**Board minutes**

**Thursday, January 15, 2015**

**Conference Call**

**Approved February 14, 2015**

**River Road Unitarian-Universalist Congregation, Bethesda, MD**

**Board Members Present**

Dennis Wellnitz (Vice President, Acting 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, Justis Tuia (At Large); Christian Hartranft (At Large)

**Absent**: Lillian Christman (President)

Paul Pinson left meeting at 8:30 pm for UUSC meeting

**Agenda**

* Check-in
* Update on Lillian's health
* Opening Words
* Financial Update (Paul and David)
  - Discussion of appropriate action(s) to be taken by the Board
* Report on preparations for the JPD DE Start-up Workshop scheduled for
January 30-31 (Dennis)
* The Director of Congregational Life requests that each District
provide a nomination of a representative (current Board member) to the
CERG Advisory Council for a nominal term of 2 years

--> The role of the CERG Advisory Council (8 members in total, 4
appointed by the DCL with advice from the Districts) will be to advise
the DCL with respect to the appropriate use of staff to serve the region
and provide feedback on how well the staff is serving the region.

--> Please nominate another or yourself to fill this role: the DCL would
like to have a name from the JPD Board very soon.
* Working Group reports
* New Business
* Closing Words

**Motions and Decisions**

* Motion to disband the DE Transition working group. Approved with no objections.

**Meeting Notes**

* Check-in
* Update on Lillian's health
* Opening Words – Rev Keith Goheen
* Financial Update (Paul and David)
  - Discussion of appropriate action(s) to be taken by the Board
	+ Paul Pinson – negative cash flow. Primarily due to reduced income
	+ Rev David Pyle. If we see $35,000 or more in January invoices then we can likely go with austerity budget #1. If less than this, will need to go to austerity budget #2
	+ Perception that the congregational leadership does not have a clear idea of what the district does for the congregations
	+ Have started sending information about services along with the invoice
	+ Review of David’s letter to the JPD board and Finance and Audit committee
	+ Have started seeing some invoices come in
	+ Larger of the problems is that the assumptions in the budget for income were higher than experience shows for non-pledge/fair share income.
		- Income reduction is $60,000 less than projected
		- One of main categories was $2,000 projected income from each cluster based on projected training requests, etc.
	+ Budget for next fiscal year will be formatted differently and fix some structural problems as well.
	+ Is there any consideration for the reduction of amount given to cover CERG resources rather than reducing JPD staff. This would be a board decision.
	+ Update on the possibility of closing the office. Long term would be reduction in cost. Short term increase in costs for setting up home offices.
	+ Comment: important for the board
	+ Intention is to begin implementing austerity budget #1 tomorrow Jan 16, 2015
		- Under policy governance the responsibility for managing the budget and staff is the duty of the DE/CEO
		- Shortfall in income is not a trigger point for board intervention
	+ There could be implications to the Board GA costs and new member trainings
	+ The JPD operates in a fixed income environment.
	+ UUA is having the same cash issue
	+ Is this an adequate response to the issue?
		- Adequate response for the rest of the year
		- May need to keep an eye on it week to week for the next periods of time
		- Review of congregation status will be sent for board review (by David)
	+ In letter that’s going out to the congregations, should we tie into the ends?
		- Possibly two letters – one from DE – operational items, and one from JPD board president on vision and ends
		- There is value with sending one letter from JPD DE and the JPD Board
			* Endorsement paragraph from board?
* Report on preparations for the JPD DE Start-up Workshop scheduled for
January 30-31 (Dennis)
	+ Finalizing agenda next week – people could not get together to finalize this week
* The Director of Congregational Life requests that each District
provide a nomination of a representative (current Board member) to the
CERG Advisory Council for a nominal term of 2 years
--> The role of the CERG Advisory Council (8 members in total, 4
appointed by the DCL with advice from the Districts) will be to advise
the DCL with respect to the appropriate use of staff to serve the region
and provide feedback on how well the staff is serving the region.
--> Please nominate another or yourself to fill this role: the DCL would
like to have a name from the JPD Board very soon.

Service can continue beyond time of your current board service

Contact Dennis as soon as possible if you are interested in either of these positions.

* Working Group reports
	+ F&A report submitted by Rev Keith Goheen
	+ DE Transition group disbanded as there is no additional work to do
* New Business
	+ Some board members have terms that are expiring at this District Assembly: Lillian Christman (President), Allan Coffey (At Large), Rev Keith Goheen (At Large), Dennis Wellnitz (Vice President)
		- Dennis can do for one more year and is willing to do so
		- Some others are looking to resign early
		- The nominating committee will be reaching out to people to see if they are interested in remaining on the board. Current chair is Carla Miller. Contact information is on the JPD website under committees under nominating committee.
	+ Do churches in the area of River Road know that the board is meeting there in February? Rev David Pyle has reached out to CUUMA chapter for this. Also send out message on the JPD President’s list.
	+ For the First Unitarian Wilmington working session, invite the First U board to a reception from 5-6.
* Closing Words – Nancy Janssen

**Meeting Notes**

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| **Follow up Tasks** |  |  |
| Task | Owner | Date restrictions |
| Send pledge analysis to the board members | Rev David Pyle |  |
| Draft letter to congregations | Dennis Wellnitz and Rev David Pyle |  |
| Send letter to the President’s list serv about the February board meeting | Dennis Wellnitz |  |

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| **Meeting Documents** |  |
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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 districtBux-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 |  |
| Board meeting – to complete work of DE/CERG/DCL start-up | Jan 30-31 | First U Wilmington, Wilmington DE |
| 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 9 pm

Respectfully submitted,

Carla Johnson, JPD Board Secretary