

# Harrisonburg Unitarian Universalists

## Board of Trustees Meeting

Date: May 10, 2015

Time: Noon-1:30 PM

Attendance: Grayson, Rich, Linda, Rebecca, and Tom

### Minutes

Item	Topic	Discussion	Follow up
a	Moment of reflection/reading of HUU Mission	ALL	3 min
b	Approve April minutes	ALL	
c	Review of agenda for changes/additions.		
1.	Approve job description for OA	<ol style="list-style-type: none"> <li>Delete #4 Volunteer</li> <li>Some tasks for volunteers</li> <li>Replace Southern region of TJ district</li> <li>Approved move _ r / 2<sup>nd</sup> - Linda</li> </ol>	Rich will finalize job description with these edits
2.	Nominations slate & committee chairs	<ol style="list-style-type: none"> <li>2 members to serve 2 year terms. 1) Jennifer Perry 2) Richard Woolfe</li> <li>Rich Sider a 2<sup>nd</sup> 2 year term as treasurer</li> <li>Committees: Caring: tri-chair - Jo , Glenda &amp; Barbara Social Justice: Ralph</li> <li>Chair of Finance committee TBA</li> </ol>	Nominating Committee will put forward slate at Annual Meeting for congregational approval
3.	Safe Church Policy approval	<ol style="list-style-type: none"> <li>Discussion about how to make policies happen. Points that need to be fleshed out for implantation. <ul style="list-style-type: none"> <li>Secure system for storage of files - paper or electronic?</li> <li>Security of building - keys</li> </ul> </li> <li>We will ask the CPC to periodically update the board on implementation issues (developments)</li> <li>Motion to approve Safe Church Policy with added <i>proviso</i> made by Linda 2<sup>nd</sup> by Rebecca approved</li> <li>Also will ask for full copy with Appendix</li> </ol>	<p>Approved Safe Church Policy with added proviso <i>it is a living document to evolve as we grapple with issues that are problematic with implementation. Over time and with experiences "gaps" will be filled in order to achieve best practice.</i></p> <p>CPC will report to Board every 3-6 months on specific issues that are problematic for implementation.</p> <p>CPS will make full copy of Safe Church Policy with Appendix available</p>

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4.	Child Protection Cmte. Appointments	<ol style="list-style-type: none"> <li>1. Committee composition: CYCORE member; HUU member; minister</li> <li>2. Safe Church Policy indicates committee members are chosen by Board &amp; CYCORE. Motion to Ask CYCORE to recommend members for Board to approve made by Rick 2<sup>nd</sup> by Tom approved</li> </ol>	CYCORE will recommend Child Protection Cmte. members for Board to approve [date? For recommendations from CYCORE]
5.	Congregational Feedback	Room – very positive	
6.	Contacting members via announcements and e-news	<ol style="list-style-type: none"> <li>1. Congregation Annual Meeting announcement was made using e-announcements (10 day notice). E-news was the secondary means of Meeting announcement</li> <li>2. Pat has reported that there are 94 individual on the e-announcement list. This does not include all members</li> <li>3. Does E-news include all members? <ul style="list-style-type: none"> <li>• Lists need to be cleaned up to reflect members/friends who attend church</li> </ul> </li> <li>4. The person in the best position to look at list is David Lane, chair of Membership Committee</li> <li>5. In the (near) future need to <ul style="list-style-type: none"> <li>• develop a process to get new members onto e-announcements</li> <li>• Sync up e-news &amp; announcements</li> </ul> </li> </ol>	Rich: Clarify with Claire, follow-up with David Lane
7.	Prep for the annual Meeting	<p>Items for agenda:</p> <ul style="list-style-type: none"> <li>✓ Job Description for CLC <ul style="list-style-type: none"> <li>o to start 9/1</li> <li>o Approve CLC position as a part of budget approval</li> </ul> </li> <li>✓ Budget</li> <li>✓ State of the Congregation</li> <li>✓ Nominations – Merle</li> <li>✓ When announce who is the Bard moderator, appointed form within the board</li> </ul>	
8.	Delegates to GA in Portland	<ol style="list-style-type: none"> <li>1. Linda Dove will be attending to be a HUU delegate</li> <li>2. Richard (new board member ) will be asked if he wants to go and be a HUU delegate</li> </ol>	Reimbursement for registration from HUU Grayson to follow up with Richard about attending & being a HUU delegate
9.	Dana Collection recipient – request SJ to identify	<ol style="list-style-type: none"> <li>1. Ralph will take on – for social justice to decide</li> </ol>	Ralph
10.	Other	<ol style="list-style-type: none"> <li>1. Room: Are shades good for projection? The shades that do not block out look good. Shades that are block out will shift the look of the room. Do the ones Merle e selected allow for projections onto wall?</li> </ol>	Lind will check to see if the shades will work for projections onto the wall

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11.	Agenda items for June 8 Board meeting (joint with old & new members)	June 7 (1 <sup>st</sup> of the month, before service 9:00 am) Outgoing - Paul & Tom	
12.	<ul style="list-style-type: none"><li>• May 17 - CONGREGATIONAL VOTE ON BUDGET &amp; Annual Meeting</li><li>• June 24-28 UUGA General Assembly</li></ul>	Will Claire be at the meeting to take notes?	