

Zoom BOT Meeting 1/20/21

The meeting was called to order by Dana York (president) at 7 p.m.

Attendance-Dana York (president), Ann Livengood (vice-president), Tom Burns (past-president), Deb Helmer (treasurer), William Kauffman (secretary), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee), Greg Kramer (facilities trustee), Dottie Blades (visitor), Cynthia Goodman (visitor).

Jeff Briere (minister)-absent, Greg Kramer (facilities trustee)-present, but not in attendance for the first vote.

Timekeeper-Ann

Old Business

December Minutes-The minutes were approved by a vote of 8 yea and 0 nay (Greg not in attendance).

Treasurer Monthly Report-Deb gave the report. The church is ahead of budget targets.

Facilities Report-Greg gave the report. Septic tank work is ongoing. The sump pump is being connected to a power source. Work on purchasing the playground equipment is pending. Sound Clouds have been installed in the Fred Ball Room.

Pandemic Church Activities-Dana discussed initial area vaccinations for COVID-19. Dana will ask the Religious Services Committee to attend next month's BOT meeting. At that time proposals for the method in which in-house church services will be held will be discussed, when the pandemic allows. Dana will contact staff from the Southern Region for guidance in this matter.

Finance Education for Congregants- Charlie gave the report. Charlie moved and Tom seconded a motion to host two finance seminars for congregants at a cost of \$500 per seminar. The vote was 9 yea and 0 nay.

Audio-visual Task Force-The first meeting of the task force is scheduled within one week.

New Business

2021 Policy Updates-William moved and Greg seconded that (1) Secretary Maintenance and Storage Board Policies, and (2) Secretary Task Force Maintenance and Storage (both on page 29 of the Policy Manual) be reapproved for the next three years without correction or amendment- effective 1/20/21. The vote was 9 yea and 0 nay.

Congregational Questionnaire-Dana reviewed and completed responses to the questionnaire with members of the BOT.

Benevolence Fund Policy-Deb suggested adopting UUA guidelines locally, here at HVUUC.

Finance Committee-Charlie gave the report. Plans for future activities of the committee are being developed. Plans for the upcoming Stewardship Drive are being developed. William volunteered to help the three members of the current Stewardship Committee with the upcoming Stewardship Drive. Email contact with congregants is being contemplated for this year's Stewardship Drive.

Memorial Committee-Michele gave the report. She suggested creating a line item in next year's Budget for the Memorial Committee. Charlie said he would adopt this approach. The line-item budget funds will be used for gifts of flowers and charitable donations to the grieving families of the newly deceased. Michele suggested an amount of \$250 (\$50 per family) as the amount for the line-item budget.

Employee Participation Agreement-The 2014, HVUUC Employee Participation Agreement was reviewed as required by UUA. A revision of the agreement was needed by the Ministerial Search Committee prior to negotiations with upcoming ministerial candidates. Revisions to the 2014, Employee Participation Agreement were discussed and approved by a BOT vote of 9 yea and 0 nay. This new, updated agreement now meets national UUA guidelines and therefore it now satisfies the needs of our Ministerial Search Committee.

Board of Trustee Key Actions-Work on PayPal contributions to the church is ongoing. A "Meet the Minister" meeting with Jeff and congregants is planned for mid-March 2021. The current HVUUC license for music streaming is up for review the March.

The meeting was adjourned at 8:59 p.m. by Dana York (president).

Abbr. HVUUC (Holston Valley Unitarian Universalist Church)
BOT (Board of Trustees)
UUA (Unitarian Universalist Association)
COVID-19 (corona virus-D19)

Zoom Meeting, HVUUC BOT December 16, 2020

The meeting was called to order at 7 p.m. by Dana York (president).

