

**Attending:** Lynda Shannon-Bluestein - President, Mary-Jane Cross, Carrie McEvoy, Catherine Onyemelukwe, Bob Trefry, Ken Vogel, Chris Seiple, John Turmelle, K.C. Senie  
Rev. John Morehouse (ex-officio)

**Absent:** C Seiple

**Guests:** Julio Torres– Intern Minister; B Lasher, K Leddy – Endowment; C Potter –Finance; MC Bue, H Goddard - Audit

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order 7:05 Chalice lighting – j Turmelle read <i>A Network of Mutuality</i> by the Rev. Dr. Martin Luther King, Jr.	
Consent Agenda	1) Minutes: 1/16/2018 Board Meeting 2) TUCW Board Policy Manual 3) Finance Committee Charter	<b>M/S/V to approve Consent Agenda – approved unanimously</b>
2016-2017 Fiscal Year Audit Report	MC Bue explained the audit history. The first two years of outside audit were done on an accrual basis. For this audit report, the auditor looked at the books as TUCW keeps them, on a modified cash basis.  K Vogel asked about doing a full accrual-based audit this fall (for 2017-18 fiscal year) or just the audit report. We will have to make that decision in Sept – Oct 2018.  B Lasher suggests for purposes of completeness we should wait until December as that will allow the Endowment reports from December to be included. Also, Endowment has not been involved in the process in the past; they offer to be more involved in future audits and request to review the drafts before the audit is finalized.	B Lasher – need to change reference to new Endowment funds to reflect they are restricted, not unrestricted, as it appears in audit review. MC Bue will take this request back to R Bailey.  MC Bue – need to review and update the audit charter to specify their role in years with and without an outside audit. Marie Claire & Hazzen are asked to give their input.  <b>M/S/V – accept audit report with modification requested by B Lasher.</b>
Discussion / Information Items	February 25 <sup>th</sup> Hosted Coffee Hour –The Team’s opinion is that 8-9 attendees and 2 Board members is the optimal group size for Rev. John’s office.  Senior Minister Report, Financial Highlights, President’s Report, and Treasurer report were accepted without comment.  YRSC Budget Drive – will take place during March; Rev John set goal at \$650,000.  Westport Resources is changing their clearing house. They recommended a specific new clearing house;	Rev John will arrange for announcements from the pulpit to encourage new attendees.         Catherine will bring the resolution for a new clearing house to the Board in March.

Board Workshop	<p>Lynda presented ideas for establishment of a Governance Committee as standing committee to support the Board's continuing work in transitioning to policy based governance. Examples of responsibilities of Governance Committees:</p> <ul style="list-style-type: none"> <li>• Participate in training and coaching including assisting with providing linkages to retreat facilitators;</li> <li>• Review meeting agenda and minutes to assess board meeting focus and progress toward meeting goals;</li> <li>• Review and assess policies and monitoring processes used by the board;</li> <li>• Bring to the board best practices from other PGB congregations;</li> <li>• Conduct the annual Board self-evaluation;</li> <li>• Handle planning, election of officers, and training of people to take on Officer roles.</li> </ul> <p><u>Board Portfolios</u> – Ken wants one person aligned with each Board goal. For the remainder of this year, the following assignments were made:  Communication: Carrie Moral Owner Linkages: KC  We will review and re-assign roles early in the next Board year.</p>	<p>R Trefry volunteered to lead a Board team to plan a late summer Board Retreat. It will include policy based overnance training for new and current Board members. Training of people to take on Board roles in following years.</p> <p>April – We will formally vote to form Board Governance Committee, including defining its mission. L Bluestein agreed to chair this.</p> <p>April – We will invite incoming Board members to May meeting.</p> <p>Future - Board will seek a person to advise us when large fiduciary-impacting proposals come to us.</p>
Board Huddle	Time for personal check In.	
Check Out / Assignments		Individual between meeting assignments noted in these minutes.
Process Observer	K Vogel – reviewed take-aways at conclusion of each section. Some give & take, no cross-talk. Everyone participated.	
Closing Reflection	L Bluestein – <i>A Share in the World to Come</i> , from The Talmud: Moed-Taanith 22a.	
Adjournment & Announcements	<p>Next Board Meeting – Tuesday, Mar. 20, 2018 at 7:00 PM  Meeting adjourned at 9:25pm</p>	<p>Meeting assignments* for March 20, 2018  Set-up: Catherine &amp; Carrie  Chalice lighting: Bob  Process Observer: John  Closing reflection: Ken  Break down: KC &amp; Chris  Refreshments: Lynda &amp; MJ</p> <p>* <i>If you need a sub to take over your assignment please make those arrangements before the meeting.</i></p>

Respectfully submitted,

Mary-Jane Cross, Board Secretary January 16, 2018