

## **BOARD OF TRUSTEES MEETING MINUTES**

October 7, 2019

7:00 to 9:00 p.m.

Reeb Conference Room

Present: Lewis, Markowitz, Josefsberg, Dunnigan, Walter, Bluemel, Castillo-Leon,  
Rev. Sarah (Via Facetime)

### I. Rev. Sarah's Report

A question was raised about Rev. Sarah's comments about congregant communication with the minister regarding pastoral care. Rev. Sarah emphasized her hope that any "cultural" reluctance to communicate pastoral care needs directly to the minister can be overcome.

In keeping with his work on membership growth strategies, Robert will be attending this Sunday's Membership Committee Meeting.

### II. Executive Session

The BOT went into Executive Session to discuss a personnel matter.

### III. Treasurer's Report

Chris distributed the most recent monthly balance sheet and explained its format. He called attention to the new Capital Improvement checking account and explained its relationship to the existing account used for operational expenses.

Dawn cited the amount in our Fidelity account (\$178k) and questioned how much should be carried in that account relative to our annual operational expenses. Discussion followed.

### Program Council Report

Dawn reported on her meeting with Program Council leaders Loscalzo and Musser and noted that their viewpoints can be helpful to the BOT.

## REALM Software

Following discussion led by Dawn and as proposed by Kristin, the BOT voted unanimously to update a component of our management software. A tentative roll out is scheduled for early next year.

## 2019-20 Board Goals

Following some comments from Robert about his leadership approach to one of the proposed goals on strategic membership and as proposed by Kristin, the BOT unanimously approved adoption of the following goals for this congregational year:

To oversee ongoing Board initiatives:

1. Support the inauguration of the Healthy Communication process by Committee on Shared Ministries
2. Propose by-law changes suggested in accordance with the new organizational structure
3. Play an active role in the implementation of individual Circles
4. Make decisions about priorities for the Building Today for Tomorrow funds.

To update technology:

1. Adopt REALM, a web based church software system
2. Make it possible to use credit cards for pledging for 2020-21 year
3. Begin process of putting the USR Directory online

To create a strategic approach to membership:

1. Appoint a Strategic Membership Team to study membership data and to make recommendations to the Board
2. Determine a timeline for membership actions
3. Determine specific goals for membership
4. Take action on some recommendations provided by the Team

To determine a budget process for the current year:

1. Review the process used in the past two years
2. Agree on steps and timeline to use in making a budget for 2020-21

### Congregational Re-Organization

Board members reacted to the Re-Org Team's documentation intended to diffuse commitment among congregants to join in next steps. Rev. Sarah offered her perspective as a member of that Team. A wide-ranging discussion focused upon two major topics:

- 1) Congregational needs and preferred tactical responses to those needs; and
- 2) The BOT's appropriate role at this juncture of the process.

### Building Campaign Report

Rob Willis reported upon next steps in what is now to be called a "Capital Improvement Program." He distributed a categorized list of specific work items totaling \$410,000 of which four --- Reeb roof, Reeb garage roof, wheelchair ramp, and chair replacement -- comprise a phase 1 total estimated at \$99,000. These items should be completed by next spring with the roof repairs undertaken before "the winter sets in."

Regarding chair replacement, Rob said that his work in hotel construction management provides him the insight to explore our options. A discussion ensued about "who decides on the chairs?" Various scenarios were touched upon. Consensus emerged that chair choices would not be subject to a congregational vote.

Three wheelchair ramp schematics were distributed, with the option allowing for planting deemed preferable.

Adjournment  
9:20

*B. Josefsberg*  
10/14/19