

**Marquette Unitarian Universalist Congregation
Board of Trustees
Minutes for June 15, 2015**

Call to Order: 6:00 p.m.
BOT Attendance: Sarah Redmond, Chris Wagner, Teri Rockwood, Tim VanderVeen, and incoming Board of Trustees Dea Kowalczyk, Dharmini Robertson, and Anne Stark
Absent: Mary Maki and treasurer, g.g. gordon
Others Present: Martin Steindler, and Heidi Gould
Open Forum:

Martin pointed out that the BoT should appoint the two Mediation Council members soon.

- I. **Approval of Minutes:** May 19 2015 minutes approved as submitted.
- II. **Treasurer Report:** Information sent via email. Treasurer not present to discuss. The congregation is in good financial standing.
- III. **Religious Exploration Coordinator Report:** No report submitted.
- IV. **Committee Communication as Needed:**

Religious Exploration

Teri will talk with Lisa about how RE is going and explain to her more about what we are looking for in a monthly report.

Sunday Service Committee

All going well

Community Development Committee

Will start meeting again in July.

Green Team

Megan Foulks is organizing this committee.

V. **Old Business**

A. **Visibility of Board on Sundays: Commit to upcoming calendar dates**

July 5	Dea
July 12	Anne
July 19	Dharmini
July 26	Tim

B. **Monthly Board Forum: Next date, topic, and who**

Next one will be scheduled for September 13, 2015

VI. **New Business**

A. **Start Orientation of New Board Members**

Went through the Board Binder and how meetings have been conducted. Tim and Chris will continue this orientation process.

B. **Outing Board Comments**

Teri talked about being a BoT can be a great opportunity to be involved in a different way in this community and another way to develop your faith. The way we communicate is important and often a phone call or person-to-person is best.

(Sarah's notes)

Thoughts and reflections for the new Mqt. UU Board 2015-16

1. Review Board books and decide what changes or additions are needed.
2. Set up board meeting to be a set date and time so members can know. Understand you won't be able to get everyone every date. Once you agree on a date folks can commit to, keep to it.
3. Review By-laws. Do they still fit our needs? Are they best practices? One area of concern Martin raised and I totally concur, has to deal with nominating committee. In other congregations these folks are nominated and voted on at Annual Meeting for the next years committee. Board can recruit and recommend but not pick next years board.
4. Admin. Asst. should report to the Board as a whole, but should be supervised and directed by one Board member; most like board president, but doesn't have to be. Annual Review is needed and should be conducted by several people with report to board. Communication, communication, communication.
5. RE coordinator reports to RE committee who in turn reports to the board. Both staff persons should have written and verbal annual evaluations.
6. A board member needs to be appointed to the Finance Committee now I'm leaving the Board. I can stay on and chair if you like, but at this point no one from new Board is on the Com. and it's very important this be so. The role of Fin. Com. is to monitor, review and make recommendations/changes to how we handle the churches resources — with exception of Real Property Fund which is done by separate group.
7. Work to get both RE and Admin. positions to \$15 per hour. Change Admin. position to Church Administrator title — more reflective of work being done and capabilities of Heidi. Just remember, position and pay shouldn't be based on current employee but the needs and capacity of congregation to maintain.
8. Neither the Board president nor Secretary should chair any major committee. Doing those functions keeps them from focusing on governance and policy issues. Each board should work to move the governance a step further toward a professional, transparent and caring board.
9. Written communication — Chronicle, This n That, emails — are ineffective in recruiting volunteers. Needs to be person to person ask. Specific, time limited and fitting with persons skills, capabilities and time available.
10. Perhaps dividing up member list with each Board member taking 5 to 10 individuals to talk with about what they can and will do as part of their membership.
11. Use UUA resources. Tim, Heidi, gg and Nancy S. will come back from GA with ideas. Discuss what they've learned and recommend for use by Mqt. UU. Sign up for UU Leaders and other list services from UUA.

Sarah Redmond, president 2014-15

C. Review of Priorities from Leadership and Board Planning of 2014-2015

1. **Explore Part-time minister with Houghton:** Houghton decided to pursue a full-time minister and has succeeded.
2. **Revitalize RE:** This has been started with the new members added to the RE committee and chairperson, Jill M. Also, Lisa McKenzie has been hired into the RE Coordinator position.

3. **TLC Coordinator and TLC member survey:** The CDC has taken this need on and no coordinator has been identified. No extra surveys have been done regarding those able to provide items like food and rides and home visits.
4. **Pastoral Care Team:** Has not been accomplished. Our size makes this task challenging. Should still consider for the future.
5. **Review Years Progress and Communicate:** This has been done several times with use of Chronicle, This n That, Forums, and Congregational Meetings.
6. **Mission/Vision Statements:** A Mission Statement has been completed.
7. **Integration of Newcomers:** This is being done through the CDC. Mostly Nancy S. and Tim V.
8. **Tying actions to spirituality of 7 principles:** We are doing a better job with this.
9. **Internal and external growth:** Not much growth internally. May be reaching more people externally through social action (RATI) and other community events.
10. **Continue structure of Congregation (policies/procedures):** Have done some work in this area. Still needs some focus.

D. Board or Leadership Retreat

Gave suggestions on how this has been done in the past. Some of us thought that it was beneficial to meet as a Board and then meet with Leadership Team.

E. Decide on payment for current Music Coordinator into the next fiscal year

We agreed to continue payment to Barb Michael at \$30/week when coordinating. This will continue until Music Committee acquires or hires a new Music Coordinator. Music Committee will take on task of continuing this search.

F. Start the process for Employee Evaluations

Lisa McKenzie is due for her 6-month evaluation and both Heidi Gould and Lisa will be due for annual evaluations in January 2016.
Teri Rockwood and Dharmini Robertson will start the process for the RE Coordinator evaluation.

G. Dismissal of outgoing Board Members

Teri and Sarah left the meeting so that officer elections could be accomplished. Keys will be handed in to Heidi as needed and she will distribute keys to those that need one.

H. Election of Officers

New officers are:

Tim VanderVeen	President
Dea Kowalczyk	Vice President
Anne Stark	Secretary
Chris Wagner	Trustee
Dharmini Robertson	Trustee

Next Meeting: July 21 at 6 p.m.

Adjournment: unknown