President Andy Turner called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:34pm on Wednesday, May 12, 2021.

**Trustees Present:** Andy Turner (president), Matt Hare (vice president), Diana Nier (clerk), Kim Wilkinson, Therese O'Connor, Simon Catterall, Elton Hall, Lyn Staack, Jennifer Streid-Mullen (co-treasurer, ex officio), Walt Peck (co-treasurer, ex officio), and Rev. Margaret Weis (minister, ex officio). Carsten Hess joined at 7:29pm.

**Trustees Absent:** none

**FUSIT Members & Guests:** Michelle Waffner, Emily Richards (DRE), Fred Balfour, John Gaines, Don Barber, Jens Wennberg, Nancy Miller, Rich Andrulis

**Handouts:**

* [Pastoral Care Agreement with Rev. Darcey Laine](https://docs.google.com/document/d/1W6oD3qHkF6reABCnCgSAfpcR_COtV0Ze/edit)
* [FUSIT Website, Email, and Social Media Policy](https://docs.google.com/document/d/1ZkOouRjybFD5bXUuMSKaYjNsY3AzEkjwRbB3YWbONQE/edit) (current)

**Agenda Item # 1: Opening Reading and Consent Agenda Approval**

Andy Turner lit the chalice and read a selection. Round robin checking in.

**CONSENT AGENDA ITEMS:**

* Approve the minutes of the May 5, 2021 Board of Trustees meeting, shown in the Board of Trustees Google Docs folder as of the date and time of this meeting

**MOTION**: Approve the Consent Agenda Items. Moved by Therese O'Connor, seconded by Simon Catterall. **PASSED.**

**Agenda Item # 2: Congregational Communication Period**

* Jens Wennberg provided a Stewardship update. Pledges continue to come in slowly, and Stewardship is coordinating with Membership to make sure all new members have received pledge requests.

**Agenda Item # 3: Minister's Report and Upcoming Dates**

(Newsletter deadline this Thursday, May 13, 2021.)

**Reverend Margaret updated the board on:**

* Leadership Development Summit on May 8 was successful, with about 30 participants
* Rev. Margaret recorded all the sessions and is working to make them available to anyone interested
* Therese recommends that the Board use Laura Free's presentation on Partnership Governance as part of the onboarding training

**Agenda Item # 4: BOT Onboarding Process**

* Fred reported that the Nominating Committee's official mission is to promote a culture of diverse leadership within FUSIT, not just to nominate candidates.
* As such, NomCom would like to meet with continuing and incoming Board members to create a syllabus of onboarding training and
* Two meetings in May and June. Fred will send out a Doodle poll

**Agenda Item # 5: Interim Search Report**

* Team is in the midst of interviews and excited about the candidates. Final interview will be Friday, May 15
* Team will then rank candidates and send the list to the Transition Office. On Monday, May 17, the Transition Office will receive the candidates' ranking of congregations
* Hopefully on Tuesday the Team will be informed which candidate is our best match
* The Board approves Jennifer and Walt, acting as co-treasurers, to negotiate the terms of the offer
* Discussion of how to announce the interim minister to the congregation, given there will not be a summer newsletter between June and September. We won't have the results in time for the June newsletter, and will make a special announcement instead.
* The Board has tentatively scheduled a meeting on Wednesday, May 19 at 6:30pm to approve the candidate and the offer

**Agenda Item # 6: Summer Plans**

* Amber Harris has offered to oversee one summer service. Two other volunteers are still needed in order to put on one service per month.
* Rev. Margaret has the draft contract for Rev. Darcey Laine to perform emergency pastoral care between June 15 and August 1
* The only staff member who will have regular hours during the summer is Michelle Waffner, as the congregational administrator. Emily and Loretta will both be on vacation
* It would be helpful for Walt and Michelle to have a few meetings during the summer, and/or for a Board member to take point as a contact person
* Once the interim minister arrives in August, they will begin to plan for the coming year
* Rev. Margaret presented the contract for Board review.

**MOTION:** The Board approves the signing of the Emergency Pastoral Care Agreement with Rev. Darcey Laine for June 15, 2021 to August 1, 2021. Moved by Elton Hall, seconded by Matt Hare.

**Discussion of the motion:**

* John Gaines suggested clarifying that Rev. Laine will be an independent contractor, not an employee of FUSIT. Language to that effect was added.
* Nancy Miller provided Madonna Stallman's name as the Care Team contact person.

Motion **PASSED**.

**Agenda Item # 7: Finance and Budget Update**

* No changes since the previous week's meeting

**Agenda Item # 8: Communication Procedures**

* Therese reported on problems she's noticed navigating our website, and how these are related to a lack of clarity in who is responsible for maintaining, updating, and organizing our online presence
* Rev. Margaret and Michelle have been discussing this issue, with the goal of cleaning up some clutter on the website
* There has also been staff discussion about what information should be accessible on the website and what information should be kept private on Breeze. One goal is to prevent spam deluges to members whose emails are posted on the website
* Extended discussion about the best way to update the website and maintain it
* Current conclusion: Michelle will spend some of her summer hours contacting various people for help updating team and committee webpages, and the Board will remain available for advice and support
* The Board will consider additional support methods if Michelle requests them

**Agenda Item # 9: Annual Meeting Prep**

* Kim has volunteered to help organize and run the meeting. Andy and Matt have volunteered to help.
* We need to pull together the minutes from the 2020 meeting and various other documents, as well as an updated member list
* Michelle should host the meeting via the FUSIT Zoom account, with some co-hosts to help check in people in various alphabetical groups
* Meeting starts at 6:00pm, waiting room should open around 5:45pm
* Announcements must contain agendas and explanation of voting procedures, and must go out

**Agenda Item # 10: Plans for 2021-22**

* Are hospitality teams ready to restart in the fall if/when we resume in-person Sunday gatherings?
* John Gaines reports that Hospitality Teams are currently in limbo and John himself is stepping back in order to join the Board. They will need to be reconstituted, likely in concert with the interim minister
* This is more of a Ministry area than a Board/policy area, but the Board wants to remain informed
* Our 2021-22 budget commits us to two fundraisers equivalent to the February 2021 Service Auction, presumably two mostly online Service auctions (one in the fall and one in the early spring)
* It's unclear that we can make a Recycle Sale work online, but if we can resume in-person gatherings in the fall, new avenues open up to us
* Kim suggested a collective yet spread out garage sale, where individual households (or small groups of households) throw their own garage sales and contribute the proceeds to FUSIT

**Agenda Item # 11: Meeting/Action Summary for Communication**

* Diana will send out a summary

**MOTION TO ADJOURN**. Moved by Therese O'Connor, seconded by Diana Nier. **PASSED**.

**Meeting adjourned** at **8:05pm.**

Minutes taken by Diana Nier, 5/12/2021.