

**First Unitarian Society of Ithaca
Board of Trustee Meeting Minutes
July 18th, 2023**

Don Barber (Outgoing President) called the regular monthly meeting of the Board of Trustees (BoT) to order at 6:38 pm on Tuesday, July 18th, 2023.

Trustees: Fred Balfour (President Elect), Don Barber (Outgoing President), Valerie Graves (Clerk), Rene Rogers, Megan McCormick, Margret Nichols (Vice President Elect), Tom Coakley

Ex- Officio Members of the Board: Emily Richards

Absent: Walt Peck (Treasurer, ex-officio)

FUSIT Members & Guests: None

Handouts:

- [Board Feedback from OAT 071323 Meeting](#)
- [Board Roles and Responsibilities from BPB](#)
- [Liaison Background Info](#)
- [Parliamentary Procedure Proposal](#)
- [Previous Agenda Setting Resolution](#)
- [Previous BOARD COVENANT](#)
- [Professional Etiquette](#)

Agenda Item # 1: Welcome and Chalice Lighting

Fred Balfour lit the chalice and read a selection.

Valerie Graves reminded and informed Board members of the development process for meeting minutes. They are publicly available, but members are asked not to view or make changes until the draft is edited and they are notified that the draft minutes are available for review.

Don Barber reminded members of where to find the meeting link for the zoom meeting.

Action Item:

Valerie Graves will let Michelle Waffner know to include the link in the weekly announce the week before the meeting, since the announce goes out on Wednesdays.

Agenda Item # 2: Congregational Communication Period

There were no congregants/guests present at the meeting.

Agenda Item # 3: Changes to Agenda

Everyone should look at the agenda and sign off on it before the meeting.

OAT has made some requests of the Board; An agenda item was added after the “Roles of The Board from the Board Policy Book (BPB)” agenda item.

Agenda Item #5: Consent Agenda

Consent agenda items:

- [W Treasurer's Report, July 2023.docx](#)
- [DRAFT - Board Meeting Minutes 062123](#)
-

Motion: A motion was moved by Margaret Nichols and seconded by Megan McCormick to accept the consent agenda.

The motion passed.

Agenda Item # 6: Board Covenant

The Board covenant was put together by the 2020-21 board and has been accepted for the last two years - if it is adopted we are committed to abide by the covenant.

Motion: A motion was moved by Fred Balfour and seconded by Rene Rogers to adopt the Board covenant.

The motion passed.

Agenda Item #7: Election of Officers

Fred Balfour has expressed willingness to be Board President.

Valerie Graves has expressed willingness to continue as Clerk.

Walt Peck has expressed willingness to continue as Treasurer.

A nomination is needed for Vice President. Don Barber shared that he will not run for president so that he can focus on OAT, but he will still be on the board in a supporting role to the new president. Megan McCormick shared that she will not run for a position as she is new to the Board and has a new baby at home.

Rene Rogers nominated Margaret Nichols for Vice President.

Motion: A motion was moved by Valerie Graves and seconded by Megan McCormick to elect Fred Balfour as president, Margaret Nichols as vice president, Valerie Graves as clerk, and Walt Peck as treasurer for the 2023-2024 church year.

The motion passed.

Fred Balfour requested that Don Barber continue to facilitate this meeting because he had a power outage at home before the meeting and was unable to prepare as much as he would have liked. Don Barber agreed and continued to facilitate the meeting.

Agenda Item #8: Liaisons Between Board and Committees

The previous board discussed expectations for liaisons but they were not adopted. The Board can have liaisons with ministry partnership teams - Ministry Visioning Team (MVT) and Operations and Administrative Team (OAT). Board committees should also have liaisons: Personnel, Finance, Endowment, Stewardship, Communication Policy, and Governance committee (GovCo). The general expectation of the liaison is to act as a link or intermediary between team/committee and board, monitoring board activity that is relevant to the team/committee and vice versa, in order to promote effective communication and collaboration. The expectations do not have to be adopted and they can be adjusted. Members were asked if there were committees to which they were interested in being a liaison.

Fred Balfour shared that he would like to be the liaison to both the finance and endowment committees. He is hoping to focus on income rather than just expenses in the coming year.

The MVT group has expressed that they do not want to add another member, so Emily Richards will act as liaison to that team.

