

**Attending:** Catherine Onyemelukwe, Stapley Emberling, Steve Grathwohl, Bob Trefry, Luke Garvey, Andy Gundell, Judy Eckert, Beth Cliff, Rev. John Morehouse (ex-officio)

**Absent:** Alex Gormley

**Guests:** None

This month's Board Meeting is sponsored by **End 2.1 Authority:** The Congregation elects the Board of Trustees to ensure the Congregation is financially healthy, well governed and achieving its mission. The Constitution of The Unitarian Church in Westport and the laws of the State of Connecticut entrust the Board with the oversight of the property and business affairs of the Congregation, which it exercises in cooperation with the Senior Minister who, as CEO, serves as its spiritual, programmatic, and administrative leader. And by **End 2.2 Delegation:** The Board of Trustees exercises this authority primarily by setting policy and delegating its implementation to the staff. The Board may, from time to time, establish committees to help carry out its responsibilities, but will never substitute any committee or individual's expert judgment for the Board's deliberative process and ultimate authority. To preserve Board holism, committees will be used sparingly.

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order at 7:03 pm by C Onyemelukwe and chalice was lit. Opening words – A Gundell read verses from James Taylor's "Shed a Little Light" Attendees checked in.	
Consent Agenda	<ol style="list-style-type: none"> <li>1. Minutes: Board Meeting 2020-05-19</li> <li>2. Motion to accept Alex Gormley's resignation from Board</li> </ol>	<b>M/S/V: to approve the Consent Agenda. Passed.</b> The Board accepted Alex Gormley's Resignation with gratitude for her service. The BOT will appoint a replacement for to serve on the Board for an interim term ending at the Annual Meeting in June 2021.
Information Reports (IR)	C Onyemelukwe reminded the Board that the YTD 2019-2020 Financials, the Treasurer's Report, and the approved budget for 2020-2021 can all be seen in the 2020 Annual Report. S Grathwohl reported that TUCW looks to be in good shape to satisfy the terms of the PPP Loan Agreement by the deadline at the end of Sept, which would allow the loan to be forgiven. Rev John expects that there will be no in-person Services in the Sanctuary well into the fall and TUCW will continue to use an electronic format for Services in September. There is a possibility now being considered of holding outdoor Services. In accordance with safety protocols, the buildings are closed, except for necessary staff usage, and they are cleaned on a regular basis.	
Construction Plan Update/Capital	Motion made: To approve spending up to \$250,000 from Capital Campaign monies for parking lot revisions and paving.	<b>M/S/V: Passed.</b> Work on the parking lot is expected to take place in the

Campaign		1st 2 weeks of August. No vehicles will be allowed to enter the driveway until the paving has dried.
Board of Trustees Officer Elections & Succession Planning	The Board of Trustees held elections for the 4 Officer positions for the 2020-2021 church year. C Onyemelukwe was nominated for President by B Trefry. L Garvey's nomination for Vice President was also accepted with enthusiasm. C Onyemelukwe nominated S Grathwohl for Treasurer and S Emberling as Secretary for the Board, and both nominations were promptly seconded.	<b>M/S/V:</b> Catherine Onyemelukwe was unanimously voted to serve as President. Luke Garvey was unanimously voted to become Vice President. S Grathwohl was unanimously voted to take the position of Treasurer. Stapley Emberling was unanimously voted to become the Secretary.
Monitoring Reports: Governance Accountability Ends 2.1 and 2.2 Administrative:	C Onyemelukwe spoke on Ends 2.1 and 2.2 (Authority and Delegation).  S. Grathwohl explained the rationale behind the Monitoring Schedule.  Discussion of Conflict of Interest clause and Communications Policy. Signatures are required annually from Board members, as per Policy Manual.	Summary and discussion of Priority Ends for year 2019-2020 has been postponed to the Board Retreat in August. S. Grathwohl will send the Board the Monitoring Schedule to review before the Retreat. S Emberling will send signature pages to the Board. Each member will sign the 2 forms and return the signed forms to the Secretary.
Ratification of Constitutional Change	Date set for the 2nd Member Meeting to ratify the Amendment to the Constitution: Proposal to Increase the Committee on Ministry from 5 to 7 members.	Member Meeting will be on Sunday, September 20, immediately following the Service (most likely on Zoom format).
Board Goal/Work Area Discussion: SOCE and Onboarding	L Garvey presented part of the SOCE Report: ONBOARDING (Expectations and instructions for new Board members) and led a discussion. The SOCE team continues to compile a "Cookbook" of tasks and responsibilities for each of the officer positions and to consider necessary areas of new Education for the Board.	The topic will be addressed in depth at the Board Retreat.
Board Retreat Planning	C Onyemelukwe led a discussion of ideas for the Board Retreat.	L Garvey, S Emberling, and B Cliff will plan for the Retreat, with oversight by C Onyemelukwe. The Board Retreat will be on Friday, August 21 (6-9 pm) and Saturday, August 22 (9 am-6 pm).
Executive Session: Replacement Board Member	C Onyemelukwe led an Executive Session discussion to appoint a new Board member to replace A Gormley.	Appointed Board member will serve a term ending at the June 2021 Annual meeting.
Board Huddle	B Trefry, as Process Observer, spoke to how we did as a Board.	
Check Out & Assignments	Board members clarified their individual work assignments.	

Closing Reflection	B Cliff gave a reading from Oliver Sacks, M.D. (Neurologist, Author)	
Adjournment & Announcements	Meeting was adjourned at 8:46 pm. Annual Board Retreat – Friday/Saturday August 21-22, 2020 Next Board Meeting – Tuesday, September 15, 2020	Meeting assignments for the monthly meetings are posted in Dropbox and will be listed on the meeting Agenda.

Respectfully submitted,  
Stapley Emberling,  
Secretary of the Board of Trustees  
June 16, 2020