**Minutes of Meeting**

1. **Call to Order, Chalice Lighting, and Board Covenant**
   
   Board Moderator, Tom Abood, called the meeting to order at 6:00 PM
   
   **Board of Trustees Covenant:** I promise myself, and covenant with members of the leadership, to respect and trust each other. With honest intent, I will honor the leadership, its process, and goals, by following agreed upon norms. We will strive to make our role as trustees personally rewarding. In living this covenant, we will steward this church as we seek to realize its vision and fulfill its mission.

2. **Approval of agenda**
   
   Hearing no objections, the agenda was approved by acclamation

3. **Approval of minutes from November 7, 2019 BOT meeting**
   
   Hearing no objections, the minutes were approved by acclamation

4. **Check-In/Go-Around**
   
   Those present each spoke of something they were looking forward to over the holidays

5. **Healthy Congregations Draft Board Charge**
   
   Following a discussion with the Healthy Congregations Team (HCT) at the October Board meeting, Mimzy Tackney-Moen, HCT Chair, submitted a proposed draft charter for consideration by the Board. The consensus of the Board was that the charter was very ambitious and probably more ground than could be reasonably accomplished by the Team at this phase in the Church’s developmental process. The Board noted that there is currently a lack of clarity in the respective roles of HCT, COM and the newly formed Membership Council that will be addressed initially in the Developmental Ministry Workshop and then in the proposed future work of a proposed Governance Task Force. The Board then concluded that it would be best to hold off on the proposed charter.

   Instead of the broad activities identified in the draft charter, the Board decided to request that HCT focus its near-term efforts on developing a framework for covenants to be put in place by all 1st U groups, and then working with those groups to adopt and implement such covenants.

   In conjunction with this request to HCT, the Board decided that it should develop a new policy to be considered at the next Board meeting requiring all 1st U groups to adopt such a covenant. Doug and Heather were designated to take the lead on this task.

   Note: subsequent to the Board meeting, Tom volunteered to fill the vacancy left by Heather’s resignation.

6. **Winter Congregational Meeting Jan 19, 2020 Agenda**
The draft agenda was reviewed by the Board and assignments made for preparations of material and speaking roles. As required in the Bylaws, notice of the meeting, with final agenda will be published at least 14 days before the meeting date, and published in the Church Bulletin on two consecutive Sundays prior to the meeting.

7. Developmental Ministry Workshops – Jan 11th & 12th

Tom reported that arrangements have now been firmed with Rev Sarah Millspaugh of the UUA for the two workshops:

- For the leadership – on Saturday, Jan 11th from 9 am to noon. Childcare will be available if needed
- For the congregation – Sunday, Jan 12th from 11:45 am to 2:45 pm. We will have food available after the service and childcare available if needed

Notices to the Congregation have been prepared.

8. Comments on Ex Dir and Assistant M Reports

Copies of reports are available on the BOT Basecamp

9. Membership Update

Rev Dylan reported that the newly formed Membership Council was continuing to connect by email and Basecamp, following their initial meeting. The next important meeting is scheduled for Dec 10th. They will prioritize discussion about recruitment for the Council to fix diversity concerns.

10. Inventory of Governance Documents and Policies

Doug presented an initial working draft of a new inventory of governance documents and policies to address concerns about locations and status of documents. The inventory is posted on the Board Basecamp and has been shared with the Governance Team, who will be reviewing the status.

11. December 2019 Events

Board members coordinated their involvement and assignments related to the following upcoming events:

a. Dec 10-Leadership Touchstone Tues Dinner
b. Dec 12-Moderator Gathering
c. Dec 15-Church Holiday Party


Board members were encouraged to go to the Church’s website to sign up.

13. Evaluation of Rev Elaine

Rick, Heather and Tom have been assigned to the Developmental Minister evaluation team. Their goal is to complete this first evaluation before the Developmental Ministry Workshop on Jan 11th.

Note: subsequent to the Board meeting, Sheila was appointed to fill the vacancy left by Heather’s resignation.

14. Votes from email/basecamp

During the past month, the Board voted on Basecamp to approve an amendment to the policy of ‘Right Relationships’ to ‘Respectful Relations’. The amended policy will be added to the Ends Policy document under Section II as:

**E. Respectful Relations**

We live within our Covenant of Respectful Relations and treat each other with respect, compassion, understanding and kindness.
15. **Other Business**
   Jeff noted that there is a need to clean up and organize the files that are posted in Basecamp under Doc & Files. He will take the lead to set up a new filing system.

16. **Next meeting**
   The next regularly scheduled Board meeting will be on January 2\textsuperscript{nd}, 2020

17. **Adjourn**
   Adjourned at 8:35 pm

18. **Executive Session**
   Following the regular meeting the Board went into executive session.