

DRAFT
UUCSV BOARD MEETING
UUCSV Library
December 20, 2017
6:50-8:15 PM

Members Present:

These board members were present:

Monica Singh-Smith	President
Jim Peters	Vice President
Mark Lore	Treasurer
Sandra Henry-Stocker	Recorder
Amy Fielder	
Dottie Cox	

Members Absent:

Bruce Bryant	Secretary
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Guests: Robert Hurt

Call to order at: 6:50 PM

The **Minister's report** was sent prior to meeting. There were no questions.

New Business:

Safety/Security Team

Robert Hurt discussed the initial plans for the **new security/safety team**. It comprises those who attended the recent community briefing at the Macedonia Church – Alice, Kathy, Cory, Robert, and Sandra. The team is tasked with providing the Board with a report of its recommendation by March 31st. Some ideas to consider:

- Invite the local sheriff for a church walk-through and recommendations
- Plan an evacuation drill
- Consider locking the front door once or shortly after service begins and having an usher or greeter monitor the door during the service
- Review our "Safe Congregation" policy for an existing safety section and suggest possible additions
- E-mail other suggestions to Robert

Unfinished Business:

Revisit Retreat Goals discussed at Retreat – Monica

The redefined role of the Board was discussed in keeping with the focus areas discussed at the board retreat. In most areas we see progress – finding and assessing the status of church policies, working more efficiently (how do we get more done and waste less time), restructuring the board's agenda, finding better ways to communicate with the congregation, etc. Monica mentioned that she prepares something for the church newsletter every other month.

Progress on Charters – Jim

We've received 4 revised charters to date – Nominating and Leadership Dev.; Membership; Endowment; and Grounds. Jim will work with committee chairs and liaisons to review these and other drafts for consistency and completeness before sharing with the Board.

- **First group will be ready for Board review by January meeting.**
- **Jim will draft a charter for CoC for its and the Board's consideration by January 8th.**

Ministerial Search Committee

A discussion addressed the issue of whether members of the **ministerial search committee** are “open game” for other committee work. The board consensus seemed to suggest that they not be able to serve on the board for six months after the termination of their time on the search committee, but might be able to work on other committees.

Monica will ask Cal about having members of the Search Committee, which becomes the Committee on Ministry, serve on other committees during their 6 months in that role. Then report to Mike Deem for nominating process. Consensus seemed to be that having members of that group serve on the Board during that 6 months might raise conflict of interest issues. [More discussion needed?]

- Monica will discuss the issue with Cal

Church Policies

The board also discussed the **church policies** issue. Bruce has a good handle on where the policies are. We still need a good categorization of policies with respect to 1) which need to be updated, 2) which are missing (misplaced or never created).

- Jim and Bruce - have an outline of a draft Policy and Procedures Manual to the Board by Feb. 28th

Document Archiving

The **Data Group** needs to come up with a **document archiving strategy**, including naming conventions for digital documents. Sandra suggested a year-month-day-topic-subtopic naming scheme with a strict adherence to an agreed-upon list of topics and subtopics. She will work with Dixie and come up with a plan by the February board meeting. She will discuss the boxes of archived paperwork with Cal by January 2nd.

- Sandra and Dixie (others?) - have a draft Archive Plan to the Board by February 28th

Board Binder

The **Board binder** topic (brought up at the board retreat) was quickly discussed. Jim and Bruce will look into what Paul left. The idea of the binder is to provide board members, particularly new board members, with background material and reference documents (e.g., current issues, board expectations) that will help them get up to speed on the board's roles, constraints and focus areas. We now expect this effort to gain ground by early or late Spring. The format will likely involve a physical binder with printed material but URLs in some form would also be of value.

Board Minutes

- Sandra will check to see if board minutes are being posted on the web site.
- Sandra will provide some additional instruction on using Google docs, but will send minutes out via email as well as post them to Google docs.

Bylaws

- Church bylaws should be available and ready when our new minister arrives and be available for review before our annual meeting.

Deeds Well Done

Dottie reminded us that our **Deeds Well Done** plans need to continue.

Miscellaneous ToDo's

- Regarding Bylaws – review for familiarity and to explore possible changes based on Hotchkiss material at Feb. Board meeting.

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- Regarding Org. Chart – review existing chart at April meeting for possible changes based on Hotchkiss material.
- Regarding communication with congregation – President’s message in email bimonthly, posting Board minutes on web monthly, and being visible and available as Welcomers each Sunday.

Next Meeting

January Meeting will be on Wednesday, Jan 24th instead of Jan 17th to accommodate members who will otherwise be absent. Someone should let Mary Haskins and Bruce know that we’ve changed the date.

Governance and Ministry: Hotchkiss chapters 7-8 review was postponed at the December meeting.

- The last chapters in the Hotchkiss book will be discussed at the January meeting.

Board Member Time

- Next Board meeting, Wednesday, January 24th

Adjourned at 8:15 PM.

Respectfully submitted,

Sandra Henry-Stocker, recorder