

THE COMMUNITY CHURCH OF NEW YORK UNITARIAN UNIVERSALIST

BOARD OF TRUSTEES MEETING AGENDA (DRAFT 4)

Wednesday, January 21, 2008

Gallery – **6:30 pm to 9:00 pm** (6:00 pm food and conversation)

6:00 Food, conversation and celebration (**Pot Luck**)

- 6:30**
- 1)
 - a) **Welcome**
 - b) **Process Observer** (We need a volunteer)
 - c) **Time Keeper** (We need a volunteer)
 - 2)
 - a) **Chalice Lighting**
 - b) **Opening Words** (Peter J. Robinson Jr.)
 - c) **Board Covenant** – ALL Read in unison (Board and Guests)

“We covenant to try always to treat each other with kindness and respect for the unique human being each of us is and the unique gifts each of us has to offer as together we hold this church in trust.”

- 3) Board Meeting Administration and Housekeeping
 - a) Explanation of Board Meeting Parliamentary Process for Guests*
 - b) Index Cards for Questions, Ideas or Suggestions
 - c) Sign up sheets**
- 4) Announcements and Acknowledgements
 - a) **Congregational Quarterly Meeting**, Sunday January 25, 2009
 - b) **Board Retreat** Saturday, February 7, 2009
 - c) **UUA Presidential Candidates in Metro NY** 2/13/09 – 2/16/09
 - d) **<http://groups.yahoo.com/group/ccny-trustees2>**
- 6:40** 5) Agenda Review
- 6) Consent Agenda
 - a) Accept Board Meeting **Minutes of December 17, 2008**
- 6:40** 7) New Business (**15 minutes maximum each item**)
 - a) **Discussion of Board Letter/Package to the Congregation.**
 - b) **Discussion of the Methodology of Supervising and Collaboration between the Business administrator and the Board of Trustees.**
 - c) Discussion of **Budget Modification Recommendation**
 - d) Discussion of **“Annual Meeting”** agenda, logistics and reports to the congregation
- 7:40** 8) Unfinished Business (**20 minutes maximum each item**)
 - a) **“Transparency, Accountability Openness and Collaboration”**
 - b) **Board member’s Fiduciary Responsibilities/Liability**
 - c) **“Emails: Policy and Recent Board emails”** (Rev. Southworth)
 - d) Accepting the updated **Finance Committee Charter**

(Continued on other side)

- 8:40** 9) Leadership Reports (**see on-line written reports**)
- a) **Senior Minister's Report** (5 minutes) (Rev. Bruce Southworth)
 - b) **Board Chair's Report** (5 minutes) (Mark de Solla Price)
 - c) **Q&A on the on-line written reports** this meeting (5-10 minutes)
- 10) Infrastructure Committees Trustee Initiatives Updates
- a) **Q&A on the on-line written reports** this meeting (5-10 minutes)
- 8:55** 11) Process Observation
- 12) a) Closing Words (We need a volunteer)
- b) Extinguishing the Chalice – Read in unison

“We extinguish this flame, but not the light of truth, the warmth of community, or the fire of commitment. These we carry in our hearts until we are together again.”
— Elizabeth Selle Jones

- c) Next Board of Trustees meeting is: **February 25, 2009**
- 13) “The Parking Lot” or “Radar” **Future Items not for this meeting**
- a) Discussion of our **Nominating Process**
 - b) Discussion of **Holiday Gratuities issue**
 - c) Discussion of Support for **Knowledge Ethiopia** and the boarder issue of fundraising for “outside” groups (Fay Bennett Lord)
 - d) Follow-up on **“How can we tell if we’re working on Our Mission?”**
Board Exercise on October 22, 2008
 - e) **Policy for Electronic Voting for Executive Committee**
 - f) Discussion of **October 30, 2008 Executive Committee Action**