

UUCL Executive Board

Meeting Minutes

Date: Feb. 13, 2018, 8:00 p.m.

Note: There was no Executive Board meeting in January 2018.

Present: Barbara Thompson (Acting Chair and Chair Elect), John Brewer, Alan Monroe, Michelle Iwig Harmon, Chris Brown, Rev. Jill Jarvis, Martha Burbank

Observers: Emily Russell, Betty Baron, Lynne Bodle, and Mary Beth Musick

Topic	Discussion	Follow-up
Opening We met in executive study session from 7:00 8:00 pm to review procedures that will need to be taken if we seek to hire an interim minister. Then, Martha read the chalice lighting from Richard Gilbert. Time Keeper: Chris Brown Process Observer: Michelle		
Minutes December minutes were approved via email.		
Consent Agenda Accepted by acclamation	This included three financial reports.	Jill will submit her report within the next few days.
Old Business		
Safety Task Force	Michelle reported that the force had not met since early December. However, she will set up a meeting with the other 2 members (John, Alan) to look over the guidelines document that Jill submitted. We need to get our plan OK'd by our insurer, Church Mutual.	Michelle, John, and Alan will meet again soon.
Communication among Board, Personnel, Staff and Finance	Shannon VanLandingham had planned to convene this meeting in January to discuss overlapping or gray areas of responsibility among these areas. Shannon had to take a leave of absence and was not able to do this.	Jill will convene this meeting as soon as each group can agree on a meeting time.
New Business		
Seeking an interim minister	Each of the Board members has received considerable input from UUCL members that has been, for the most part, very favorable towards the hiring of an interim minister. However, there was concern that not all UUCL members were able to attend the January 20th workshop on Interim Ministry.	The Board determined that, prior to this decision, it is important to offer members' additional opportunities to learn about Interim Ministry, pose questions, and share their perspectives. Two sessions for this purpose will be offered by the Board and as soon as the logistics have been determined, the times and places will be announced.
Update Organization Chart, requested by Emily Russell	Martha reminded the Board that a review of the governance structure was supposed to occur in October last year but did not, mostly in the wake of Jill's announcement of her plan to resign as of 6/30/18/	We will update the governance chart on the website with what we know. Briefly, Jill reports to the Board and Graham Kreicker, Barbara Schowen (as area coordinators) and Jennifer Donnelly, Susan Harper, and Ann Alexander (as staff) report to Jill.

<i>Topic</i>	<i>Discussion</i>	<i>Follow-up</i>
Closing: John read a Bible verse and a closing meditation.		
Next meeting	Tuesday, March 13, 2018 at 7:00 p.m...	