

November 20, 2023 Board Meeting Minutes

In attendance:

Board – Louise Slater, Sharon Cramer, Beth Pape, Diane DeWitt, Jeff Peisner, Michele Bernhardt, Tim Moran and Maureen Linneman

Staff – Laura Collins

Committees – Chas Jansen

Action Items to be completed by end of year unless otherwise noted:

- Susie to prepare cards for Kenilworth Presbyterian; purchase gift card from BB Barns as thank you for use of their space.
- HR Committee to schedule/perform reviews of Bob Lantis, Jay Joslin and Yona
- Laura and Susie to talk with Omega regarding having space for board meetings when Presbyterian Church will be unavailable (on hold, as we may have found another free meeting space)
- Michele to have Oren put QR code and text number on live streaming
- Laura to tell John Busse about 2nd pew in center and ask Bob/Oren about whether it is possible to have camera angle to see folks in pews
- Laura to find a way to honor the continuing commitment of John and Kathy Busse.
- Sharon to check with PayChex on guidance for minister benefits package
- Guidelines to be created for 10% discretionary spending of Hunger Fund donations (no one assigned to task)
- Jeff to present board nominees for community affirmation at December Sunday Celebration
- Jeff to work with nominating committee to create Board member continuity plan
- Michele to propose solution for social media/google ads assistance before new minister is hired in 2024

Minutes:

- Louise Slater called meeting to order shortly after 6pm, Laura Collins led a meditative chant and board members did a quick check-in
- Finance – Sharon Cramer
 - Highlights of [October Financial Summary](#): income was \$13,423 and expenses were \$27,714 (including retreat) as expected
 - Finance Team recommends to not move forward with Cyber insurance at this time
 - Insurance is about \$3K this year, down from \$5.5 when we had 46 Wall Street
 - Laura asked about P&L; Sharon is providing to Michele to send out with minutes draft
 - Laura would also like to see year-to-date and monthly comparisons with last year

- Sharon made proposal for Board to have 10% discretionary spending from Hunger Fund money. After much discussion, **10% discretionary spending was approved to start in 2024 with specific guidelines on how it will be spent.**
- Sharon and Michele noted that pledge campaign was launched as planned on 11/12 and the mailing has been completed. The campaign ends on December 10th.
- Laura Collins explained the Minister Task Force's processes for moving through various levels of interviews and presenting final choice for affirmation by community. **Processes were approved.**
- Maureen noted that we are having our first Zoom interview with one of the candidates next week and are concerned that we cannot answer questions about benefits package. It was noted that salary range does include housing allowance. Sharon said she will contact PayChex to see if they guidance on this
- Michele said that Transparent Communications plan was included in the Board packet. The plan aligns with the approved 2024 budget except for her recommendation that we hold quarterly gatherings of board, staff and committee/team leaders to share information, and that we need social media, Google ads and Google drive expertise beyond her capabilities. She noted that some of the plan has already been implemented.
- Jeff presented Beth Juliar and Sage Seeley as Board nominees. **They were both approved,** and Jeff will present them to the community to affirm during a December Sunday Celebration, exact date TBD.
- Concern was expressed about need to have additional board members and plans for stability. Jeff will work with Nominating Committee to recommend continuity plan.
- Louise met with Chas Jansen and Rose Bator to discuss governance. They reviewed the graphic that Michele had created, and suggested moving Mission/Vision to the center with a second circle to represent the board's central role. Michele indicated that she is not sure how to create this as she is not a Powerpoint chart expert, but agreed to give it a try after the first of the year.
- There will be no Board meeting in December, but teams will be asked to submit reports and members are asked to review them.
- There will be a holiday gathering for board, staff and team/committee leaders on December 11th. Potluck tapas and BYOB from 6-8pm. Michele and Sharon will look at Hawthorne Villages Clubhouse as possible free venue for event.