**Board minutes**

**Thursday, September 18, 2014**

**Conference Call**

**Approved December 18, 2014 – Conference Call**

**Board Members Present**

Dennis Wellnitz (Vice President), Paul Pinson (Treasurer), Carla Johnson (Secretary), Nancy Janssen (At Large), Alan Coffey (At Large), Rev Keith Coheen (At Large), Shirley Blakely (At Large), Rev David Pyle (District Executive), Justis Tuia (At Large); Christian Hartranft (At Large)

**Absent**: Lillian Christman (President)

**Agenda**

* Check-in
* Update on Lillian's health
* Opening Words (Rev Keith Coheen)
* Financial Update (Paul and David)
* F&A Committee Report
* Update on report of JPD BoD to the CERG Transition Team (Paul and Dennis)
* General CERG/Regionalization update
* Staff performance assessment
* Working Group reports
* Review of Board liaison assignments (Nancy with respect to DSAREC)
* New Business
* Closing Words

**Motions**

None

**Meeting Notes**

**Treasurer’s Report**

* Paul Pinson has reported that things are on track as of end of August
	+ Rev David Pyle has noticed that there has been an Increase in expenditures
		- deposit for ACE conference center for
		- Travel expenses for both Rev David and Rev Dr Richard Speck in August as they were both covering the district during that time
		- Increased payroll with Sandra Greenfield moving to half time
* Dues have been a little slower to come in than expected for this time of year
* Have had to draw down from reserves a little bit
* Expect to bring this back next month as dues start to come in.
* Cristina Sanchis and Rev David Pyle are working on updating the signature cards for the JPD accounts. All are completed but one.

F&A committee – Rev Keith Goheen

* At some point they will need some direction for Chalice Keeper’s as we move forward with regionalization.
	+ Paul Pinson: last year we met with Joan Priest to talk through the Chalice Keeper’s endowment. The committee doesn’t want to reach out to existing/future donors to change the arrangement for giving grants to non-JPD congregations
	+ Rev David Pyle will be at their retreat at end of month, and will have conversation with them about Chalice Keepers.
* Cristina Sanchis just published the Chalice Lighter’s report

Transition team (Paul Pinson and Dennis Wellnitz)

* JPD summary Report given to executive committee of transition team, who shared with rest of transition team
	+ The team was a little disappointed, but understanding
* All board members gave approval/feedback for the report
* Lillian Christman and Carla Johnson reported concerns on the staffing model which were addressed satisfactorily through email
* Metro New York and St Lawrence are determining if the longer timeframe might be a good idea
* 20th of September is the deadline for the four board feedback
* Fair amount of concern across the boards about the timeline to adopt regionalization

General CERG/regionalization update

* About a week away from having primary contacts defined for the JPD
* Roles and responsibilities description will be available
* Rev David Pyle, Pat Infante and Mark Bernstein will be the primary contacts in the JPD. Pat and Mark will have some responsibilities in Metro New York.
* There are 7 people to play the contact role. Final plan will be 8, possibly 9 long-term. Depends on role of regional lead and whether or not they will have primary contact congregations
* Rev David Pyle will have about 40 congregations, Andrea Lerner will have around 35 for now
* The rest will have 25-30

Staff performance assessment

* Rev David Pyle – plan for current fiscal year
	+ More development based in addition to evaluation based
	+ 2-3 hour block of time for each staff person to review job descriptions and set expectations
	+ 3 month follow-up conference with each person
	+ 6 months afterward for annual review
* Building into assessment: how the staff member functions within JPD team, 360 degree assessment, how the staff member functions within CERG team
* Also considering how to incorporate a level of feedback from the congregations. Thinking through frame and structure of this. Possibly pick 3-4 people with whom to interact.
* Suggestion: Might be a good method to move forward with on the primary contacts
* In Policy governance the board reviews District Executive’s performance.
	+ This is done primarily through monitoring reports
	+ Should we look at DE limitations around staff effectiveness? Board would evaluate this.
	+ Carver doesn’t do much with performance outside of monitoring reports
	+ Hotchkiss model does more with this
* October board meeting will have Rev Scott Tayler and Rev Joan van Beacalare present to talk through covenanting.

Working group reports

* Transition team – already reported
* DE transition team (Justis Tuia and Carla Johnson)
	+ Researching the types of ceremonies that are available, also evaluating music
	+ David feels that there is a sense of needing closure with Rev Dr Richard Speck’s departure. This will inform some of the format of the ceremony
* Policies and by-laws group
	+ No report at this time

Review of board liaison assignments

* Rev David Pyle will attend the DSAREC meeting this month and probably other months as well
	+ October meeting – look at liaison assignments
* Pat Infante (CERG staff) will be attend the GUAREC meeting

Any new business

* Cristina Sanchis is on vacation for the next week and a half.
* Feedback on any meeting experience
	+ Differing Volume between speakers was a little tricky. Many voices were breaking up.
	+ Connection was easy
	+ One of easiest calls technology wise
	+ CERG and UUA are considering switching from FUZE to any meeting
	+ Willing to continue the experiment with this software

Closing – Rev Keith Goheen

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| **Follow up Tasks** |  |  |
| Task | Owner | Date restrictions |
| Need a motion at October meeting for remaining fund – for signature change | Rev David Pyle, Dennis Wellnitz |  |

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| **Meeting Schedule for Year** |  |  |
| Meeting Purpose | Date | Location |
| Transition team meetings (Paul and Dennis) | Second Thursday of month |  |
| Exec committee  | Aug 7, 7:30 | Conf call |
| Exec committee  | Sept 4, 7:30 |  |
| Full board – conf call | Sept 18, 2014. 7:30 pm |  |
| Exec committee Dennis/Pau to leave for transition team at 7:30 | Oct 9, 7 pm-7:30 pm |  |
| In Person board meetingTo include board, DE, DCL, regional lead covenant and DE start-up | Fri Oct 24-Sat Oct 25, 2014 | Northern part of district. Possibly Bux-Mont. |
| Exec committee | Nov 6, 2014. 7:30 pm |  |
| Full board – conf call | Nov 20, 7:30 pm |  |
| Exec committee | Dec 4, 2014. 7:30 pm |  |
| Full board – conf call(optional) | Dec 18, 7:30 pm |  |
| Exec committeeDennis/Pau to leave for transition team at 7:30 | Jan 8, 2014. 7 pm |  |
| Full board – conf call | Jan 15, 7:30 pm |  |
| Exec committee | Feb 5, 2014. 7:30 pm |  |
| In person board meetingReview final AFP numbers. Prep for district assembly | Fri Feb 13-Sat Feb 14, 2015 | Southern part of districtRiver Road |
| Exec committee | Mar 5, 2014. 7:30 pm |  |
| Full board – conf call | Mar 19, 7:30 pm |  |
| Exec committeeDennis/Pau to leave for transition team at 7:30 | Apr 9, 2014. 7 pm |  |
| District Assembly | Apr 10-12, 2015 | Harrisburg, PA – tentative |
| Exec committee | May 7, 2014. 7:30 pm |  |
| Full board – conf call | May 21, 7:30 pm |  |
| Exec committee | June 4, 2014. 7:30 pm |  |
| Full board – conf call | June 18, 7:30 pm |  |
| General Assembly  | June 24-28, 2015 | Portland, OR |
| Exec committeeDennis/Pau to leave for transition team at 7:30 | July 9, 2014. 7 pm |  |
| Board retreat | July 24-26, 2015 | Temenos |

Meeting adjourned 8:38 pm

Respectfully submitted,

Carla Johnson, JPD Board Secretary