

BOD Meeting Notes

Date: 12/11/19 ([Agenda](#))

Time: 7pm-9pm

Attendees: Kristina Watts, Kate Heilig, Lindsay, Muirhead, Jackson Tomasco, Julie Schuck, Vanessa Hall, Rev. Pippin (Skype), Peter Kahle (Skype)

- Chalice Lighting (Kate)
- Check-In (All)
- Thank You Cards (All)
 - Quang Tran for his beautiful photography services and social media work
 - Confidential card of support and encouragement
- Review of Reports (Kristina)
 - **Action Item: Lindsay to review the recent job descriptions for FLSA compliance**
- BOD Covenant Signing (Kristina)
 - All present BOD members signed the covenant; signing to be concluded at next meeting
- WIN Task Force Update (Julie Schuck)
 - Julie reviewed the WIN survey results and the top accessibility/welcoming priorities as identified by the survey:
 1. Chairs
 2. A/V equipment
 3. Elevator/lift
 - Julie is coordinating with House & Grounds regarding some smaller, maintenance issues identified by the survey
 - Julie will be meeting with the Pledge Team to discuss how to communicate the WIN fundraising in relation to the annual Pledge fundraising; likely WIN fundraising will start after annual Pledge fundraising ends
 - Julie will be writing a newsletter article regarding the survey results and next steps to keep the congregation informed
 - WIN Taskforce is starting to research chairs and A/V equipment
 - **Action Item: Kristina to communicate to Joe that future playground iterations should be included in future budgets**
- Delegates to UUA General Assembly (GA) (Kristina & All)
 - Dean Wanderer is our new Denominational Affairs POC
 - **Action Item: Julie will review existing policies and procedures for any previous documents related to selecting delegates to GA**
 - Suggestions: Delegates should be members of AUUC; need to determine how long. Delegates should meet with Rev. Pippin for a discernment session before going to GA
 - **Action Item: Kristina will ask Dean to draft some selection criteria for review by the BOD**
- Interpretation of Article XI of Bylaws (Kristina, Vanessa & All)
 - The Program Council is currently collecting charters from all AUUC-affiliated groups by January/February 2020

- **Action Item: BOD will follow-up with any groups that do not submit a charter by January/February 2020**
- Text of bylaws: “ARTICLE XI – AFFILIATED GROUPS AND ACTIVITIES New and existing groups and activities must notify the Board of Directors if they claim any affiliation with the Accotink Unitarian Universalist Church. The Board will approve or disapprove such affiliation and shall not provide funding to any group or activity whose affiliation has not been declared and approved. The Board shall review the status of current groups and activities annually.”
- Program Council Questions:
 - #1 What does this bylaw mean, both generally and specifically?
 - BOD agreed that all groups claiming affiliation with AUUC or requesting AUUC resources such as space, funds, communications, etc. need a charter (or fall under a larger charter). If they are not AUUC-affiliated (i.e., chartered), groups will need a rental agreement to use our space.
 - #2 Who should be ensuring that each group has a charter?
 - Program Council and the BOD working together
 - #3 What is the definition of an "affiliated group and activity" or "claiming any affiliation"? Is it a committee, an affinity group (e.g., nUUners, Buddhist fellowship, girl scout troop)?
 - Any group seeking a relationship with AUUC or AUUC resources (free use of space, funds, communications to our members, etc.)
 - #4 Which groups need a charter (e.g., all committees including financial and B&G? all groups? what about task forces)?
 - All; See #1 and #3
 - #5 Who is responsible to contact committees who fail to comply? Who will enforce this and what will the consequence (if any) be?
 - Program Council will support committees in drafting and collecting charters; Committee chairs will be responsible for enforcing this requirement with sub committees; BOD will support enforcement efforts as well
 - Without a charter, a group or committee will not receive AUUC resources
 - #6 What level of group needs to have a charter (e.g., committees, groups, if use property regularly and are affiliated with the church)?
 - All; See #1 and #3
 - #7 Who is responsible to initiate the dissolution of a committee or group?
 - Will depend; Could be committee-led or BOD-led
- Finance Update—N/A
- Board Preparation Reading Discussion
 - BOD discussed Chapter 3 of the Hotchkiss book (Jackson & All)
 - BOD discussed “defensiveness” (Rev. P & All)
- Action Item Review (Lindsay)
- Check-Out (All)
- Closing Reading (Kate)