

Unitarian Church in Westport is a diverse and welcoming religious community, free of creed and dogma, and open to all backgrounds and beliefs.

**WE INSPIRE** and support individual spiritual growth.

**WE CONNECT** through worship, music, learning, and caring ministries.

**WE ACT** in the service of peace and justice.

## BOARD OF TRUSTEES DRAFT MINUTES

June 17, 2015, 6:30 PM

Trustees present: Michelle Garvey, Tom Croarkin, Anne Khanna, Mary-Jane Cross, Lynda Shannon, Howard Aibel, John Turmelle

Trustees absent: Steve Axthelm, Lyn Hamilton

Michelle Garvey called the meeting to order at 6:39. Tom Croarkin offered a centering reading.

Consent Agenda: Tom Croarkin moved, Howard Aibel seconded passage of the agenda, including Board Chair report, Interim Minister report, Governance Committee charter, Treasurer's Dashboard, May BOT Minutes. May 26 Executive Committee minutes were not available – will be included in the packet for the next board meeting.

Buildings & Grounds: C Colletti presented an updated 5-year planning document, covering long term repair and capital project needs for TUCW. This document is informational; it is available for review on request to the office.

He also presented for approval a list of prioritized emergency repairs needed in fiscal year 2015-16. Immediate needs include replace flat roof on each wing, repair/replace all broken glass, repair electrical deficiencies, repair parking lot pot holes. Given the cost estimates for each project, three (3) estimates will be required for each. The sense of the meeting was to approve these projects and to request B&G and the office to work together to implement the repairs as expeditiously as possible.

Lift update - TUCW will have to appear before Architectural Review Board on 6/23; hope to appear before P&Z Commission in July. Reviewed communication plan to get UU Westport attendees at P&Z Commission meeting and possible letter writing campaign to Westport town officials.

Policy Manual Draft: M. Garvey reviewed the purpose and assignments. Goal is to have a set completed by September 2015.

Discussion centered around what a policy should include. Lynda Shannon defined a process of setting 2-3 end goals for each committee, then using a template to write the policies. She will share a template for a policy with the board. Mary-Jane Cross will send current set of governance committee charters to new board members.

Executive Committee: M Garvey outlined the process for the board to elect its Executive Committee. We will hold the election at the next board meeting.

Interim Minister Appraisal Review: M. Garvey shared the confidential appraisal reports on the interim ministry at TUCW, which were written by the prior board and by the interim minister.

Board Communications to Congregation: Tom Croarkin led discussion of needs - over the summer we will put out e-blasts to congregation on lift plans and the new schedule for board meetings, beginning in Sept. 2015 (3<sup>rd</sup> Tuesday of each month, starting at 6:30pm).

Next Board Meetings:

DRAFT