Attendance-Dana York (president), Ann Livengood (vice-president), Tom Burns (past-president), Deb Helmer (treasurer), William Kauffman (secretary), Wendy Hearl (programs trustee), Charlie Miller (stewardship trustee), Michele Markstrom-Frisch (membership trustee), Greg Kramer (facilities trustee), Jeff Briere (minister), Dottie Blades (visitor), Cindi Huss (visitor), Deanna Richardson (visitor).

Timekeeper-Michele

November minutes-The November minutes were approved.

Old Business

Treasurer Report-Current income is at the expected level. Deb gave the report.

Search Committee Update-The committee has submitted its packet to UUA. Applicants to our packet should be identified by January 2, 2021.

Facilities Update-Greg gave the report. Dana displayed a list of jobs Greg had previously submitted. Bids are in on the septic tank project. Greg will hang the "sound clouds" soon. Charlie volunteered to help. The front overhang over the church door is leaking and needs to be repaired.

Pandemic Discussion-Charlie suggested that virtual services be held until March 31st, 2021 with consideration for a combination of virtual and in-house services to be made after that date. Greg made the motion and this was seconded by Charlie. The vote was 6 yea and 3 nay.

Mid-year financial discussion-Deb and Dana have reviewed the financial reports. 50% of current annual pledges have been received. \$7,300 was collected from the auction. This represents a shortfall from what had been anticipated. Absent plate collections, due to virtual services, have created a short fall in the budget as well. Overall, therefore, the budget has been shorted about \$17,000. Greg reported that facilities may exceed their current budget by 5-10% by the end of the fiscal year. Educational expenses are projected to be \$800 over budget.

Personnel Committee Update-Ann Livengood moved and Tom seconded paying our part-time child care employee through the end of this fiscal year, with retroactive pay being made since May of 2020. The vote was 6 yea, 2 nay, and 1 abstention. The meeting of the committee with Charis Carter has been made. The ad hoc group has yet to write the Personnel Manual. The draft of this is expected by the time the new minister takes up their duties. The music director asked for an audio-visual technician. The project hourly wage of the technician would be \$15/hour and expected hours to be 8 hours weekly. An audio-visual Task force will be formed by Wendy in conjunction with Jeff, Cindi and Ann. In lieu of a hired employee, further volunteers from the congregation could be trained. A proposal from this task force is expected in the January BOT meeting.

Financial Education for Congregants-Charlie has submitted a proposal for two workshop sessions totaling a cost of \$500. The motion was tabled pending inquiry into the Social Justice Committee for aid with funding and canvassing congregants for potential attendees of the workshops.

New Business

State of HVUUC-reports are due by this Friday.

Ministerial Update-Jeff has previously submitted a report.

Board of Trustees Key Actions-no updates to previous reports have been submitted.

The general meeting was adjourned at 8:53 p.m. by Dana York (president).

Abbr.-UUA (Unitarian Universalist Association), HVUUC (Holston Valley Unitarian Universalist Church), BOT (Board of Trustees).

Zoom BOT Meeting-November 18, 2020

The meeting was called to order at 7 p.m. by Dana York (president).

Attendance-Dana York (president), Tom Burns (past president), Ann Livengood (vice-president), Deb Helmer (treasurer), William Kauffman (secretary), Charlie Miller (stewardship trustee), Michele Markstrom-Frisch (membership trustee), Greg Kramer (facilities trustee), Jeff Briere (minister), Dottie Blades (visitor).

Absent-Wendy Hearl (programs trustee).

Timekeeper-Greg Kramer

October minutes-The minutes were approved with the addition of three minor corrections.

Treasurer Report-Deb Helmer gave the report. The church insurance was paid last month. The insurance policy premium increased by 115% over last year. \$21,000 has been projected as the budget contribution from the upcoming auction proceeds. Actual proceeds may be less this year due to the Pandemic. The auction proceeds figure included the amount of money contributed by the grocery cards. The next church's newsletter will include a description of the grocery card contribution.

