

**First Unitarian Society of Newton
Board of Trustees
September 8, 2009**

Present: Dede Vittori, Pat Rohan, Adrian Bishop, Alan Cody, Will Batchelor, Jonathan Lilienfeld, Barney Freiberg-Dale, Phil Davis, Pamela McA'nulty, Jean Chaisson, Susan Bartlett, Lesley Sneddon, (Clerk); also present: John Nichols, Barb Greve, Bill Horne, Brian Burba

Meeting was called to order at 7:34 PM

Invocation/Chalice Lighting

Jonathan led the invocation

Administrivia (Adrian)

- Mayoral Forum – email approval of board attendance, with FUSN name, at mayoral forum on October 14. ¹
- Staff reports – the Steering Committee recommends one report from each staff member to both the Board of Trustees and the Ops Council except for Fran's report which will go to the OC only. The other reports can be split between topics for the BoT and OC.
- Executive Committee / Steering Committee overview – Old model: Executive Committee met one week before BOT meetings to set BOT agenda. New model: Steering Committee will meet at least monthly to discuss issues raised to the SC and how they should be routed to either the BoT or the OC. SC membership is minister, DLRE, BoT chair, and OC chair. Communication among members will occur via email and phone to decide whether monthly SC meeting is necessary. Steering Committee meets Tuesday one week before BOT meeting. OC meets Wednesday (day following SC).
- Retreat this Saturday (8AM – 4 PM) First Parish in Needham in Parish Hall. Send additional ideas to Adrian.
 - Sue Phillips will give a presentation - Leadership in a Time of Change.
 - Review calendar in light of Policy vs Ops Council
 - Governance; leadership development; Barbara will attend
 - Purpose / values
 - Membership - definition
 - Covenants
 - Set priorities for the coming year, followed by who's, how's and when's.Discussion on order of items; list of priorities first.

¹ BOT and Policy Board refer to the same entity

Purpose / Values Status

See email memo sent by Jeff Baker today. Purpose / values were not voted on at annual meeting. Search committee has items to address and has requested to defer further action until that committee has concluded its work with the congregation at the end of October. Survey will be conducted in October. November 1 – “beyond categorical thinking” will be presented; was requested by the search committee. Goal is to broaden the diversity of the pool of candidates. Jeff would like to hold a vote on the Purpose statement and the list of core values at two successive coffee hours: keep existing Purpose statement; adopt the new one, or write a new one. Straw ballot – assess the general feeling of the congregation to determine where to go from here. Results will inform committee on how to proceed. Should the straw poll be expanded beyond members present at these two Sundays? Make ballots available. Board members (including retirees of last year’s board) should be well-represented at the two congregational meetings.

Motion: Approve Jeff Baker’s request, with stipulation that only members can vote, and that alternative voting methods are available (ballot, email). Second. Motion carried unanimously.

Operations Council update

- All activities have been published in the newsletter
- Spending authority: financial policy vote last year: approval is required for unbudgeted expense over \$1000. Finance committee monitors activity every month.

Motion: delegate authority to OC to make decision about unbudgeted spending up to \$5000 per transaction for this fiscal year. Second. Motion carried unanimously.

Ministerial Search Committee update

Weekly meetings from now on; Phil’s role has ended. Committee is comparing UUA survey and survey for FUSN a few years back; final survey to be approved by John.

Proposed ministerial agreement

Bill Horne: Pamela, Brian, and Bill have met twice to draft a ministry agreement based on UUA recommendations. Also have James’ agreement, which was also based on UUA recommendation at the time.

- Compensation: Bill blended the two agreements. Compensation, job description, performance review. Pamela: compensation from current budget is \$117,000 to \$119,000 with benefits, housing, expenses, etc. Based on size of our congregation the recommended range is \$71K - \$115K for salary and housing. FUSN is on the cusp: last year we were downgraded from 5 to 4; FUSN worked assuming the 5 rating. Additional

costs are health insurance, FICA, etc. See spreadsheet. Termination for disability: needs to be consistent with bylaws.

- Job description – supervising paid staff; James' contract was a good model. Change needed regarding how to conduct performance reviews. Committee on ministry was not a good model. The Committee should only be a support group for minister. BOT should appoint a review committee of 2 members selected by minister and approved by BOT, and 3 selected by BOT. How are objectives set? Review committee will develop process. John suggests a review every 3 years, based on review period of other UU churches.

Tight timeframe: would like final contract to search committee by October 1.

Pamela's information will be distributed and discussion can be done via email.

Issues: comments need to be finalized and collated

- Would minister go to Ops Council, Steering Committee, and Policy Board meetings?
- Worship and ministerial committee – review and email comments
- Need information on how to set the salary.

Brian will look into when the final must be submitted.

Policy overviews / updates

Revisions were sent to the group either prior to the meeting or circulated at the meeting. Revisions were reviewed and discussed. Changes to be emailed to the appropriate leads.

- Global Governance (Pat and Pamela)
- Linkages (Jonathan and Jeannie) – this policy is a remnant of a former structure, could be split among the Policy Board, Operations Council, Ends, and Limitations, and eliminate redundancies. Jeannie and Phil will parse out what needs to go elsewhere, and retire linkages policy per se.
- Ends (Phil and Barney)
- Limitations

Meeting adjourned at 10:15 pm.

Respectfully submitted by Lesley Sneddon

Action items

Carryover Action Items from Prior Year:

1. Set up Task Force to address the issue of membership
2. Begin discussions of fund raising for the organ (Judy)
3. Ask Fran to create a list of all committee members
4. Add balcony signage on no announcements policy
5. Create a Board of Trustees area in the hallway for pictures, minutes and other announcements (Adrian and Dede)

New Action Items from June 17, 2008 meeting

1. Fill vacant committee chairs (Pat to take lead)

New Action Items from August 12, 2008 meeting

1. Keep track of conflict of interest policies developed by UUA and evaluate them for adoption by FUSN
2. Ask finance committee to develop comprehensive list of accounts with the goal of eliminating some of them over several years (Alan)
3. Create an emergency plan for possible dangerous situations during services

New Action Items from September 9, 2008 meeting

1. Remind the congregation of the ability to send comments and volunteer for things to the board via the e-mail system that is in place. Publicize answers to questions.

New Action Items from December 9, 2008 meeting

1. Consider pursuing amending the by-laws so that board approval is not required in order to remove members who have not pledged for two years or more.

New Action Items from August 11, 2009 meeting

1. Neither Alan nor the Assistant Treasurer is bonded. Suggest that this should be done.
2. Review end of year Balance Sheet and reconciliation and get any questions to Alan.
3. Pull off action items from old minutes to divide up between the Board and Ops Council and review the calendar.

4. Adrian will talk to Jeff. Include some of the output of Search Committee and move forward with values/mission in Nov timeframe.
5. Every group (Governance, Linkages, Ends, Limits) sends a soft copy (of revised sample policies) to everyone on the Board.