

Unitarian Universalist Fellowship of Newark
August 14, 2019
Board of Directors – Meeting Minutes

Present:

Rev. Donald Garrett, Karen Barker, Carol Boncelet, Anne Green, Glen Schmiesing, Tara Wheeler

6:45 Time for congregants to address the Board

No members or friends joined the board tonight.

7:00 Light chalice and opening words

7:02 Check-in: Any big news? How are you?

Board members checked in with one another.

7:07 Welcome Reverend Donald Garrett!

- Rev. Garrett will be preaching the 2nd and 4th Sundays of the month, with first service on Sunday, August 18th, 2019.
- Rev. Garrett will be at UUFN the first four Wednesdays of the month and will be available Sunday afternoons after service until approximately 4pm. He will also be available for Zoom meetings, as needed.
- Rev. Garrett reviewed onboarding checklist and benefits allocation with Anne Shreiver on personnel today (8/14); our bookkeeper will want more specifics next Tuesday (8/20). Next steps: Carol will work with personnel to figure out what needs to be done.

7:15 Review/approve the June 4, 2019 minutes

Minutes were approved, with one edit. The date of 6/4/2018 was changed to the correct date of 6/19/19.

7:20 **Old Business**

- Policy on committees and teams
 - Karen shared updates to the policy. Policy on Committees and Policy on Teams have been combined.
 - Rev. Garrett suggested an edit to page two under teams: “Hold open, scheduled meetings, as needed (use of agendas and minutes is optional)”
 - Board approved the policy with this one edit.

- 2019/2020 Lay Leadership chart
 - Updated Lay Leadership chart was shared and reviewed.
 - Board discussed the philosophy of Committees and Teams based on Dan Hotchkiss with Rev. Garrett.
 - Board discussed and designated, as a group, which groups need to report to the board monthly. Edits were discussed; Glen agreed to update the document after meeting and send to board for final approval via email.

- How to communicate with our committees/teams (all/Tara)
 - All agreed to share the report form at Lay Leader meeting on 9/8 and to send to all committees and teams to request monthly updates going forward after that.
 - Board members agreed to email their committees/teams to request updates by the first of each month, create a summary or bulleted list of the updates received, and email the President before monthly board meetings so that consent agenda can be created.
 - Next Step: Tara will email Rachael Coffey with the sample report.

- Annual reports
 - Annual reports are public on the UUFN website.

New Business

8:40

- Report from the Treasurer: finances, P&L, Balance Sheet
 - Received accounts receivable from bookkeeper. Membership needs to remove names of people who are no longer members from AR. For next agenda: membership to come visit and update on lapsed members and pledges.
 - Glen shared June 2019 and YTD financials.

- Vote to appoint Anne Green to fill the Board Member at Large position
 - Anne Green was unanimously approved as new Member at Large.

- Chalice lighting assignments for the year
 - We will rotate Chalice lightings at future Board meetings as follows:
 - October: Anne
 - November: Karen
 - December: Tara
 - January: Glen
 - February: Rev. Don Garrett

- March: Carol
- April: Tara
- May: Anne
- June: Karen

8:48 Extinguished chalice, check-out, adjourned meeting

Next Board Meeting: September 11, 2019

2018/2019 Board Goals: as defined in the Long Range Plan (2019 Report). We will track our progress to these goals.

2018/2019 Important Dates for the Board: Board Meetings every 2nd Wednesday at 6:45pm, Sunday October 13 (Fall Congregation Meeting), Sunday January 26 (Winter Congregation Meeting), Sunday May 17 (Spring Congregation Meeting)