

First Unitarian Church of Philadelphia

Board of Trustees Meeting

January 21, 2020

Attendees: Anne Slater, Zinat Yusufzai, Rev Abbey Tennis, Matthew Schreck, Rev Hannah Capaldi, Eliza Hammer, Scott McCarthy, Dolly Ferver, Stephen Oliver, Fred Tipson, Richard Frey

Consent Agenda

The Board reviewed and approved the December Meeting Minutes and Business report. We reviewed and accepted the Minister's Report.

Emergency Action Plan

Fred Tipson, Chair of the Committee on Shared Ministry, joined us to propose an effort to build a comprehensive emergency action plan. This action plan should cover what members of the First Unitarian Community do in the case of fire, health or injury incident, or disturbance. Additionally, we discussed how a final plan should also include clear instructions and guidance for those that rent our space. The board agreed that an interim committee should be formed of 4-5 people including one parent and a member of an accessibility task force. Stephen is going to work with Anne to determine who the initial committee is.

Ministerial Sponsorship

We have one congregant who is pursuing ministry and has reached out to the board for Ministerial Sponsorship. The board also acknowledges that there are several others in various stages of the process and so we reviewed our current policies. To quickly accommodate the needs of the member seeking sponsorship, Dolly and a member of COSM will meet with them and make their recommendation at our February Board meeting.

Policy Manual Update for Electronic Payments

Scott outlined changes to the policy manual to prevent small contradictions and implement a new process for a board officer to review electronic payments. There has been a two month pilot of this process that has already been going well. Scott is also researching switching to a corporate credit card instead of debit cards for security reasons. The board voted and approved these policy changes.

Financial Audit

Our policy manual dictates that we do an audit every other year. We have already budgeted \$5000 for this. Scott presented two options for auditors since our previous one retired. During this discussion Abbey highlighted that adding guidelines for procurement to lean towards BIPOC/Women owned business. Matt highlighted that in the future we should revisit our auditing practices. The board deferred the decision to Scott's judgement.

Congregational Meeting Agenda

We are currently in violation of the bylaws because the 9 people who are only contacted via mail did not get notification at least one week before the meeting. After much discussion, the board decided to transparently communicate why we are delaying the congregational meeting, and delay the congregational meeting by one month to Feb 23rd. The board voted to postpone to the 23rd .

Bylaws proposed revisions

The board voted and approved the amendments to be voted on in the congregational meeting as Matt Schreck outlined them. All voted yes, except Eliza. Eliza raised that there is a deeper problem to be solved with how we handle large, material bequests and how we define "real property"

Eliza Hammer, Secretary
January 21, 2019