

**First Unitarian Church  
Board of Directors Meeting Minutes  
6:30 PM Social Hall  
13 December 2011**

**In Attendance -**

**Board:** Leland, Hendley, Knoebel, Demi, Kwait, LeCrone, Johnson – Jimenez, Kilpatrick

**Ex-Officio:** Robinson

**Other attending:** Herrera

**Scribe:** Green

6:30 pm Chalice lighting/reflection: Herrera

*Herrera presented an excerpt from “God Went to Beauty School” by Cynthia Rylant*

**1. Administrative agenda**

- A. November 15<sup>th</sup> Board Meeting minutes
- B. Treasurer’s report covering November 2011
- C. Core staff report
- D. President’s report

*Motion by LeCrone to add a request from Dan Small regarding the Staff Appreciation Fund to the agenda as New Business item G. Second by Johnson – Jimenez. Passed unanimously.*

*Motion by Hendley to adopt edited agenda. Second by Knoebel. Passed unanimously.*

**2. New business**

- A. Building plan: Herrera
  - i. Next steps in building project

*Herrera presented a report on the building project. Included were three options on how to proceed with our current funding: 1. Re-evaluate funding options. 2. Alter the scale of the project. 3. Raise more funds. The Design and Construction Team is meeting with the architects on scaling the project to match funding, including a concept based on \$1.9 million. The Design and Construction Team will report at the Annual Congregation meeting.*

- B. Financial Roles and Responsibilities: Leland
  - i. Motion (herein) to adopt Financial Roles and Responsibilities Charter

*Leland presented a handout (concept document) detailing the division of labor and responsibilities related to Finance Matters. Discussion resulted in some changes to the document, including the determination that it be titled “Financial Division of Labor and Responsibility Policy” (see Item 2b – Financial Division of Labor and Responsibility v2.). Proposed bylaw changes will be presented at the Annual meeting, and the policy will be referred to the Shared Governance Task Force for implementation.*

*Motion to adopt policy by Leland. Second by Demi. Passed unanimously.*

- C. Budget recommendation: Knoebel
  - i. Review staff recommendation
  - ii. Preparation for January 3 decision to adopt Budget

*Knoebel presented handouts pertaining to the budget (see items 2C\_2012 Budget Draft and 2C\_Proposed Operating Budget Narrative). The information contained was not complete, as the end of the year had not been reached – however they were a guide as to what to expect and to aid in adopting the new budget for 2012.*

- D. Agenda for annual meeting: Knoebel
  - i. Review what we need to accomplish
  - ii. Identify owners

*A handout (see item 2D\_Annual Meeting Notice) was presented. This was a preliminary document with a few details remaining to be completed. Included were time, date, location, and an agenda for the event. Also discussed was the formation of a pre-meeting focus group for the presentation from the Shared Governance Committee. It was agreed that timing issues would be worked out by Leland and Robinson.*

- E. Transition to new Board: Kilpatrick
  - i. Planning for Board Retreat: Demi
  - ii. Stories from current Board

*Kilpatrick and Demi spoke about preparations for the new Board Retreat in February. Some requested items include stories and lessons learned from prior board transitions.*

- F. Motion to recommend change in By Laws concerning Program Team: Herrera

*Herrera presented a handout (see item 2F\_Bylaws Changes Program Team) containing the details of two possible motions:*

- 1) *To ask the congregation to approve the proposed change to Section 5.b and the removal of Section 4 of the Bylaws.*
- 2) *To ask the congregation to approve the proposed changes to Section 5.b and 4.b; and the removal of section 4.a, and for 4.b to then be renumbered accordingly.*

*Motion from Kwait for option 1 – to take the proposition to remove Program Team from the bylaws. Second by Knoebel. Passed unanimously.*

*New Business Item G, added to Agenda at the beginning of the meeting:*

*Robinson presented information explaining the Employee Appreciation Fund and showed how the original intent was for distributions to be made annually. The Endowment Fund Committee wishes to remove the policy restricting distribution or change the Fund type to allow for distribution. After discussion, there was a motion by Demi to defer this item to a subsequent meeting. Second from Hendley. Motion passed unanimously.*

**3. Future agenda items**

- A. January: Additional Board Meeting, Annual Meeting, Shared Governance presentation, Adoption of Budget, By Law changes prep for annual mtg., transition activities to new Board

**4. Important dates**

- A. January 3, 2012: Additional Board Meeting**
- B. January 17, 2012: Board Meeting
- C. January 22, 2012 at 2:30pm: Annual Congregational Meeting, sanctuary**
- D. February 3-4, 2012: Board Retreat for new Board

**NB: Bold indicates non-recurring events at which full Board participation is sought.**