Don Barber is on OAT and therefore will serve as liaison. He will also continue as liaison to GovCo.

Margaret Nichols discussed the current status of the communications committee. Three of the members, Marie Benedetti, Margaret Nichols, and Nancy Miller were planning to rotate off the committee. It was formed as an ad hoc committee so it was not clear if it would be continuing to meet. Margaret shared she was willing to be a liaison if the committee is still needed.

Discussion:

- What was the original charge of the communications committee?
Response: To focus on improving communication between the board and the

congregation. Then more work came up when there were issues with the use of breeze and email lists.

- Are there more issues for that committee?

Response: Things have come up in OAT that would be taken up by this committee.

- Communication issues never go away. It is worth keeping the committee running.

Generally, communication has not been done well within the church.

- Policy is the realm of board committees - some issues the committee dealt with in the past were operational, such as managing breeze and social media. Maybe the communications committee can work on policy rather than operational issues.

- The committee has been writing policy. Which falls in the purview of the Board and then the ministry works within the policy.

Response: The workload should lighten over time if the committee focused on policy. In the past, procedures were also written in this committee.

- Once the outreach and engagement team is formed, there will be a lot of communication issues to discuss as well. The team and committee will have to sort operations from policy.

- An engagement and outreach coordinator was hired - her name is Miranda Bianchi, and she starts in September. She has experience with outreach and social media.

- How do we find volunteers for the communications committee?

Response: Loretta Heimbach and Michelle Waffner are on the communications committee as well.

- Maybe Miranda Bianchi could come to the meetings periodically as well.

Margaret Nichols agreed to be the board liaison to the communications committee and can audit the meetings and provide copy editing support.

- The gratitude dinner for staff and leaders was fabulous - would the stewardship committee be a good liaison position for Rene Rogers, who organized the dinner?

Rene: It would be a good choice - is it a one year commitment? How often do they meet?

Responses:

- The liaison position is a one year commitment, but the individual should be happy in the position.
- The stewardship committee typically meets February through the end of April, and would sometimes meet weekly for an hour, usually in the late afternoon/evening. The day of the week for the meetings was based on everyone's schedule.
- The liaison doesn't have to go to every meeting if some are just work sessions. And the committee may have some meetings this fall. During the campaign, progress will be announced early in the meeting, so the liaison may not need to stay the whole time.

Rene: Is that the committee that will be charged with additional revenue sources?

Response: No, that will be the work of the finance and endowment committees.

- Tom Coakley is considering being the liaison to stewardship as well. They can both think about the position and it can be decided next month. Tom prefers stewardship to personnel, which also needs a liaison, because he is not available at the personnel meeting time.

Discussion:

- Personnel meetings are held on Saturday mornings - and they met often this past year. The meetings should be back to once a month this year.
- The monitoring function of the board has been a focus in the past year. Monitoring and helping the committee develop good reports should be part of the liaison role.

Action:

Fred Balfour will put together a slate of names for liaison positions to be discussed and approved at next month's meeting..

Agenda Item # 9: Board Roles in the BPB

The board responsibilities from the bylaws were read through. The annual work products and less frequent work products were also listed. Usually one board member took on the role of distributing the open questions and gathering and compiling the data from the congregation. The annual vision of ministry (VoM) has been done in spring for the last couple of years, in order to inform the budget discussion. The VoM is developed together with MVT.

Evaluation is a large part of the annual work products of the board. This past year MVT and OAT were still being developed and clarified, so the evaluation process was minimal.

Discussion:

- Is one board person responsible for each work product?
Response: No, the whole board is responsible. But one person could take on most of the responsibility.
- Do the members need to decide now, which products they might want to lead?
Response: No, the board is just laying the framework for the coming year.

Another work product is the budget. The board reviews the budget to ensure it aligns with the VoM and presents it to the congregation for approval.

For the less frequent products - some are not applicable, such as evaluating the minister. If a strategic plan is developed it would be the first time in 40 years. Recent boards have adopted a mission statement and purpose. Those could also be part of the open question process.

