

September 18, 2023 Board Meeting Minutes

In attendance:

Board – Louise Slater, Sharon Cramer, Beth Pape, Diane DeWitt, Jeff Peisner, Bruce Mulkey, Michele Bernhardt, Tim Moran, and Gretchen Henn (by phone)

Staff – Laura Collins

Committees – Maureen Linneman

Guest – Guy Sales

Action Items to be completed by October board meeting unless otherwise noted:

- Sharon to complete dashboard – timeline TBD
- Susie to prepare cards for Kenilworth Presbyterian; need to decide on an appropriate thank you gift
- Bruce to do Bob Lantis' review on Sunday, and complete Yona's and Jay's reviews
- Michele, Sharon and Bruce to finalize details on who is handling various admin jobs when Bruce leaves
- Bruce to work with Susie F. to change the days of the week that we can hold events in Rainbow foyer from Wednesday to Tuesday or Thursday
- Michele to ensure that minister search status reports are shared in newsletter as often as possible
- Sharon and Finance Committee to complete 2024 base budget for discussion at leadership retreat on 9/29-30.

Minutes

- Chair Louise Slater opened the meeting at 6pm, we did a quick check-in and Laura Collins led a grounding meditation.
- We reviewed the action items from last month and determined that the only things still to be done were thank you cards and interviews for Bob, Yona and Jay. These were moved to the new list of action items at the top of this report.
- Finance Team update
Sharon reviewed the various finance reports, noting that we are still \$10-15K in red each month.
Year-to-date deficit is just under \$100K
Questions arose regarding two perceived discrepancies on balance sheet, which Sharon answered in an email immediately following board meeting.
 - Why July staff expenses were so high
 - Why the CWFNC account decreased from \$1.5 million to \$1.3 millionWill work on getting base budget for 2024 done as quickly as possible...long term planning process to be impacted by decisions at retreat.

- Administrator search/replacing Bruce

Sharon advised board that the search team has advertised on Indeed, but has not yet been able to find a bookkeeper/office manager that meets requirements

The board discussed how both the board and staff will all need to be adaptable to work through new tasks as we parse out Bruce's job responsibilities. Sharon and the finance team, after considerable review of alternative options and discussion, strongly recommend that we continue to use Tara as she understands our processes and systems and is our best option to minimize disruptions to maintain order at this time of transition. While several concerns were discussed, without a better alternative and ability to train, we will move forward at this time with Tara. Tara was offered same hourly rate as Bruce, but she will not deviate from her current pay rate.

- Rainbow Agreement

Sharon reported that the Rainbow contract has been signed to be effect October – June 2024. The monthly fee is \$1425, including using the foyer on Wednesday nights. Laura noted that Wednesday nights are not ideal because the Singers rehearse that night and requested that the day of the week be changed to Tuesday or Thursday.

- Minister search update

Maureen requested approval of the updated minister job description. **Unanimous consent was given.**

Maureen and Michele summarized results to date, noting that advertising on Indeed has provided 17 resumes so far. Some are good, but no clear winners yet. Next step is determining which resumes meet three key criteria, and asking successful candidates to send us videos of them speaking at a spiritual service.

- Interfaith capabilities
- Leadership experience
- Experience speaking at spiritual services

MSTF will continue seeking more resumes through Indeed, outreach to influentials who can help spread the word, and possibly through advertising outlets

Working on developing interview processes and refining questions

Have strong commitment to keep community advised of progress

- Nominations

Jeff shared that no one has filled out applications to replace Gretchen and Tim on the board yet. Here is status of people who have expressed interest:

- Sage Seeley is interested and is thinking it over
- Beth Julier said she would consider it if a new member is needed to be in compliance with bylaws
- Laurie Kerge contacted Jeff about her interest and said she'd fill out the form this week

The Nominating Committee is continuing to reach out to encourage potential candidates to consider being on the board

- Retreat

Guy Sayles walked us through the flow of the retreat, which will focus on three key concepts: Renewal (reconnecting with spiritual principles), Stability and Refounding

We reconfirmed that we are limiting retreat attendees to board members, key staff members, and leaders of teams/committees/task forces that have roles in policy making and governance

We expect about 16 people to be in attendance

- What's working

Good community connection at Coffee Hour

Good engagement from core group of Jubilants

Staff wonderful, devoted and good at their jobs

Website, newsletter updated on time

Teams are working together for common goals

Sunday Celebrations are going well (inspiring, compelling messages)

Board has become collaborative

Community has passion for feeding the community (Hunger Basket collection)

Interest and caring by individuals at Sunday Celebrations

Smooth transition to Rainbow

Band

Singers well established and expanded

Welcome Team

Pathways