



October 2019 Public Board Meeting Agenda

📅 Tue October 8th, 2019

🕒 6:30pm - 9:00pm EDT

📍 ASI -- Beattie Room

I. Arrive early to prepare and socialize 30 mins

Boardable.com Troubleshooting

If you are experiencing difficulty with *Boardable.com*, please bring your mobile device (tablet, laptop, etc.)

This is entirely optional!

This time is set aside for set-up, other prep activities and socializing.

We bang the gavel at 7 PM.

II. Welcome (Official Start of Meeting) 10 mins

a. Call to Order

b. Head Count for Quorum

Attendance by 5/9 (simple majority) voting members constitutes quorum for regular business.

c. Chalice Lighting & Reading

d. Check-in

How are you doing?

What has transpired since we were last together?

What brings you here today?

(Time-permitting, this includes all gathered: board, staff and guests.)

III. Story DIANE O'BRIEN 10 mins

This is entirely optional!

It is included or excluded by the discretion and consent of the presiding chair and participants.

At the time of writing (08/30/2019), we were taking turns at sharing our spiritual journeys. "What has brought us to where we are today".

Time-permitting, this is arranged in advance, at the prior meeting. The purpose is for a board member to share a story with all present, as they feel comfortable. The object of the exercise is for the board members and guests to get to better know one another.

This is entirely voluntary: not required.

Here are the spots claimed, so far (08/30/2019).

2019

August: Tom Mulcahy

September: Diane O'Brien

October: Cathy Tanner

November: Diane Kennedy

December: Pat Fisher

2020

January

February

March

April

May

June

IV. Review of Prior Meetings' minutes	PATRICIA FISHER	5 mins
V. Review of Treasurer's Report	MICHAEL MIDDLETON	10 mins
VI. Review of Senior Minister's Report and Action Items	ANASTASSIA ZINKE	20 mins
VII. Old Business		30 mins
Discussion and/or resolution of outstanding business.		
a. Complaint Process Review	DIANE KENNEDY	
b. Personnel Task Force	BABETTE MILLER	
1. Facilities Manager	BABETTE MILLER ANASTASSIA ZINKE TOM MULCAHY	

Personnel Committee needs to

1. Develop job description for board approval.
2. Advertise for applicants.
3. Interview & recommend candidates

c. Program Council Report

ANASTASSIA ZINKE

VIII. New Business

20 mins

Time-permitting, open to all gathered, to bring new business before the board for consideration and/or discussion.

a. Gift Policy Review (From Finance Committee)

MICHAEL MIDDLETON

b. Endowment Loans

MICHAEL MIDDLETON
ANASTASSIA ZINKE

c. Environmental Actions

ANASTASSIA ZINKE

Green team presentation.

d. Develop agenda for Congregational Meeting on November 17, 2019 at 12:00 HRS EST

IX. Closing

10 mins

Need a motion and vote (simple majority) to adjourn the meeting.

a. Board Observer Report

This is entirely optional, and is included at the discretion of the presiding chair.

A board-observer is usually selected at the prior public board meeting.

This person *does not need to be a board member*.

This is to be a *brief* look back at the meeting, and share observations about:

- Flow of meeting (Did we get bogged down? Was the Chair in control of the discussion?)
- Were all voices fairly heard? (Were speakers respectful of one another? N.B.: Disagreement is not equated with disrespect.)
- Was adequate and appropriate time and attention given to matters at-hand.
- Were board members "present"? (i.e. not distracted by side conversations and/or other matters, than the topics at-hand?)
- Was everyone able see, hear, speak and otherwise participate in the meeting?

This is *NOT* meant to be personal commentary or editorial exposition on the substance of the business, discussions and/or speakers or those gathered.

The object of the exercise is to learn how we can conduct our public business together, in the spirit of our share covenant.

b. Select chalice-lighter/reader for next public board meeting

c. Select next volunteer board member to share their story.

This is entirely optional!

It is included or excluded by the consent of the presiding chair and participants.

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d. Select observer for next public board meeting.

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e. Announce date and time of next scheduled public board meeting.

Tuesday November 12, 2019 at 19:00 HRS EST