



UNITY
TEMPLE
UNITARIAN
UNIVERSALIST
CONGREGATION

BOARD OF TRUSTEES MEETING MINUTES

Unity Temple Community Center

6:30 PM, June 12th, 2018

Attendance: Erik Wise, Bill Crozier, Karen Haskins-Brewer, Lynne Hensel, Teresa Powell, Dave Willard, Clara Lewis, Alec Brownlow, Rev. Kellie Kelly, Willa Shultz, Elizabeth Plummer and Rev. Emily Gage

The meeting was called to order at 6:30 p.m.

Centering

To Bless the Space Between Us – John Donohue

Consent Agenda

Budget/Balance Sheet

Ordination “broke even”

A-Team Report

Auction - Not enough volunteers for the Auction. We need additional chairs as Barb Haskett is running it solo. Future is in jeopardy. Committee work starts in November, Auction is in March. The auction generates between \$28-32K/year for our church budget. Willa to work with Barb to figure out how the Board can help.

Minutes from June - Sharon instead of Shannon Storbeck (Approved - Bill / Teresa – Unanimous)

Motion to approve Consent Agenda (Teresa, Bill - Unanimous)

Staff Compensation

- At the beginning of the year, we determined that it would cost an additional \$24K to properly adjust our salaries to the UUA’s Salary Guidelines – (had we done so in January)
- The congregation approved that we’d wait until July to determine if we can afford to do this. (based the board’s understanding of our financial situation)
- Reminders
 - We paid out a bonus in January
 - Staff will be compliant with the midpoint up until July of 2018
- We are currently \$20K in the black (positive), where we are often \$30-\$35K in the red (negative) this time of year.
 - **Note:** We won’t have an accurate July report until September. Currently, we are looking at April’s budget.
- The board has already committed to raising the salaries in 2019 when it can be part of the budgeting process.
- There is no category in the guidelines for Colleen Vahey’s position (Social Justice Ministry)
- We are Large 1, Geo Index 4 (within the guidelines) – for those who want to look us up.
 - <https://www.uua.org/finance/compensation/program/salary-recommendations>
- Time was spent reviewing the minutes from our 2018 Annual Meeting
 - To abide by the amendment (from Jason Sherman), we plan to revisit in July
 - Our definition of “in the black” will include any deficit

- Feedback (to secretary): composition of amendments like this need to include sharing the very specific words visually with the congregation.
 - The timing of discussing budget changes in July, for instance, is problematic.
- We all agreed that mid-point isn't nearly in line with the caliber of our staff.
 - We are focused right now on meeting mid-point since we are below that.
 - Salary gaps are a systemic issue within the UUA.

Tabled conversation until our **July** meeting where we will be very clear about what we're talking about.

Policy Retrieval and Cataloging/Safe Congregation

- There are policies approved by the board that only exist in meetings.
 - Minutes going back about 8 years have been placed in a Google Drive for release
 - 8 documents to be reviewed per Board Member (list to be distributed)
 - We have a policy on how to handle "disruptive" activities, which includes an incident report template.
 - An incident occurred a month or so ago, the committee will meet on Wednesday to discuss the incident report (6/13/2018). Dave Willard has been added to the committee to represent the board.
- Note:** For now, the Safety and Nominating Committees need Board representatives. We need to include that in our leadership turnover plans.

Policy #3 Changes

- President's Role
- <Alec read changes>
- Move to approve (Bill/Dave – Unanimous)

Per Teresa's recommendation, we will consider additional language about Treasurer and Secretary.

New Business

- Roll call for July meeting (July 10)
 - Dave to send out a Doodle Poll to determine an alternate date.
 - Update: Meeting will be held on July 17th

Adjourn (Bill-moved and Erik-seconded – unanimous) – 8:30 PM

Respectfully Submitted,

David Willard