Search Committee Update-Dottie Blades gave the report. The search committee is in the process of turning in the document package to UUA. There are about 28 congregations within UUA currently in the search process. There are about 68 ministerial applicants. Dana expressed thanks to the committee for all their efforts this year.

Facilities Update-Greg Kramer gave the report. The church septic tank has a leak. In addition, the field line from the tank is blocked. Estimated repair costs amounts to about \$10,000. An additional \$3,000 is needed for tree removal. Dana asked Greg to submit a facilities summary to the church newsletter. A second work day this Winter is needed to clear the church grounds of leaves.

Pandemic Activities- Dana York gave the report. Current Pandemic guidelines are in effect until the end of December 2020. The annual church auction is upcoming. An option will be offered for those who wish simply to donate money. A church sale, for those with items to sell, will be held December 10th-12th.

Chief of Staff Organizational Change- Dana and Jeff discussed submitting a summary of this BOT action to the church newsletter. January 2021 is the proposed date for publication of the summary. Changes to the church Bylaws are required to make them compatible with this BOT action. The Bylaws changes can be addressed during the annual congregational meeting in 2021. The Personnel Committee will be working on creating a Personnel Manual.

Personnel Committee Update-Tom Burns gave the report. An employment review of Charis Carter is ongoing. The completion of the performance review of Karyn Cross will follow after the auction has been held.

Ministerial Update-Jeff had nothing to report. Dana and Jeff discussed the activity of the ministerial aid fund.

Finance Education for Congregants-Charlie Miller gave the report. He will submit a summary of his proposal to the church in the near future. An Excel spreadsheet of projected costs was reviewed. Jeff complimented Charlie on this idea. Greg commented that the project was timely because of the current financial challenges of the Pandemic. The program will be offered by a start-up company. Deb mentioned that programs like this in the past have not been well attended. She mentioned that funds from the Social Justice Committee could be used to sponsor needy congregants. Michele offered to use funds from membership activities. The maximum projected expense to the church for this program was set at \$3,900. Ann was concerned about the church's current tight budgetary constraints. Dana suggested that the start-up company give a presentation on their activities to the BOT. This was tentatively set for January 2021.

Signatories to the Vanguard Account-The Vanguard account refers to the church endowment. Deb moved that she, Ann Livengood, and Joann Medlin be approved as sole signatories to the Vanguard account. This was seconded by William. The motion passed with a vote of 8 yay and 0 nay.

Upcoming BOT projects-Dana York gave the report.

The Personnel Committee will work on the Personnel Manual in January 2021.

Deb and Ramesh will have a workable plan on electronic monetary transfers to the HVUUC account by January 2021. The mortgage has been retired.

Charlie suggested delay discussing a 3-year budget after the 2021 pledge drive has been completed.

Tom and Greg will release their respective plans for upcoming Covenant Groups in the January 2021 newsletter.

Ann mentioned that there is no current chairperson for the Social Justice Committee in the upcoming year.

April 25th was set as the date for the 2021 annual congregational meeting. Jeff has set the final two Sundays of April (18th and 25th) as candidating Sundays.

The meeting was adjourned at 8:53 p.m. by Dana York (president).

Abbr.-UUA (Unitarian Universalist Association), BOT (Board of Trustees), HVUUC (Holston Valley Unitarian Universalist Church)

Zoom BOT Meeting-October 21, 2020

The meeting was called to order at 7p.m. by Dana York.

Attendance-Dana York (president), Ann Livengood (vice president), Tom Burns (past president), William Kauffman (secretary), Deb Helmer (treasurer), Charlie Miller (stewardship trustee), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee), Jeff Briere (minister), Dottie Blades (visitor).

Timekeeper-

Old Business

September Minutes-The minutes were approved without changes or additions.

Treasurer Report-Deb gave the report. The church is currently ahead of budget.

Search Committee Update-The work of the committee is going well, as reported by Dottie Blades. Results of the congregational surveys are being compiled. The committee is hoping to get its document packet approved by UUA soon.

