

Jubilee! Community Board
February 20, 2023 Minutes

Attending:

Board: Gretchen Henn, Paul Muller, Jeff Peisner, Diane DeWitt, Barry Brandt, Michael Smith (remote)
[Regrets: Tim Moran, John David Short, Louise Slater]

Staff: Bruce Mulkey, Susie Davis

Jubilant Observers & Round Table: Maureen Linnemann, Sally Carter

Round table discussion: Gretchen introduced idea of round table

- **Relocation Task Force:** Barry Brandt commented on the notes provided (see Relocation Task Force in [attached notes](#).) He's been surprised at how few properties meet our needs. They continue to explore options. The Task Force needs help from board and staff to establish a budget for rentals, factoring in as many of the variables and unknowns as possible. Would openness to times other than Sunday morning increase our options? Would it help to solicit feedback on that (and other variables) from Jubilants?
- **Minister Search Task Force** is meeting weekly and is awaiting survey response from Jubilants on desired characteristics of our next leader. This task force began its work "organically" in response to a clear and urgent need. In order to move forward with input from all key stakeholders and with authority to do its work, Jubilee's board needs to formally endorse the work of this task force. See the Action section of the board minutes that follow.
- **Transformation Circle:** Nothing added beyond notes that were distributed.
- **Pathway to Membership:** The Transformation Circle proposed recruiting a group of Jubilants to refresh our understanding of membership in Jubilee in the current context and propose suitable ways to orient and incorporate newcomers into the Jubilee! Community. We need board affirmation of the work of this team. See the Action section of the board minutes that follow:

Bruce Mulkey: Reminded that each Task Force needs to project expenses for 2nd quarter and present them to Bruce or Finance Team for inclusion in the 2nd Quarter Budget.

We concluded our prototype "roundtable" sharing and collaboration session and thanked participants.

The February 20, 2023 meeting of the board of Jubilee! Community started at 7:05 pm

Welcome/check in and centering: Gretchen read about Alexander John Scott, who influenced Tolkien & CS Lewis. "Awake O my soul to sacred dreams that are within you"

Jokemeister – Jeff & Barry shared some corny stuff!

Review agenda: Approved as presented

Minutes from January 2023 Meeting: Gretchen reminded the board that it had initially approved the minutes of its January meeting with the exception of details about the pending agreement with Ten-X for the auction of 46 Wall Street. After further details were provided by email, the amended minutes were approved by a majority of board members by email.

Recent changes to Board makeup/meeting format:

- Wiley Garrett has resigned his membership on Jubilee's board and is serving on the Minister Search Task Force.
- By decision of the now 3-person leadership team of the board, Gretchen Henn is now serving as Vice Chair as well as Treasurer. We needed someone to run the meeting this month because Tim is unavailable. Approved by executive committee as permitted by Bylaws.

This month we are testing the idea of holding a monthly round table session for information sharing and collaboration among Jubilee teams, task forces, work groups, staff and board. We'll review and refine it during this meeting.

Update on items from January 2023 Board meeting and January 22nd Semi-annual meeting

- "Supporting Jay Joslin in finding stable housing, etc." While Jubilee is taking no official action, there are ongoing private conversations regarding this need
- [Responses to questions raised by Jubilants during the January 22nd Semi-Annual Meeting](#) have been posted on the Jubilee website. We felt that the flow of meeting went well generally, but the teams update was not planned and implemented well. We will look for other opportunities to showcase the work of these groups and invite participation.

Board Business:

Report and Review:

- Finances and building sale:
 - Treasurer, Gretchen Henn provided **update on Finances**. See attached details: [Summary](#), [Profit & Loss](#) and [Balance](#). Reserves are holding steady. January donations were about 30% less than projected. Our decision not to hold a pledge drive may have contributed. Net loss was lower than expected because some expenses were less than projected. We need to continue to consider the best time and process for inviting pledges. Having a formal pledging process will also allow us to record pledge gifts in our Breeze donor record system.
 - By mid-March, we need to project a **budget for 2nd quarter**. Many unknowns make it challenging, but still necessary.
 - **Building Sale:** Approval of engaging the Ten-X auction pushes us to decide how to evaluate any offer that comes in since we don't intend to accept a \$2 million offer. Finance Committee and board have discussed and generally agreed on an amount it would consider minimal. Auction will happen over 2 days online. Highest bidder will show on the Ten-X website. We'll be able to watch in real time. Finance Team will likely assemble to watch the critical final couple of hours. Bidder has to submit non-refundable earnest money within 2 days. We'll have 15 days to respond to any offer. The agreed process for considering the final bid: Finance team will bring its recommended response to the board for approval. It is important to the success of the

auction that no one from Jubilee's board or finance team say anything to others about our discussion of an internal reserve amount. Bruce noted that the fact that we're going to auction has stirred renewed local interest in the building and several showings.