Agenda Item # 10: Issues Elevated by OAT:

Human Needs

An individual affiliated with FUSIT had some needs. FUSIT has a human needs fund with \$500 to offer an individual, but that was not enough in this case. There was discussion with Nancy Doldge about more funds or a gofundme campaign. The question is about policy - if a person affiliated with the church wanted access to the human needs fund, but also needed more money than FUSIT could offer, how should the communication go out to the congregation. OAT would like the board to ask the communication committee to discuss applicable policy.

Discussion:

- Did the request go out to the whole congregation?
Response: It was released through the listserv, which may be a proper use of listserv. FUSIT also has an internal Facebook page that could be used.
- If FUSIT had a policy, the board wouldn't need to discuss options.
- FUSIT was a human needs fund? And the minister has the discretion to use the fund?
Response: In the absence of a minister, an appointed member of the congregation can decide on the use of the funds. The human needs fund may not be in the BPB, but it may be on the website.

Alcohol Use in our Spaces

There are groups that rent our space that would like to serve alcohol. OAT would like to request legal counsel to discuss the use of alcohol in our spaces. For liability and insurance, permitting alcohol is not recommended - if there is an accident, someone would sue. However, we serve alcohol at some events. OAT proposes we ask an attorney about an indemnity clause.

Motion A motion was moved by Megan McCormick and seconded by Rene Rogers to allow officers of board to contact our attorney about an alcohol use indemnity clause..

The motion passed.

Memorial Service Policy- September meeting

The member and family definition for memorial services has not been officially adopted. OAT would like to put together a protocol based on the policy once the policy is adopted and will bring the policy forward to the board in September.

Agenda Item # 10: Retreat Agenda

The board settled on Saturday, August 12th for the board retreat and the timing will be some amount of hours between 9am and 4pm. Board members were asked what they think should be covered. There are no motions or formal decisions made during a retreat; it is an opportunity to think generally and broadly. It is a time for high level visioning and a chance to get to know each other.

Discussion:

- Will the meeting be hybrid?
Response: Yes it will be hybrid in order to include Tom.
- Do we know the location?
Response: Megan McCormick offered to host.

Action Item:

Fred Balfour and Megan McCormick will decide on a location outside of church. They will also work on connection activities and food - Megan has been part of team building activities with other boards. They will develop the agenda and structure of the retreat.

- Is there any historical information on the strategic plan available?

Action Item:

Don Barber will share historical information on the strategic plan with Fred Balfour so it can be included in the retreat.

- Are individuals other than board members invited?
Response: It would be helpful if Emily Richards came, at least for the part of the day, to represent the ministry side of the organization.
- One topic could be revenue ideas. The finance and endowment committees are struggling with a revenue plan. The board could provide a framework.
- Walt Peck would like to attend the retreat as well and talk about finance.
- *Side topic: It might be helpful to understand the ex-officio board member role. Are they expected to attend board meetings?*
Response: It is part of a paid job for Emily Richards so that she can understand the broad view of the community. She needs to know what is going on with the board.
- One topic could be a big picture view of how a liturgical calendar, social and even revenue producing events, social justice projects, and revenue fit together with how we are viewed and known in the community.

- It might be helpful to meet with OAT and MVT early in the church year to make sure we are all focused on similar priorities after they are better understood from the retreat.
- UUs do not have a lot to hold onto - just a few rituals - water communion, flower communion.
- Getting to know each other is a great idea.

Agenda Item # 11: Parliamentary Procedure

The parliamentary procedure proposal was in the Board packet.

Motion: A motion was moved by Fred Balfour and seconded by Megan McCormick to adopt the parliamentary procedure proposal.

The motion passed.

Agenda Item # 12: Agenda Establishment Process

There is a resolution on the agenda establishment process in the board discussion packet. The board comes together as equals. The draft agenda is put together two weeks before the board meets so all trustees have a chance to weigh in on topics and the time allotted. If, when going through the agenda at the meeting, the allotted time for a topic is up, the group should be made aware to see how they want to proceed. There are options, such as ending later, postponing some agenda items to the next meeting, ending the discussion and taking it up at a later time, etc... The board will try to keep the meeting time to 90 minutes. Last year we were usually under 120, and sometimes ended after 90 minutes. This resolution can be edited if needed.

Motion: A motion was moved by Megan McCormick and seconded by Valerie Graves to accept the agenda establishment process.

The motion passed.

