

**Attending:** Ken Vogel - President, Mary-Jane Cross, Carrie McEvoy, Steve Grathwohl, Catherine Onyemelukwe, Stapley Emberling, Alex Gormley, Luke Garvey, Rev. John Morehouse (ex-officio)

**Absent:** R Trefry

**Guests:** Margalie Belizaire - Intern minister, Rev Shelly Thompson – Assistant Minister

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order 7:07pm and chalice lit. Opening words – MJ Cross read from New Year’s poems sent in by R Trefry who is not feeling well. Trustees and guests checked in.	
Consent Agenda	1. Minutes: June 2019 Board Meeting 2. Minutes: Sept 9, 2019 ZOOM Meeting	<b>M/S/V to approve Consent Agenda. Passed.</b>
Information Items	1. . Treasurer’s Report - C Onyemelukwe reports the Finance Committee will review the 2018-2019 Year End Financials this month and the Board will see those in Oct. 2. Sr Minister’s Report - Rev J Morehouse invited Board members to take part in the New England Region Leadership Retreat on Nov 2. S Grathwohl asks if the Nursery School and Bridgewater have insurance policies that cover incidents that happen on our property. 3. Congregation Expo Input	<b>Rev J Morehouse</b> will have staff research the insurance question and he will report back to the Board.
Retreat Reflections	Review of PBG could have been deeper; perhaps it needed more prep time or more time at the meeting.	<b>MJ Cross</b> will ask the facilitator how she though it went and what she might suggest.
Board Members as Canvassers	Board members have been asked to step up to doing more things with the Congregation. Members feel they did not have a clear set of expectations given to them before they agreed to be on the Board.	<b>Succession Planning Group</b> will pull together a full set of Board expectations for future members. Ken will draft a set of expectations and how we implement them for next month discussion and vote.
Audit Committee	Purpose is to engage auditor; interact with the auditor during any audit or review.	<b>S Grathwohl</b> agrees to be a member of Audit Comm. Ken will call one other person

<p>Board Goals 2019-2020</p>	<p>Ken gave overview – goals should be SMART: Specific, Measurable, Achievable, Relevant, Time-based.</p> <p>I. <u>Capital Campaign</u>: Goals are to reach \$2,000,000 and to get as close as possible to 100% participation. Also Catherine and Sue O’Meara are setting up a collections process to ensure timely payment of pledges. Rev John notes we will contract for actual work as money comes in. He requests Board to be supportive in the construction process .</p> <p>II. <u>Succession/Onboarding/Cookbook/Education(SOCE)</u>: Luke sent out first draft looking for inputs to make each area fit more in the SMART model. Board agreed we should communicate the expectations we come up with to the Nominating Committee. Luke asks the Officers to journal constantly, to include all our tasks and expectations, and send these to him in an iterative process. Ken suggests the SOCE goals should be documents for each area.</p> <p>III. Linkages and Communication: Goals and needs for success document meet the SMART model. Perhaps Board members should write something as part of the communications.</p> <p>IV. ENDS prioritization/revision: Rev John and Board need to agree on priorities for this year. Small group to meet and propose revision of ends and/or change of priorities. Catherine suggests we add an End 1.2.4 – Attracting more families with children. (We become a sustainable, robust Congregation comprised of all generations).</p>	<p><b>SOCE – Officers will journal their responsibilities and send to SOCE. SOCE will revise report and bring to next Board meeting.</b></p> <p><b>Carrie and Bob will work on Communications part of Linkage Goals.</b></p> <p><b>M/S/V to add Ends 1.2.- We become a sustainable, robust Congregation comprised of all generations. Passed.</b></p> <p><b>M/S/V to make this our #1 priority under the Among Ends. Passed.</b></p>
<p>Board Responsibility Areas</p>	<p>I. Monitoring: better feedback to Rev John; better Governance reports; schedule should better reflect our priorities.</p> <p>II. Treasurer: Finance Committee will revise Finance Policy &amp; Charter – each will need Board approval.</p> <p>III. Governance: Ensure all appropriate materials are uploaded to Dropbox, as the location for all master copies; have draft Board Cookbook to all members by November 2019 meeting; ensure all officers hand in draft journaling of duties by October meeting.</p>	<p>I. Steve and Ken will revise the monitoring schedule.</p> <p>II. Catherine will bring the documents to the Board once approved by Finance Committee.</p> <p>III. Ken and MJ will ensure Dropbox folders are accessible by all Board members, and will upload materials. Ken will develop draft Board Cookbook. Officers will send journaling to SOCE team.</p>

	IV- Secretary – By December 2019, separate what are duties the Secretary has to do and what duties other Board members can do.	IV. Mj will journal as above. Stapley & MJ will draft duty list that other Board members might take on.
Board Huddle	S Emberling, Process Observer, led discussion on how we did Board.	
Check Out & Assignments		Individual between meeting assignments noted in these minutes.
Closing Reflection	Alex read from Jonathon Livingstone Seagull	
Adjournment & Announcements	Meeting adjourned at 9:05pm.  Next Board Meetings – Tuesday, October 15,2019	Meeting assignments for the monthly meetings are posted in Dropbox and will be listed on the meeting agenda.

Respectfully submitted,

Mary-Jane Cross, Board Secretary September 8, 2019

DRAFT