

Raw Notes 6/20

Attendees: Anne, Debby, Rebecca, Annemarie, Abbey, Matthew, Dolly, Eliza, Scott

Absent: Stephen

- Review Agenda
 - We reviewed the agenda and Matt highlighted that google drive is not accessible to him so things need to be either accessible just with a link (no google account) or put in the board binder
- Communication Norms
 - Please include Abbey and Norman in things that are pertinent to them, including things like reserving rooms
 - The Board email address has been updated so Abbey and Norman are not on it and the new board is. Heysung(sp?) is the person who has the ability to update that
 - Eliza will set up a google doc with everyone's numbers (home and cell)
 - We noted that to get Abbey's attention swiftly text is best method
 - The expectation is that everyone will either print the required materials or bring a device capable of accessing them
- Consent Agenda
 - The current board members of the previous board approved the minutes of the May Meeting
 - The current board members of the previous board approved the minutes of the Annual Meeting
 - We discussed the purpose and process of the consent agenda.
- Church Documents
 - Zinat reviewed the documents attached with the purpose of helping new members understand what they are, where to find them, and how they shape our work as a board
 - We will review and affirm the covenant at the board retreat
 - **Action Item:** All members of the board should review the documents and raise questions. Also ask Abbey for a copy of the book on Governance
 - **Action Item:** Abbey is updating the org chart to reflect our new staffing structure. Zinat is going to check in with Abbey on the progress
- New Staffing and Roles
 - We briefly discussed the start dates of the new staff:
 - Asst Minister of Faith Formation - Hannah Capaldi - starts August 7th
 - Religious Education
 - Membership and Welcoming
 - Preach Once a Month
 - Liturgist Once a Month

- Off Once A Month
 - Still deciding how to break down pastoral duties and social justice stuff. The current thinking is that Hannah will be internal facing (like building structures to make those things happen) and Abbey will be more community facing (going to marches and our involvement in POWER)
 - She reports to Abbey but she may participate in the board meetings at least during onboarding. We discussed how reporting could change to be more of a report from Staff (including Hannah and Chase) and then a separate financial report
 - Music Director - Chase Castle - starts August 25th
 - We are still determining how he will plug into the staff such as meetings, office, and usage of the organ
 - An important open question: how do we get more people involved in the music selection process so the congregation has more important?
 - This change in staff will affect how Abbey operates as there will be more staff in more powerful roles within the church. She is working on how to best refill herself and also determine what mentorship/management style is most inline with our Mission and Vision
- Capital Projects
 - Friends of 2125
 - The MOU with Friends of 2125 has been executed, but there is more work to be done to build the working relationship
 - **Action Item:** Matt is working on executing the NDA
 - **Action Item:** Zinat will work on determining the channels of communication for 2125 and the Board. Including who the steering committees are and how they communicate with each other
 - Annmarie shared a copy of 2125's bylaws and the MOU with the board members
 - Their primary purpose is fundraising
 - The LaFarge Window
 - We have received bids for the restoration of the window and we will take a vote at a future date
 - Abbey highlighted that the project is long and delaying the vote would delay the project significantly
 - **Action Item:** Zinat will approach Friends to help pay for the Lafarge Window project
 - Accessibility Ramp and Lift
 - The ramp is installed but installing the lift has proved much more complicated (permitting, architectural drawings, etc) and so the price has risen and the timeline has lengthened

- It will take \$20k more dollars to finish the project. An anonymous congregant has offered to donate \$10k to help with the project
 - If people have questions about the project, questions should go to Nick
 - Debby raised the concern that the Lift should hold higher priority than the Window to best align with our values
 - The lift is happening no matter what and the money would come from the contingency
 - **Action Item:** Zinat is working on making a functional property working group
 - **Action Item:** Abbey will approach the anonymous donor about the willingness to do a matching pledge
 - Website
 - Our early budget for this included \$10k set aside for a website redo. \$5k has already been spent on an attempted DIY+ version of the website. More evaluation has been done and we have determined that the true cost is more of a \$20-25k project. Internal staff capacity does not currently exist to carry this sort of project forward successfully. There are options such as: a lay-leader led task force, contracting with a communications PM type of member of the congregation, or a former staff member.
 - We lightly discussed what functionality could/would be covered by Church Management Software
- General Finance Update
 - Scott walked through the various accounts and what they are for
- Endowment and Investment Working Group
 - Scott walked through the splitting the endowment and board restricted funds into two accounts as outlined in the EIWG proposed policy changes document and the policy amendments that were done to support these changes
 - These changes were voted upon and approved!
- Set dates for the Board Retreat
 - Saturday September 21st is the tentative date. Aug 17, 21st for the leadership retreat
 - **Action Item:** Eliza will send out a doodle poll for the Board Retreat (all Sats in Sept)
- Summer Worship Services Blessing of the offering
 - Anne will do this week
 - Scott will do June 30th
 - **Action Item:** All board members review and add your name to a Sunday or Two to bless the gifts on a Sunday morning
- Committee on Shared Ministry
 - Board agreed to nominating Amelia W-B and Dan Widyono to COSM
- Proposed Change to the Bylaws
 - **Action Item:** Matt will run with preparing an amendment to the bylaws that the new boards' term begins July 1st so there is appropriate overlap between old and

new board for onboarding and continuity of key functions of the board such as check signing, budget approval, approval of minutes, etc that occur before the end of the church year