Agenda Item # 13: Adopt Slack as Communication Channel

The board has an email address, but it has been hacked and it is easy to accidentally forward a message to someone who is not privy to the content. For the past few years, the Slack app has been used for internal board discussions that require confidentiality and to lessen discussion time in meetings. It might be helpful to go over the use of Slack at a meeting or during the retreat. Members need to commit to checking Slack or setting up alerts if it is agreed that it will be used as a communication tool.

Action item:

Valerie Graves will add new board members to Slack if it is agreed that it will be used.

Discussion:

- It makes sense to use the app and it is easy to use. It can sometimes be overwhelming.
- It would be helpful to know how to set it up so that the user is alerted when there is a message.
- Members may need to give some kind of response when they have read a message so that others know.
- A quick review of how to use Slack and some of the useful features would be helpful.
- As part of professional etiquette between trustees, if it is adopted, everyone should respond within 48 hours.

Action Item:

Valerie Graves will contact Therese O'Connor for a tutorial on Slack. The tutorial could be recorded or she could come in to help. Specific topics: how to set up notifications and the types of notifications; Is there a way to show that something has been read?; Confirm the length of time before items are deleted and how to delete information from last year; go over features: channels for topics, smaller conversations... and settings - function of the carriage return.

Agenda Item # 14: Introduce Professional Etiquette Between Trustees

Motion: A motion was moved by Rene Rogers and seconded by Fred Balfour to adopt the professional etiquette proposal.

The motion passed.

Agenda Item # 15: Closing Words

The closing words were read by Fred Balfour.

Meeting adjourned at 8:06pm.

Minutes taken by Valerie Graves, 7/18/2023.

Resolutions and handouts:

Board Feedback from OAT Meeting July 13, 2023

In Attendance: Michelle Waffner, Don Barber, Dick Kurtz, Rod Howe

Individual Fundraisers

Don will ask the board to create a policy for use of FUSIT resources to support FUSIT family requests for fundraising. The Board has adopted a policy, recommended by the Communications Committee, to not use Breeze for any email blast. Could we ask the Communications Committee to recommend the best pathway to notify our community of community members in financial distress?

Alcohol Policy

Some renters would like to serve alcohol at events in our facility. Currently we require renters for a certificate of insurance, naming FUSIT as additional insured if they are serving alcohol.

Don will recommend to the board that we seek legal counsel for language to put into our indemnity clause that is in the rental contract, as an extra safety measure.

Memorial Service Policy

Last year the Board un-officially adopted a member and family definition for the memorial service procedures. OAT would like the board to formally adopt and add this definition to the Board Policy Book.

D. Barber
7/13/23

From Bylaws:

Article IV Trustees

SECTION 4. The Trustees, from their number, shall annually choose a President, a Vice-President, and a Clerk. They shall also choose, but not necessarily from their number, a Treasurer. An Executive Committee of the Board shall consist of the President, Vice- President,

the Board Clerk or another Board member designated by the Board, and Treasurer If the Treasurer is not a Board member, then they serve in an ex officio (non-voting capacity). The Executive Committee shall handle any necessary administrative actions between official board meetings. All such actions shall be reported and may be reconsidered and amended by the full Board.

SECTION 5. The Trustees shall meet at least monthly. Following the Annual Meeting, the Board shall hold an organizational meeting to elect officers and to adopt standard operating procedures to be updated as necessary. Board agendas shall be posted one week prior to a meeting. Board meetings shall be conducted in accordance with Robert's Rules of Order or Parliamentary Procedure for actions requiring a formal vote. Any motion that comes to a vote must receive a majority vote of the full Board for passage. A quorum shall consist of a majority of the full Board. Electronic voting and participation may be used. For voting, real time bi-directional visual and audio is required.

SECTION 6. Board meetings are open. Any member or friend of the Society is free to attend and may participate in discussion when invited to do so by the presiding officer. The chairpersons or their representatives of all duly sanctioned organizations of the Society, the chairpersons of all committees and Ministry Teams, and any employees shall have the right to participate with the Board for the purpose of conference and discussion, but without vote. However, when the Board is in Executive Session, all but voting members of the Board and specifically invited guests are to be excluded from the meeting.

