

First Parish UU Beverly, MA	Parish Board
Date: 02/27/07	Next Meeting: 03/27/07 at 7 pm

<b>Facilitator</b>	Doug	<b>Clerk</b>	Maureen
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Attendees					
	Name	Role		Name	Role
	Doug Baumoel	Chair		Lynn Willenbrock	
	Laura Corey		x	Sylvia	Minister
x	Maureen Driscoll				
x	Carol Jones		x	Deb Sweet	Religious Education
x	Paul Knight			Gina Coburn	Finance
	James Mitchell			William Hines	Finance, Invest.

Time	Meeting Agenda
7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In - Clerk :
7:08	Approve minutes from last meeting
7:10	Status of Open Action Items from last month
7:20	Treasurer's report
7:30	Church credit card discussion
	Volunteer Committee report – Laura
	Minister's job description
	Service sign – First Baptist side, adjacent to Hale St
	Funds for pre-school class.
	Old business
	Closing words
9:00	Adjourn

Note: M=Motion; T=Task, P=Policy, A=Agreement

Minutes	
1	Minutes of 01-23-07, approved.
2	<p>Action items from 01/23.</p> <p>Change Nominating process: Excellent report from Laura on the joint meeting held with taskforce and Nominating. Several recommendations; Deb Lewis and ??? will meet 3/1 with Membership. Jay and Ron presented overview and ideas at Council</p> <p>IT infrastructure changes, DONE! Ask Paula to draft a letter of thanks from the Board to Eric Hacker and Charlie Dunn for their work.</p> <p>State of the Church message 1/28 by Doug and Stewardship Sunday message 2/11 by Carol were terrific and well received by all.</p> <p>New committee reporting format for Council meetings promulgated and in use.</p> <p>All other action items are WIP and open.</p>

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3	No report from Treasurer.	
4	Credit card discussion – this is a matter for a task force or Finance and the Treasurer to resolve. What do other churches do? <i>Is it really too difficult to put an item on your own card and be reimbursed?</i> Candy Wainwright has been doing it for years and has said she will no longer have our Web Page(Yahoo) be billed to her account. Who is authorized to speak with Beverly National about this?	
5	No budget request yet from Building committee. Sylvia will ask Karen to review sexton's recommendations and prepare a budget request asap. Larger question: we don't have procedures defined for handling a disfunctional committee and we need them. This problem has occurred before and will again. See also discussion below.	
5	Nominating/Leadership Dev. Report from Laura(via email). At the meeting Doug, Laura, Jay et. al. gave overview of the situation. Themes: some areas need more support, some new task groups are needed. Suggest charging parish council with assessing the health of individual committees, recommending and/or implementing remedies where possible? Rename Nominating to Volunteer Involvement? Assign a few committees to each member of the "VI" for better understanding of and help with staffing? Have someone from VI at every council meeting? There was some pushback on this(time involvment). Be more visible; have their own webpage: "Wanne be part of something great?" Great report.	
6	Minister's job description – Sylvia: job description that Personnel produced doesn't describe her as head of all professional staff. They are not comfortable making that change w/o a charge from the Board. Motion maded to ask Personnel to update the Minister's job description to reflect the role as operational chief of staff, with input from the current committees, as well as the lead on their performance appraisal in conjunction with the committees- Music & Worship, RE and Building. Vote: 3 for, 0 against. Paul will word and deliver to Personnel.	M
7	Funds for pre-school class – the only written documentation that we could find for this was a letter from Kathy Sturm, received by Sylvia though it was addressed to the Board as well. She described how the problem of an overcrowded Nursery and preschool was presented to the RE committee and their conference call about it where Doug and Victoria described a possible solution. Paul related his discussions with Doug about this. I had also talked with Doug about this when he emailed us earlier. Unfortunately, the letter from RE chairs didn't contain specifics about \$\$ and where it would come from. Paul's understanding from Doug is that it would come from the Church endowment and that he wanted \$1000 for it. Motion was made to appropriate an additional \$1500 from the church endowment to buy the movable bookcases. I suggested a friendly amendment that it come from the RE endowment, which was rejected. Vote: 2 for, 1 against.	M
8	Old Business – open items from 1/23 are: Website development, revise Nominating process, silver appraisal, need for an audit?, Board policy manual, new programming(March speaker for Moslem causes), quotes for a revised church insurance policy.	

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Action Items - Open					
#	Description	Assigned	Due	Status	
1	Website development			IP	
2	revise Nominating process			IP	
3	Silver appraisal			IP	
4	Finance will find out what kind of audit is needed.	William/Capital			
5	Assemble Board policy manual.	Maureen/Sylvia		IP	
6	Insurance policy	Admi		IP	
7	Ask Karen M to prepare Building budget	Sylvia			
8	Motion to Personnel	Paul			
9					
10					
11					
12					
13					

POST MEETING NOTES: