

**Minutes of the Board of Trustees Meeting  
April 26, 2016, 7 P.M.**

*Present:*

*Board Members:* B Avalon, Pastor Jacqueline Duhart, Laurel Egenberger, Michael Fitzhugh, Micheas Herman, Janet McFarland, Kenji Oshima, Lisa Rosene, Emily Stoper, Rev. Abbey Tennis, Claudine Tong, Kris Wedding Crowell (Chair)

*Absent:* Suzanne Van Houten

*Visitors:* Bill Blakely, Joani Blank, Donna Fujioka, Therese Jimenez, Linda Propert Sanford, Bev Smrha

The meeting was called to order at 7:05 p.m.

Consent Agenda

After a chalice lighting and opening words, the consent agenda was unanimously approved, upon a motion by Emily, seconded by Lisa. The consent agenda consisted of Approval of the agenda; Approval of Claudine Tong as Board Liaison to Journey Toward Wholeness Transformation Team; and Approval of Kenji Oshima as Board Liaison to the Committee on Shared Ministry.

Notification of Actions Taken Since Last Meeting

Approval of March 2016 Minutes (by email)

Appointment of Brian Jeffries and Sharon Dolan as Clergy Visioning Team (by Special Board Meeting)

After a multicultural exercise, Pastor Jacqueline and Rev. Abbey gave their reports. Both ministers will go on study leave and vacation starting in mid-June. Rev. Abbey spoke of the need for a shift in strategy in order to promote covenant groups. Pastor Jacqueline spoke of the need to support music for the monthly Vespers service after Rev. Abbey's departure. She announced that she will be doing a border trip to Tijuana with church youth on June 23-29 and will do her training in the work of Interim Minister on August 22-26.

Treasurer's Report

Lisa reported that the church is over all in good shape financially. She distributed a sheet describing the Stages of Stewardship Culture, and reported that our

church is now at the third of five stages, Spreading/ Connecting. (The highest stage is Transformational /Expansive.)

#### Stewardship Report

Janet will lead the Stewardship Campaign in October and November. She is seeking a co-chair. The church's finance committee has suggested doing a survey of church officers and leaders about stewardship.

#### Church Communications Task Force

B moved and Micheas seconded a motion to appoint three Board members charged with creating a Communications Task Force. This ad hoc subcommittee, consisting of Michael Fitzhugh, Emily Stoper and Claudine Tong, will draft a charge and bring it to the full Board for approval. Once the charge is approved, they will recruit the members of the task force and present the names and background to the full Board for selection. Passed unanimously.

#### Bylaws Commission

Laurel moved and Lisa seconded a motion to establish a commission to revise the church by-laws. Membership will consist of two Board members (Kris and Kenji) and two congregants, whom they will recruit, with assistance from Laurel. Once in place, the commission will review the work of Bylaws revision undertaken by the Board last year, address the questions that remain, and present the revisions for consideration by the full Board. The commission will also review, revise if needed, and implement the plan for congregational discussion and input, leading to a vote on new Bylaws no later than March 1, 2017. Passed unanimously.

#### Board Policies Document

Laurel moved and Janet seconded a motion to create a three-person sub-committee of the Board (consisting of Laurel, Micheas and possibly Suzanne) to propose revisions to current policies about the operation of the Board. The charge is to review those policies; receive commentary and suggestions from Board members; and prepare a draft to be presented to the full Board for review, amendment, and approval. The sub-committee will present a time-line at the next

Board meeting showing a work plan that will lead to a final vote no later than the November board meeting. Passed unanimously.

#### Search for Auction Chair

Bill Blakely reported that the Committee to find a chair for a Fall auction has not yet succeeded in doing so.

#### Permission to Sell Hand-bells and Set a Minimum Price

Stefan Schneider and Trente Morant, who are the leaders of the church's music program, have agreed to the sale, but action was postponed until Stefan does some research on a reasonable price and until consultation with the donor of the hand-bells takes place.

#### Personnel Committee Report

B, who is the Board's representative on the committee, reported that it has had its first meeting, at which members requested access to the church's ADP online program, which houses payroll information as well as Human Resources (HR) materials that could be beneficial to the Committee regarding their future work on policies, procedures, and manuals. Since Linda Propert Sanford reported that ADP does not offer limited access to just the HR material, the Board chose not to permit access to ADP to the Personnel Committee, in order to protect employee payroll confidentiality. Linda Propert Sanford, as a member of the Executive Team, will have access to ADP in order to serve as back-up for Linda Hodges, so she will be able to share some the HR material from the site with the Personnel Committee.

The meeting adjourned at 9:00 and went into executive session to discuss a personnel matter.

Respectfully submitted,  
Emily Stoper, Secretary