Facilities Update-Greg gave the report. The drywall project at the church entrance is nearing completion. Plumbers have submitted bids for the drainage field of the two front bathrooms. Bids are coming in at about \$10,000. The new custodian is working out well.

Pandemic Church Discussion-Dana gave the report. The auction has been moved back one week. She is thinking of hosting an outdoor movie in the barn at her farm. Jeff updated the BOT on the short-range radio broadcast project. The transmitter costs about \$700. The range of the signal is 200 feet. Donors have been identified to finance the project. A second survey of the congregation regarding this project will be considered this Spring.

Chief of Staff Organization-Tom gave the report. Changes to the Bylaws are required which could be handled at the upcoming annual congregational meeting. A Personnel Manual will be written in December by the Personnel Committee, Wendy Hearl, and Jeff Briere. The BOT may need to enact additional new policies.

Personnel Committee Update-The Personnel Agreement with church employees is being written. This includes the agreement with Charis Carter.

New Business

Ministerial Update-Jeff submitted a written report to those who wish to read it.

Gun Policy/Safety Committee-Greg reviewed the gun policy. No guns are allowed on the church site except local, state and federal police. Guidelines for gun storage in automobiles were presented. A

motion was made by Greg and seconded by Tom to approve the gun policy. The vote was 9 yea and 0 nay.

Membership List Maintenance-Michele gave the report. She referred to the inactive membership list. Additional time will be allowed for those on this list to reply regarding their future with the church. There are currently 114 active members of the church.

BOT Key Actions remaining in 2020

Wendy-She is concentrating on when in church services can be initiated. Plans for future music events, and outside speakers are being considered. The task force on "Being a Welcoming Congregation" needs to be reactivated.

Michele-She wants to investigate ways for congregants to stay connected during the Pandemic, especially those who are indigent. Church outreach to the indigent is of concern.

Greg-The Safety Policy and Gun Policy need to be written into the church Policies.

Charlie-He is concerned with getting a financial audit completed. Will Powell previously drafted guidelines for this. Deb interjected that the newsletter could be utilized to help make the financial management workshop available to congregants. The pledge drive will begin in February and planning for this will begin in January. Charlie is working on a proposal for the BOT. Dana suggested that the church consider a three-year budget.

Tom-The Personnel Manual should be completed in December. Tom is working to initiate a new covenant group.

Ann-She mentioned that the Social Justice Committee needs a chairperson. She will notify Jeff when the Social Justice Committee can present "Social Justice Sunday" this January.

Deb-Deb is working on electronic transfers from congregants to the church financial accounts. She feels there needs to be a committee on financial management. A note will be sent to the congregation in the newsletter when the church mortgage is retired on November 1, 2020.

The meeting was adjourned at 8:45 p.m. by Dana York (president).

Abbr.-BOT (Board of Trustees)

Zoom Meeting, Board of Trustees, September 16, 2020

The meeting was called to order at 7 p.m. by Dana York (president).

Attendance-Dana York (president), Ann Livengood (vice-president), Tom Burns (past-president), Deb Helmer (treasurer), William Kauffman (secretary), Charlie Miller (stewardship trustee), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee), Greg Kramer (facilities trustee), Jeff Briere (minister), Cynthia Goodman (visitor).

Timekeeper-Wendy

Old Business

The August minutes were approved without amendment by a vote of 9 yay and 0 nay.

Treasurer's Report—Deb gave the report. Expenses are down and donations are up.

Search Committee Report-The committee is speaking with focus groups. They have interviewed current and past presidents. Cottage Group discussions with the committee are planned. The committee encourages all BOT members to attend the Beyond Categorical Thinking workshop which will be a virtual workshop. Wendy mentioned that an annual report is due from the CUUPS group for the handbook that Cindy Huss is writing. William mentioned that an annual report from the Stewardship Committee is outstanding as well.

