

Attending: Ken Vogel - President, Mary-Jane Cross, Carrie McEvoy, Bob Trefry, Steve Grathwohl, Doug Flam, Catherine Onyemelukwe, Stapley Emberling, Rev. John Morehouse (ex-officio, Alex Gormley

Absent:

Guests: Rev Shelly Thompson – Assistant Minister, Kristen Leddy & Carol Seiple – Capital Campaign, Alan Rackson – Audit; Chuck Colletti – COM; Mark Corcoran – Endowment; Anita Pfluger-COM; Kevin Leddy - Endowment

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Meeting called to order 7:03 and chalice lit. Opening words – K Vogel read from Paradox of Organized Religion by D Hotchkiss. Trustees and guests checked in.	
Consent Agenda	1. Minutes: 2018-12-18 Board Meeting	M/S/V to approve Consent Agenda. Passed.
Information Items	YTD Financials	Report accepted without questions.
2017-18 Audit Report	<p>Alan Rackson, Audit co-chair, presented the 2018 audit.</p> <p>The auditor noted we have to replace Executive Director in Financial Policy and Procedures, as there is no longer an Executive Director. C Onyemelukwe stated the Finance Committee is revising the Finance Policy, including the name change.</p> <p>TUCW's Operating Fund currently uses a modified cash basis - accounts receivable and accounts payable do not show up on balance sheet; revenues and expenses are booked when received/spent, not when they occurred. The Management Representation letter accounts for any near term financial liabilities; none were reported for 2017-18.</p> <p>The buildings & other capital assets are appraised at their purchase cost; this is the appropriate way to show these assets in accounting basis.</p> <p>Endowment funds valuation is as of June 30 and will reflect market volatility. Strong performance in the Endowment Accounts added to our financial strength.</p>	<p><u>C Onyemelukwe</u> will bring a draft Board Finance Policy to the Board this Spring. The Finance Committee will oversee the revision of Financial Protocols and Procedures for Rev John's approval.</p> <p>A Congregant question regarding expenses and current level of a restricted Endowment fund will be referred to the Auditor and Endowment Committee to answer the question. <u>MJ Cross</u> will forward the question.</p>

Capital Campaign 2019	<p>C Seiple & K Leddy, Capital Campaign co-chairs, presented an update of the planned Capital Campaign.</p> <p>The priority now is Congregant education on facility needs – Sunday facility tours, video on website, weekly informational handouts. On Feb. 24, there will be a Congregation wide Town Hall to ask for a sense of the Congregation re support for this effort. A 2nd Congregation Town Hall meeting will be scheduled for April as plans progress.</p> <p>There will be two (2) Member votes – to approve undertaking a capital campaign and to approve executing the plan once the campaign is finished. The Board will call these meetings once the Capital Campaign Committee determines the dates.</p> <p>The campaign chairs request the Board to:</p> <ol style="list-style-type: none"> 1) Send all Congregant questions to Kristen/Carol. They will draft a FAQ list for Board & COM to answer common questions. 2) Continue Board testimonials through Feb 17; Kristen & Carol will talk at 2/24 service prior to Congregational Town Hall. 3) Send a letter from K Vogel & Rev John to Congregants outlining that we are at very initial phase. <p>The Board raised questions about explaining project priorities and key messages for the Congregation. The Capital Campaign team will incorporate these thoughts in the education materials.</p> <p>K Vogel presented a motion to support the Capital campaign.</p>	<p><u>MJ Cross</u> will post the J Turmelle detailed facilities report on Dropbox.</p> <p><u>MJ Cross</u> will send Board discussion notes to K Leddy & C Seiple.</p> <p>M/S/V: To support the Capital Campaign as presented to the Board this evening, with the objective of taking care of outstanding issues with the main building. Motion passed.</p>
Monitoring	<p>Rev John reported on Limitations Policy 3.2 – Treatment of Congregants, Congregational Health. The report notes a few areas, especially concerning Congregational Safety, where we need to focus in the coming months.</p>	
Board Team Reports	<p>S Grathwohl (Monitoring process) suggests it is incumbent on us to give Rev John feedback. C McEvoy suggests each Board member bring a comment/reflection on the monthly report to the Board.</p> <p>Steve also noted the process observer monitoring mentions Board Communications as well as Board Meeting process.</p> <p>C McEvoy (Communications) & S Emberling (Education) note they need help on their teams- Alex will join both.</p>	<p><u>Board members</u> to bring one or more reflections on the Dec., Jan. and Feb. monitoring reports to the February Board Meeting. <u>MJ Cross</u> to remind members when Feb agenda is posted.</p> <p><u>Board Governance Group</u> to look at Policy book re Board Communications and Process Observer.</p> <p><u>R Trefry</u> (Linkage) will report in Feb.</p> <p><u>MJ Cross</u> will update goal/work areas and people who belong to them and post to Dropbox.</p>

Board Huddle	C McEvoy, Process Observer, led discussion on how we did Board.	K Vogel will incorporate process observer comments into the board procedures. Ken will also send a Board binder to A Gormley.
New Business: #MeToo Policy Review Resolution	S Emberling updated the Board on the #MeToo resolution requiring gender inclusive language in all policies/protocols/documents/procedures. The #MeToo Council will be assisting committees to review and update their documents. Board members will review our documents. The Board requests a lexicon of appropriate language from the #MeToo Council.	S Emberling will review the Board Policy Book & TUCW Constitution. K Vogel will review Board Procedures MJ Cross will review the Finance Policy
Check Out & Assignments		Individual between meeting assignments noted in these minutes.
Adjournment & Announcements	Meeting adjourned at 9:10 pm. Next Board Meeting – February 19, 2019	Meeting duties* for the monthly meetings are posted in Dropbox and will be listed on the meeting agenda. <i>* If you need a sub to take over your duty please make those arrangements before the meeting.</i>

Respectfully submitted,

Mary-Jane Cross, Board Secretary January 15, 2019