

Unitarian Universalist Congregation of Atlanta Board of Trustees Meeting Minutes

February
25, 2010

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.

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; Cyndi McFarland; Gordon Love; Penni Dudley; John Guyton
Board Members Absent:	David Smith
Staff Present:	Rev. Marti Keller
Guests or other congregants present:	None
Chalice:	Joetta Prost
Minutes:	Cyndi McFarland
Process Observer:	John Guyton

Rev. Keller called the meeting to order at 7:01pm in Ms. De Castro's absence. Laura joined & led the meeting after the check-in.

Information/Actions:	<i>Reports are emailed in advance and further discussed as needed at meeting.</i>
Minutes from prior meeting:	Distributed via email and approved as revised.
Executive Limitation Review: II.G. Asset Utilization:	Ellen Beattie, on behalf of the Finance Committee, presented revisions that were passed as submitted: G. Asset Utilization The Executive shall not devote congregational assets to endeavors that are incongruent with Ends policies or Unitarian Universalist principles. To this end, the Executive shall not: <ol style="list-style-type: none"> 1. Invest congregational funds without considering socially responsible investment opportunities. 2. Allow inappropriate use of the property. 3. Deny the fullest practical use of the building by persons with disabilities.
Board Governance Policy IV. H. Complaint and Inquiry Process:	Kristen Indermark presented revisions that were passed as approved. This policy now includes one paragraph in the Board Policies with a separate document that defines the process for filing complaints. The separate document can serve as a guide for filing complaints because it is written in chronological order with

	<p>respect to the steps needed to file a complaint.</p> <p>Board Policy: H. Complaint and Inquiries Regarding Board Policies The Board will address complaints and inquiries that relate to Board policies in compliance with the process set forth in the “Board of Trustees Policy Complaint and Inquiry Process.” Other matters will be referred to the appropriate entity.</p> <p>As a separate document: Board of Trustees Policy Complaint and Inquiry Process In accordance with Board Policy IV. H, the Board establishes the following procedures and guidelines for the resolution of informal and formal complaints and inquiries about the compliance with these policies by Board members or by the Executive:</p> <ol style="list-style-type: none"> 1. Anyone concerned with a possible violation of policy may raise the matter with any member of the Board. The Board member should discuss with the concerned party the advisability of resolving the matter informally. If the concerned party wishes to lodge a formal complaint, the Board member will so advise the President. 2. A formal complaint may be made orally or in writing. 3. On being advised of a formal complaint, the President will appoint one, two, or three Reviewers, at least one of whom must be a member of the Board. 4. The Reviewer(s) will promptly meet with the concerned party and determine whether the complaint is valid or invalid on its face. A complaint is “valid on its face” if it is a factual claim that, if true, would indicate a significant violation of one or more of these policies. 5. If the Reviewer(s) determine that the complaint is valid on its face, they will talk to those with knowledge of the facts and take all other reasonable steps to learn what actually happened. 6. If a valid complaint is factually substantiated, the Reviewer(s) will form a judgment as to what specific steps the Board should take to fulfill its responsibility to require accountability. 7. The Reviewer(s) will report to the Board on all the foregoing, including any complaints found to be facially invalid or unsubstantiated. 8. Based on the Reviewer(s)’ report, the Board will take any action it deems appropriate to enforce accountability. In accordance with the general procedures for conducting sensitive matters in executive session, the Reviewer(s)’ report and the Board’s discussion of the report may be held in executive session. If the complaint is against a Board member, that member will have no part in the Board’s deliberations in respect to the report. 9. The President will advise the concerned party as to the outcome of the review and the Board’s action, or will ask a member of the Board to so advise the concerned party.
<p>Board Policies Review III. C. Accountability of Executive, D.</p>	<p>Kristen Indermark submitted revisions which reduced the subdivisions from 3 to 2 in order to remove the overlap within the subdivisions. The Board agreed to revise the proposed text of C.1 to make the second sentence be, “This strategic plan will comport with any current Board approved Long Range plan.” The</p>

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Delegation to Executive, and E. Executive Performance Assessment:	Board discussed the meaning of this new language and the responsibilities it gives to the Board with regard to the evaluation of the Executive. The Board could not come to a consensus on the matter and a vote was not taken.
Absentee Voting:	The Bylaws Team submitted, for review and input, a suggested process on Absentee Voting. After much discussion, the Board decided that the Bylaws Team and the Linkage Team need to meet and develop a plan to seek input from the congregation about issues regarding proposals for Absentee Voting.
Monitoring Report - Executive Limitation F (Asset Protection):	Rev. Marti Keller presented this report on Rev. Anthony David's behalf. The Board received the report, acknowledged its candor, and requested an assessment of steps that should be undertaken to remedy deficiencies on all non-compliant issues.
Executive Report:	The report (including the Finance Report) was accepted as submitted by Marti and Marti made one update noting that the new Custodian position has been filled.

The meeting adjourned at 9:20 pm.