SECTION 8. The Board shall establish and maintain a comprehensive Board Policy Book. The authority of the Policy Book is confined to all aspects of governance not defined in the Bylaws. The Board Policy Book is written with a long-term perspective to establish policies for:

- 1) Specifying mission-related human needs to be met, for whom, and at what cost to recipients.
- 2) The boundaries of methods, practices, situations, and conduct within which methods and activities can responsibly be left to staff.
- 3) The manner in which the Board delegates authority and how it evaluates performance relative to ends (#1 above) and limitations (#2 above).
- 4) The manner in which the Board determines its philosophy, its accountability, and the specifics of its own job. 3

SECTION 9. The Board shall conduct the financial operations of the Society in accordance with the budget approved at the Annual Meeting. As circumstances require, and in consultation with the Finance Committee, the Board may make line item modifications of the budget. Except in cases of emergencies. the overall budget may not be increased without congregational approval at a special meeting called for this purpose.

From Board Policy Book:

1. Board Governance

1.1. Role of the Board

The board will govern primarily by discerning mission; planning; setting goals, monitoring church programs and activities, establishing congregational partnerships to carry out church activities, and holding leaders of the Society, including its own members, accountable for their performance.

1.1.1. Annual Board Work Products

In partnership with the minister, Partnering Teams, staff, and congregation, the board will:

- Produce and adopt an annual short list of Open Questions about the Society's future, as the basis for ongoing planning conversation in the board, with the Ministry Visioning Team and staff and with the congregation at large.
- Produce and adopt an annual Vision of Ministry, consisting of a short list of top-priority areas where the Society will advance its work in the coming year, as a starting point for budgeting and staff planning.
- Produce and adopt an annual Ministry Evaluation of the Society's success or difficulties in achieving the prior year's Vision of Ministry.
 - Produce and adopt an annual, mutual, Performance Evaluation of the minister's, Partnering Teams, and Board's effectiveness in their respective roles.
 - Review the Annual Operating Budget and Capital Budget created by the Budget Team, align the Vision of Ministry with the Annual Operating Budget, and present it to the Congregation for approval at the annual meeting.

1.1.2. Less Frequent Board Work Products

In concert with the minister, Ministry Partnering Teams, staff, and congregation, the board will:

- Produce and adopt a Triennial Evaluation of the minister's performance in their wider pastoral role. (See Section 4)
- Produce and adopt a five-year Strategic Plan, to be updated every three years, consisting of a short list of the most important results the board intends to achieve through the Society's ministry and the strategic choices (regarding program, membership, capital and operating budgets and staffing) the board has made about how to achieve those results. An element of this Plan will assess the long-range financial health of the Society.
- Produce and adopt a Mission Statement, to be updated as needed, that articulates the Society's purpose and related statements (vision, values, and a tagline) to communicate the reasons for the Society's work.

D. Barber 7/11/23

Liaison Background Information

Previous Board's have not created expectations for communicating with Committees of the Board, its Ministry Partnership Teams: Ministry Visioning Team (MVT) and Operations Administrative Team (OAT), and any desired Ministry Teams.

Committees of the Board:

Personnel, Finance, Endowment, Stewardship, Communication Policy, Governance. Note that while the Nominating Committee is titled "committee", its members are elected by the membership and have been treated as an independent group from the Board.

Much of past practice has been that Trustees would serve as liaison to these committees. Due to the number of committees and including more voices in Board discussions, it may be worth exploring having the liaison person come from the committee.

Last Spring the following expectations for liaisons were discussed but not adopted by the Board due to late timing in fiscal year:

The expectations of a Board Liaison are to act as a link or intermediary between the Board of Trustees and Committees or Teams to facilitate communication, collaboration, and coordination between those bodies.

Expected tasks include:

- *Monitor Board activity that might be relevant to the Committee/Team;*
- *Monitor Committee/Team activity that might be relevant to the Board;*
- *Communicate relevant Board agenda topics, actions, documents, discussions, and questions to the Committee/Team;*
- *Communicate relevant Committee/Team actions, documents, discussions, and questions to the Board;*
- *Promote effective collaboration and coordination between the Board and Committee/Team on topics of mutual interest.*

D. Barber 7/11/23

Starting list of committees and teams to consider having a liaison:

- Finance/Endowment
- GovCo
- Personnel
- Communications Policy

- Stewardship
- MVT
- OAT
- Others?

