

August 21, 2023 Board Meeting Minutes

In attendance:

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

Regrets – Gretchen Henn

Staff – Laura Collins, Susie Davis

Committees – Maureen Linneman

Chair Louise Slater opened the meeting at 6pm and Laura Collins provided a grounding meditation.

Action Items to be completed before next meeting until otherwise noted

- Sharon will create dashboard for board meetings by October meeting
- Susie to bring “thank you” cards for outgoing board members and Kenilworth Presbyterian staff for board to sign
- Michele to add “Keep side comments to a minimum” to Code of Conduct and post on Google Drive
- Susie to get together with Michele to learn more about Breeze and discuss tagging
- Bruce to set dates for remaining staff interviews
- MSTF to immediately share job description with candidates who already contacted us and begin publicizing job description to influentials, on indeed, on the website, in the newsletter and Facebook
- Michele & Beth to research demographics and costs of paid advertising in media outlets suggested by Laura and make recommendations
- Bruce to inform Paula about pay raise and arrange for payment this week
- Michele to post link to board minutes on the home page when they are approved
- Michele to remove Community Directory off the website and recreate it as a pdf to give Jubilants on request this week

Team Reports (Susie)

- Community Life – September 30th has been confirmed as the in-service day with Rainbow. Susie said it can be changed if it conflicts with retreat
- Care & Compassion – the C&C team needs more folks willing to help, and the primary request was for rides. She explained the process of helping a Jubilant who is in a wheel chair get to Sunday Celebrations

HR Update (Bruce)

- The HR team still needs more members
- Pro bono consultant Ricky McGrath is reviewing the handbook
- Attempts have been made to arrange staff reviews for Jay, Bob, Yona and Ryan, but dates still need to be set

Minister Search Task Force Update and Job Description (Maureen)

- Maureen noted that MSTF has expanded, and in addition to the new members noted in the monthly report, George Fleming confirmed that he will join the team.
- **The board approved the new job description, which will now state “open until filled.”**
- MSTF will reach out to candidates who had already contacted us, get in touch with influentials (organizations & people) who may be helpful in the search and post the job on Indeed
- Michele & Beth will research media outlets for paid advertising suggested by Laura

3Q/4Q Budget, Finance Team Report & Administrator Job (Sharon)

- Sharon reviewed the [July Financial report](#) and [Q3-Q4 budget](#), which the board unanimously approved as presented
- We cannot move forward with obtaining Cyber insurance until we have two factor authentication for Google drive and other apps. The recent hacking of the Community Directory was brought up, and it will be addressed by removing the directory from the website, saving it as a pdf, and making it available to Jubilants upon request
- We have a \$3,079 credit from Berkeley on our general insurance coverage, we cannot get Abuse coverage, D&O went into effect on 8/10/23 at \$1,589 (\$132/mo), and renewal for the general liability umbrella insurance coverage is 12/13/2023
- Laura asked about church insurance plans which may be more comprehensive and less expensive. It was agreed to explore other options when current insurance term ends
- **Finance Committee recommendation to increase Paula's pay by \$25 per week retroactive to May was approved.** Bruce to inform Paula of the decision and arrange for payment.
- In response to Finance Committee's recommendation to make each month's financial summary sheet available to Jubilants on request, Michele noted that it is usually available as a link in the minutes which are posted on the website. It was noted that people may not know the minutes are listed on the Board page, so Michele will put a link on the home page.
- **The Finance Committee's recommendation on the Singers' budget was approved. Paula will continue to be paid her currently monthly rate, not a weekly rate.**
- Regarding finding a replacement for Bruce as administrator, **the Finance Committee's recommendations for re-assignment of administrator tasks was approved.** Sharon noted that a meeting took place with pro bono consultant Ricky McGrath to help finalize the job description which was approved last week via email by the board. The opening will be publicized in the newsletter and Ray Raymond will be posting it on Indeed.

Retreat (Louise)

- Guy Sayles has been selected to facilitate the retreat
- The best dates for the most people to attend are September 29-30
- The retreat was originally conceived as a sleep-over, but several people noted that they are not able to leave their animals home alone, so it was decided that it will take place Friday evening and all day Saturday.
- Site needs to be selected; budget has not been determined

Other

- It was noted that we will soon need two more board members to be in compliance with the bylaws as Gretchen steps down in September and Tim steps down in January.

● Parking lot

Items left from June Meeting

- 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

- 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

New items

- Need to get better processes for staff reviews in place
- Care & Compassion team needs more members...Jubilants slow to step up
- Breeze needs considerable updates and work to be fully useful to the community
- MSTF budget for ministerial search
- Bonus for minister reaching goals
- Getting two factor authentication so we can get cyber insurance
- Nurture program/bringing in families
- 2024 pledge campaign
- Nurture discussion