

First Parish UU Beverly, MA	Parish Board
Date: 05/22/07	Next Meeting: 06/12/07 at 7 pm

Facilitator	Sylvia	Clerk	Doug
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Attendees					
	Name	Role		Name	Role
√	Doug Baumoel	Chair	√	Sylvia	Minister
√	Paul Knight	Vice Chair			
√	Maureen Driscoll		√	Deb Sweet	Religious Education
√	Carol Jones			Gina Coburn	Finance
√	Laura Corey			William Hines	Finance, Invest.
	James Mitchell		√	Jon Roussel	Membership
√	Lynn Willenbrock		√	Paul Willenbrock	Cap Campaign

Time	Meeting Agenda
7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In - Clerk :
7:10	Approve Minutes of 3/27/07 and 4/24/07
7:15	Accept Reports: Minister, DRE, Staff, Finance, Treasurer
7:20	Discuss Annual Meeting & Minutes
7:30	Membership – Discuss types, requirements, benefits, policies, By-Laws, Coord. Guest – Jon Roussel
7:45	Capital Campaign Update – Guest Paul Willenbrock
8:00	Board Leadership Track – Triumvirate or 2 year? – Consider 4 yr. track. Laura says – don't step on Bylaws. Sylvia says we can vote to suspend by laws to allow a 4 th year. We need a Cong. Meeting to vote on this in the Fall. Laura wants Trinity.....
8:15	Review Key Initiates for follow-up
	Church Mutual Insurance policy
	Date for Leadership Retreat
	Stewardship
	Policy Manual
	Volunteer Coord Committee
	Committee Structure – Put PR on top of list
	Appraising Silver
	Asset Report for Annual Report
9:00	Closing words / Adjourn

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Time	Meeting Minutes
7:00	Welcoming Words and Chalice Lighting
7:05	Personal Check-In - Clerk : Doug
7:10	Approve Minutes of 3/27/07 and 4/24/07 – Vote to Approve was Unanimous, with additions of attendance. Minutes will be adjusted and sent to Paula for archiving.
7:15	Accept Reports: Minister, DRE, Staff, Finance, Treasurer – Minister: Discussion about uua principles questionnaire – decided to run as summer session in coordination with a summer service. Sexton: discussed boiler situation – Now we know that it is indeed req'd, Sylvia will tell Paul to get quotes. Official report to go to Karen Menezes through Paula. Finance & Budget: We haven't had finance and treasurer reports for months. Doug to send note to Gina & Will. Motion to accept reports was Unanimous for Minister, Sexton, DRE reports.
7:20	Discuss Annual Meeting & Minutes – Great job Laura.... Motion to Approve Minutes with spelling corrections was Unanimous.
7:30	Membership – Discuss types, requirements, benefits, policies, By-Laws, Coord. Guest – Jon Roussel Request membership explore other categories and rules for membership – Voting, Non-voting, Student, Suspended, etc. Membership should explore what other churches do. Consideration must be given to not complicating the ability to achieve a quorum (25% of Members) easily. Jon and Doug to speak offline to explore some additional ideas. The goal is to increase membership, increase pledging, increase dues payment, increase involvement and commitment.
7:45	Capital Campaign Update – Guest Paul Willenbrock – State of Cap Campaign – Great presentation, complete & upbeat. Paul indicated that due to health problems, he will cannot lead the group in the next several months and we wish him all best. Doug pointed out that the Capital Campaign work must be done conservatively and look at today's snapshot of the church community and its ability to raise funds. However, growing membership and increasing our community profile may positively change the equation – resulting in increased fundraising ability. As a church, we need to focus on PR & Membership to leverage the work of the Capital Campaign. Lynn pointed out that it is also crucial to keep a focus on differentiating Pledges vs. Cap. Campaign donations. Paul replied that this is being done in all their interactions and that this understanding must indeed continue throughout the church body.
8:00	Board Leadership Track – Triumvirate or 2 year? Laura pointed out that Triumvirate or Trinity may not be the best descriptors of the suggested leadership track and suggested simply – Three Year Leadership Track instead. All were in agreement. Much discussion was had around the benefits of 4 year board terms to all for a 4 year Leadership track, where the first year was as a regular Board Member. Doug pointed out that there are benefits to nominating someone to the board specifically for the 3 year track and, as the nominating or volunteer coordination process improves maybe we can add some flexibility to this. Laura cautioned that whatever we do, we cannot ignore or step-on the by-laws. Sylvia agreed, but advised that we must have a congregational meeting to vote to suspend the relevant by-laws in order to allow a 4 th year when necessary in order to try new ideas. It was acknowledged that if Paul is to be Chair next year and maintain a position on the board in a new role (eg. Chair Emeritus) he will need approval for a 4 th year.
8:15	Review Key Initiates for follow-up
	Church Mutual Insurance policy – Motion to switch to CM was Approved Unanimously
	Date for Leadership Retreat – Maybe 8/11 Sylvia will send email

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	<p>Stewardship drive – Commit to making priority for next year. Try to read Beyond Fundraising / Wayne B. Clarke</p>
	<p>Policy Manual - Always in process. Sylvia will arrange for printout of latest edition for next board meeting.</p>
	<p>Volunteer Coord Committee – Make final push for committee structure presentation for next board meeting by Laura, Ron and Doug Task Force.</p>
	<p>Committee Structure – Task force should consider P.R. as a top priority.</p>
	<p>Appraising Silver – Lynn graciously accepted the responsibility to get info by next meeting. She will approach Elizabeth for the information, Sylvia will back her up with the information she has and Lynn will contact the prior appraiser and get an estimate for an updated version – hopefully by next board meeting so we can potentially vote funding for work over the summer.</p>
	<p>Asset Report for Annual Report – Motion to charge Finance Committee to include Asset valuation in Annual report was passed Unanimously</p>
	<p>Next Board Meeting: June Board Meeting on the 12th.</p>
9:00	Closing words / Adjourn

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Action Items – Open					
#	Description	Assigned	Due	Status	
1	Send adjusted old minutes to paula	Doug			
2	Coord. Workshop on UU Principles w/Summer worship.	Sylvia			
3	Paul to get quotes for boiler up-to-code work, and get Karen M. all reports.	Sylvia			
4	Inform Will and Gina that we haven't seen Finance and Treasurer's reports for a while.	Doug			
5	Membership tasks as outlined in minutes	Doug			
6	Get commitment for incoming Vice Chair	Doug / Paul			
7	Implement Switch from Emery insurance to CM.	Maureen, Sylvia			
8	Suggest 8/11 for leadership retreat at 67 Boyles St.	Sylvia			
9	Read and Report 'Beyond Fundraising'	Paul			
10	Volunteer Coord / Committee Restructuring Task Force final push for plan for next meeting	Doug / Laura / Ron			
11	Lynn to get quote for Silver Appraisal for next meeting	Lynn			
12	Inform Finance about requirement for Asset information on Annual Report	Doug			