#### UUCL Executive Board

## Meeting Minutes

## Date: Tuesday, Sept. 12, 2017 (There was no August meeting other than the Lake Doniphan retreat.)

Present: Shannon VanLandingham, Martha Burbank, John Brewer, Alan Monroe, Michelle Iwig-Harmon, Ann Alexander, Jill Jarvis, Bonnie Blosser

Absent: None

Observers: Emily Russell, Frank and Betty Baron, Barbara Johnston

| ***Topic*** | ***Discussion*** | ***Follow-up*** |
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| **Openers**  Shannon read a passage for the chalice lightning (“cup of fire”), and this was followed by check-in with the tree diagram. |  |  |
| **Minutes**   * July minutes had been approved via email. |  |  |
| **Old Business**  Deadlines for responding to minutes | Board members will send a response, either OK or corrections, by Friday night following the Board meeting. John will post updated minutes to the website on the following Tuesday morning. Three printed copies will go into the public box in the hall. | Note that the newsletter contains a link to the webpage with minutes. |
| **Consent Agenda**  Reports from Treasurer, Rev. Jarvis, and Bonnie Blosser (all posted to Basecamp) were approved by consent. |  |  |
| **Committee and Team Financials**  Because of illness at the accounting firm, we did not get a financial report. There is a preliminary End of Year report, but the real one will come soon. All financial positions have been filled now that Ann Alexander is our new Treasurer. | We may change our bank branch from the one at 31st and Iowa. We have acquired additional readers for swiping credit cards at Congregation events. |  |
| **Board Covenant**  The Board approved the covenant developed at the August retreat. |  | Shannon will move the covenant to Basecamp. |
| **Dashboard Items**  Shannon reviewed where we stand with our Strategic Plan tasks as displayed on the Dashboard Google doc. | Specific action items are described below. | Various |
| **Charge to Stewardship Team**  This item was delayed. |  | Jill will write the charge this week and send it out to the Board for approval so we can then send it to the Leadership Development Team who will recruit the team. |
| **Educating the Congregation**  Re Goal 1, Strategy 3 Action 3, Rev. Jarvis pointed out that that Board and Minister have shared responsibility in educating the congregation about the role and purpose of worship in congregation life. She asked the Board to take the lead on this, and to develop a plan to begin working on Action 3.  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Honoring the Letter of Call**  Jill reminded the Board of its responsibility to honor the Letter of Call, affirmed again last year, and notified the Board that there have been at least two violations in recent months. She requested the Board ensure that the Letter of Call be honored as agreed upon. | Jill will have attendance data at the next meeting after conferring with Valerie Roper and the Connections team.  The Executive Board has shared responsibility to educate the congregation with respect to worship. This is one of the Action Items in the Strategic Plan. How might we plan to do that over the next year?  One example of a specific violation was that an Easter Program was held last spring. The Minister is responsible for all seasonal celebrations, rites of passage, and worship. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Michelle and Ann will review the Letter of Call and other documents and report on some possible next steps at the Oct. meeting. |
| **Educating Supervisor**  Developing a safety plan for the Congregation has been hampered by loss of task force members. | We need a single person to oversea the safety policy and plan safety drills. | John Brewer and Alan Monroe will review the existing documentation—including current checklist and information on the Church Mutual website—on this topic and make a recommendation. |
| **Grievance Procedure**  Jill handed out a draft, which the Board approved for Jill to refer for consideration of the Committee on Shared Ministry. | The Palo Alto UU website has good information on grievance procedures. |  |
| **Second Saturdays in Service**  Shannon and Sara Vancil are heading up a new program, which was announced in the newsletter and eblast on Wednesday. |  |  |
| **Assignments for Next Meeting**  Opening Reading: Ann  Closing Reading: Michelle |  |  |
| **Email Guidelines** Email guidelines were approved and will be sent out to the congregation to encourage healthy communication and good process. |  |  |
| **Meeting with Finance Committee**  The Finance Committee requested joint meeting with Board for a finance retreat due to the new structure, to see how all the parts work together and to inform all on history of the budget. |  | Shannon will send out a Doodle poll soon to schedule a joint retreat in January. |
| **Congregational Covenant**  Shannon and Sara Vancil |  | Ann and Shannon will write a charge and begin to recruit a task force to develop a congregational covenant. to be finalized by the annual meeting. |
| **Policies and Procedures Manual (PPM) Update** |  | John will conduct a comprehensive review of the current PPM to identify critical updates and work with appropriate stakeholders to complete the update by February 2018. Once the PPM is updated, he will conduct monthly reviews to ensure it is current and accurate. |