussion? (Steve) (10 min)

Steve Strauss will write up a summary of our goals for the year to present at the October Board meeting.

Minutes taken by Herky Gottfried beginning here

5. **Tickler Time:** Discussion of [current items](#), planned work (Jill) (10 min)
 - Meeting planners should consult the board tickler file to ensure we are doing the periodic activities we have planned.
 - We will include links to council newsletters in the monthly board meeting consent agenda as appropriate. Board responsibility is to make sure to read and review the council newsletters. Here's a link to the July 2020 [Justice Council newsletter](#) - please read it!

- **Kedo Baye has volunteered to be the board representative to the Personnel Committee.**

6. **Archiving policy:** Proposed policies (Steve) (25 min)

[Background](#), [Archives arrangement](#), [Proposed policy](#)

- We reviewed the proposed policy on archives and records management. Committee is reviewing details of what should (and must) be archived. Board accepts the proposed policy. Jill will ask the committee to propose a historian-archivist to be voted on at the next board meeting.

7. **Communications Update:** New platforms, Mighty Network, use tips (Herky) (20 min)

We plan to launch a new site using Mighty Network. This will replace the UU-Discuss message board as well as the UUFCBOD Slack site. Jamie will be sending out invitations to the board. This is the same platform we will be using for our RE work this year; Herky gave a brief demo. Jamie says "It's easy!"

8. **Draft Congregational Survey:** Expected delivery in October: Discussion of goals, revisions. Linked description of [shared ministry](#). (D. Adams, /S. Strauss) (15 min)

We can create a survey, but we haven't really discussed what we are going to do with the results. From the document linked above, we state "To complete this assessment of shared ministry, it is important to consider and review the responsibilities of the congregation, and how we, broadly, are helping to achieve the ministries and mission of the UUFC."

What analysis do we want or expect to be done with the results? We are asking quantitative questions so should do some basic analysis in addition to the qualitative assessment.

Who will the survey go to? We discussed sending it to "the leaders" of the congregation, vs making it available to the congregation as a whole. Consensus is to make it available to the entire congregation. We want to promote inclusion.

Some of the benefit is the opportunity to give the congregation a place to reflect.

We should ask some demographic questions. "How often do you attend?" may get what we need. Should ask questions about attendance pre- and post-Covid.

Next steps: draft questions about attendance; finalize survey questions. Convert to an online form and test with the Board. Determine how we will launch the survey (probably in the weekly newsletter, Sunday service, UU-Announce). Darius, Steve, and Anna will refine the survey and work with Jamie to make it electronic.

9. **Board discussion of selected newly revised policies** (delegation for policy review [here](#); policies [here](#)): (20 min)

[1.3. The Council Structure \(Former 1.5\)](#) Jill

1.4. Personnel and Finance Communication Policy (Former 1.6) Steve

1.5. Indemnity (Former 1.7) Anna

The council structure document wasn't linked to the agenda, so we didn't discuss this tonight.

Personnel and Finance Communication policy: the board suggests that we remove this policy; we will formalize this decision next month.

Indemnity policy - we may want to have this policy reviewed by legal council. There may be additional policies that could benefit from legal review as well. (Example: the policy on risk that follows this one). There may be UUA verbiage that we could use. Scott will reach out to the UUA and Susan Christie to try to get this resolved.

10. **Jacob King**: Ministry training update (5 min)

Jacob did not attend the meeting so we did not hear an update from him. We should include this in the agenda for next month.

11. **Announcements, and reminders** (5 min)

a. Justice Outreach Fund

Jim Gouveia passed away this week; Chareane is not likely to be fully engaged in this work right now. Jill proposes Ann Mbake and Virgil Agnew be added to the Justice Outreach Fund team. The board agrees to appoint Ann and Virgil.

b. Consulting Ministry

Jill proposes that Rev. Fulgence Ndagijimana serve as a consulting minister, at up to 10 hours per month or \$500 / month. Approved by the board.

c. UUA Report on Widening the Circle

The board is requested to read the report, in preparation for discussing it at the November board meeting. The link to the document should be included in the October agenda as well so that board members can easily find it.

12. Meeting adjourned

The meeting was adjourned at 8:55.