

**First Unitarian Church
Board of Directors
6:30 PM
April 27, 2010**

Members Present: Geri Knoebel, Ken Callahan, Erika Johnson-Jimenez, Joyce Kaser, Erica Kerns, June LeCrone, Dawn Lunt, Tom Wofford, Rob Leland, William Slakey

Members Absent: Tom Stafford

Visitors: John Ellig

Major Discussion Points	Action Items	Next Steps
<p>Chalice Lighting and Reading: Slakey</p> <p>Consent Agenda (6:30 PM)</p> <ul style="list-style-type: none"> • Minutes March 23, 2010 Board minutes: Johnson-Jimenez • Minutes: April 11, 2010 Congregation Meeting: McDonald • Treasurer's Report: Ellig <ul style="list-style-type: none"> ○ Removed Hersom as authorized signature ○ We are slightly higher than budget on expenses, but overall it was a very positive report for first quarter of the FY. ○ Last FY, the Board agreed to use reserve funds to balance the budget. We have two types of reserve funds. One fund is currently at \$9,800 and the other \$13,505. ○ Finance Committee is working on a procedure for an internal audit. Discussed whether a policy should be developed by the Board regarding the internal audit procedures and frequency. Decided that the Finance Committee would provide some guidance regarding procedures that have been implemented successfully by other congregations and the Board would use that information to draft policy. <p>New Business</p> <ul style="list-style-type: none"> • Board Process • Executive Session – begun at 7:02pm and ended at 8:23 • Report from Second Minister Task Force: Knoebel <ul style="list-style-type: none"> ○ Candidating Week Activities: May 19-24 ○ May 23rd: Board has dinner/ meets with Angela followed by Board meeting ○ Solar Energy Task Force Report: Callahan <ul style="list-style-type: none"> ▪ Larger design than originally proposed. Sun Power is currently working on funding. When that is complete, they will get a final draft of the contract to the Board. 	<p>Motion to approve consent agenda. Kaser moved, Slakey seconded, all agreed</p> <p>Finance Committee will work on creating a procedure for an internal audit.</p>	<p>Initial draft will be created by July and will be finalized and presented to the Board by the September Board meeting.</p> <p>When the Finance Committee has presented their final procedure, this will be developed by the Board into policy.</p>

<ul style="list-style-type: none"> • President’s Report: Knoebel <ul style="list-style-type: none"> ○ Server in the office: may need to be replaced, but needs to be cleaned up first to determine this. Discussion regarding whether the Board should approve a given amount of money to replace the server in case this needs to be done on short notice. Since the server is not currently functional, Robinson proposed that the Board authorize her to work with a consultant and to spend up to a decided upon amount to replace or repair the server. Replacing the server may cost approximately \$4500. ○ Congregational Meeting: Motion made to request the Board that they develop a written policy to describe the internal audit process and publish it to the church congregation by the end of summer. ○ Update on Board Goals • Stewardship Committee Progress Report by George Bakula and Gwen Sawyer <ul style="list-style-type: none"> ○ The Board thanks George and Gwen for their organizational and planning skills as well as the detailed report provided. • Core Staff Report: Robinson <ul style="list-style-type: none"> ○ La Puerta Contract 	<p>As long as the contract reflects the terms of the Memorandum of Understanding, Callahan proposed that the Board approve the contract. Leland seconded, all approved.</p> <p>Kerns moved that we authorize \$5000 toward the cost of a new server. Wofford seconded, all approved.</p>	
<p>IMPORTANT DATES</p> <ul style="list-style-type: none"> • May 18, 2010 – Board Meeting moved to May 23rd <ul style="list-style-type: none"> ○ May 19 to May 24, 2010 – Angela Herrera candidating week at First Unitarian ○ Meeting hosted by Dawn Lunt at 6303 Indian School Rd. NE 87110 in the Party Room, phone 250-7874 • May 23, 2010 – Board meets with Angela Herrera 5:30 followed by Board Meeting • June 6, 2010 – Carmen Emerson Ordination • June 23 – 27, 2010 – General Assembly 2010, Minneapolis, MN 		