Extension of Church Closing-Michele moved and William seconded that the services of the church remain virtual through the end of this calendar year. The vote was 9 yay and 0 nay. Dana suggested having a drive-in service broadcast on a radio transmitter from the church. The cost of the transmitter is approximately \$200. She suggested November as a possible date for this.

Policy Manual Review-Tom gave the report. He suggested two minor changes in the wording of contact policy of the manual (page 7). The word "minister" will be changed to "settled minister."

Board Operations-William gave the report. The member lists of all committees have been received except the Endowment Committee. Joann Medlin will be contacted to write the report.

Personnel Committee-A review of church staff leadership is ongoing. Tom interview a UUA minister, who is knowledgeable in this area. Pros and Cons of ministerial leadership of church staff were discussed. Tom mentioned that several past BOT presidents had some issue with the current mode of administration of staff here at HVUUC.

New Business

Facilities Report-Greg Kramer gave the report. Greg presented a detailed contract for painting the portions of the church interior and moved that it be accepted. This was seconded by Deb. The vote was 9 yay and 0 nay. Issues with the septic system drainage of the two front bathrooms of the sanctuary were discussed.

Membership List Maintenance-Michele gave the report. A list of inactive congregants was presented. Michele will contact them to determine if they wish to remain on the membership rolls.

Ministerial Update-Jeff stated that supporting the Ministerial Search Committee has been and will continue to be his priority for this year. He is pleased the current progress that the committee has made.

Member Editorial to the Church Newsletter-Ann gave the report. Issue regarding member editorials were discussed. A final decision is delayed until the settlement of the next minister.

The meeting was adjourned at 9:06 p.m. by Dana York (president).

Abbreviations-BOT (Board of Trustees), HVUUC (Holston Valley Unitarian Universalist Church)

Board of Trustees Meeting - August 19, 2020 via Zoom

The meeting was called to order at 7PM by Dana York (president).

Attendance-Dana York (president), Tom Burns (past president), Anne Livengood (vice—president), Deb Helmer (treasurer), William Kauffman (secretary), Will Powell (stewardship trustee), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee), Jeff Briere (minister), Kim Ray (visitor), Charlie Miller (visitor), Dottie Blades (visitor), Deanna Richardson (visitor).

Timekeeper-Tom Burns

Old Business

The July BOT meeting minutes were reviewed by the Board.

Treasurer Report - Deb Helmer gave the report. Monthly income for the past 30 days was down from earlier. Cumulative, aggregate income remains strong over the long term. Jeff asked about accommodating credit card transactions from the congregation. Currently, Credit Card to Paypal transactions are functioning at the church.

Search Committee Update - Dottie Blades gave the report. The Search Committee Retreat was successful. A Negotiating Team needs to be formed in the near future. The Negotiating Teams becomes active following an offer to a ministerial candidate. The Beyond Categorical Thinking workshop should be attended by all BOT members and all members of the Search Committee. Dates for the workshop are being considered. The purpose of the workshop is to broaden the thoughts of the Committee regarding the desired qualities of ministerial candidates. The President's letter to ministerial candidates will be written by Dana. A copy of an earlier year's letter had been provided to her. The congregational survey regarding the ministerial search process will be released within the next ten days.

Church Pandemic Operations- Kim Ray gave the report. The Pandemic Task Force met August 4th. The Pandemic Task Force is comprised of Kim Ray, Beth Calvert, Wanda Earp, Larry Livengood and Dana York. Its current mandate by the BOT is complete: most meetings at the church will remain virtual. Some covenant groups are meeting. Adult RE is meeting. Karyn will organize a virtual auction for Autumn. Safety Committee posters are being made to conform with Pandemic guidelines. Masks have been placed in the church foyer with hand sanitation containers. The caring team is active.

Extension of Physical Church Closing- Current guidelines on continuing the church closing were reviewed. A motion was made by Will and seconded by Wendy. The vote was 9 yay and 0 nay. The physical church will remain closed through October 31, 2020.

