

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
February 14, 2013
Accepted March 14, 2013

Board Members Present: Alison Cunningham; Thea Bourke–Martin; Sandra Frawley; Russell Heinrich; David Jones; Georgia Jennings; Sue Linsley; Bobbi Pace; Margaret Rae, Jessie Whitehead

Board Members Absent: Gregg Burton

Also Present: Emily Melcher

M. Rae called the meeting to order at 7:05 pm and G. Jennings recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with M. Rae presiding. A Cunningham assumed leadership of the meeting at 7:15 p.m.

Consent Agenda

- Approval of Board Meeting Minutes 1/10/2013
- Approval of Board Meeting Minutes 1/15/2013
- Acceptance of Financial Report 12/31/2012

Corrections were offered to the Minutes of the January 10, 2012 by S. Frawley, and to the minutes of January 15, 2012 by E. Melcher.

MOTION: B.Pace to approve the consent agenda; **SECONDED** D. Jones; **PASSED** without dissent or abstention.

ACTION ITEM: S. Frawley and E. Melcher will send suggested corrections of minutes to G. Burton.

Financial Consultant Update

R. Heinrich presented a summary of activity that has occurred to date between USNH and church financial consultant Karen MacArthur.

ACTION ITEM: A. Cunningham, S. Frawley, R. Heinrich, E. Melcher and Jeremy Hill, chair of Finance Committee, will speak with K. MacArthur regarding her findings from an initial review of select USNH documents, and her proposal for moving forward.

Listening Board Planning

The Board discussed upcoming listening boards and agreed to have teams of 3 or 4 Board members attend each session. Sessions will continue to be held monthly unless the Board deems them unnecessary during the period devoted to forming the search committee. While they are being held, times will alternate between 10:30 and 12:30.

ACTION ITEM: T. Bourke–Martin, G. Jennings and S. Linsley will attend the listening Board on 2/17/13, which will be held at 10:30.

ACTION ITEM: M. Rae will review the scope of Board communications anticipated over the current year with G. Burton. She will report back to the Board at its next standing Thursday meeting on how Board communications might be managed.

Board Terms

The Board reviewed the list of members leaving the Board at the end of this year

ACTION ITEM: A. Cunningham and M. Rae will attend the Nominating Committee meeting on March 18th to discuss skills needed and to consider potential candidates.

Interim Progress Appraisal

The Board offered comments on the reports of USNH's progress to date toward meeting its interim goals. One report was prepared by interim minister E. Melcher, the other by the Board.

ACTION ITEM: A. Cunningham and M. Rae will edit the Board report and send both reports to the UUA Transitions Office.

Search Committee Process

The Board reviewed the Keyes Process for Choosing a Search Committee.

Discussion ensued about what, when and how educational materials will be shared with the congregation. The Board will join the Transition Team in making calls to all members. Applications will not be required.

It was noted that the bylaws make no provision for proxy votes.

J. Whitehead will manage data related to the MSC.

There was agreement that members of the Transition Team and the Board would resign their positions should either they or their spouse/partner be chosen to serve on the MSC.

MOTION: T. Bourke–Martin to adopt the Keyes process for choosing a search committee, and to allow M. Rae and E. Melcher to edit based on Board discussion; **SECONDED** S. Linsley; **PASSED** without dissent and with 1 abstention.

MOTION: T. Bourke–Martin to send the search process and calendar out to all member households; **SECONDED** B. Pace; **PASSED** without dissent or abstention.

ACTION ITEM: M. Rae and E. Melcher will edit the Keyes process based on tonight’s Board discussion.

ACTION ITEM: E. Melcher and A. Cunningham will finalize the MSC Process Timeline.

ACTION ITEM: E. Melcher will contact the Transitions Office regarding the recommended number of candidates for which each member may vote.

ACTION ITEM: E. Melcher, J. Whitehead and M. Rae will prepare educational materials related to the search process.

ACTION ITEM: Board members will watch the final 3 webinars and obtain a copy and begin reading “Getting Started with Policy Governance” by Caroline Oliver.

Adjournment

There being no further business, the meeting was adjourned at 9:05 p.m.