

BOT Meeting Minutes
November 13, 2019

Present: Karen Mayo, Kelly Mahony, Anne Drewniak, Ann Hoey, Jeff Fetter, Zoe Picard, Michael Leuchtenberger, Ex Officio

Absent:

Others in Attendance: Lyn Marshall

Meeting commenced at 6:30 pm with Call to Order and Opening Reading offered by Jeff Fetter.

Minutes Review: The minutes of the October 10, 2019 board meeting were reviewed and amended. Karen moved to accept the minutes, Ann seconded, and the minutes were approved.

Old Business:

Board Term Conversion Process: Anne presented the UU BOT Term Conversion Proposal intended to aid board in transitioning to four (4) year terms. Bylaws indicate BOT will consist of six (6) members. Options for transition were discussed, including not immediately filling vacancy due to recent resignation. Consensus was to postpone decision until December Board meeting. BOT Self Reflection: Anne will progress this topic once related governance work is completed.

BOT PSA: Anne and Kelly are developing a video, capturing modifications to End Statements that were developed over the past year. The intention is to share with congregation when completed to communicate these changes. Discussion ensued regarding how, when, and where this PSA will be shared with the congregation. Options include: second hour, during service, covenant groups.

Brackett's Replacement: Anne will continue to collect names of potential candidates and consult with nominating committee for assistance in filling the BOT vacancy. There was some discussion about leaving the position vacant to aid in the Board Term Conversion Process.

New Business:

Draft Warrant: Michael presented Draft Warrant articles for a special meeting to be held on December 22, 2019. The purpose is to seek congregation agreement on proposed distribution of monies from legacy sources into multiple church and facility needs, e.g. Audio-Visual Fund, Memorial Garden Fund, Classroom Enhancement, Grounds/Garden Beautification and Minister's Discrete Fund (MDF). Additionally, a distribution of funds for Minister's health insurance agreement. Jeff moved to endorse Draft article as presented, Ann seconded, approved unanimously.

Minister's Discrete Fund (MDF): Michael presented details about the MDF. This is different than the Minister's Discretionary Fund, which is now called Pastoral Support Fund (PSF). Excerpt from Procedure: "The *Minister's Discrete Fund (MDF)* is a resource that allows the Senior Minister to provide proactive and visionary leadership that helps position the congregation and its' ministry for the future. The *MDF* empowers investments above and beyond those made possible by the operating budget. The Senior Minister will work with congregants and staff to discern and vet possible *MDF* projects."

Framework for Job Descriptions: Anne prepared “UU BOT Information Packet” designed to be a Welcome Packet for new board members and an exploratory packet for prospective board members. Comprehensive information accessible via Google Docs.

Board Dinner: Deemed to be a success. Delicious food in abundance and a plethora of adventure stories.

Operations Update & Feedback:

- Family Promise - Hosted (strong transition of leadership to Heather Terragni)
- Youth Group
 - Eco Store / Fair Trade Store (fundraiser/awareness raiser)
 - Overnight & Wicked FIT Run
 - Meditation
- Exploring Membership Group (small numbers despite many new visitors since August)
- Newcomers Corner (1st Sundays of the month)
- Living in Harmony with the Earth
 - Composting Institutionalized (outside compost bin for food waste, brown paper towel compost experiment)
 - Exclusive use of rechargeable batteries for microphones, orchestra lights and other equipment (development of a charging schedule/procedure for Kathie)
 - OLT continuing to work on Chemical Use Policy
- October Targeted Appeal - A/V-Live Streaming (did not reach the goal)
- Granite Bench installed as part of East Entrance enhancement project (special thanks to Fran Philippe)
- Staying-in-Touch / We Care Outreach project started (board/staff/pastoral care associates)
- Financial Transparency Project almost complete, lead to special congregational meeting being called for December 22, 2019 to decide on budget update and McNamara fund withdrawal from endowment
- Several projects on hold because of policy/procedures conversations prompted by McNamara gift
- Taizé Services back up and running
- Concord Coalition to End Homelessness related activities: Michael was the co-lead/presenter at 4 house parties and the SafeSpaces II campaign kick-off event as the coalition gets ready to raise \$1 million in private donations. Michael was the emcee at the dedication of “The Tom Fredenburg House.” Visible leadership plus a lot of behind the scenes work and relationship building.
- Classroom naming project (out of 2nd Hour class project emerged four naming proposals: Armenia White Room, Kent-Thomas Room, Lewis Downing Room, and the Penacook Abenaki Room)
- Interfaith Choir Concert - UU Leadership critical (via CLOC)
- Parish Notes continues to become more and more professional looking (thanks to Heidi)

UU BOT Right Relations Policy Work: How do we want to be together (as a Board)? Reviewed results from last month’s exercise to formulate a comprehensive statement that can potentially serve as opening words for BOT monthly meetings. Lyn will share her inputs and solicitation for input to existing draft:

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

[something about honoring time by arriving well prepared]

We will OPEN OUR HEARTS AND MINDS, engaging with PATIENCE, RESPECT, AND HUMILITY.

We will ENGAGE DEEPLY, USING BOTH LISTENING AND CAREFUL REFLECTION. We acknowledge our obligation to respectfully challenge one another when necessary. Once we reach a decision, we will, as a BOARD, SPEAK WITH ONE VOICE. [elegant finish]

Staying-in-Touch Project: Karen shared an experience when she called a congregant and the congregant indicated she did not want this phone outreach communication. How do we alert the second member that is assigned to call this member, if at all? Reminders about available script to help us get started, option for leaving phone messages. The outreach creates a connection and feedback is generally positive.

Holy Question Exercise: Reviewed developing questions and generated ideas for an open-ended question. An example: What could we build through deep connection: with self, with each other, with our larger communities, and with the earth?

Meeting Highlights: Anne proposed this opportunity for BOT to reflect at the conclusion of each meeting, essentially a list of our collective take-away's from this month's meeting.

This month the Board:

- developed a plan for converting Board terms from three to four years in accordance with the bylaw changes adopted at the 2019 Annual Meeting
- drafted a powerful question to be used in upcoming congregation-wide conversations
- refined Policy 2.2.1: Board Covenant of Right Relations

Job Jotters: Kelly will email us with the tasks that each of us needs to complete.

Closing words were offered by Jeff, motion to adjourn made by Ann, seconded by Kelly. Meeting adjourned at 9:15 pm.

Respectfully submitted,
Zoe Picard
Secretary