

**December 11, 2017 - All Souls Church Board of Trustees
Minutes of Meeting – Organizational Meeting**

Called to order 7pm by Fran Jackson, Board Secretary

PRESENT:

Anne Bradley, Trustee
Russell Cross, Trustee
Robert Jayes, Trustee
Patricia Lambert, Trustee
Tim Rhodes, Trustee
John Schuettinger, Trustee
Esther Strongman, Trustee
Tracy Zopette, Trustee
Fran Jackson, Secretary

NOT PRESENT:

Georgia Yuan, Trustee

Shared Reading: 2017 Covenant of the Board of Trustees and Officers
Lighting of the Chalice: Robert Jayes

PROCEEDINGS:

1. Convening of the meeting by Secretary Fran Jackson
2. Agenda item 2 Approval of Agenda. Agenda was amended and approved to include the following three items from the proposed December 13 agenda.
 - a) Designate committee (personal or ad hoc) to begin benefits review, including completing benefits tune-up workbook recommended by UUA for all congregations, discuss scope of review (requested by Tracy Zorpette).
 - b) Introduction of Board covenant to finalize at February workshop. (requested by Tracy Zorpette).
 - c) Introduce idea of deep dive topics for 2018, to be finalized at February workshop (requested by Tracy Zorpette).
3. Agenda item 3 the Election of 2018 Board Officers. By acclamation, Tim Rhodes was elected Board President. The newly elected Board President Tim Rhodes presided over the rest of the meeting including the election of the following vice presidents: Russell Cross, Board 1st Vice President; Tracy Zorpette, Board 2nd Vice President; Patricia Lambert, Board 2nd Vice President.
4. Agenda item 4 the review and discussion of board binders for new members. Tracy Zorpette led the discussion. By-laws from the December 10, 2017 congregational meeting need to be added. The ASC BOT roster also needs updating. Tracy asked Fran Jackson to follow-up with the updates.

5. Agenda item 5 the discussion of Board Committee Appointments and Liaison Assignments (internal and external)

a) Discuss agendas for the year for these committees

b) Discuss revising personnel committee terms of reference

Tracy Zorpette led the discussion clarifying Board Committee Appointments (BOT only) and Liaison Assignments (BOT and congregation members). The board recognized that there will positions in several committees that will need to be filled by members of the congregation for the coming year.

Trustees were encouraged to review their binders and be prepared to express their interest in committee assignments at the next board meeting on December 13, 2017.

6. Agenda item 6 designate committee (personnel or ad hoc) to begin benefits review, including completing benefits tune-up workbook recommended by UUA for all congregations, discuss scope of review. Tracy Zorpette led the discussion. The UUA has created a workbook and designated a staff member to assist congregations in this process.

7. Agenda item 7 introduction of board covenant. Tracy Zorpette explained that the current covenant was created by individual recommendations from last year's board and asked trustees to consider suggestions they would want to make for a 2018 board covenant at the February workshop.

8. Agenda item 8 introduce idea of deep dive topics for 2018 to be finalized at the February workshop. Tracy Zorpette shared that "deep dive" topics are something Dave Pyle suggested for boards to use to take a deeper analysis of their performance and the health of the congregation. Such a topic could be transparency and/or communications. Board members were encouraged to suggest a topic for consideration at the February workshop.

Meeting adjourned 8:30.

NEXT MEETING DATE: December 13, 2017 (regular board meeting)

Minutes submitted by Fran Jackson, Secretary