

CLUUC Board of Trustees Meeting Minutes

July 10, 2018

ATTENDANCE:

Board Members Present: Rod Braña, Tod Chernikoff, Linda Gianessi, Peggy Jackson, Ellen Kelley (Treasurer), Joe Merenda (Assistant Treasurer), Rebecca Nachtrieb (Secretary), Suzanne Pineau, Raj Rajendran, Joan Riggs, Anne Turner (Assistant Secretary), Gail Riley (President), Wangari Kamau

Board Members Absent:

Staff Present: , Rev. Abhi Janamanchi, Rev. Katie Romano Griffin

Others Present: Bonnie Beavers, Marilyn Emery, Marion Torchia, Debbie Trent, Carolyn Morrissey, Mary Means, Regina Dull, Elsie Durland, Bob Harrison

Participant Process Observer: Linda Gianessi

Board Meeting Reports:

Appendix A - Board Meeting Minutes June 12, 2018

Appendix B - Right Relations Task Force Report Final 7.10.18 (BOT only)

Appendix C - Exec Com Meeting Notes June 28, 2018

Appendix D - Staff Report to the Board of Trustees

Appendix E - FPC Proposed Revisions of Board Policy Manual 5.23.18

Appendix E1- List of Endowment Funds (*information only*)

Appendix F - Jen Morley Executive Director Recommendations

Appendix F1 - Morley Resume Cedar Lane 2018 (BOT only)

Opening: Convened at 7:30 p.m. with centering words, chalice lighting, and check in.

Board Business:

Approval of Consent Agenda:

Appendix A - Board Meeting Minutes June 12, 2018

Appendix C - Exec Com Meeting Notes June 28, , 2018

Appendix D - Staff Report to the Board of Trustees

Consent Agenda Discussion, Approval

There was no discussion.. The Consent Agenda was accepted.

Annual/Capital Campaign Update - Mary Means and Regina Dull

Though our consultant, Mel Kalagian, has left,, stewardship continues with great energy and excitement. He has left behind a well-trained crew, systems for acknowledging gifts, and a cleaner database to work from.

- 82% of budget total of annual is met. At \$762,000
- Currently focused on annual, while still pushing forward with the capital campaign.
- Capital campaign is at \$3,227,000.
- Several efforts in marketing are underway -- newsletter, lounge table on Sundays, mailings, phone banks -- including reaching non-pledgers.

Regina will continue to work the capital campaign, Mary Menas and Stew Grubman on the annual campaign.

Celebrate the capital campaign pledges so far, the relationship created, the core of members who are willing and

enjoying stewardship visits. Carol Morrissey is the campaign treasurer and database manager, working closely with Jen Morley to keep information up to date.

It was suggested that a laptop be at the stewardship table in the lounge for pledging while people are at church.

Discussion included how transformational giving and a culture of generosity is woven into discussions.

Right Relations Task Force Report - Task Force members: Peggy Jackson, Bonnie Beavers, Marilyn Emery, Marion Torchia, Debbie Trent

There are four parts : a Disruptive Behavior Procedures, Right Relations Education,, Sexual Harassment, and Communication with the Congregation. An overview of the report was presented by members of the team. The team finds that the procedures they are suggesting is not part of governance, but is within Ministry. An ad hoc committee would be called as needed for truly threatening situations.

An education arm is suggested to raise awareness, educate, provide resources, related programming, and assess the congregation's understanding. It includes conflict management/resolution. The purpose of an educational arm is *not* to conflict suppression, policing, or mediation. Support from the pulpit and potentially, financial resources will be needed. Including right relations in teacher training is an example of the kind of support the educational arm can provide. Consider the role of pastoral care, a survey to gauge improved understanding, and training.

"I move the board adopt the Disruptive Policy Behavior Procedures recommended by of the RRT and refer these procedures to the Governance Committee for review, adoption, and incorporation into the Board Policy Manual. Suzanne moved. Tod seconded. The vote was 12 ayes. The motion carries.

