

FUS Board of Trustees Meeting August 28, 2013 Minutes

Trustees in attendance: Mike Illes, Bruce Nelson, Polly Peterson, Heather Morse, Martha Hardesty, Scott Eller, Madalyn Cioci, JD Rickard, Sue Tincer.

Others in attendance: Rev. David Breeden, Mary Ann Lundquist, Allan Callander, Christy Eller, Allison Stevens, ministerial interns Jean Olson, & Laura Thompson, and for a portion of the meeting Barb Watts.

Meeting called to order at 6:31 PM.

Announcements / Appreciations: The ministerial interns were introduced; the Fulfilling the Call book for Minister evaluation is available and David has said he thinks it'll be useful; thanks to Barb for preparing dinner.

The FUS Board Covenant was reviewed.

Discussion:

Mary Ann, Allison & Christy conducted a thorough financial tutorial for the Board. The document "Fiduciary duties of Directors of Charitable Organizations" (www.ag.state.mn.us/Charities/FiduciaryDuties.asp) was recommended for all to review.

The Finance Committee mini-audit dated 8/22/13 was distributed containing five findings and recommendations. The Board especially needs to follow through on Recommendation #2 regarding when FUS contributes to a 501c3 organization that documentation be received indicating it will be use solely for charitable purposes.

With a positive farewell Mary Ann resigned her position as treasurer, effective immediately.

Task items review: All task items from last month were completed with the exception of recruiting members for the ministerial advisory team and new minister installation task force. A press release about David's arrival was written and distributed to 14 press outlets.

Scott and Allan have been working on a recommendation for following up with delinquent pledges -- this task will involve working with Stewardship task force in the spring.

Next steps from Leadership Team & Goals - from leadership meeting include setting dates for information sessions on governance. Goal is to have progress on the plan for our 12 month year and what Summer Assemblies look like by January. George Hutchinson is working on a spreadsheet of the calendar to distributed. Notes from the leadership team meeting still to be distributed by Shelley Shreffler or George H.

Governance Task Force report:

- Following the Board Retreat GTF rep met with the Personnel Committee. Personnel Committee will continue to function to transfer information and files to David. Most personnel responsibilities will transfer to David, but he may be advised by a standing minister's leadership team.
- On Finance Committee- there needs to be a group of committed experts for ongoing work, not a task force.
- On the question of how the Board knows what is going on in program teams and task groups (committees), rather than appoint Board liaisons as in the past, each group will be connected to a staff member, and when the Board needs information they will request a report from that staff member. Board members are, of course, invited to be active members of program task groups.
- On the effort to share our work on policy development with the congregation we are planning to have three fall Sunday Forums, dates to be determined.
- On new policies needed: As a result of recently identified calendar issues it is recommended that the GTF create a policy on calendaring. There is also need for a policy on changes to the building and grounds.

Board actions:

The Consent Agenda items were approved:

- Minutes of the July Board of Trustees meeting.

The following new member was recognized: Theresa Zingery.

Regarding the need to have an outside party review/audit FUS employee benefits plans and contributions, a motion was passed that a task force of Scott and Heather will research this issue and have a proposal for the September Board meeting on actions and a timeline. This follows Finance Committee Recommendation #3. UUA resources could be available.

Task List:

Ministerial Advisory Team - Mike will work with David to get a description for the Ministerial Advisory Committee and post it in the order of service and the exchange. Heather will add it to the current edition of the Confluence.

New minister Installation Task Force - Polly will post a notice to the exchange. Mike will put in the Bulletin. Martha will be on the Task Force.

David will see to it that each program team is connected to a staff person.

Madalyn will set up dates for Board Info sessions w/ congregation regarding governance.

Madalyn will follow up with George about Leadership notes and calendar.

The B&G task group will work with Will on a procedure will for scheduling upper

auditorium (UA) night time cooling before scheduled summer events. B&G will add UA air conditioning to its list of potential projects.

Thinking ahead:

Items for September Board of Trustees meeting:

- Finance Committee Recommendation #2,
- Next Confluence edition:
- Discussion on policy ideas on building changes.
- Appointments for Ministerial Team
- To change or enforce the finance policy re: forms when we donate to 501 c 3 organizations.
- Consider revolving fund for hospitality needs/expenses.
- Start Up Meeting/Midwest Region Resources in October

Meeting evaluation - too long.

Meeting adjourned at 9:38.

Respectfully submitted,
Bruce Nelson, Secretary

Approved by the Board on September 25, 2013