

FUUCA Board of Trustees

Meeting date: **Tuesday, June 21, 2011** **Started: 6:30 PM** **Ended: 9:30 PM**

Location: FUUCA

Purpose/Notes: Regular scheduled meeting

Chaired by: Chris Jimmerson

Minutes rec. by: Brendan Sterne

Attendance:

Present: Brent Baldwin, Margaret Borden, Ann Edwards, Luther Elmore, Sean Hale, Chris Jimmerson, Rose Ann Reeser, Brendan Sterne, Eric Stimmel, Susan Thomson

Regrets: Meg Barnhouse, John Franks

Absent:

Late: Eric Hepburn, Klondike Steadman

Guests:

Ed Brock (absent)

Meeting Documents:

(no documents)

Meeting Minutes:

1. Committee business

1.1. Call to Order

Chris Jimmerson

Status: Completed

1.2. Board Covenant

Chris Jimmerson

Status: Completed

1.3. Adopt Agenda

Chris Jimmerson

Status: Completed

1.4. Consent Agenda

Chris Jimmerson

Documents:

- ED report VI-11.doc
- Minutes_5_17_2011.pdf

Status: Completed

1.5. Process Evaluation

Eric Stimmel

Documents:

- MeetingPrep-ProcessGuide.doc

Status: Completed

1.6. Visitors Forum

Chris Jimmerson

Maximum of 5 minutes per person, unless there are more than 2 people, then the time is divided evenly. The board cannot act or discuss items raised during visitors forum.

Status: Completed

2. Old business

3. New business

3.1. Welcome and Board Operational Information

Chris Jimmerson

Chris shared operational information. He explained the various email lists (board@austinuu.org, justboard@austinuu.org, leadership@austinuu.org). He explained the concept of 'Consent Agenda'. Current process for getting items on the agenda: send to Chris + Brendan. Officers will meet 5:30 first Tues of the month to set the Agenda. He explained the financial statements (Board is really only focusing on the overview sheets, not all of the detail sheets).

Brendan will help anyone with accessing MyCommittee website which we use to manage our Agenda, Minutes and meeting documents.

We discussed the role of Board Greeters. Agreed to continue for the next 3 months and reassess.

Status: Completed

3.2. Audit Committee

Chris Jimmerson

Audit Committee Report and Proposal

Motion to approve the following proposed priorities, subject to change by the board as we move forward with our monitoring.

Priority of Audit chores (to be reviewed and approved by board of trustees)

#1 - Payroll

#2 - Petty Cash

#3 - Bank and investment accounts (reconciliations)

#4 - Revenues (Sunday Plate, Pledges, Credit card and debit payments)

#5 - Expenses (paid by credit card, paid by checks)

#6 - Restricted Funds

#7 - Small group finance procedures (High School)

Some Discussion:

Sean raised issues about clarity of roles during the work of the audit committee. Sean also raised issues about staffing resources during an audit.

Chris raised the issue of whether we might want to re-prioritize down the road.

Sean raised the issue of having the Audit committee look back further into the past to compare past performance of the office in the past with present. Several board members suggested that an Audit was to assess whether financial limitations have been followed.

Resolution #: 3.1

Moved by: Luther Elmore

Seconded by: Eric Hepburn

Status: Carried

Vote:

3.2.1. Audit Committee to coordinate with Executive Director

The Board instructs the Audit Committee to coordinate their scheduling and all document request and delivery with the Executive Director / Executive to minimize any negative impact on operations.

Resolution #:

Moved by: Eric Hepburn

Seconded by:

Status: Carried

Vote:

3.3. Policy Exercise - Question re Large Unrestricted Gifts

Susan Thomson

Susan raised the issue of 'How should the board address the question that has arisen regarding Large Unrestricted Gifts?'

She proposed that the Policies Task Force add this question to their agenda. Several possibilities were discussed but no conclusions were made. There was discussion regarding the nature of restricted funds, and who has the authority to spend.

Status: Completed

3.4. Governance Exercise

Brendan Sterne

We conducted an exercise examining...

What is Moral Ownership?

- 1) Ownership of the mission of the Church. The Board acts on behalf of the MO, those not at the table.
- 2) MO is on whose behalf we pursue our mission
- 3) The Stakeholders (all those who have a stake or interest in the success of the org) and all those whom the org impacts through action or inaction.

Who are the Moral Owners of the church?

- Everyone who is served by the mission. People whom we serve. Past current & future
- MO includes (not limited to) our ancestors, our current membership, future generations, our ecology, our neighborhood and surrounding community.
- MO includes members (past + future too), the surrounding community, neighbors, UUism, Mission (??)

Policy Work Group will convert this info into something we can put into our Policies document.

Status: Completed

3.5. Snack Break

Luther Elmore

We had a lively discussion !

Status: Completed

3.6. Linkage - Debrief on FUUCafe

Susan Thomson

Susan presented her notes from the FUUCafe (attached document).

It was shared that the congregation really enjoys having these conversations that matter.

The Board decided to cancel the tentatively scheduled Brown Bag lunch 7/10/11 (Susan will cancel the room reservation).

Documents:

- FUUCAFE notes 6_11.doc
- Linkage Calendar.xls

Status: Completed

3.7. Updated Board Covenant

Eric Hepburn

The proposed updated Board Covenant (attached) was Moved by Eric H. Approved.

Documents:

- Ideas for a new Board Covenant v2.docx

Status: Completed

3.8. Proposed Board Task Forces

Susan Thomson

Susan presented the Board Workgroups document and proposed membership.

There was a brief discussion about what items each of the work groups could begin with.

There was agreement on the workgroup membership.

Chris mentioned that Joe Sullivan is available by email or phone to assist the workgroups.

The Governance Task Force is now disbanded.

Documents:

- FUUCA BOARD WORKGROUPS.doc
- Linkage Plan -02.doc

Status: Completed

4. Committee business

4.1. Process Evaluation

Eric Stimmel

Eric walked the board through his assessment of our process, using the Meeting Preparation & Process Guide given to us by Joe (scanned and attached).

Documents:

- img032.pdf

Status: Completed

4.2. Board-Executive Team Covenant Reading

Brendan Sterne

Status: Completed