- Bruce sent our **agreement with Ten-X to our attorney** for review and is making some changes.
- Recent **building inspection** did not raise any surprises, so we consider it a good report.
- The **Beverly Hanks presentation following the Celebration on February 12th** was well attended. Beverly Hanks seems to have our best interest at heart. Jim said if we were going to sell conventionally on MLS, it could be 1 ½ year process, which we can't afford.
- See attached reports

- **Check-ins** from Staff, Teams and Committee. See attached reports

- **Staff:** Bruce reported that he:
 - Has completed written employment agreements with all salaried staff and is working on them for hourly staff. Includes acknowledging that they've read and will abide by Jubilee's staff handbook.
 - Has established procedures and forms for approval and reimbursement of Jubilee-related expenses.
 - Suggests putting together a task force to guide decisions and implementation of selling, disposing and/or moving items upon sale of 46 Wall Street. See Action items below:
- **Nominating Committee:** We are grateful for Wiley Garrett's service on the board. We considered whether we should recruit someone to replace him since he has resigned. Because our 9 members should be able to handle current needs and since the Nominating Committee will soon begin recruiting a group of candidates to for our routine summer turn-over, we will postpone recruiting a replacement for Wiley.
- **Staff Compensation:** After her past deferred compensation was paid off, Paula Hanke offered to have her current compensation deferred. She joins Bruce, Michele and Susie Davis in having compensation deferred.
- **Teams:**
 - Aliyah Schick has resigned her long leadership of Jubilee's **Prayer Team**. JD & Susie are reviewing leadership needs and options. Susie and Sally will write notes to thank Aliyah. We will ask Michele to publish one of Aliyah's poems in a newsletter.
 - **On March 12** we will have a fundraiser concert with our World Beat Band & Vinit Allen's band at Jubilee
- **Parking Lot – To be considered at later date:**
 - Bruce suggested an on-line prayer wall
 - Need someone to outline needs for care & compassion team
 - Susie talking to Paula and Peggy Ratuse about a Jubilee Dance Party which may be a farewell Wall Street. A lot could depend on timing and terms of sale of building.

Board Actions:

- **Feedback on Roundtable meeting pilot:**
 - Make it monthly for now

- Refine the process: Offer clearer guidance to participants about how much time they'll have, what would be most helpful for them to present; importance of their identifying specific feedback they need, including key points in advance notes that will be distributed before the meeting.
 - For now, limit invitations to key Task Forces, Teams, etc.
 - Streamline the roundtable process as noted above & keep it separate from the formal board meeting
- **Action Items:**
- **Propose that the Relocation Task Force continue its work** of defining criteria for the next location for Jubilee, reviewing potential spaces then, following board approval, securing the space for Jubilee use. **Unanimous Consent**
 - **Propose that a Minister Search Task Force continue to develop**, adding members as needed, in order to draft a Jubilee Profile, Minister Position Description, Minister Selection Criteria and process to present to the board at its March meeting. Their proposal should include projected size of their Task Force, as well as timeline and expenses for their work and consideration of whether we should hire a consultant to guide the process since we don't have backing of a denomination or association. Diane will discuss the consultant question with task force. Paul Muller, who served on Jubilee's board during the work of the 2019 minister search process noted the complexity of answering questions about whether we need and can afford to pay someone who is full-time, the extent to which hiring and payment are contingent upon sale of the building, etc. **Unanimous Consent**
 - **Propose that we establish and recruit a Task Force to guide our review of pathway to membership for Jubilee.** Their work will include defining the following in light of Jubilee's current circumstances: Meaning of and criteria for membership, meeting legal requirement (e.g., for voting on Jubilee business decision), suitable processes for orienting and incorporating newcomers as well as liturgies for welcoming and blessing them. **Unanimous Consent**
 - **Proposed that we develop a Moving Task Force to guide decisions and implementation of sale, disposal and/or moving of items inside 46 Wall Street after it sells:** Bruce is free to begin recruiting for this and expects to name a coordinator by the end of February. **Unanimous Consent.**
- **Should we plan a board retreat or joint retreat with staff, transformation circle, etc?** We feel that a formal retreat may be more suitable when new board members begin terms in the summer. In the meantime, it may be helpful if we create an extended meeting at 46 Wall Street to work on structural and operational matters before new board members come on in the summer.

We concluded the board meeting at approximately 8:30 PM.

Respectfully submitted,

W. Michael Smith, Board Secretary