

Unitarian Universalist Congregation of Atlanta Board of Trustees Meeting Minutes

**August
27-28,
2009**

UUCA is a community of faith that encourages and supports our individual spiritual quests out of which we act together for social justice.

The Board governs through set policies and will act on behalf of the congregation to further the congregation's mission and chosen Ends. Accordingly,

1. The Board is the link between the Executive and the congregation.
2. The Board produces written governing policies that, at the broadest levels, address each category of organizational decision: Ends, Executive Limitations, Board Governance, and Board-Executive Linkage
3. The Board will assure Executive performance in compliance with the Ends and Executive Limitations polices.

Note: *This session included a regularly-scheduled meeting at UUCA on August 27 and a special meeting during the Board retreat at Simpsonwood on August 28.*

Attendance:	<i>Meetings are open and held at UUCA in room 209/210 at 7:00 pm on the 4th Thursday of each month.</i>
Board Members Present:	Laura de Castro, President; Marshall Orson, President-elect; Ellen Beattie; Kristen Indermark; Pam Kilmer; Eric Pohl; Joetta Prost; David Smith; Cyndi McFarland; John Guyton
Board Members Absent:	Gordon Love
Staff Present:	Rev. Anthony David
Guests or other congregants present:	None
Chalice:	Joetta Prost
Minutes:	David Smith
Process Observer:	Ellen Beattie

Laura de Castro called the meeting to order at 7:00 pm.

Information/Actions:	<i>Reports are emailed in advance and further discussed as needed at meeting.</i>
Minutes from prior meeting:	Distributed via email.
Policy Review and Revision:	Executive Limit I (Gift acceptance): Kristen Indermark led a discussion of Executive Limitation I, which the Board revised last month but wished to re-visit. The Board unanimously agreed to revise Executive Limitation I to read: <i>The Executive shall not be unprepared for UUCA to manage bequests and other non-pledge gift income. Accordingly, the Executive shall not:</i> <ol style="list-style-type: none"> 1. <i>Be unprepared to receive, manage, and disburse gift income.</i> 2. <i>Accept or disburse gift income that is contrary to the congregation's Mission, Ends, and Unitarian Universalist Principles.</i> 3. <i>Spend gift income in excess of 2% of the current operating budget without prior Board approval.</i>
Policy Review and Revision:	Executive Limitation C (Compensation and Benefits): Marshall Orson led a discussion of Executive Limitation C. The Board agreed unanimously to revise Executive Limitation C to read: <i>The Executive shall not set employment terms, compensation, and benefits to employees, consultants, and contract workers without balancing principles of fair compensation with the financial means of the congregation.</i>
Audit Team Report:	Laura de Castro explained the Audit Team process and the status of the Audit Team's work. Procedure documentation, originally scheduled for fall of 2008, is now scheduled for Fall of 2009. The Audit Team was to begin studying the procedures in January 2010.

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	Rev. David discussed exploring finding some funds for this documentation work, since fall is a busy time for current staff. There will be an update next month.
Finance Team Report:	John Guyton reported that the finance team is being re-vamped with Stacey Kottman volunteering and will meet next Tuesday and start. We are running a deficit, to what degree the finance team will study. We are usually down in the summer, but usually it comes back in the fall. Several members have contacted the church indicating they must reduce their 2009 pledge.
Nominating the Leadership Development Committee Report:	Eric Pohl gave an update of work as Board liaison with NLDC.
Stewardship Report:	Rev. David distributed the 2010 stewardship calendar.
Executive Report:	Rev. David shared the proposed redesign for the Order of Service.

The meeting adjourned at 9:05 pm.

Attendance:	<i>This special board meeting was held during the Board retreat at Simpsonwood at approximately 8:00pm, August 28, 2009.</i>
Board Members Present:	Laura de Castro, President; Marshall Orson, President-elect; Ellen Beattie; Kristen Indermark; Pam Kilmer; Eric Pohl; Joetta Prost; Dave Smith; Cyndi McFarland; John Guyton, Gordon Love
Board Members Absent:	None
Staff Present:	Rev. Anthony David
Guests or other congregants present:	None
Chalice:	Laura de Castro
Minutes:	David Smith
Process Observer:	None

Laura de Castro called the meeting to order at approximately 8:00 pm.

Information/Actions:	<i>Reports are emailed in advance and further discussed as needed at meeting.</i>
Amendment to "Letter of Call and Ministry Agreement – Senior Minister"	The Board agreed unanimously to changes in the "Letter of Call and Ministry Agreement – Senior Minister" which will have the effect of giving the Senior Minister the authority to suspend retirement plan contributions from September 1, 2009 to January 1, 2010.

Meeting adjourned at approximately 9:00 pm.

Upcoming Dates on Leadership Calendar:
<ul style="list-style-type: none"> • Board Retreat 8/28-8/29, Simpsonwood • Celebrating Pat's 10 years of service 8/30, Kottman residence • Erev Rosh Hashanah 9/18