



March 18, 2008 Tapestry Board of Trustees Meeting Minutes

Meeting called to order at 7:00 p.m., followed by opening words (from Tara), followed by Check-In.

Attendees: Reverend John Millspaugh, Tara Sayre, Penny Kinnear, Connie Pursell, Michael Boys, Laura Jackson, Richard Jagielko, Mark Fox

Absent:: Julia Rampone

Guests: (none)

Process Facilitator: Richard Jagielko

Agenda and Approval of Last Month's Minutes

1. Agenda approved – MSP
2. Revised Minutes from February 08 approved. MSP

REVIEW OF ACTION LOG

See Action Log at the end.

CONSENT AGENDA

Email - Approved Mark Fox being added to the board. MSP

REVIEW OF REPORTS:

Minister's Update

- Provided by e-mail in advance and in attachment. Positive remarks shared about the highlights.

VP Ops Report

- Provided by email. Connie and others from OCUUC are meeting to plan a weekend for 2 congregations soon. Ways and Means needs more committee members and having trouble recruiting. Committee needs some support from Connie and John to get back on track and rebuild their team. They will be meeting soon.

Treasurer Report

- Reports provided in advance for review. Reports do not reflect some of the issues very well but need to make a decision next month about borrowing from unrestricted account to cover the current shortfall in income. Need to pay UUA and PSWD soon and pay back our piano fund for small amount borrowed recently. See Finance report. Need to take this into account with the budget for next year.

VP of Finance Report

- Julia sent reports ahead of the meeting via e-mail. An increase in scrip purchases were noted in February which is a great response to the recent efforts to promote this. Keep it up!

Minister: Rev. John Gibb Millspaugh

Director of Religious Exploration: Katelynn Riva **Office Administrator:** Mary Halunka

Affiliated Community Minister: Rev. Sarah Gibb Millspaugh **Minister Emeritus:** Rev. Robert Jordan Ross

President: Tara Sayre **VP Finance:** Julia Rampone **VP Operations:** Connie Pursell

Treasurer: Penny Kinnear **Secretary:** Laura Jackson **Trustees:** Richard Jagielko, Michael Boys, Mark Fox

OLD BUSINESS

- Building Use Policy – Michael, final version to be resent with all changes
- Personnel Manual Update – Tara – found that OCUUC does have a manual which we will review and use to create a manual in May timeframe assuming we proceed with UUnion with OCUUC.
- Child Protection Policy – John & Tara – board requested CRE committee to make changes to reflect our practices but need to be able to see what the changes were so it will need to get it and circulate via email.
- Scrip “Hard Launch” – Julia, still need to put an insert in OOS some Sunday soon.

Exploratory Task Force Update

- Sub-committee status
 - Staffing, need to consider fair compensation for OCUUC as a priority
 - Finance, how to cover the staff cost within fair compensation and the expected mortgage, some differences in expectations of staff between the 2 congregations. Joint meeting of Finance teams this Friday.
 - Bylaws / Governance. Yet to meet with OCUUC, Tapestry has a team ready.
 - Site Search, meeting notes provided. They are hard at work.
 - Other groups still need to meet further such as CRE, membership. Stage is set for further meetings.
- OCUUC plans to vote on April 13 on selling their building. Both will vote on the following – wording below:

Moved that Tapestry commit to merge with OCUUC, contingent upon finding an acceptable site.

This is what the ETF came up with so it would not be too wordy. Question on “Acceptable to whom”? Accepting would have to be voted on. Tara will feed this back to the ETF. We need to make sure we get an excellent turnout for this vote. Motion – that in order to have a binding vote on April 13th Tapestry must have at least 40% of total membership present and needs to pass the motion by at least 80%. MSP

Stewardship update

- Bev Huff provided to Tara. Theme is building our future, 3 fewer team members than last year, meetings held and training happened and starting to make appointments. Fellowship dinner, with entertainment and magic. Be there!

NEW BUSINESS

- Volunteer of the Month - discussed many ideas of how to do this in the best way. It was proposed to also feature committees regularly and what they do as a separate effort. Continue thank you's and maybe thank a group of people. Need more input from Julia. This may need Julia to own it, document it and transfer to another volunteer when she has done it for a while.
- District Assembly 4/24-27, please consider attending.
- John will not be here the week after that.
- March 31 @ 7pm – interim board meeting at 7pm to prepare for upcoming vote and Tara's impending absence

CLOSING – led by Rev John

ADJOURNMENT– we moved to adjourn at approximately 9:08pm. MSP.

