

Unitarian Society of New Haven  
Minutes of the Board Meeting of the Board of Trustees  
October 17, 2012

Accepted November 11, 2012

Board Members Present: Thea Bourke-Martin; Gregg Burton; Alison Cunningham; Sue Linsley; Margaret Rae.

Board Members Absent: Russell Heinrich; Sandra Frawley; Georgia Jennings; Alan Price; Jessie Whitehead

Also Present: Emily Melcher; Tansy Birenbaum

A. Cunningham called the meeting to order at 7:15pm and G. Burton recorded the minutes. A quorum of Board Members was not present. The meeting proceeded with A. Cunningham presiding. G. Burton recorded the minutes. No official business of the Board was conducted.

### **Transition Process**

E. Melcher provided an update on the status of the transition process. Listening sessions are well received by most that attend. Board members were encouraged to sign up for at least one listening session. There is some perception that listening sessions are grievance forums, which is not the case. Efforts will be made to encourage people that have attended to share their experience and to encourage others to attend.

### **Congregational Administrator Position**

E. Melcher provided the Board with a draft job description for a congregational administrator position. In reviewing organizational structure and job descriptions, effort is being made to determine the roles and job descriptions that meet the congregation's needs without reference to current positions and current staff. Focus is on discerning the work that needs to be done for the congregation and what roles and positions are needed to perform that work.

### **Board Roles**

The brainstorm of goals and challenges created at the workshop was reviewed to determine whether each item could be done only by the Board, by others with support of the Board or by delegation from the Board to another group. The intention of the exercise was to discern those goals and challenges that are the Board's responsibility and that may only be done by the Board. It was noted that most items that are the Board's responsibility or that can only be done by the Board are largely dependent on the form of governance under which the Board is operating.

**ACTION ITEM:** Board members to review the proposal from G. Jennings regarding coordination of membership activities and be prepared to discuss at the next board meeting.

### **Congregational Meeting**

Congregational meeting agenda items were discussed.

**ACTION ITEM:** G. Burton to create agenda for congregational meeting and coordinate with T. Birenbaum to issue the meeting call.

**ACTION ITEM:** Board to discuss the situation regarding Canvass at the next Board meeting.

### **Governance**

The Board discussed various issues related to considerations of the current governance model and potential changes. It was noted that substantial work was done previously with respect to considering governance changes

**ACTION ITEM:** Board members should review the previous governance committee report to understand the findings and the outcome of that effort.

**ACTION ITEM:** A. Cunningham to suggest chapters to read in Hotchkiss book on governance

**ACTION ITEM:** G. Burton to add E. Melcher's contract to Board website archives for reference.

### **Adjournment**

The meeting was adjourned at 9:05 p.m.