

Thomas Jefferson District Board Meeting Minutes*

October 3, 2009

Charlotte, NC

*Notes of meeting until approved by Board in its February meeting.

Attended by Jim Key (President), Denise Rimes (Vice-President), Cyndy Bailes (Treasurer), Gracia Walker (Secretary), Glenn Johnson (DA), Peter Kandis (Dir), Steve Pearsall (Dir), Andy Reese (Dir), Fred Anderson (Dir), Pam Whistler (Dir), Rev. Jennifer Ryu (Dir), Martin Bauer (Finance Chair) and Linda Nelson (APF Rep).
Guest: Rev. Bob MacDicken

Jim called the meeting to order at 9:03 am, October 3, 2009

- Rev. Jennifer Ryu gave the Opening Reading followed by check-in
- The August Minutes were approved with one correction: The Washington Equality March is scheduled for October 11th and UUA President Peter Morales will be speaking before the event.
- Public Comment by Rev. Bob MacDicken on the District Name Change
- President's Report
 - Jim has been working on our policies as we make the transition to Policy-Based Governance and has assembled many pages of policies for the Board to review. Jim has been working on our Ends and Vision Statements and thinking about ways to create more linkage with our congregations by teleconference, town hall meetings and conference calls.
- Vice-President's Report
 - Denise fully documented and formed the Trustee Selection process for mid-term Trustee replacement for the future. The Board used this process according to our By-Laws to elect Rev. Jake Morrill as our District Trustee. Denise has also been working on the Policy Governance policies.
- Treasurers Report
 - Cyndy reported that the new Excel spreadsheet was online with the First Quarter Financial Report. Dues are not coming in from our Congregations as rapidly as in the past. Cyndy stressed that we need to understand that congregations may be struggling because of the recession. We need to thank those who do give their Fair Share.
 - Action Item: Jim Key will prepare and present to the Board a Finance Training on the use of the online Excel spreadsheet at our next meeting.
- Finance Committee Report
 - Martin reported that we have just shy of \$100,000.00 in a CD with a total of \$165,000.00 in reserves. The Finance Committee has determined that \$138,000.00 is a reasonable reserve for operational expenses (50% of annual budget) which leaves approximately \$30,000.00 excess of immediate needs.
 - Motion: The Finance Committee moved to authorize the District Executive to invest up to \$38,000.00 from unrestricted reserves for initial funding of the new position of the Social Justice Coordinator. The District Executive shall pursue other funding sources for out-year funding of this position. It is understood that this position will be funded (at least partially) within budget after a period of several years. Motion passed unanimously.
 - Action Item: Finance and Treasurer will explore more robust controls over bank reconciliations by using on-line banking to facilitate separating duties and prompt reconciliations.
- APF Representative Report
 - Linda reported that her first meeting with the APF Committee went very well and that she is grateful for the help and coaching of Pat Griggs, the former APF Representative. Linda reported that twenty of our congregations have not pledged yet this year and seven congregations have reduced their pledge since last year.
 - Action Item: Linda will conduct an APF overview for the February Board meeting.
 - Action Item: Glenn and Linda will analyze congregations payment histories to assess their current financial status and ability to pay their District and APF pledges.
- The Board discussed the questions raised by the proposed new name for the District and the importance of soliciting more input from our congregations on possible names. We discussed the survey which will be sent to the District list serve to solicit other names.

- The Action Items from August were reviewed and all were found to be completed.
- We discussed the “District Services Report to the President”. We talked about how to support and nurture our Clusters.
- New Business: We discussed the need to set up a “public comment” time on our board agendas as a way to make room for people who have concerns about what we are doing. They can communicate with us in several ways, such as email, website and appearance at Board Meetings.
- Action Item: Fred and Peter will discuss public comment process.
- Action Item: All- are to let Jim know if they would be willing to be available to meet with congregations who request someone from the Board to preach on behalf of the name change.
- Action Item: Jim will circulate the values list to the Board.

The business meeting was recessed to go into a workshop on Policy-based Governance facilitated by Louise Wolfgramm of Unity Consulting.

The business meeting was reconvened at 2:45 pm on Saturday, October 3.

- The Board agreed to split up the policies and each person took an unfinished section to work on. We have three to four Board members working on each section. Each person will have a first draft ready to email to the members of their 'Team' by Nov 1, and each Team will have the finished section ready to be emailed to the entire Board by November 15. By December 15, Jim and Denise will synthesize all the work products and distribute to the Board for final review and comments. The Final Draft will be ready for approval at our February Meeting.
- We discussed charging the Nominating Committee to review those who have participated in Leadership Training as possible candidates for open positions. The Cluster Groups may also be a good way to identify future Leaders. The board seeks to broaden the diversity on the board and re-emphasize the need for the committee to focus on leadership development in addition to seeking applications for open positions.
 - Action Item: Jim will talk with Annette and Sue Sinnamon and Rev. Sally White about the Nominating Committee.
- We discussed having a moderated call for our Congregants after the results of the Survey are received.
 - Action item: Jim will work with Annette to schedule calls.
- General Process Observation was done by Andy.
- ARAOMC Process Observation was done by Peter.
- Closing Reading done by Gracia

The meeting adjourned at 3:25

Respectfully submitted by Gracia Walker