

Jubilee Community Board Meeting Minutes

April 17, 2023

Attending:

- **Board:** Gretchen Henn, Jeff Peisner, Diane DeWitt, Barry Brandt, Paul Muller, Louise Slater, John David Short, Michael Smith. Regrets: Tim Moran
- **Staff:** Bruce Mulkey, Michele Bernhardt, Susie Davis
- **Round Table:** Chas Jansen, Maureen Linneman, Ray Raymond

Round Table Reports and Conversation:

- **Transformation Circle:** (Chas Jansen) - the Transformation Circle continues to shepherd Jubilee's ongoing transformation process, listening for concerns and opportunities to support healthy movement through this journey. The last meeting of the TC heard reports from groups represented here tonight, since TC members are also involved in other ways.
- **Minister Search Task Force:** (Maureen Linneman) - has completed its revised minister job description and an overview and history of Jubilee! Community to share as we publicize the position. We will ask the board to approve those documents tonight including proposed range of compensation for a full-time ministry leader. No change to the projected timeline.
- **Relocation & Move Task Force:** (Ray Raymond) – Everything has to be cleared from 46 Wall St. on May 19th. JAMS family will vacate downstairs by Tuesday, 4/18. We have another workday this Thursday, working mostly downstairs; sorting, staging for disposal, distribution, storage – trying to minimize storage costs.
 - o Bruce will check if our Jubilee insurance would cover use of private vehicles to move stuff
 - o We'll have a Bizarre Bazaar the weekend of May 6, 7 to sell items before they are offered to preferred outreach partners.
 - o Our two pianos have been evaluated and both are in need of extensive repair. We're exploring options for moving them along. (After close of our board meeting, we learned that the Center for Conscious Living and Dying wants the baby grand!). We'll offer the other to Jubilants before releasing it for parts.
- **Release and Let Go Ritual:** (Susie Davis) – We are planning a ritual for all who want to participate on Saturday, April 29th at 46 Wall Street, 5:00 – 6:00 PM. Details are still being developed. It will include opportunity for Jubilants to take old prayer flags for private rituals or holding; guided circle of remembrance for celebration, lament, grieving and releasing. Elizabeth Likis, Jay Joslin, Susie Davis will be leaders, with support from Michael Smith.
- **Membership aka Pathways to Jubilation:** (Chas Jansen) – This task force is focusing on welcoming and orienting newcomers to Jubilee. On June 11th, they will begin a monthly post-Celebration gathering, focused on get-acquainted activities and sharing information about Jubilee. They will take an experimental approach, using feedback to evolve this effort. Our conversation touched on the ongoing question of whether we want or need a roll of members. Currently, we're inviting anyone who considers themselves a Jubilant to indicate that by completing information for our on-line directory. Once we're settled at Rainbow, we will create an opportunity for "re-membering" or re-commitment to Jubilee! Community.

Board Meeting was Called to Order around 6:45 PM

Gretchen read an inspiring native prayer

Agenda – We reviewed and slightly revised it.

OLD BUSINESS:

- **March 20, 2023 Board Minutes: Approved as submitted**
- **Special Board Decisions:** We noted for the record that in a special session on March 24, 2023, the board met to review the recommendation from Jubilee’s Finance Committee that we accept the sale of 46 Wall Street, both levels, for a total of \$1,879,750 as arranged through the Ten-X /Beverly Hanks auction. After extensive discussion, the board **approved by unanimous consent**.
 - On March 30, the **board approved by email** the Finance Committee's recommendation to extend the closing date by 15 days and vacate the premises at the time of closing rather than pursuing the leaseback option.
 - On April 7, the **board approved by email** the Relocation Committee's recommendation to rent the facility at Rainbow Community School in West Asheville for our Sunday Celebrations for an initial term of 6 months.
- We also **expressed deep gratitude** for the work Jubilee administrator, Bruce Mulkey did throughout the process to ensure relevant parties had access to information vital to the auction and sale, and to manage information and communication flow with the board to make for a smooth process.
- **Smoother process for board review and approval of decisions:** Setting this up seems to require that we have a jubilee board email address for each board and staff member. Gretchen and Michele are working on it.
- **Plans for a joint planning session** are being developed. Our preferred facilitator, Jill Blair, has recently had Covid and has not yet confirmed when she is available.

NEW BUSINESS:

The HR/Personnel Committee

- Has completed a project management form for their work. It will be sent to Bruce.
- Intends to develop a general Jubilee employment application form
- Per earlier agreement, is scheduling a review conversation with Laura Collins to be held in mid-May. Diane DeWitt and Suzannah Tebbe-Davis will participate on behalf of their Committee. Laura will select other participants.
- Was asked to continue working on a descriptive charter to define its roles and responsibilities. Gretchen to send more information.

Financial Report/2nd Quarter Jubilee Budget

- March Financial report (<https://jubileecommunity.org/wp-content/uploads/2023/05/FINANCE-March-2023-Board-Financial-Report.pdf>) was submitted. The Wells Fargo account has been closed and the proceeds deposited in the Bank of America account. On April 19, the account at Community Foundation of WNC will be opened with an initial deposit of \$25,000 which is the amount that is required to be held in endowment.

