Tab 1

Board of Trustees Minutes

May 14, 2025 - 5:30 pm

[Zoom Link]

Useful links: Bylaws | Governance Policies | Board Terms | Board Annual Calendar

Attendees: Craig Whitson, Jim Curley, Susi Nord, Larry Davis
Lea Smith, Michael Leuchtenberger

Annual Meeting Pre-meeting in Fellowship Hall

1. **Chalice Lighting / Mindful Centering / Board Covenant** (3 mins.)

We gather intentionally as a board for the faithful discernment of what the church is called to be and to do.

- We will honor each other's time and commitment by arriving prepared.
- We will open our hearts and minds to each other in the spirit of patience, respect and humility.
- We will engage deeply, carefully listening and reflecting.
- We will respectfully challenge one another when necessary.
- We will speak with one voice once we reach a decision as a board.

2. **Litter & Gratitude** (3 mins.)

3. **Consent Agenda:** (5 min until 5:40)
    - VOTE: April Minutes **- no quorum, so no vote taken**

4. **Annual Meeting Preparation - Craig** (60 mins until 6:40)
    - Review Annual Meeting Planning document and assign roles
        - **Roles were reviewed and assigned**
    - **MOVE TO FELLOWSHIP HALL FOR ANNUAL MEETING RUN THROUGH**
    - Discuss content of "State of the Mission" presentation
        - **Craig will present highlights of above at the Annual Meeting**
    - Discuss points to present at annual meeting regarding the Financial Organizational Change
        - **Anticipate potential questions and how to respond**
            1. **Reorganized slides to better define issues**
        - **Refer to distributed duties - fiduciary oversight and financial safety**

5. **Financial Organization Change Project - Craig** (10 mins until 6:50)
    - Discuss "Inter-congregational Audit" with Burlington Church

The audit is planned for the September-October timeframe. A team from the Burlington VT congregation will audit Concord UU in September. The Concord UU team will audit Burlington in October. Karen Mayo has agreed to join our audit team (schedule permitting).

Break - 10 mins (until 7:00)

6. **2025-26 BUDGET REVIEW*** - Lea (25 mins until 7:25)
    - BOARD MEMBERS WILL ATTEND BUDGET FORUM
    - Discuss dispositioning of retroactive trust income from 2023-24 from the UUA
        1. **This will be introduced at the Budget Forum**
        2. **Anne will make the motion at the Annual Meeting**

7. **Operations Report** (15 mins until 7:50 - Michael)
    - **Successful Pledge Campaign**
    - **Building Beloved Community Beyond the Binary conference was very successful**
    - **Ends statements were subject of May 4 Service**
    - **Sunday Service attendance numbers approximately 200 (including online)**
    - **Families are well served by Family Engagement Coordinator (example Tweens & Screens)**
    - **Youth Service and Second Hour were amazing**

8. **Meeting Evaluation - All** (5 minutes until 7:55pm)
    - How did we/you honor one another's time and commitment?
    - In what way did we/you open hearts and minds to each other in the spirit of patience, respect and humility?
    - How did we/you engage deeply during this meeting?
    - How did we/you respectfully challenge one another when necessary?

9. **Job Jotter Readout - Arthoen**
    - **Craig will contact Ann, Barbara and Jim about the Annual Meeting**
    - **Susi to figure out the wording for the Operating Reserve Fund motion**

10. **Monthly Highlights - Anne**
    - **Successful Pledge Campaign**
    - **Building Beloved Community Beyond the Binary was very successful**
    - **Youth Service and Second Hour were amazing**
    - **The BOT spent a lot of time preparing for the Annual Meeting**

11. **Closing Words - Susi**

To Kindle New Fires in the World
-Rev. Michelle Collins
Though the flame is extinguished,
the embers of imagination remain.
Carry them forward—
dream boldly, act with love,
and kindle new fires in the world.

12. Next Meeting (June) Closing Words and Snacks - Anne
- Closing words and snacks schedule

13. Reminders
Sign up for Lei greeter duty

Upcoming Agenda Items (in order of priority)

1. For June meeting:
   Monitoring:
   a. Review / Approve Monitoring report: Policy 4.6: Asset Protection
   b. Review status of Governance Process and Board-Executive Relationship monitoring
2. How do we address the quorum requirement for 5 of 6 board members to be present at each meeting?
3. Consider establishing a policy specifying Ends Survey and Operations Assessment intervals
4. Update Policy 4.4.3 regarding Credit line approval

Parking Lot (items mentioned at previous meetings to be addressed)

Tab 2