

BOARD OF TRUSTEES MEETING MINUTES

September 9, 2019

7PM

Reeb Conference Room

Present: Lewis, Walters, Bluemel, Dunnigan, Markowitz, Castillo-Leon, Josefsberg, Rev. Sarah

I. Opening Words/Chalice Lighting—Rev. Sarah

The Task of Man (1956)

“The commonwealth of man is yours to build...
Yours is the world, the universe and life, if you will make them yours
through the largeness and strength of your love.”

-- Kenneth L. Patton

II. New BOT Member Introduction

Sally welcomed new BOT member Rob Markowitz who stepped forward to replace Owen Uscher.

III. An Effective Board

Sally summarized the principles of an effective BOT culture as identified by former trustee Mike Azzara. These include:

- Knowing how to disagree in a respectful way
- Listening
- Paying attention
- Maintaining confidentiality
- Reading materials in advance of the meeting
- Starting the meeting on time
- Keeping commitments
- Disclosing conflicts
- Supporting one another and the group decision

Additionally, she referred members to the BOT Covenant and urged members to communicate in a timely fashion. She cited a need to identify volunteers for the Service Auction and the Fellowship Feast.

Rob's question about the Sunday Service Welcoming Statement prompted some discussion about the statement's history, its intended audience, and who has the purview to revise it. Bernie offered to attempt a "modest revision" for the group's consideration.

IV. Rev. Sarah's Report

Bernie's question about the Gadfly Papers prompted Rev. Sarah to provide background, leading to some further discussion. An additional question was asked about her office hours, which she clarified.

V. DRE Director's Report

Several members offered comments on the format and substance of the report. Rev. Sarah reminded members of the program's condition a year ago and how we are in "better organizational shape this year."

Sally mentioned the importance of parent feedback. Kristen suggested a leadership approach based upon defining and addressing program challenges. Rose mentioned the importance of the youth group. Coming of Age supplants OWL

VI. Treasurer's Report

The BOT unanimously approved a salary adjustment for Office Administrator C.C.

To assist new member understanding of the USR budget, Chris referred to Peter Duran's comment that, "We bring in about \$400K every year and we want to spend about \$440K"

Discussion items included:

- A loan obligation to specific congregants of approximately 9K arising from a prior minister's housing costs. These congregants will soon receive a letter asking them to defer payment on this obligation for the current fiscal year.

- The disposition of a brokerage account with assets of 8K.
- Establishing a capital campaign checking account
- Budget reporting formats
- Transitioning from our current cleaning contract with ASLAN to a newly hired part-time sexton/cleaner at an annual anticipated savings based upon the contract cost and the sexton/cleaner's hourly rate.
- Forwarding the annual budget and fund raising calendar on behalf of a more deliberative budget process

VII. 2018-19 BOT Goal Review

Sally summarized BOT efforts in meeting last year's goals citing success in:

- Guiding the work of the Re-Organization Task Team
- Promoting the transition from a Committee on Ministry to a Shared Committee on Ministry
- Collaborating with the Capital Campaign Team

Efforts to grow congregational membership were less successful.

VIII. Management Software Transition

Dawn apprised members of an anticipated transition from ACS --- our current management software program – to REALM, a web-based program. She summarized the capabilities and advantages of REALM's personnel module, which can be used to "dynamically create a directory of congregational members." Whether or not certain beyond budget training costs will be incurred remains to be determined.

Adjourned at 8:50

Submitted by B. Josefsberg, 9/15/19