

**UNITARIAN UNIVERSALIST CHURCH OF CHEYENNE**

**Board of Directors Meeting**

**January 10, 2017**

**6 PM – 8:45PM**

*Members: Lynne Weidel, Camellia El-Antably, Birgitt Paul, Audri Mata, Garth Shanklin, Audette Fulbright*

*Absent: Natalie Vernon and Hailey Ellingham*

*Board Responses/contributions to agenda items imbedded in agenda in italics*

**1. Lighting of the Chalice/Meeting Opening**

**2. Consent Agenda**

- a. Meeting Minutes: December 2016
- b. Financial Reports: November 2016
- c. Staff Reports (Marcie)
  - i. *Motion to approve consent agenda made by Camellia, second by Paul Howard and all members voting affirmative*

**3. Rev. Audette's Report (orally)**

- a. Sanctuary Church Discussion – Feb 5th
- b. SC Materials for the Congregation
- c. Personnel Oversight issues
- d. Retreat Planning and Agenda
- e. Other
  - i. *Ministers are able to reach out to more churches than has been normal and this forces an adjustment in Audette's timeline and need for fluidity in schedule (Planned Second Hour events are in flux)*
  - ii. *Audette is investing time trying to get Membership committee up and running and training Pastoral Care individuals*
  - iii. *Worship Associates (10 now with 2-3 in back up)*
  - iv. *Sanctuary Church conversation prep for Feb 5<sup>th</sup> information meeting*
    1. *Packet coming out that explains parameters and needs to be met before we would accept someone and defining an endpoint to sanctuary stay*
    2. *Board Members to meet with Audette related to questions/concerns on Jan 31<sup>st</sup> from 11-1. The expectation is that board members will read material sent out and come with concerns/questions*
  - v. *Working to have all paperwork and policies in place and accessible for new personnel prior to departure*
    1. *Once a month: the minister or board president need to review time sheets*
    2. *Office hours for administrator need to be kept and if canceled, need to be subtracted from paid hours. Difficult to re-schedule office hours for situations other than weather conditions and have them be consistent.*
    3. *Office hours by appointment for Marcie will continue as arranged at this time making sure to have crossover times with minister*
  - vi. *Retreat planning agenda is the responsibility of the board*
    1. *Camellia to rough out agenda and Lynne and Birgitt will finalize*

**4. Board Members' Financial Contributions for Match at the Auction**

- i. *Board to contribute \$350 for matching flash funding*
  1. *Lynne to contact Hailey and Natalie and collected \$ from some present members*

5. **Communication Issues with the Congregation**
  - a. Methods of Communication
    - i. *Communication preference verification (Board? Shelley?)*
  - b. Periodic "Cottage Conversations"
    - i. *A number of congregants have asked for more cottage conversations. The Board will hold quarterly cottage conversations during the 2<sup>nd</sup> hour on the second Sunday of the month. The first will focus on getting reaction to the Sanctuary Church possibility. Dates will be determined.*
6. **Appointment of Financial Review Team for FY 2016/2017 Financial Review**
  - i. *Phil Stump, Jennifer Goodman, Matthew Watterman, Kathleen Peterson (3 of 4)*
    1. *Paul doing the ask*
7. **Policy Issues**
  - a. Use of Church Resources
    - i. *Garth to review Building Use Policy and determine what policy to use for other church assets (chairs/tables)*
  - b. Distribution of Weekly Donations
    - i. *Plan a Board Second Hour in April around 3<sup>rd</sup> Sunday Donations*
      1. *Camellia will facilitate and plan, and may ask others for assistance*
8. **Discussion of Board Goals (see below)**

#### **Updates and Issues:**

1. ***Request:*** Living Generously requests that the Board take responsibility for food at the LG kick-off on February 26.
  - i. *Several board Members will not be present and are willing to contribute supplies if others can be found to make/serve food*
2. Leadership Retreat: February 19, Noon – 3 PM at the church
3. LDT is working with the Committee on Shared Ministry to more clearly and specifically define its work and expectations. Carol Bowles has agreed to convene the meetings. Elizabeth Thorson resigned from the Committee, and the addition of another member to replace her is being considered. LDT questions if member exchange between the Board and CoSM monthly is productive.
  - i. *Board feels that communication has been approved and working relationships have resulted in more concrete results in the exchanges between board and committees. We would like to continue to try to cross-over meetings until there is more consistency before determining that this is not productive*

#### **Board Goals (from Leadership Retreat September 2016)**

*Please take the topic that has been assigned to you and produce a report for the next board meeting related to our current success with goals and possible future actions:*

1. Develop structures for financial sustainability: **Paul**
2. Lead Cultural Change to be a very warm and welcoming congregation: **Hailey and Garth**
3. Transition to a Teaching Congregation (educate the congregation; clarify definitions; by-law changes if required; development of new teams and education toward technical expertise): **Audri**
4. Strong relationships with and between Board committees: Leadership Development Team, Membership, Finance, Financial Review, Living Generously, Investments, Compensation and Benefits, Safe Congregation, Building and Grounds: **Birgitt**
5. Strong communication among the Board, CoSM, LDT and minister: **Lynne and Natalie**