

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

Absent:

Guests: Margalie Belizaire - Intern minister

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order 7:10pm and chalice lit. C Onyemelukwe read from Indigenous Peoples Literature Attendees checked in.	
Consent Agenda	1. Minutes: Board Meeting 2019-09-17 2. Updated Policy Manual	M/S/V to approve Consent Agenda. Passed, with one update to be made to Policy Manual. End 1.2.4 will be added to priorities and End 1.3.5 removed from priorities.
Information Items	1. YTD (August) 2019-20 Financials & Treasurer Report 2. Year End 2018-19 Final Report	Accepted without discussion.
Monitoring Reports	Rev John focused on building repairs. Some repairs are critically needed and cannot wait for the work that is being funded by the Capital Campaign. Also, we have used funds in Building Reserves to cover shortfalls elsewhere in the Operating Fund. He suggests designating Building Reserves as a fund distinct from the Operating Fund and not to be used to fund Operations shortfalls. Rev John notes this will need more thought and planning. MJ Cross noted the funding of the Assistant Minister position in 2020-2021 (3 rd year of contract) and beyond is a large commitment not yet covered by increased pledges.	
Capital Campaign and Building Renovation Update	Rev John has hired a professional to put in for the state historical designation and to write up other grants. Capital Campaign pledges are up to \$1,320,000. Endowment matching grant piece of this is over \$300,000. Rev John requested the Board and Endowment committees meet to work out a policy of how information during building construction can be shared so that everyone is comfortable with the spending but not interfering with day-to-day operational decisions. C McEvoy asked if reports would come regularly to the Congregation during project implementation. Rev John plans to make this happen.	M/SV: Board delegates K Vogel and C McEvoy to meet with Endowment Committee chair K Leddy to discuss how to satisfy Endowment's information requests short of being a part of operational decisions.
Governance Discussion	3 areas of concern have been raised by a Congregant: 1. Consider a mortgage to fund construction beyond the Capital Campaign monies has been ignored by the Board. During discussion it was noted that a	

	<p>motion addressing the Congregant's request to study alternative financing options was voted down at the May 5, 2019 Capital Campaign Member Meeting.</p> <p>2. Democratic process – Carrie would like a future Board discussion of using Robert's Rules vs other ways to run a meeting. Ken offered to sit with Scott and Rev John to discuss his concerns about what he sees as a failure to use a fully democratic process.</p> <p>3. Use of Facilities Reserves to help other parts of Operating Fund. Rev John has taken on the issue of holding a special Building Reserve Fund, separate from Operating Fund</p>	<p>C McEvoy will develop a generative discussion report on topic of running a meeting, in particular using Robert's Rules or some other process.</p> <p>K Vogel will respond to Congregant and offer to sit down with him and Rev John to discuss how we can handle these issues going forward.</p>
Ends Team Update	<p>C McEvoy presented first thoughts on updating the Global Ends.</p> <p>The Board suggested possible changes and edits and asked the team to bring changed Ends to the November Board meeting for approval. At that meeting, the team will also manage a Board vote on priority ends for the 2019-20 year.</p>	<p>Ends Team will bring revisions to Nov Board meeting and will run a session to vote on priority Ends for this year.</p>
Succession, Onboarding, Cookbook, Education	<p>L Garvey asks officers to make notes on what they do on regular basis, to allow his team to propose a meeting preparation process for a future Board to follow. The team also asks the current officers to make themselves available to their successors one hour a month for the first year after succession.</p>	<p>Officers will journal placeholder for things we do each month to make BOT meetings happen. MJ & Stapley will develop a list of tasks to be done throughout year by Board members.</p> <p>SOCE team will develop a scope of work report for the Nov. Board meeting..</p>
Board Huddle	<p>R Trefry, Process Observer, led discussion on how we did Board.</p>	
Check Out & Assignments		<p>Carrie, Ken, Catherine, Bob will meet with B Cliff re Board communications.</p> <p>Bob setting up meeting between COM and Linkage group.</p> <p>Steve/Ken will revise monitoring schedule for Board approval at Nov. Board meeting.</p> <p>Rev John will report on End 1.2.4 in November; it will be a baseline look at where we are.</p> <p>Steve will write auditor engagement letter.</p> <p>MJ will send email to Steve, Alex, Bob re managing Nov 24 member meeting.</p>
Closing Reflection	<p>S Emberling read from ?????</p>	
Adjournment & Announcements	<p>Meeting adjourned at 9:01pm.</p> <p>Next Board Meetings – Tuesday, November 19</p>	<p>Meeting assignments for the monthly meetings are posted in Dropbox and will be listed on the meeting agenda.</p>

Respectfully submitted,

The Unitarian Church in Westport

DRAFT