

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

Absent: Carrie McEvoy

Guests: Margalie Belizaire - Intern minister, Rev Shelly Thomson Ass't Minister, Mark Corcoran- Endowment/Finance, John Turmelle, Carol Seiple, Kristen Leddy- Capital Campaign, Anita Pfluger - COM

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order 7:03 and chalice lit. Opening words – R Trefry gave a reading from R W Emerson Board members and visitors checked in	
Consent Agenda	1. Minutes: Jan 2019 Board Meeting	M/S/V to approve Consent Agenda. Motion passed.
Minister Housing Allowance	The Board of Trustees of The Unitarian Church in Westport approves increasing the 2018 housing allowance for Rev. John Morehouse from \$48,000, approved Jan 16, 2018, to \$50,000.	M/S/V. Motion passed.
Information Reports	YTD Dec 2018 Financials & Treasurer Report S Grathwohl suggested a reformatting of the financial reports.	S Grathwohl and C Onyemelukwe will discuss and report back to the Board.
Annual Budget Drive	Our Annual Budget Drive will take place from March 3 – early April. C Onyemelukwe notes that all Board members should be actively involved and encourages all to be Visiting Stewards. After discussion of the goal for this budget drive, a motion was made to set the dollar goal for at \$620,000.	M/S/V to approve budget drive goal of \$620,000. Motion passed.
TUCW Capital Campaign (CC)	K Leddy presented a summary of the Financial Feasibility study conducted by the consultant, L Coit. 75 households were invited to interviews, comprising a 32% sample of the 2018-19 pledge units. 42 households, 16% of all 2018-19 pledge units, responded and were interviewed. 76% of the interviewees said they would support the capital campaign. “Community of people” was mentioned by a majority of interviewees as the most valued part of our Congregation. Major concerns included wanting to know how building projects are prioritized. Campaign co-chairs will produce a summary of the study for the Congregation. CC planning team focus is Congregation education. A Congregation Town Hall on 2/24 will cover the lead up to this campaign and the process that has taken place, introduce the planning team, speak to the needs of the building, present a Board statement of support, and introduce the architect firm. Will ask for comments & reflections from Congregants. These will be recorded and sent with responses to the Congregation. A Request for Architectural services was sent to a few firms with experience similar to our needs. After interviewing 2 firms, Goody-Clancy Architects has been	

	<p>selected as our architect firm.</p> <p>C Onyemelukwe produced a draft CC budget of \$100,00, which includes an initial payment to architect of \$45,000, plus the consultant fees and other costs. A motion was made to approve a cap of \$45,000 for conceptual drawings and presentations before the May 5 member vote to proceed with the Capital Campaign. Discussion revolved around whether the cap would constrain the architect, and concern that we won't get all the "bells and whistles". J Turmelle & K Leddy feel we will get items that will spark people's interest. The full architect fee includes detailed design and development, which will come after the Members approve the CC. Congregational trust is a major concern to all of us. We need to fully explain the capital campaign process to the Congregation.</p> <p>The Board respectfully thanks and appreciates the work of the campaign co-chairs and J Turmelle on the work to date.</p>	<p>M/S/V: to approve spending up to \$45,000 to produce capital campaign materials for the Congregation prior to the planned Member Meeting on May 5.</p>
Monitoring Reports	<p>Rev John asked if his reports should be more general or continue to be technical. Ken mentions a concern that we might not be focusing on the right Ends. Year over year monitoring comparisons will best help us to see if we are achieving the Ends. Another suggestion is to ask open-ended questions of Rev John after reviewing his reports. His answers and further discussions can help us determine if there are changes we should make in our Ends.</p> <p>Rev John will take the question from Doug Flam re youth cons as his first open-ended question. He and Rev Shelly will speak to this in his March report to the Board.</p> <p>Question on the various roles that COM has been asked to fill – Rev John wants COM to continue to focus on how ministries are doing and interacting with the Congregation. He feels COM is the place for Congregants to bring grievances.</p>	<p>The remainder of this discussion is tabled to the March Board meeting.</p> <p>Rev John and Rev Shelly will speak to Life Span Development for youths in the March Sr. Minister report.</p>
Board Huddle	S Emberling, Process Observer, led a discussion on how we did Board.	
Check Out & Assignments	Linkage discussion is tabled; a ZOOM meeting will be set up for 2 weeks from now.	K Vogel will set up ZOOM meeting to focus on Linkage
Closing Reflection	MJ Cross read a chalice extinguishing selection by E S Jones	
Adjournment & Announcements	<p>Meeting adjourned at 9:10 pm.</p> <p>Next Board Meetings – March 19, 2019.</p>	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 February 19, 2019