

Jubilee Community Board Meeting Minutes

May 15, 2023

Attending:

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

Round Table Reports and Conversation:

- **Finance and Outreach:** Nancy Ellington, wearing her impressively 20+ year-old blouse (this part won't be in the official minutes) commented on the distributed notes, reiterating that Outreach commitments at the heart of Jubilee, noting that at times Jubilee's budget included 10% in addition to Hunger Basket donations. Jubilee has been known as one of the most generous, faithful supporters of several of our justice and compassion partners. Nancy plans to step away from leading the Outreach effort in coming months.
- **Minister Search Task Force:** (Maureen Linneman) - An outcome of the MSTF meeting with Laura Collins this afternoon is the suggestion that we delay initial interviews with candidates. This will allow us to bring greater clarity to type of governance we intend, roles and authority of the board vis-à-vis the new ministerial leader and other groups helping shape the life of our Community. In response, we noted unfolding plans for a joint retreat this summer that will address those items. The MSTF suggests we consider engaging Greg Walker Wilson to facilitate the retreat.
- **Transformation Circle:** (Chas Jansen) - the Transformation Circle will meet on Wednesday this week. It continues to explore locations suitable for various Jubilee! group meetings since we will not have extensive use of Rainbow School buildings. Some gatherings, e.g., the June 11th "Pathways to Jubilation" meeting might suitably be held on Rainbow grounds but not in buildings, assuming that is acceptable to Rainbow leadership.
- **Membership aka Pathways to Jubilation:** (Chas Jansen) – No further meeting since last reported. They will regroup after we've had a couple of Celebrations at Rainbow to fine tune plans for the June 11th group.
- **Communications:** Michele Bernhardt commented on the distributed report. She also commented that while she has been asked to consider serving on the board, she would be happy to waive that opportunity if other suitable candidates are found.

Board Meeting was Called to Order around 6:45 PM

Michele led us in a grounding meditation.

Agenda – We reviewed and approved it with addition of (a) asking what roles the board may serve in the initial transition to celebrations at Rainbow School and (b) providing an FYI update on our procedures for counting money.

OLD BUSINESS:

- **April 17, 2023 Board Minutes:** Minutes were approved by email as submitted

- **Move process update:** Bruce reiterated key dates and steps that are unfolding this pivotal week as printed.
- **Recurring question about compensation for Howard from proceeds from building sale.**
 - o Conversations board members have had with Don and Howard confirm that they have no expectation of compensation from proceeds of the building sale. During their years of Jubilee service, they opted not to include a retirement plan in their compensation.
 - o **Proposal:**
 - that Jubilee honor Howard by the naming of our Howard Hanger Jubilee! Outreach Endowment
 - Michele Bernhardt will draft a letter from the board announcing that naming and will, following approval by board leaders, publish it in the Jubilee! newsletter.
 - Tim Moran will write Howard explaining the reasons that we will not continue paying for a parking pass to the downtown garages.

Approved by unanimous consent

- **Invoice from consultant on grief ritual:** We have, on two occasions, received an invoice from Judy Shook who was asked by Jay and Molly in summer of 2022, to help shape a grief ritual for Jubilee! After extensive discussion, **Proposal:** that in light of the fact that the consultant initiated no discussion about compensation for her services and no agreement was set in advance and the fact that some on the board had been told that she was donating her services, we will not pay the invoice. Gretchen Henn will respond to the recent request to pay the 2022 invoice.

Approved by unanimous consent

NEW BUSINESS:

Counting Money (donations) at Jubilee: A beloved Jubilant who had been faithfully counting money for some time was recently offended by implementation of the standard policy that those who count must include two or more *unrelated* people. The notification felt like a personal affront. We will continue to offer reassurance that there are absolutely no personal implications. We will also make special efforts to ensure that anyone enlisted to count money understands this standard policy. The Board expressly thanks Chloe Sunflower and Paul Muller for their consistent and valued services each week in counting the Sunday offerings and preparing the deposit, and welcome their continued involvement any time we can meet the standard practice of having three counters.

Conversation on Using Proceeds from the sale of 46 Wall Street

While no decision is needed immediately on the entire allocation and use plan, we must decide tonight how much cash from the sale proceeds are to be made available to meet cash-flow needs through the remainder of 2023.

In general, it seems right to divide the money into three categories, all of which are to be invested and managed by the Community Foundation of WNC:

- **Operations:** To support the cash flow of Jubilee in transition toward a financially sustainable celebrating community. This “pot”, perhaps 25% of the total proceeds, would be available for use with annually declining amounts as Jubilee grows members and donations to sustain its celebrating life.
- Proposal:** Based on current cash-flow deficit levels, that we have the CFWNC distribute \$75,000 to Jubilee to supplement donations in meeting projected expenses through the end of 2023.

