

Parish Board Meeting
August 27, 2019
Meeting Notes

Present: Gene Thompson-Grove (chair), Janet Britcher (vice chair), Charles Sandmel (Treasurer), Karla Baehr (clerk), Ellen Blaney, Steve Pratt-Otto, Bob Williamson, Rev Lisa

We lit the chalice at 7:06, shared a Wendell Barry reading, *A Small Porch in the Woods*, spent 5 minutes on a “meeting launcher” designed to connect us to each other personally, and shared learning from the Board members who participated in the Board’s evening together at a Puzzle Escape Room earlier this month.

Ministers’ Report (see attached)

- We reviewed the Ministers’ Report, asking clarifying and probing questions and identified implications for this and future Board Agendas.
- By consensus, we clarified roles and responsibilities for the Ministerial Formation Committee (MFC) Evaluation Process
 - By 9/1, Minister prepares self-evaluation to share with Board and MFC
 - By 9/15, Board chair, or designee, drafts an evaluation based on input from chairs of key committees, former and continuing Board members, and outgoing Board Chair,
 - By 10/10, Board and MFC review the Minister’s self-evaluation
 - By 10/10, Board Chair and Personnel Chair meet with MFC to share each group’s evaluations to identify any gaps or inconsistencies for consideration
 - By 10/15, Former Board Chair and Personnel Chair, and current Board Chair and Personnel Chair meet with the Minister to share feedback*
 - By 11/1, MFC sends its final evaluation report to UUA
 - By 11/1, Minister draws on the feedback to draft professional development plan for discussion with the Board and MFC

Space Rental Policy report

- Prompted by our church administrator’s request for Board for guidance on how to respond to increasing requests for free rehearsal space, a subgroup of Karla Baehr, Charles Sandmel, Bob Williamson, and Rev Lisa met to draft a proposed space rental policy for full Board consideration at this meeting
- After posing and discussing clarifying and probing questions about the draft, the Board:
 - Adopted a revised version
 - Delegated to the Minister, Personnel Chair (Janet Britcher) and Board representative of the Space Use Committee (Karla Baehr) responsibility to meet to develop proposed guidelines for addressing requests by staff for individual use of space to present to the Board in

October. As a result of learning at this meeting, the policy was revised so it could be presented at the Board's September 7 retreat).

Hospitality

- Last spring the Board recommended and the Congregation voted to eliminate the \$4,000 budgeted for Hospitality
- Because many people do not know about this change, Board decided:
 - The Board chair will make a pulpit announcement on Opening Sunday about Hospitality and Flowers
 - Board members will provide Hospitality for Opening Sunday, modeling reasonable expectations, using the new Sign Up Genius
 - Bob Williamson (and Carol) will provide flowers and the "in memory of" announcement for the Order of Service for Opening Sunday
 - Alisa will develop and "own" the Sign Up Genius process for Hospitality and Flowers, as well as the reminder process

Retreat Planning

- Recognizing there is too much content for a day-long meeting, we created priorities for the Board Retreat (9/7, 9:00-3:00, WeWork in Boston)
 - Time for Personal and Spiritual Connection
 - Photograph to Post on the Board bulletin board
 - Board Covenant
 - Board Priorities for the 2019-2020 church year
 - Congregational Processes, e.g.,
 - Process for identifying a Moderator in time for October 8th Congregational Meeting (Elected Moderator Bob Williamson is now an elected member of the Board)
 - Process and Structure for Oct 8th Shared Leadership Meeting
 - Update on Finances
 - Scope and role of Board's Personnel Chair (see below)
 - Alternatives to current structure for Social Action
 - Alternatives to Engagement Faire
- Planning Process
 - Gene, Janet and Rev Lisa will draft and circulate a proposed agenda with process and requests for members to facilitate parts of the day

Personnel Chair's Role

- To lay the foundation for the Board Retreat conversation about the role of the Board's Personnel Chair, Janet Britcher outlined the kinds of questions that will need to be addressed in order to ensure an comprehensive approach to personnel, including distinguishing the roles of the Minister Board Chair and Board as a whole.

We concluded the meeting with each member sharing a word or phrase and adjourned at 9:12

In faith,
Karla Baehr, clerk