

FINAL

**All Souls Church Board of Trustees
Minutes
June 13, 2018**

Called to order 6:55 by Tim Rhodes, President

Present:

Tim Rhodes, President
Anne Bradley, Trustee
Russell Cross, Vice President
Robert Jayes, Trustee
Patricia Lambert, Vice President
John Schuettinger, Trustee
Esther Strongman, Trustee
Tracy Zorpette, Vice President
Georgia Yuan, Trustee
Rev. Rob Hardies, Senior Minister
Rachel Pfeffer, Interim Executive Director
Jen Bruneau, Membership Secretary
Brenda Barron, Moderator
Paree Roper, Moderator
Fran Jackson, Secretary
Congregant Present
Judith Bauer, out-going Co-Chair, Committee on Ministry

Reading by Bob Jayes

1. The Agenda was unanimously approved.
2. The following items on the consent agenda were approved unanimously.
 - a) April and May minutes.
 - b) Additional Delegates to GA: Ray Behbehani, Layla Behbehani , Mark Ewert, Janet Randolph, and Jonny Albert
 - c) Members to the Congregant Behavior Committee: Jennifer Bruneau, Chris Milner, Tracy Johnson
 - d) Adoption of the Schedule for Policy Governance Executive Limitations Reports: Financial Management in November 2018; Treatment of Staff and Volunteers in February 2019; Asset Protection in June 2019; and Communications in November 2019.
 - f) Resolution to authorize bank signatories: Tim Rhodes, Tracy Zorpette, Russell Cross
 - g) Beckner Advancement Fund Committee: Alan Abramson, Anna Hargrave, Marleise Pastore, Monica Evans.

Judith Bauer assured the Board that the nominees appointed to the Committee on Ministry understood that there might be changes with that committee after future changes in the church governance structure were instituted.

e) The Board then approved the appointments Carolynn Fowler-Smith, Gregory Ford, and Sarah Puro to the Committee on Ministry.

3. Committee Reports

a) Internal Board Committees

i) **Leadership** (Tracy)

(1) The Board Workshop is scheduled for June 24 after church. Tracy will send a list of discussion topics to the Board members.

(2) Communications update: efforts include regular board section in the Sunday bulletin and weekly email; Secretary will create highlights of the meeting for the Board sections; setting a goal of posting draft agenda on the Board section of the website; continue regular Sunday Listening Posts; schedule a President's Address.

ii) **Personnel**

(1) Evaluation of senior minister (Esther). The electronic and paper evaluations will be open through June 22. Over the summer focus groups, will be conducted by the Personnel committee. Reports from these various efforts will be presented in the fall.

(2) Executive Director hiring process (Russell).

A slate should be ready for the July Board meeting for the search committee for a permanent Executive Director.

Interim ED hours reduction (Russell). As agreed upon in the contract, in consultation with and approval of the board, the hours and commensurate benefits will be reduced to 80% with a re-evaluation in the fall.

iii) **Governance** (Georgia). The Policy Governance holds the Board accountable to the congregation and was voted by the Board to be effect until discussions with David Pyle regarding his recommendations lead to changes. Esther suggested that Georgia, Patricia and John review the document and make recommendations at the July 26 Board meeting for the "low-hanging fruit" such as 8th Principle, strategic plans, various mission statements, and Exe. Director now accountable to the Board.

b) External Board Committees

i) **Finance**: Interim Treasurer Report (Peg). Changes in projected expenses and revenues suggest attention to a budget revision. The Interim Executive Director has agreed to develop a draft FY'18 Budget Reforecast for the next Finance Committee meeting on July

23. Rachel suggested that Jill Valentine, the church's accountant, would be available to meet with the finance committee and or the Board to discuss the flow of funds in the various church accounts.
- ii) **Investment** (Bob). The committee just held its first meeting. The Investment policy was revised two years ago.
 - iii) **Beckner Report** on new Refugee Fund (Tracy). The Board requested that Tracy share with the Beckner committee the church's policy (found in the Finance Policy) regarding Executive Director approval and consultation with the Board before committees begin fundraising for specific causes.
 - iv) **Audit** (Tracy/John). The Board asked for drafts be posted on Google drive so that Trustees could review and comment on policies in three areas: Professional Expenses and 10% Plate which would fall under Board purview and Travel expenses which is a responsibility of the Executive Director.
 - v) **Committee on Right Relations** (Bob). The members of the Committee of Right Relations are invited to the July 26 Board meeting. A question was raised if a staff member feels mistreated by a congregant, where does the staffer have recourse?
Answer: Committee on Right Relations.
 - vi) **Behavioral Committee** (Bob). There are no updates other than the three appointments in the Consent Agenda.
 - vii) **Transformation Team** (John). Recommendations for members will be presented at the July Board meeting.

4. Staff Reports

- a) Comments
- b) **Senior Minister** (Rob) Reconciliation and rebuilding with staff through conversations led by Rachel have been very healthy. Some major donors have responded to this difficult year with donations of \$27,000 and Rob would like to build upon that generosity with a Summer Challenge. The Choir has been invited to perform at the Nat's All-Star Game August 28.
- c) **Social Justice Minister's Report** (Rob Keithan). The written report celebrated the Still Crossing music/dance performance, the new Immigration and Refugee Assistance Fund, and the Reproductive Justice Initiative.
- d) **Wedding Planner's report**. Revisions are being made to the Wedding Planner portion of the All Souls Church website. Rachel mentioned that a Bless the Wedding celebration is being considered to honor all the weddings performed at All Souls. Rachel shared that she has met with the Audit and other committees, been in touch with the UUA, the charter school and Building Hope, and discussed with staff alternative models and new tools for performing tasks.

5. Stewardship/Revenue Plans (Rob/Rachel). A suggestion was put forth to consider a Board Fund Development Committee to interface with the Generosity

Chairs, thank you efforts, and legacy commitments. Rachel will draft a proposal with more detail for the next Board meeting.

Meeting adjourned at 8:45.

Minutes respectfully submitted,

Fran Jackson, Secretary

Board convened for Executive Session.