D. Barber 7/16/23

Parliamentary Procedure Proposal (06/24/21)

Overarching Goal: Orderly, efficient, consistent, democratic, respectful process that provides a safe space all for opinions to be expressed.

General Principles:

- Ø Entire Board comes and works together as equals.
- Ø Board establishes rules for conducting meetings.
- Ø Presider is servant of Board and applies Board established rules.
- Ø Members obey presider.
- Ø Except decision by presider can be overridden by appeal.
- Ø If successfully appealed, presider obeys group.
- Ø Members have the right to information for making a decision.
- Ø All actions require a majority vote (5) of the total number of trustees- (9)
- Ø All votes must be made at a meeting. Meetings are open. Members can attend in real time audio/visual.

Parliamentary Procedure

- Ø Presider recognizes a Board member to speak.
- Ø All Board actions require a motion and a second before discussion can begin.
- Ø Presider restates motion after 2nd before discussion begins- (having motions in writing ahead of meeting helps this process step)
- Ø Discussion- one trustee at a time as recognized by presider.
- Ø Ranking of Motions: (note in each case the Board members seeking a procedural action must be recognized by the Presider)
 - Ø Subsidiary Motions: (Table, refer to committee, call the question (limit or close debate), withdraw of motion (by mover only), and Amend) take precedence over pending motion but not Privileged Motions

- Ø Subsidiary motions of: table & call the question are not debatable and not amendable.
- Ø Subsidiary motions of refer to committee and amend are debatable and amendable.
- Ø Incidental Motions: (Request for information and point of order) do not require a second – the chair rules
- Ø Privileged Motions: (Recess, adjourn, and, Fix time to adjourn) are not debatable or amendable- except fix time to adjourn
- Ø Presider recognizes all trustees wishing to speak before second chances.
- Ø Motions can be amended by a motion and second. All discussion is now on the Secondary amendment until it is voted. (note: there is not a friendly amendment process)
- Ø Once the secondary amendment is voted, the main resolution (possibly amended) returns to the floor for discussion.
- Ø Once the main motion is voted on or otherwise handled, the Presider again recognizes a Board member for the next motion.

Motion Description Appendix:

SUBSIDIARY:

- Ø Board member seeks to amend the motion on the floor. Amendment motion does require a 2nd. This motion is debatable. (note: this motion is amendable also)
Majority vote is needed.
- Ø Board member requests the motion be Tabled and discussion cease for now. May not interrupt speaker. Table motion does require a 2nd. This motion goes to immediate vote without debate. Majority vote is needed.
- Ø Board member can seek to end debate by stating “Call the question”. May not interrupt speaker. This motion requires a 2nd, no discussion and is carried by 2/3 affirmative vote.
- Ø Board member asks for the subject matter to be Referred to Committee by stating Refer to Committee”. May not interrupt speaker. This motion requires a 2nd and is debatable. Majority vote is needed.

PRIVILEGED:

- Ø (Recess, adjourn, and, Fix time to adjourn) are not debatable or amendable- except fix time to adjourn

INCIDENTAL:

Ø Board member questions if a procedural mistake has been made by saying Point of Order. May interrupt speaker. No 2nd is required. Presider determines if procedural error has been made and pathway to correct.

Ø Board members makes Request for or Clarification of information. May interrupt speaker. No 2nd is required. Presider determines if more information is needed to have an informed Board with all relevant information for the decision on the floor.

Ø Board member appeals a presider's decision by stating "Appeal Decision". May interrupt speaker. This requires a 2nd. This action is debatable. Majority vote is needed.

Policy Governance Agenda Setting Resolution (adopted by 21-22 and 22-23 Boards)

Whereas, Board responsibilities with Policy Governance are:

1. Goal Setting
2. Long Term Planning
3. Monitoring and Evaluation
4. Policy Creation, and

Whereas, the Board must be ever vigilant to focus its agenda on its responsibilities and not managing operations, and

Whereas, when developing its agenda, the Board needs to list the, up to three, important things for the board to accomplish during a meeting. That list should include items from the Board responsibility list:

1. For Long Term Planning: Agenda Themes can be established months in advance so resource materials can be gathered.
2. For Monitoring and Evaluation, the Board should not overlook agenda time for both self and process evaluation.
3. For Policy Creation, agenda item to add or amend policy to guidance and support and should be framed around: "What guidance might we give that will enable someone else to make decisions of this kind away from the Board table?"

