

FINAL
First Unitarian Society of Milwaukee
Minutes of the Board of Trustees meeting
February 22, 2021

Present: Mark Bender (President), Jane Cliff (Vice President), Mike Hogan (Secretary), Dianna Dentino, Ben LeFort, Melinda Vernon, Mark Miller, Rollie Hanson (Recording Secretary), Jane Pederson, Reverend Jennifer Nordstrom (Senior Minister), Jean Johnson.

The meeting was conducted via zoom due to COVID-19 concerns. The meeting was called to order at 6:03 PM by Mark Bender.

1. Reviewed minutes from January 26, 2021 Board Meeting. **Motion to accept: Melinda/Jane Cliff; approved unanimously**

Board Monitoring 4.6 Asset Protection(Jean Johnson)This is the first year for the board to interpret this policy and monitor at the same time.

Next year will likely be a hybrid year and it remains to be determined when we will be back in the building.

4.6.1 Reviewed declarations for coverage. Discussion whether 5.6 million is at least 90% replacement value of the building. Jean Johnson advises there is no recent estimate or appraisal of the building. Building is currently insured at \$5.9 million. Insurance company views \$5.6 million as 100% coverage. There is also coverage of \$902,000 for personal property.

4.6.2 Employees handling cash undergo background checks. Jean will check on \$20,000 liability limit.

4.6.3 calls for facility condition report. This requires evidence the building is being maintained and the money spent on items. Board to receive report this year.

4.6.4 Unnecessary exposure to claims of liability or risk to non-profit status. Jennifer has started a spread sheet for reports of lobbying by Social Justice Council to help monitor activities. Reverend Jennifer states most of non-compliance happens on social media, particularly Facebook. Church has 4 administrators to monitor and remove non-compliant postings. 4.6.5 Competitive bids for purchases over \$10,000.00 Mark Bender indicates solar panels were a reasonable expense exception for purchases over \$10,000.

4.6.6 Intellectual Property ownership

Reverend Jennifer advises that First Church has made efforts to clarify intellectual property ownership/copyright material with Tristan Strelitzer, Kimberlee Tomczak Carlson and Alissa Rhode so we know who owns what, when, where and why. This protects First Church without infringing on employee rights.

4.6.7 Protection of Intellectual Property/Assets

FUSM is taking steps to add and to protect intellectual property including a review in February 2021 of the process by a member of the congregation who is an attorney. Jean will investigate how to get any necessary copyright symbols on website or other content

4.6.8 Asset and data protection (physical and electronic)

Documents and applications are now stored on cloud services, Microsoft and Amazon Web services.

4.6.9 Controls/process for funds to meet Board approved auditor standards

Jean Johnson attests to compliance for financial controls and processes for receipt, process and disbursing funds under 4.6.9.

4.6.10 Prudent and comprehensive investment policy

BOT acknowledges investment policy from last year. Church investments are in line with socially conscious investment guidelines

4.6.11 Invest and hold of operating capital

First Church maintains funds for two months of operating expenses in FDIC-insured accounts.

4.6.12 Congregation's public image or credibility

Senior minister has responsibility relevant to the congregation's public interest image or credibility. FUSM also has a comprehensive communication plan.

4.6.13 Policies for safe and appropriate building usage.

A new plan will be presented to BOT in December 2021.

Discussion about whether the report should come in September 2021.

Fall is very busy and December is a good normal reporting time.

Board discusses/acknowledges time frame for December report.

Motion to find Reverend Jennifer's interpretation of 4.6 to be reasonable. (Peterson/Hanson); carries unanimously.

Motion that the board has seen sufficient evidence presented that we are in compliance with the limitations of 4.6. (M Miller/Cliff); carries unanimously.

2. 4.8 Monitoring Senior Minister well-being

Reverend Jennifer takes her day off most weeks but not all. When she works on her day off, she takes a ½ day off the following week around 50% of the time. Board would like to see Sr. Minister more fully use available time off.

Reverend Jennifer has taken 6 out of 8 full weeks of vacation available this church year, 5 in the summer and one between X-mas and New Year and a few extra days. So, she is close to 80% of her allotted time.

This is year 5 of her ministry. It is recommended to take sabbatical in years 5 –7, next church year won't work, so year 7 is the goal for Sabbatical.

BOT recommends using a full-time fill-in minister during Sr. Minister Sabbatical.

Motion to find Senior Minister largely in compliance with 4.8.(Hanson/LeFort); carries unanimously

3. 4.9 Monitoring Communication and Support of the Board
Following discussion, **motion to find Senior Minister in compliance with limitation of policy 4.9. (Hogan/ Vernon); carried unanimously.**

4. Monitoring Policy 3; following discussion, **motion to find that it is in compliance with Policy 3 role in regard to the Senior Minister relationship. (LeFort/Cliff); carries unanimously.**

5. Monitoring Policy 2; Sub-team update (Mark Miller and Rollie Hanson)

Sub-team proposes Board to do broader self-evaluation and raises question whether FUSM Admin Staff or other outside persons should also do an evaluation.

General discussion regarding new style of governance. It is generally felt that board is learning and growing and no outside evaluation is needed at this time.

Rollie Hanson suggests the Sub-team come back with further evaluation/ suggestion for broader type of evaluation at next BOT meeting.

6. Senior Minister's Report

Reverend Jennifer is covering Pastoral Care calls while Reverend Dena is on vacation. Reverend Jennifer has asked Deb Solis to work some hours on membership tasks, as there has been less participation by Youth, and OWL is canceled during the pandemic. FUSM is getting good numbers in regard to people viewing sermons every Sunday. Anti-racist group is meeting and looking at what they can do in the congregation.

7. Senior Minister Performance Assessment Process

BOT must complete the Senior Minister Performance Assessment form and meet in the next two weeks to review the results.

Board members agree to each complete assessment form by March 9, 2021, and email evaluation to President Mark Bender. Evaluation will be delivered to Reverend Jennifer prior to March BOT meeting.

- 10 Other Business

Jane Cliff says the March Chanticleer will include an article with graphics on the congregational survey.

Jean Johnson suggested e-blast with links to the charts Ben LeFort completed regarding the survey.

Mike Hogan states he will step-down from Executive Board succession due to time commitments elsewhere. He will continue as the secretary for the nominating committee.

We have Feast for Funds issue coming up on the agenda

11. Adjournment

Motion to adjourn (M Miller/Jane P.)

Meeting adjourned at 8:14 PM (Unanimous vote)