

July 17, 2023 Board Meeting Minutes

In attendance:

Board – Louise Slater, Sharon Cramer, Beth Pape, Diane DeWitt, Jeff Peisner, Bruce Mulkey, Michele Bernhardt, Gretchen Henn

Regrets – Tim Moran

Staff – Laura Collins, Susie Davis

Committees – Chas Jansen, Rose Bator

Chair-elect Louise Slater opened the meeting at 6:15pm, Laura Collins provided a grounding meditation and Sharon Cramer did an icebreaker.

- Code of Conduct
 - Louise invited everyone to provide some ideas for optimal conduct at board meetings, resulting in the following points:
 - Read materials before the meeting
 - Confidentiality
 - Encouragement in a safe space
 - Everyone’s voice is heard
 - Time management
 - Stay on Topic
 - Respect for alternate perspectives, compassion, assume positive intent
 - Work toward consent model of decision making
- Agenda
 - Michele projected agenda items on the wall and read through them, Louise requested approval, agenda was unanimously approved.
- We did not sign cards for outgoing board members or Kenilworth
 - **Action item: Sign cards at next meeting**
- Michele passed around a contact list for all Board members to review
 - **Action item: Michele will update list and post it on Google drive first week in August**
- Election of Board members
 - Jeff reviewed list of board members who stepped forward to be officers – Louise Slater, chair; Sharon Cramer, vice chair and treasurer; Michele Bernhardt, secretary.
 - Jeff motioned that the slate of officers be approved, Beth seconded
 - Officers were unanimously elected
- Commitment Campaign
 - Michele announced that 56 Jubilants had pledged \$6,114 a month in 2023, compared to 70 Jubilants pledging \$7,200 in 2022
 - 25 of them were repeat pledgers, with 14 pledging more, 6 less and 5 the same
 - She noted that not all Jubilants who make recurring donations pledged, so that reports would have to be run on Breeze to get a true picture of planned giving
- Budget -- approval of Q3 budget and process for additional line items
 - As outgoing treasurer, Gretchen Henn gave a big picture overview of current financial status, noting we are currently going into the red and will go deeper into the red if all requests for

additional funding are approved. *Requests for additional funding were moved to executive session for discussion.*

Gretchen emphasized that the role of the Finance Committee is to make recommendations to the Board, but it is the Board's responsibility to approve or reject the recommendations.

Gretchen noted that the current Q3 budget needs more work to ensure that all line items are accurate, so cannot be approved at this time.

Action Item: Sharon will update and submit at next full board meeting.

- Laura Collins' expanded role

It was noted that Laura's contract was approved at the June Board meeting. *Further discussion was moved to executive session.*

- Search for new administrator

Bruce Mulkey reiterated the timing of his retirement as administrator and gave his opinion about the hiring process for his successor.

It was noted that we need an HR team to deal with this.

Laura Collins brought up the idea of hiring an interim minister who would handle Sunday Celebrations and administration, and offered to contact the outgoing interim UU minister.

Action item: Laura to contact outgoing UU minister this month

Further discussion was moved to executive session

- Formation of new HR committee

Beth Pape offered to head up a renewed HR committee. Volunteer members who have come forward are Laura Collins, Rose Bator and Bruce Mulkey

Rose put forth idea of getting corporate volunteer HR exec to serve short term on committee
Several people mentioned going to CFWNC for advise

Action Item: Beth and Bruce will contact CFWNC by Friday

- Minister search

Rose Bator gave a report on MSTF action, reiterating that board work and HR work must come before the hiring process

She reported on efforts to expand MSTF: Elizabeth Meade had originally said she will join, but is now thinking about it; David Sharpe has committed to joining when he is back from travels at end of August; and George Fleming expressed initial interest and is thinking about it.

- Date for strategic retreat and need for facilitator

Following a discussion with Gretchen and Laura, Greg Walker Wilson said he is not able to assist us at this time. Maureen Linneman is hoping to have a further discussion with him when he is back from his travels.

Laura suggested UU interim minister as resource and Louise is speaking with Paul Greer about leading the retreat or finding us someone who can

Action item: Laura will contact UU interim minister and post on minister list serve this week

Action item: Louise will speak with Paul Greer

- Membership/Pathways

Chas Jansen and Susie Davis described the structure for Pathways to Jubilation, noting that it is for all Jubilants, not just newcomers. There will be three sessions, the first one is this Sunday, and will be led by Susie and Sally. There are 6 people signed up so far. It will continue to be promoted in newsletter and direct eblast to folks who filled out commitment cards. For more

Jubilants to participate, we need to invite them personally. We suggested that perhaps we should ask the entire community to be engaged in Creation Spirituality education and session.

- Community Life
 - Susie discussed the Community Picnic that will take place on August 6 right after the Sunday Celebration. It will have a Hawaiian theme
 - Planning a joint Jubilee!/Rainbow Community School event when school is back in session.
- Google drive
 - Michele discussed how Google drive will become a useful resource to us once we have a better understanding of how it works.
 - She will learn ins and outs of maximizing its use and help Board utilize it
 - She will give everyone comment rights to July reports and encourages them to see if they open/comment on documents. Creators of all documents will be able to view/comment on their reports.
 - Key to successful utilization for board meetings is for everyone to give Michele all reports and documents before board meeting and for everyone to review/comment on documents
 - Action item: Board members will give all documents to Michele by 5pm on the Thursday before the next Board meeting.**
 - Action item: Michele will post them on google drive and send link to Board members and participating non-board members no later than 10am Friday before the board meeting**
 - Action item: Board members will review and comment on documents before the board meeting.**
 - Action item: Michele will meet with Bruce the first week in August to learn how to update Board email addresses and Google drive access**
- Breeze
 - Susie reported that she is learning to use Breeze but still has a ways to go. Breeze has great tech support and tutorials that she is taking advantage of.
- Dashboard (at-a-glance important stuff -- to start at August board meeting)
 - Action item: Sharon is organizing this for next Board meeting**
- Coffee dates w/other board members
 - Louise suggested that all Board members make dates with other board members they do not know well; extend this into the community later
 - Action item: Board members will make dates with other members they do not know well**
- Executive session
 - As new treasurer, Sharon will take following **action items:**
 - **Incoming treasurer Sharon Cramer will meet with Gretchen to transition responsibilities and review the budget line items**
 - **Sharon will ensure the revised budget for the August meeting includes the June Board approved salary changes thru December 31 ,2023**
 - **For the 2024 budget, Sharon will ensure that expenses will be reviewed to identify cost cutting items, as required, to begin to close the gap on the projected monthly losses**
 - Decision was taken to not increase pay rate for guest speakers at Sunday Celebrations
- Parking lot
 - Define Jubilee! version of consent decision making
 - How do we organize

Define roles of ex officio board members

Staff, board roles, relationships

2023 commitment campaign tracking/trends

Process for 2024 pledge campaign

Demographics

Finance vs marketing vs staffing – who decides board or financial committee

Role of new minister re: Board

Strategy/mission 5-year plan

Expanding committees

Find corporate partners

Compensation package for minister

Jubilants who are no longer coming since move to Rainbow