

**First Unitarian Society of Newton  
Board of Trustees  
August 9<sup>th</sup>, 2011  
Alliance Room  
7:30pm**

Present: Susan Bartlett, Alan Cody, Barney Freiberg-Dale, Bruce Henderson, Pamela McA’Nulty, Carl Metzger, Strom Thacker, Ann Woodbury, Gordon Moriarty, Conrad Buys, Barb Greve  
Absent: Margaret Costello, Rev. Erin Splaine

Susan called the meeting to order at 7:40 PM

Alan Cody provided a reading and the covenant was read together by all attending.

**Covenant**

As we, the members of this Board and staff gather to serve this congregation in leadership, we commit to ourselves and to each other: to be present and prepared for the work of this meeting; to listen well and contribute respectfully; to balance both our short and long-term visions with fiscal responsibility; to support the decisions of the Board; to uphold the democratic process; and to lead with goodwill and faith in the work we can accomplish together.

**Administrivia**

- Approval of minutes from past meetings  
**Motion:** Alan moved to approve May 24<sup>th</sup> minutes. Barney seconded  
**Vote:** Approved unanimously  
**Motion:** Alan moved to approve the June 14<sup>th</sup> minutes. Strom seconded.  
**Vote:** Approved unanimously
  
- B&G request: Susan reported a 20 thousand dollar anonymous donation was made for the wall repairs which will cost approximately 70 thousand dollars based on 3 bids received already per Laurel Farnsworth. Alan noted that if the giver restricts the gift it is put into a temporary account until needed. If donations are unrestricted they can be used for anything. Alan suggested the 20 thousand be used first for the walls before other monies to be sure it is used as intended. Alan will check with Pat Rohan to see if it was specifically restricted to the wall repair and if so will follow up with Fran Clancy to make sure it is noted so.  
**Motion:** Carl moved to approve the donation for wall repairs. Strom seconded  
**Vote:** Approved unanimously
  
- Two summer services needed BOT coverage  
August 14<sup>th</sup>-Pam McA’Nulty volunteered  
August 21<sup>st</sup>- Barney Freiberg-Dale volunteered

## **Elect Vice Chair**

Susan talked to Gordon Moriarty who is willing to be Vice Chair and is not ruling out Board Chair for next year but wants to leave it open for others who might be interested.

**Motion:** Barney nominated Gordon for Vice Chair and Pam seconded

**Vote:** Approved by written vote. 9 yes -1 abstained.

## **Committee on Social Action Update**

Barney Freiberg-Dale (Committee Co-chair), provided an update. Isabel Thacker has been added to the committee to take Elizabeth Marshall's place. They have had 2 full meetings this summer. Meeting schedule will be 2<sup>nd</sup> Sunday at 1pm monthly.

They have been working on policies and procedures. Developed a new application-to be used by outside partners. There are 3 types of groups the committee works with: partners, task forces and projects. This generated questions about what constitutes a partner vs. a project vs. a task force.

Examples:

- Green Decade Coalition-Partner
- Communities without Borders-Task Force
- Newton Food Pantry-Project

Pam's understanding is that a Partner is an incorporated entity outside FUSN with champions inside FUSN and a Project is a group that affiliates with FUSN for a specific project. Barney questions that if Task Forces and Projects are required to be re-authorized annually, should Partnerships be as well. Strom asked if that would cause those looking to partner with FUSN to have to do a lot of administrative paperwork. Barney states the application is pretty clear and not too long. Carl thought it was a good idea to realign with partners annually. Pam noted that it is common in other institutions to complete an annual application. Barney states the Social Action Committee reports to the Operations Council. He sent the Social Action Charter to the Council for it to be publicized in the newsletter and on the FUSN website. He asked that the Social Action Charter be amended by the BOT, to state that Partners would need to be re-authorized annually. He will put his request in writing, circulate it and bring it to a vote for the next meeting.

## **Operating Policies-Revisions**

Susan and Gordon continuing work as BOT sub-committee on operating policies, met in early August to review written comments received from Pat Rohan and the Operations Council on the current set of policy documents. The Operations Council had major comments in several areas.

- Duplication of effort-same people are attending a number of different meetings and the different groups are going through the same process to review and approve items.
- Revision of the budget process-Pat would like to streamline the budget process, for example by having the Ops council develop the budget and bring

to the BOT for review. Gordon suggested 1-2 members of the BOT go to the Ops council budget meeting so they can be part of the process and report back to the BOT. Alan thought that was a good idea and Pam and Carl agreed as well that the BOT could step back a little. Susan felt it is hard to decide where to draw the line. Bruce felt unsure/uncomfortable just having 1-2 go to the Ops council to represent everyone. Alan said there would be an audit committee that would report back to the BOT. It would be too difficult to have everyone on the BOT be intimately aware of every line of the budget. BOT would still be involved, be able to raise questions. Bruce questioned what does the BOT need to do to meet their fiduciary responsibilities? Carl asked how does the audit committee fit in with the finance committee? Pam suggested some members from the BOT be part of the budget process at the Ops Committee meetings. Alan suggested reading through the financial policies which are on the FUSN website.

- Susan and Gordon will meet with Pat Rohan and Laurel Farnsworth later in August to discuss issues further.

### **By-law Revisions**

Pam feels it would be difficult to do much work on the by-law revisions until the operating policies are clear. Susan asked her if she could review the by-laws and identify where changes need to be made. Alan suggested Pam propose to Pat the issues to work on.

The by-laws committee currently has Dwight Golan as the only member. Question came up regarding how new members get appointed. Suggested working with Dwight Golan and then bring more people in as needed. Carl suggested Pam ask Pat if the committee could start working on some issues now and that the upcoming retreat may be a place to clarify issues and develop a time line for by-laws revision.

Plan is to get a sense of the magnitude of the by-laws issues. Prioritize them and bring to the next meeting. Susan and Gordon to talk further with Pat and the Ops Council. Barney asked that his comment be included in the minutes. "I think for internal right relationships with each other, we need to do everything we can to resolve these issues in time for the by-laws changes this year."

### **Open Discussion**

Bruce asked if the building is locked at night. Barb states the cleaning company comes in between 9-10pm and locks all the doors. Barb says when he comes in at 6AM the doors are locked. Barb also wanted to remind everyone that the building is being re-keyed on 8/28 so if have old keys turn them in for new ones.

Bruce also states he was talking to a new FUSN member who did not get a canvassing call this year and he was surprised that some people did not get called or visited. Susan said Jonathan reviewed the list of who were not visited and reached

out to those who hadn't given in awhile, to see if they were still interested in being FUSN members.

Meeting adjourned at 9pm.

Respectfully submitted,  
Wendy Atamian  
FUSN Board Clerk