

**Board Members**

Tom McKenna, Past President	<i>Erika Brown</i>	Bob Horan
Shane Millette, Treasurer	Steve Doell, Vice President	Carol Gay
Mary Schatzman, Past President	Wayne Jennings	Jennifer Pierce
<i>Nancy King Smith</i>	Susan Paterson	Tadd Pinkston, Secretary
Melissa Vandergriff		
Cat White, President		<b>Minister:</b> Rev. Joe Cherry

(absences in *Italics*)

**7:00 Welcome & Call to Order**

Cat White

**Chalice Lighting & Opening Words**

Tadd Pinkston

[A Thanksgiving Blessing](#) - By Naomi King

**Covenant**

Read by all

We are mindful of our duty to our fellow congregants, who have placed their trust in us to act as faithful stewards of the Congregation. Mindful of the trust they have placed in us, we will always strive to make decisions based on the needs of our fellow congregants, our community, and the long-term interests of the Congregation.

We must always use this position of trust and responsibility as a unique opportunity to serve our Congregation, and to put its principles of love, tolerance, and social justice into action.

Let’s presume good faith. Let’s give everyone a chance to talk. Let’s get it done.

**CONSENT AGENDA**

[Minutes](#) \_\_\_\_\_ Tadd Pinkston

- Moved to adopt by Tom
- Seconded by Wayne
  - Adopted

## CONFLICTS OF INTEREST?

### 7:15 Community Connection: Forum

Susan Alcorn

- [Forum Presentation](#)
  - Mission: We organize these forums as a congregational service to the community, to support personal reflection, social action, and to encourage individual and collective growth for all who attend.
  - Example brochures distributed.
  - Brought many different examples of the Notices that were published advertising the Forum.
    - E.g. Heights Observer, Cleveland Jewish News etc.
  - Hopes to have the Forum events on the website and in the preceding week's order of service.
  - Prior challenges with sound and video are being addressed
    - Bought MEVO equipment to livestream the Forum (not yet operational)
  - How topics are selected?: Forum Committee has a retreat twice a year and votes on topics.
    - When folks submit their proposals at these retreats they need to have a speaker in mind.
  - Sneak preview of upcoming Forum topics.
  - No forum during the Summer or the month of December.
  - How can the Board help: Publication and more reliable wi-fi.
    - Wi-fi issues predate merger.

### 7:30 Minister's Report

Rev Joe Cherry

- [Minister's Report](#)
  - New Hire: Sharon Edmond
    - Special Events Coordinator
    - No start date

- Will share an office with Erin.
  - Discussion of possible desk/table set up in the shared office
- LC will purchase a new chrome book.
- 22 hours a week - inclusive of Sunday mornings
- More cooperative services with the Cleveland Buddhist Temple
- Four faiths meeting in our spaces now

**7:45 Staff & Leadership Council Reports**

Submitted in Advance

- [CRD Report](#)
- [LC Report](#)
  - Discussion on Youth Ministry Workshop
- [Music Director Report](#)
- [RE Director Report](#)
  - Question of how to get clarity on RE's role on Small Group ministry - Is Allen accountable for these?
    - Is this a question for the Board?
    - Is this a question that cannot be resolved without our Strategic Plan?
  - Question of what traditional means regarding small group covenants
    - Rules/guidance from the UUA
      - Set Curriculum
      - Strict ending points for the groups
  - Questions about our Commissioned Lay Ministers Covenant status
    - On the to-do list, the Committee on Ministries is handling.
  - Accountability and Amy's Role - Tabled for a future Board Meeting

**8:02  
Report**

**President's  
Cat White**

- For December policy folder name is becoming "Proposed Policy"
  - **LINK THE DOCUMENT TO THE DECEMBER AGENDA**
- Policies under consideration:
  - [Proposed Building Use Policy](#)
    - Moved to December
  - [Proposed Communications Policy](#)
    - Communications Team - a necessary addition?
      - Should we have a Board member on this?
    - Is the preamble an assembly of procedures or part of the policy?
      - Could the preamble be placed under intent?
    - Appendix is for reference -- not a part of the policy should it be adopted
    - Concerns about being a 501(c)(3) and communicating
    - Announcements from the Pulpit
      - Procedure adopted by staff already
    - Cat moves to table this until December
      - Bob agrees
  - [Social Justice Council](#)
    - Concerns about liability if we endorse or support the wrong issue
      - Time to go out to the congregation to act as a safety net to adopting inappropriate issues
    - SJC guides special collections (The use of the term 'endorse' is broad enough to encompass)
    - Below the line
      - Demonstrative rather than an issue to be voted on
      - Template for issues to use going forward
        - E.g. Whether UCC supports an issue or makes endorsements of causes
    - Moved to December

## 8:30 Treasurer's Report

Shane Millette

- [Dashboard](#)
  - Higher pledges due to people paying their entire yearly pledge all at once
  - Personnel
    - Budgeted for a janitor that was hired later in the fiscal year
    - One RE Teacher wants to be unpaid
    - Likely to be under budget in personnel
  - Other Admin. Expense
    - Not getting a Review during this fiscal year
    - One larger Review from Feb. 2018 until June 2020
      - Takes a small year and tacts it on to a full year - saves money overall
- [Financial Statements](#)
  - HR Handbook will help streamline vacation and sick days
  - General preference for volunteer work -
    - Staff handles tasks that require
      - Technical knowledge
      - Competency
      - Confidentiality
- [Dedicated Funds](#)
  - Many accounts have been inactive for a long time
  - Search for accounts that have been inactive for two years
    - Do due diligence in researching its purpose and origins
    - Should that search reveal no intended-use, Shane shall recommend that we lift the restriction on that fund
      - Funds are then retired
  - New funds should come with a purpose declaration to avoid this confusion going forward
- PTO status/other finance matters update

## 8:45 Committee & Team Reports

- [Committee on Community-Building proposal](#) Mary Schatzman
  - Now have a potluck guide
  - Not a board committee
  - Move to Endorse
    - Carol
    - Bob
      - All ayes - adopted
- [HR Handbook Update](#) Tadd Pinkston
  - Revise day terminology to increments of one-hours
  - Concerns about minimum increment of a half-day
    - Consider the situation where someone comes in an hour late, or leaves an hour early, how do those hours come into play?
  - Adoption subject to these changes:
    - Sick days listed in 'days' and 'hours';
    - Vacation days listed in 'days' and 'hours';
    - Rollover section of vacation that rollover is described in both days and hours;
  - Move to adopt:
    - Susan
    - Seconded by Shane
      - Approved unanimously
  - Fairness concerns about the PTO situation
  - HR Committee to meet before December to address concerns about holiday pay

## 9:25 Executive Session

Entered into:

Left:

**Opening/Closing Words for Next Meeting?**

Shane Millette

**Closing Words**

Tadd Pinkston

["We have a lot in Common"](#) By Takeshi Shudo

**10:05 Adjourned**