- Jubilee Treasurer, Gretchen Henn presented the draft budget and will refine it in consultation with Jubilee's Finance Committee based on feedback and questions in tonight's discussion.
- **Later this week, Gretchen will send the revised 2nd Quarter budget to board members by email for further review and approval.**
- Expense clarifications:
 - o Our agreement with Rainbow School includes use of the space from 9:00 AM to 1:00 PM every Sunday. Use at other times will be by special arrangement and fees. This may be opportunity encourage smaller group meetings in homes or coffee shops, etc.
 - o Deferred staff salaries will end in April. Beginning in May, they will be paid on schedule.

Plan for Distribution, Sale, Disposal of items in 46 Wall Street:

- Project coordinator, Ray Raymond explained they're not asking for carte blanche approval for their process. They will involve relevant parties for input as they proceed.
- We plan to hold a Bizarre Bazaar to sell items we do not intend to use or store
- Following the Bazaar, we will invite Black Mountain Children's Home, then Habitat's Restore to take what they want. Nancy Ellington is managing distribution of kitchen items to a women's support project in Swannanoa.
- Risers for band and choir are considered built-in and will stay with the building.
- Ray will draft for board review and public posting a statement defining successful completion of the disposition of items in the building
- **Board Action:**
 - Proposal that Jubilee's board affirm the plan and guidelines as presented for disposal, distribution, sale and/or storage of items in 46 Wall Street. **Agreed by unanimous consent**
 - Proposal that Barry Brandt be authorized to sell a surplus 12-foot ladder for approximately \$120, as well as any other items. No further approval needed. **Approved by unanimous consent.**
 - Proposal that we authorize expenditure of \$9,400 to purchase new keyboard, speakers, sound system that will be both an upgrade and more suitable for our use at Rainbow Community School. This includes the intention to sell pieces of our current sound system to offset the cost of the new system. **Approved by unanimous consent.**

Nominating Committee (Paul Muller and Jeff Peisner)

- Five of our current board members are open to continuing their service, leaving us 2 members short of the minimum number required by our bylaws. Some current members are serving their 3-year terms and others were selected during our crisis period for one-year terms. The Nominating Committee will use that information in proposing a slate of nominees to present to the board at its May meeting in preparation for the June 25th Annual Meeting. All terms will be for three years.
- We expect that in our intended joint planning session (likely this summer) we will revisit the Board Duties and Responsibilities document to distinguish between characteristics desired and functional responsibilities. This will likely leave the board dealing mostly with its essential required governance functions, and will clarify which Jubilee groups (perhaps from our collective round table of Committees, Teams, Task Forces) will guide other dimensions of Jubilee! Community life coordination and planning.
- In preparation for the board's May meeting and the June 25th Annual Meeting, the Nominating Committee will:
 - o Poll current members individually to confirm their interest and availability for continuing board service.

- Work with Michele to publicize our need for new board members and invite Jubilants to apply
- Manage the application process
- Draft a slate of nominees to present to the board in May (several names were mentioned)
- Characteristics or skills desired for new board members
 - Someone with financial expertise
 - Creative and entrepreneurial experience and spirit for Jubilee’s ongoing transition

Pledge Campaign: We agree that we need to have a campaign in the near future. We will consider launching it or at least announcing the plan at our Annual Meeting. Our conversation surfaced the need to explain to Jubilants how we plan to use the proceeds of the sale of our building and why continuing to give generously is important. We must do this before planning and launching a Pledge Campaign.

- We will ask the Transformation Circle to offer some suggestions on drafting this explanation and to present it to the board at its May meeting.
- Simultaneously, the Finance Committee will present a recommendation at the May meeting along with budget guidelines for the next 12-18 months.
- Michael will also share input from an upcoming conversation with someone who has several decades experience starting churches and guiding them toward financial sustainability.
- After the board synthesizes the wisdom from these ideas and agreed on plan and explanation, we will present it to the Jubilee Community at the earliest possible time.

Minister Search Task Force (MSTF): We reviewed the current edition of the minister job description and Jubilee history and overview document (<https://jubileecommunity.org/wp-content/uploads/2023/05/minister-job-description-5-1-23.pdf>) We made one revision to note the possibility that the new minister/liturgist leader may want to be involved in some administrative and staff oversight. We will entertain that possibility in our selection process, and let it influence decisions about other staff roles.

Proposal: That the board authorize the Minister Search Task Force (MSTF) to move forward with search for a full-time ministry leader for Jubilee! Community, using the job description and Jubilee! history and overview documents as presented and revised; and that the annual compensation range be set at \$67,000 - \$95,000, plus benefits package, depending on the candidate’s qualifications, including experience. **Approved by unanimous consent.**

- The MSTF is compiling a list of networks, sites, individuals through whom to distribute notice about Jubilee’s need.
- Expenses for the search will be included in the 3rd quarter budget

A Recap of actions to follow-up this meeting:

- Nominating Committee to present slate of candidates at the May board meeting for election at the June annual meeting
- Revised budget to be sent for approval once it has been approved by the Finance Committee
- HR Committee to continue working on a charter for presentation to the board.
- To support a sustainable future for Jubilee:
 - Transformation Circle and Finance Committee to offer guidance on strategic use of proceeds of the sale of our building

- Finance Committee to offer recommendation for Pledge campaign at the May meeting
- Michael to report on input from a resource he knows with expertise in church development
- Explanation and proposal drawing from this collective wisdom be prepared for presentation to the Jubilee! Community, perhaps at our Annual Meeting, as foundation for pledge campaign and a joyous and sustainable future.

The meeting was adjourned around 8:10 PM.

Respectfully Submitted,

W. Michael Smith, Secretary