Discussion: The team was asked to speak to Section II.C.4, noting that meeting minutes can be requested in a timely manner. The Team discussed this during their deliberations, but felt it was important due to transparency and to demonstrate an ongoing process. The process by which the report moves forward from the Board to the Governance Committee was discussed.

"I move that the Board adopt the Right Relations Task Force recommendation to Ministry that it create a standing Right Relations Education Team and consider appointing members of the Right Relations Task Force to it.

Joe moved. Anne seconded. The vote was 12 ayes. The motion carries.

Executive Director Search Team Report - Carolyn Morrissey and Elsie Durland

Carolyn Morrissey reported on the Executive Director Search committee's recommendation to accept Jen Morley in the Executive Director position. She brings excellent experience, and her communication and facilitation skills were apparent, as well as the ability to see the big picture. Though she does not have past experience working in a church, she has significant NGO experience

"I move that the Board approve the selection of Jen Morley as Cedar Lane's Executive Director."

Peggy moved. Ellen Kelley seconded The vote was 12 ayes. The motion carries.

Revisit Board Covenant and organizational tasks -Gail Riley and Rebecca Nachtrieb

Gail called for input from Board members to reflect on the current Covenant. Linda Gianessi and Anne Turner will gather input from Board members about their perspective and report back in September

Board Standing Committees - There are six Board Committees. Gail asked members to consider serving on the one of the committees. Other opportunities exists: communications coordinator, auction items, congregational

meetings.

Members will be sent a SignUp Genius for PPO, Closing Words,

Approve Financial Policy Committee (FPC) Recommendation - Ellen Kelley

The goal of the FPC was to bring things in compliance with Policy Governance. In summary: The implementation of the annual and operating budget to the Senior Minister and staff. The Board will approve. The Board sets the priorities, but the actual amounts and budget is developed by the Senior Minister. Board will sent both income and spending targets. The process and schedule for setting the goal is also included.

"I move that the Board approve the Financial Policy Committee recommended Board Policy Manual changes in Appendix E, and to include striking the word "net" from the operating income expenses in both instances on page 3."

Tod moved. Linda seconded. The vote was 12 aye. The motion carries.

Linda asked about the language under Annual Operating Budget page 3, *net* auction and rummage sale are mentioned, but this seems to overlook expenses.

The board moved into executive session.

"I move to accept and endorse a generous bequest with deep gratitude."

Joan moved. Wangari seconded. The vote was 11 ayes and 1 abstention. The motion carries.

Review Action Items - Rebecca Nachtrieb

Linda G and Anne T will gather input on the Board Covenant from members and report be back in September.

Rebecca will send out various SignUps for board tasks.

Board Decisions (include motions passed):

"I move the board adopt the Disruptive Policy Behavior Procedures recommended by of the RRT and refer these procedures to the Governance Committee for review, adoption, and incorporation into the Board Policy Manual. The vote was 12 ayes. The motion carries.

"I move that the Board adopt the Right Relations Task Force recommendation to Ministry that it create a standing Right Relations Education Team and consider appointing members of the Right Relations Task Force to it. The vote was 12 ayes. The motion carries.

"I move that the Board approve the selection of Jen Morley as Cedar Lane's Executive Director." The vote was 12 ayes. The motion carries.

"I move that the Board approve the Financial Policy Committee recommended Board Policy Manual changes in Appendix E, and to include striking the word "net" from the operating income expenses in both instances on page 3." The vote was 12 ayes. The motion carries.

"I move to accept and endorse a generous bequest with deep gratitude." The vote was 11 ayes and 1 abstention. The motion carries.

Process Check

Pro: Followed right relations, people volunteer quickly, and the timekeeper did a great job.

Con: None noted.

Closing Words: Linda Gianessi

Adjournment at 9:32

NOTE: Campus will be closed after the service on Sunday, August 5 through Saturday, August 18.