

HUU BOARD MEETING MINUTES
Held at HUU
June 9, 2013, Noon to 1:33 PM
Attendees: Grayson, Rich, Tom, Gabriela, Linda

ITEM	DISCUSSION	ACTION	ACCOUNTABILITY
Chalice Lighting, Appointment of Scribe, Check-In	Reading of mission statement Check-In- What's on your mind for each person.		Grayson
Appointment of Scribe	While role has been rotated in past Claire open to serving as Scribe	Good with Claire serving as scribe for time being	Claire
Congregational Feedback	Feedback from the congregation about the annual meeting, felt appreciative of the process and felt a sense of unity as a congregation. Linda was not aware that members were invited to share feedback during the board meetings. Should take action to ensure the congregation is informed that members may attend Board meetings.	Put in the ENews that if you have issues to discuss with the board; please contact a board member. Next board meeting is scheduled for July 14 th , 2013.	Claire
Approval of minutes	Minute taking is now in a template May 2013 minutes approved	Approved by Grayson Seconded- Linda Gabriela Tom and Rich	
Review of Agenda	Time limit for board meetings Linda proposes an hour and a half. The new agenda template seems to be functional.	Strive to end board meetings by 1:30 but consider extending if needed	Grayson
Treasurer's Report	No Treasurer's Report at this time. Rich and Ralph will meet this month to transfer treasurer's responsibilities. Year End Report will be available August.	Year End Report	Rich
Finance Committee	What is the difference between finance and treasurer? Finance handles for example fundraising, auctions, pledges, Ralph will serve as finance committee chair for the upcoming year.		Rich

Selected Committee Reports			
B&G	-Rick Bowman- has agreed to be buildings and grounds chair but would like some support. -Where are we on the AC – seems Les has initiated the process and it is underway.	See value in a “job description” for B&G chair, as well as for other chairs. Get in touch with Rick and Merle	Claire
CYCORE (Resignation of Julie and Pax)	Julie worked with the committee this year to update job descriptions for RE program. Safe congregations policy has been approved by board, per Joni (in absentia). Open positions need to be filled for Director of RE and Pre-K Assistant Director.	Final draft of Safe Policies document to be presented to the board and posted on the website. July, 2013 Board meeting for approval. Interviews are being conducted for open positions	Gabriela Rich, Grayson, Joni, Gabriela
Caring Committee	Is Noel the chair? Elizabeth Scott might be the contact for Caring Committee. Committees don't seem to be as in touch with the board as would like. Use Email to speed up approval of minutes & then send to committee chairs.	Les working on creating an updated list of committee members. Create better communication with committee members.	Les Board
Membership Report	Request for a clear membership policy/procedure for annual membership audit. Linda clarified not only about UUA numbers but nurturing the health of our congregation and staying in touch with members who have fallen away. Ways to contact members to update membership status. Turn it back to the membership committee to find out how to deal with the numbers as well as a directory and UUA information. Annual certification for UUA	Ask David if membership committee will draft policy for annual membership audit and how to define membership from year to year so board can review and approve. Need to clarify how new members get “UU World” Linda seconds the motion to send <i>the draft membership audit policy</i> back to membership committee.	Grayson Linda
Nominating Committee	Duties discharged and committee has dissolved.	We need to remember to indentify members for a Nominating Committee in the fall	Board
Shared Ministry Report	Committee is shrinking, what is the future. What is their Job description? Looking out for the overall spiritual welfare of the congregation. Our Religious life together in on track.	Revisit and think about the structure of the committee. Invite committee to report at the board meeting.	Grayson

Personnel Committee Report	Board Met in Executive Session to review Personnel Committee report		
Sunday Services	Judith is still willing to be the chair. Laura Dent is also a member and assists with coordination.		
Potential Future Committees	How do we manage information within the organization? An idea being explored by David Lane is an Information Management team. Order of Service What happens if the lead communicator is not available? Chain of communication.	David Lane is in the process of collecting information, talking to parties, exploring how to handle information and looking at "lines of communication." Information Management Task Force-might include Pat, Claire, Judith and others.	David
GA Delegates	At present we qualify for two delegates to GA. This year there will be a vote on the Moderator, an important role. Delegates also vote on the UUA official position on various issues. David, Rich and Grayson will attend 2013 GA.	Rich volunteered to serve as delegate. Seconded by Grayson and Tom	Rich
Old Business	All committees with active proposals and concerns were represented on June agenda. Finance is on the "front burner" as soon as a report is available.	Board will seek input from remaining committees;	All members of HUU board.
New Business	Informal Board activity proposed by Gabriela Grayson agrees that the board should know each other personally to function well as a group. Strength among the team, goals as a board. It was felt we can facilitate from the inside utilizing a HUU member rather than hire a facilitator from the outside. The congregation needs to know that the board is working together in harmony for their good.	Extended board retreat scheduled by Les by the first of September. Rich willing to help us determine a good date using on-line tool. Gabriela would be willing to host. Grayson may be willing to facilitate board retreat.	Les Rich Gabriela Grayson

Back Burner

"Job" descriptions for each committee chair- Create Binder to be passed along to new chairs

Archives of documentation- enhance our own ability to access information

Sunday Service calendar

Document for communications. Who's who of committees, who to contact in an emergency or need for information.