Personnel Committee Update-Tom Burns gave the report. Review of the church's employees is underway by the committee. Dana discussed the letter on administrative leadership that she wrote and reflected on her personal wishes in this regard. She prefers to have the minister as the administrator of the church. A personnel manual with position descriptions for all church employees is being written currently.

Board Operations-Committee membership lists have been received from Wendy and Will.

New Business

Jeff moved that a special collection be taken for the UUA church in Cedar Rapids, IA. The vote passed: 9 y and 0 n.

Update on the Fidelity Account-Deb moved that, she, Anne Livengood and Dana York be made new signatories to the Fidelity Account Z44200537. The motion passed 9 y and 0 n.

Policy Review Schedule-this is in regards to HVUUC contracts with independent contractors (as the minister) and conventional church employees. In the wording of the policy the word "minister" is to be replaced by "settled minister." Tom will continue reworking the final wording of the policy.

Executive Session-Minutes are not recorded for Executive Sessions.

The meeting was adjourned at 9:07PM by Dana York (president).

Special Meeting 8/24/2020

The meeting was called to order at 7PM by Dana York (president)

Attendance: Dana York (president), Anne Livengood (vice-president), Tom Burns (past president), Deb Helmer (treasurer), William Kauffman (secretary), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee) Jeff Briere (minister)

A motion was made by William Kauffman, seconded by Michele Markstrom-Frisch that Charlie Miller be appointed Stewardship trustee. The vote was 7 y and 0 n.

A motion was made by William Kauffman, seconded by Anne Livengood that Greg Kramer be appointed Facilities Trustee. The vote was 7 y, 0 n.

A motion was made by William Kauffman, seconded by Michele Markstrom-Frisch that Deb Helmer be appointed BOT member of the Negotiating Team for the Ministerial Search. The vote was 7 y and 0 n.

The meeting was adjourned at 8PM by Dana York (president).

Board of Trustees – Zoom Meeting Minutes July 15, 2020

The meeting was called to order at 7PM by Dana York, president.

Attendance-Dana York (president), Ann Livengood (vice-president), Tom Burns (past president), William Kauffman (secretary), Deb Helmer (treasurer), Jeff Briere (minister), Will Powell (stewardship trustee), Wendy Hearl (programs trustee), Michele Markstrom-Frisch (membership trustee), Kris Monson (facilities trustee), Cynthia Goodman (visitor), Charlie Miller (visitor), Kim Ray (visitor), Joseph Viola (visitor), Dottie Blades (visitor).

Timekeeper-Deb Helmer

The minutes from the June 2020 meeting were approved by a vote of 9 yay and 0 nay. The motion to approve was made by Michele and seconded by Wendy.

Old Business

Treasurer's Report-Deb Helmer gave the report. Income exceeded expenses for June by approximately \$13,000. The Ministerial Search Committee has again asked for a separate checking account. The Social Justice Committee requested approximately \$425 from designated funds to aid Family Promise. This amount will house one homeless family for one week through Family Promise. An abbreviated Treasurer's Report will be made available to the congregation in the future. It will be posted in the Member's Only section on the church website.

Ministerial Search Committee-Dottie Blades gave the report. There will be two committee meetings in July 2020. A survey, requesting input from the congregation regarding their wishes in a minister, will be sent to the congregation in August.

Church Pandemic Operations-Kim Ray chairs the Pandemic Task Force and gave the report. The other Task Force members are: Beth Calvert, Wanda Earp, and Larry Livengood, Dana York, and Kris Monson attends as the BOT representative. The draft congregational Pandemic Survey and its cover letter were discussed. Kim asked that the final documents be sent to the congregation under the purview of the Board of Trustees. The final survey and its cover letter are scheduled to be sent to the congregation in July. The purpose of the Pandemic Task Force is to create innovative ways to maintain community during the COVID-19 outbreak.