Resolved: FUSIT Board Agenda Setting

1. Agenda setting is an intentional process of the entire Board.
2. Agenda will include the list of, up to three, important things it wants to accomplish.
3. Meeting time goal is up to 90 minutes.
4. Meetings will begin and end with holy UU Chalice Lighting and Extinguishing Chalice space.
5. Meeting Agenda will include an opportunity for congregants to address the Board. But this time will be limited. If additional time is needed, the Board can either intentionally extend this agenda time allotment or schedule a subsequent time to receive this input.
6. Agenda and Agenda packet will be posted in Board shared google doc folder.
7. Agenda for monthly Board meeting will be posted one week before meeting but can be amended at Board meeting.
8. Board Meeting agenda packet will be finalized 48 hours before meeting.

BOARD COVENANT

Revised 8/18/20

We, the members of the First Unitarian Society of Ithaca's Board of Trustees, covenant with each other to foster beloved community as we engage in the work of the board.

As a member of the beloved community, I will treat others with respect.

- I will use "I" statements and speak for myself.
- I will be respectful in words, tone, and body language.
- I will avoid interrupting others and respect the order of persons speaking.
- I will actively listen in order to better understand.
- I will share "air time" and take care how often and how long I speak.
- I will ask questions and check out my own assumptions.

- I will give my full attention to my fellow Board members and the work of the Board during meetings.
- I will assume the best possible motive of others.
- I will be open to feedback from others.
- I will encourage all congregants to actively participate in the life of the Society, and I will lead by example.
- I will hold myself and the group accountable for upholding this covenant.

As a member of the Board, I will abide by Board policies.

- I will place the mission of the congregation first.
- I will join my fellow Board members in creating a supportive climate that welcomes new ideas and supports creativity.
- I will be mindful that Board members may have access to sensitive information that may require careful communication to others.
- I will respect the confidentiality of sensitive information and settings, by communicating clearly about what information or settings are confidential and by agreeing to the boundaries of that confidentiality.
- I will raise disagreements and voice my concerns when needed within the Board.
- I will honor the Board speaking as one voice after decisions are made.
- I will be a positive public voice.

As a member of the Board, I will fulfill my responsibilities.

- I will commit to a shared journey that seeks deeper meaning in our work.
- I will embrace opportunities to contribute while giving space for others to do the same.
- I will follow through on my commitments.
- I will be on time and prepared for meetings.
- I will respect the value of being physically present.
- I will support the chairperson in following the designated agenda, including time allocated for each item.
- I will respect our time and support the chair in starting and ending our meetings at the agreed upon times.
- I will help the Board, Minister, Staff, and Congregation to support and promote the mission of the Society.
- I will seek and actively work toward joy and camaraderie with my fellow Board members.

Appendix #1

Professional Etiquette for FUSIT Leadership Groups and Staff

Please consider this a friendly reminder for all leadership individuals within First Unitarian Society of Ithaca.

The following is constructed in covenant format for all members of the leadership groups including staff, board of trustees, teams, and committees, to ensure respect and responsibility in interactions.

We, the members of the First Unitarian Society of Ithaca's Leadership: staff, trustees, teams, and committees, covenant with each other to foster beloved community.

- In my leadership role, I will fulfill my responsibilities.
- I will commit to a shared journey that seeks deeper meaning in our work.
- I will believe in others' best intentions.
- I will embrace opportunities to contribute while giving space for others to do the same.
- I will follow through on my commitments and immediately communicate with others should something cause me to need to change my commitment.
- I will be on time and prepared for meetings.
- If I disagree with another person(s), I will do so with respectful language.
- I will communicate with others in a timely manner which means answering/acknowledging emails within 48 hours; returning phone calls within 24 hours.
- When I cannot attend a meeting, I will contact the chair or facilitator directly as soon as possible.
- I will be honest with others about any tasks or responsibilities we may be involved in and speak directly to those people involved.
- I will keep my team leader, committee chair, or supervisor apprised of my progress and/or need for assistance.
- I will ensure that confidentiality is maintained where needed and appropriate.

D. Barber 1/31/23

T. O'Connor 1/31/23