Approved by unanimous consent

The pace of using these funds will be determined by further adjustments to expense budget and by the generosity of Jubilants, hopefully stimulated by our intended pledge campaign.

- **Outreach:** A permanent endowment fund whose proceeds would be available annually to add to Outreach donations from Jubilee in addition to Hunger Fund gifts. This would be Jubilee's Howard Hanger Outreach Fund. The initial amount and the process for making annual distribution decisions are to be determined.
- **Seeding the Future of Jubilee:** This fund, accessible at Jubilee's discretion on no more than a quarterly basis would support Jubilee's mission by things like:
 - o potential purchase of land or property or
 - o the funding of creative initiatives or partnerships beyond the familiar life of our Celebrating community
 - o etc.

The initial amount of this fund and the decision-making process for its use are to be determined as soon as possible so the funds can be invested in designated mutual funds and begin accruing interest.

Plans for Pledge Drive: We intend to launch a pledge campaign at our Annual Meeting in June. The campaign will need to explain, at least in general terms, intended use of proceeds from the sale of 46 Wall Street, 2023 expense budget, minister search process, current giving levels and the vision of a financially sustainable Jubilee. The campaign details are being developed.

Proposal: That Michele Bernhardt will solicit input from persons who had earlier indicated willingness to help shape the pledge campaign, as well as the Jubilee Transformation Circle and begin drafting a rationale and communications plan for the pledge campaign. The pledge goal was set at \$40,000 over and above current giving levels.

Approved by unanimous Consent

Annual Meeting Plans: To be held immediately following Celebration on June 25th. The agenda will include updates on building sale, use of proceeds, minister search process, plans for a joint planning retreat, vote on board nominees and pledge campaign launch. Details to be determined.

Joint Planning Retreat: As noted above in MSTF discussion, we intend to reach out to Greg Walker Wilson to consider engaging him to facilitate a joint planning retreat, hopefully in July. This might be a 2-day retreat including board, staff, representatives of MSTF, Transformation Circle and other key teams and work groups.

Board leaders will draft a proposal of desired outcomes from and participants in the retreat prior to meeting with Greg Walker Wilson

Minister Search Process: Laura Collins has recommended that we read *How to Lead When You Don't Know Where You are Going*. We agreed that the board needs to partner more deeply and responsibly with the MSTF in this search and hiring process.

Prior to the June board meeting: Board leaders will meet with representative(s) of the MSTF to draft an agreement on the respective and shared roles of the board and MSTF in the search and hiring process for Jubilee's next ministerial leader. They will present the agreement to the board in June for review.

Nominating Committee Report: (Jeff Peisner joined via phone at this time) **Proposal:** The Nominating Committee proposes the approval of the following as Candidates for Board service. These candidates will be presented to the Jubilee! Community members at the 2023 Annual Meeting for vote:

- Michele Bernhardt
- Sharon Cramer
- Beth Pape

Approved by unanimous consent

In addition, the Nominating Committee is awaiting further communication from John Busse and Suzanna Tebbe Davis. The Nominating Committee may solicit board approval by email for either or both of these potential candidates. Since some current board members will conclude their service before the end of the year, it seems wise to attempt to maintain a full-size board through this transition year.

A Recap of actions to be followed-up from this meeting:

- Board leaders to draft desired outcomes from joint retreat, then seek to engage Greg Walker Wilson with the goal of initial meeting in July.
- Michele Bernhardt will draft a letter from the board announcing that the naming of Jubilee's Howard Hangar Outreach Fund and will, following approval by board leaders, publish it in the Jubilee! newsletter.
- Tim Moran will write Howard explaining the reasons that we will not continue paying for a parking pass to the downtown garages.
- Gretchen Henn will follow up with consultant Judy Shook regarding her submitted invoice.
- Based on current cash-flow deficit levels, Nancy Ellington from the Finance Committee will direct the CFWNC to distribute \$75,000 to Jubilee to supplement donations in meeting projected expenses through the end of 2023.
- The Finance Committee will initiate a plan to establish a checking account in a local credit union or bank and transfer our funds from the current Bank of America account, after all appropriate changes have been made.
- In preparation for the June meeting, board leaders will meet with representative(s) of the MSTF to draft an agreement on the respective and shared roles of the board and MSTF in the search and hiring process for Jubilee's next ministerial leader.
- Michele Bernhardt will solicit input from persons who had earlier indicated willingness to help shape the pledge campaign, as well as the Jubilee Transformation Circle and begin drafting a rationale and communications plan for the pledge campaign.
- The Nominating Committee will continue to process applications for board service and may solicit board approval by email.

The meeting was adjourned around 9:10 PM.

Respectfully Submitted,

W. Michael Smith, Secretary