Extension of Church Closing-A motion was made by William, and seconded by Michele to extend the church closing through September 30th. Further extensions will be evaluated monthly at each BOT meeting. The vote carried by 9 yay and 0 nay.

Facilities Trustee Report-Kris Monson gave the report. Flooding in the REZ via an obstructed drain has been fixed. The status of the fire extinguishers and Church security system are being evaluated. The church custodian schedule will be coordinated with gatherings within the sanctuary to maintain social distancing during the Pandemic. Repairs to the wrap around deck are needed. Kris will keep a log of repairs as a reference for future Facilities Trustees.

Playground Equipment-Kris has conferred with the Playground Committee. No decision, to date, has been made regarding specific purchases of equipment. Kris reported that the site of the future equipment must be prepared by a workgroup. This can be accomplished through the efforts of the MACHO group. Deb will advise the Playground Committee on the specific funds that can be made available for purchase of the playground equipment.

Radon Testing-Two rounds of radon testing have been performed in all three nursery rooms. Reported radon levels fell below that which would require radon mitigation. Kris will research the cost and type of available mitigation systems.

Board Operations-Wendy and Michele are nearly complete with their lists of all committees and committee members. This information will be submitted to the church secretary for publication on the bulletin board in the Fred Ball Room and on the church website.

New Business

Church sponsored Statement Guidelines-Statements for church sponsorship will go before the BOT and then, after approval, be released for a vote by the Congregation. Dana reflected that the BOT and Congregation, in the past, have not sponsored a common statement. Ann Livengood discussed current proposed guidelines for church sponsored statements. Ann had conferred with Cindi Huss regarding this matter prior to tonight's meeting.

Black Lives Matter-Dottie Blades discussed the proposed church sponsored statement regarding the issue of "Black Lives Matter." If approved by both the BOT and the congregation, this statement will be published on FACEBOOK, the church's website and in the church newsletter. Ann Livengood moved and Will Powell seconded that the proposed statement be accepted without further editing. The vote carried with 8 yays and 1 nay.

Personnel Committee-Tom Burns gave the report. He reported that Easton Nyguen has been hired. Furthermore, the job descriptions for Charis Carter and Ann Johnson have been written. A background check for Charis needed. Dana asked the BOT to prepare their ideas on her suggestions for leadership activities within the church's administrative structure.

Policy Review Schedule-

Tobacco and E-cigarettes- Dana moved and Ann Livengood seconded the renewal without editing. The vote carried with 9 yays and 0 nays.

Disruptive Behavior Policy- Wendy suggesting replacing binary gender pronouns with the gender-neutral pronoun "their." Michelle moved and Tom seconded this idea. The vote carried with 9 yays and 0 nays.

Annual Reports to the vice-president-Ann Livengood suggested more general and flexible requirements for dissemination annual reports to the vice-president. She moved that her recommendation be accepted and this was seconded by Deb Helmer. The vote carried by 9 yays and 0 nays.

ARTICLE IV of the Bylaws-Michele Markstrom-Frisch moved that this article be made consistent with the Policies Manual by a change in the wording of the Policy Manual. Wendy seconded this. The vote carried by 9 yays and 0 nays.

Job Description of board treasurer-Prior to tonight's meeting, Deb had released her update of the treasurer's duties to the BOT. Deb moved and Michele seconded that, with minor changes, her document be accepted by the board. The vote carried with 9 yays and 0 nays. Following this, Deb moved that the BOT approve Ramesh Munjal as receiving treasurer and Brad Helmer as disbursing treasurer. This was seconded by Kris Monson. The vote carried with 9 yays and 0 nays.

BOT action timeline-Dana presented the timeline of BOT action, which has been approved by previous boards. A discussion ensued and the timeline will be adopted by the current BOT.

The meeting was adjourned at 9:30PM by Dana York, president.

Abbreviations: BOT (Board of Trustees)