UU Westport Board of Trustees – First Meeting Agenda (Draft)

Date: 6-23-26
Time: 7:00–9:15 PM
Location: Hybrid (West Wing + Zoom)
Facilitator: Felicia Keeton

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1. Opening (7:00–7:15)

- Chalice lighting and reflection (Felicia)
- Welcome observers & review observer guidelines (if observers present)
- Welcome Board & quick check-in and/or answer this prompt:
  - What's one hope you have for the Board or congregation this coming year?

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2. Consent Agenda (7:15–7:20)

Motion: Approve minutes from the May 26, 2026 Board meeting.

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3. Governance Structure for FY 26–27 (7:20–7:45)

3.1 Motion: Adopt & pilot up a shared Board Officer model for FY 26–27. In December, the Board will re-vote on whether this model should be continued.

Proposed:

- President & Vice President
- Co-Treasurers
- Co-Secretaries
- Co-Linkage Ambassadors

Discussion:

- Brief overview of rationale and sharing model
- What does success look like to continue this model?

3.2 Motion: Elect Officers to Fill the Eight Positions

- If Sari, Ben and Mark are not at the meeting, we'll schedule this motion in late August.

Proposed:

- President, Felicia Keeton
- Vice President, Ben Chan
- Co-Treasurer Elena Rockman (signature authority) and Mark Cocoran
- Co-Secretaries Sari Bodi (signature authority) and Alison Smith
- Co-Linkage Ambassadors Dayle Brownstein and Julyen Norman

Discussion:

- Other nominations or alternatives?

Related Action Item: Fill 9th Board position left vacant with Jon Gage's departure

4. Ongoing Business (7:45 – 8:10 p.m.)

- Legacy Gift – Consultant Funding - Brian Lasher

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5. Draft Board Calendar & Meeting Rhythm for FY 26–27 (8:10–8:30)

Discussion:

Premise: currently we meet the 4th Tuesday of each month from 7 p.m. to 9:30 or 10:00 p.m. The amount of information can be overwhelming to discuss and digest.

- Option A: Continue with one longer meeting per month (2–3 hours) plus ad hoc meetings for topics that come up or we don't have time to cover
- Option B: Pilot two shorter meetings each month to cover standard topics plus any ad hoc ones that come up. For instance:
  - Meeting 1 (in person or hybrid): Discussion of planned or in-progress programs (e.g., Treadwell, website, legacy giving, governance) including any related Linkage and Committee reports (60-75 minutes)
  - Meeting 2 (100% virtual): Financial Review and Budget + Minister's Report (Monitoring) & ad hoc / Executive Sessions as needed (60-75 minutes)

Meeting tools: Zoom + Zoom notetaker, DropBox (document storage), email / text alerts

Related proposal: Allow congregation members to attend virtually or in-person for better transparency with, hopefully, more congregants.

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6. Board Retreat Planning (8:30–8:45)

- 3-year Board strategic plan
- FY26–27 priorities and key programs

Decision:

- Finalize retreat date with members present
  - Proposed: Friday 9/11 (6 p.m. – 9 p.m.) – Saturday 9/12 (9-4)
- Assign retreat planning team (2–3 members)

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7. FY 26–27 Program Areas & Carry-Forward Work (8:45 – 9:05)

Sneak peek of major workstreams inherited from the prior Board plus a few more recently discussed. **We'll review, edit and prioritize at the retreat based on our desired Ends**. We'll also clarify ownership of program elements (e.g., board vs. minister vs. committee).

Program Areas (click here for deeper view)

- Governance & Board Development
- Ministerial Transition & Success
- Finance & Stewardship
- Operations & Facilities
- Communications & Marketing
- Congregational Engagement & Linkage

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9. Closing (9:05–9:15)

- Process observer report (Dayle)
- Confirm next meeting date(s)
- Closing reading (Julyen)
- Action items to be added to meeting minutes