

Attending: Lynda Shannon-Bluestein - President, Mary-Jane Cross, Carrie McEvoy, Catherine Onyemelukwe, Bob Trefry, Ken Vogel, Chris Seiple, John Turmelle
Rev. John Morehouse (ex-officio)

Absent: K.C. Senie

Guests: Julio Torres– Intern Minister; Dorothy Adams - Exec Director; K Leddy, B Lasher – Endowment; S Poole –Endowment/Choir; D Handler – choir; K Roberts – Nominating

Agenda/Topic	Discussion	Motions & Votes (M/S/V); Actions
Opening	Chalice lighting – L Bluestein & Rev John read “Some Assembly Required” from <u>All I Need to Know I Learned in Kindergarten</u> by Robert Fulghum.	
Anniversary Celebration	D Handler & S Poole described the proposal for commemorating Ed’s 40 th Anniversary at TUCW. They are requesting approval for the \$10,000 for the 2 nd part of the proposal tonight. The Board discussed “pre-approving” the proposal with the caveat that it could be changed or rescinded if problems occur. Monies in excess of the fundraising goal would go to the Music class.	M/S/V unanimous to approve Music fundraising request for \$15K aggregate , conditional on it being made consistent with Financial Policies.
Action Items	<p>1. BOT Policy Manual Updates: The subcommittee (K. Vogel, B. Trefry, J. Turmell and MJ Cross) presented revisions to Governance Process Policies from the last BOT meeting. Additional changes were proposed at this meeting which require further discussion. The Policy Manual will be revised and brought back to the Board in January. MJ Cross will add dates for approval and amendments.</p> <p>2. Glass Replacement Proposal: C O summarized the proposal to replace the glass walls in sections with doors (sliding and fixed) in the main building. Discussion included concerns regarding potential cost overruns for the project – D Adams feels the risk is not great. An absolute cap on the proposal \$160,000. J Turmelle noted that it may not be possible to get the full scope of the proposed project completed for the \$160,000 and that would impact projects in the future. He also suggested obtaining building code requirements for the town of Westport and getting architectural consultation for a full evaluation and recommendations on staging and scope of building projects into the future. Members of the Endowment Committee concurred with need for having an architect consultant for both partial glass replacement as well as future year projects.</p>	<p>1. Since additional amendments were brought up at this meeting w/o time to fully discuss, changes to the Manual were tabled.</p> <p>2. Rev John notes that, after this discussion, this might not be the right time to take on a small project. We should have a more in-depth discussion of the future capital projects.</p>
Consent Agenda	<p>1. Minutes: Nov 2017 Board Meeting.</p> <p>2. ZOOM Dec 4 Meeting Minutes</p>	M/S/V unanimous to approve Consent Agenda.
Information Items	1. Board Portfolios – K Vogel suggests we take 10-15 minutes at each meeting, to review what is needed in each portfolio area.	1. Board members agreed to take on specific areas. Lynda will prepare some DRAFT revisions to BOT Portfolio assignments for members’

	2. Thank You Notes	review prior the January meeting. 2. Lynda will send a thank you to the Leadership Development Team for the successful directory project.
PBG 202 Metrics	The Education Session on Metrics for Monitoring was tabled until January for lack of time.	
Executive Session	M/S/V unanimous to move into Executive Session.	M/S/V unanimous to adjourn Executive Session.
Board Huddle	Time for personal Check In.	
Check Out/Assignments		Individual between meeting assignments noted in these minutes.
Process Observer	J Turmelle – we took appropriate amount of time for the conversations we needed to have, which led to us running over time for the meeting.	
Closing Reflection	C McEvoy - reading from David Breedon: "The Solstice Teaches Us" https://www.uua.org/worship/words/poetry/solstice-teaches-us	
Adjournment & Announcements	Next Board Meeting – Tuesday, Jan. 16, 2018 at 7:00 PM Meeting adjourned at 9:50pm	Meeting assignments* for January 16, 2018 Set-up: KC & Chris Refreshments: Catherine & Carrie Chalice lighting: Ken Process Observer: Bob Closing reflection: MJ Break down: John T & Lynda <i>* If you need a sub to take over your assignment please make those arrangements before the meeting.</i>

Respectfully submitted,

Mary-Jane Cross, Board Secretary December 19, 2017

The **Board of Trustees**, made up of nine members, serves in trust for the congregation for staggered three-year terms. Staying in close touch with the congregation, the board promotes the accomplishment of the church's mission and prevents unacceptable activities and conditions in the church by monitoring the work of the CEO. Its work is to:

- Keep the church mission as our focus
- Serve with integrity and live our UU principles
- Communicate clearly and honestly with each other and the congregation
- Implement our governance model
- Celebrate our accomplishments
- Represent the Board and our Church with one voice

The board adopts governing policies to give direction to the work of our church. They set forth our mission and ends we reach for. They describe the board's relationship with the congregation, with the CEO and within itself. The policies also list what must not be done, as limitations. Each trustee is expected to contribute to the work of the Board during and between meetings.

<https://boardsource.org/wp-content/uploads/2017/05/Good-Board-Member.pdf>