Acronyms

MSP – Moved, seconded, and passed

Attachments:

Decision Log

Action Log

List of Parking Lot Issues

Tapestry Board Decision Log – starting July 2007:

Date	Topic	Discussion/Action	Requesting Person	Decision
3/18/08	Mark Fox	Approve Mark Fox added to Board	Tara	approved
3/18/08	Vote on April 13	40% of members will be required and 80% approval to pass the motion at cong meeting	All	approved
3/18/08	BYOR	Bring your own paper copy of any reports emailed and any that miss out on it will make a copy from those who created and brought a hard copy	All	decided
2/19/08	Fund Raising Policy	Policy reviewed	Tara	approved
2/19/08	VP Ops	Connie agreed to serve	Tara	Approved
2/19/08	COSM	Marsha Medina agreed to serve	Tara	approved
1/15/08	Committees	Approve Bob Meyer and Sheryl Hagen to join Keith Tuominen on COSM. Add Bill Medina to the Nominating Committee. Approve Carol Semelroth as chairperson of the Nominating Committee.	Rev John and Tara	approved
12/18/07	New Building Investigation	Approve Jim Semelroth, Lynn Cowan & Carole Shannon as Building Investigation Subcommittee.	Reverend John	approved
12/10/07	Board	Voted on wording of motion to put to a congregational vote, re. authorizing Exploratory Task Force (ETF) to proceed further with efforts to join the two congregations, Tapestry & Orange Coast MSP.	Jim Semelroth, ETF	approved
10/16/07	Tapestry/OC Task Force	2 more members added and approved by email MSP - WHO?	Tara	approved
10/16/07	Nominating committee	Approved Carol Semelroth as member of Nominating Committee. MSP	Tara	approved
10/16/07	Policy	Policy for income/cash/checks management MSP.	Julia	approved
10/16/07	Computer	Michael Boys to spend up to \$700 for a system without a monitor, possibly with an external HDD or arrange for back-ups. MSP.	Michael	approved
9/20/07	Adult RE	Adult RE Task Force of John a board member (Connie) and a member of COSM (to be named) to be charged with fulfilling role of Adult RE committee until a committee is formed.	Reverend John	approved
9/20/07	Committee on Shared Ministry	Keith Tuominen-Lenney to chair COSM.	Reverend John	approved
9/20/07	Hymnal Supplement	Provide opportunity around Thanksgiving for congregants to make donations of hymnals by	Reverend John	decided

Date	Topic	Discussion/Action	Requesting Person	Decision
		check and purchase by Tapestry in bulk. Need to find a coordinator (Lois?).		
9/20/07	Marriage Equality	Request for board to approve a letter to be written by secretary as needed by Rev John in favor of marriage equality.	Reverend John	approved
9/20/07	Board meeting and retreat	Board retreat 11/10 location is TBD, Nov board mtg changed to 11/15	Tara	decided
9/20/07	Tapestry / OC Task Force	2/3 done, 4 out of 6 have been chosen, Julia and Richard from the board, Keith T-L and Christine K. Board approved MSP.	Tara	approved
8/21/07	green sanctuary	Board sanctioned a green sanctuary committee at Tapestry	Bev Huff	approved
8/21/07	Banking	Transfer non-CBT accounts to Wells Fargo Bank subject to any pending research on cost.	Julie Rampone	approved
7/17/07	Committees	Laura Mazzullo and Melanie McCullough will be co-chair s of Ways and Means.	Tara Sayre	approved

Tapestry Board Action Log – updated 3/18/08:

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
P – 8/3/04 R – 9/13/05 R – 10/18/05 R – 02/21/06 R – 07/18/06 R – 12/12/06 R – 4/17/07 R – 5/15/07 R – 12/18/07	Board Director Role & Committee Chair Role Descriptions	Lynn sent out templates of Board positions. Annual review of Board positions. Needs President and VP of Finance. Position descriptions for committees have not been done.	Tara Sayre, Lynn Cowan	OPEN Will be available in June. Mary Pax working on a position description for VP Finance to give to Julia. Lynn may also have something she can pass on. As of 12/18/07 still open.
P – 4/17/07 R – 5/15/07	Comprehensive Plan	Need to update comprehensive plan. Send latest versions to Lynn Cowan.	Tara Sayre, Connie Pursell	OPEN. Changed to be included in June meeting if possible. On 6/6/07 Lynn reported there will be progress some time after July 1 after Lynn gets a committee together. 12/18/07 – John has contacted her and she admits that she hasn't done anything. Connie to communicate with her. Makes sense to wait if we are pursuing merger? Rev John thinks we should go ahead and do what can be done, maybe have three productive meetings. Part of subcommittees for ETF could be to rework a joint comprehensive plan.

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
R – 3/18/08 R – 1/15/08 R - 12/18/07 P – 10/16/07	Personnel Manual	Can PSWD help with legal questions or do we need a lawyer? Rev John will ask. Would Orange Coast or the UUA know? Tara to ask OCUUC. Finalize.	Tara	CLOSED OPEN , shared findings in January 08. District does have some resources when we are ready. As of 12/1/8/07 – Tara to set up date/time for a subcommittee to meet and fine tune first draft.
P – 10/16/07 R – 12/18/07	Child Protection Policy	Request CRE committee to review and update the policy as needed	Tara	IN PROCESS OPEN – 11/07 Tara expects revision by January 08. CRE committee is working on it.

PARKING LOT

Updated 12/18/07

Date Issue Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
P – 7/6/04 R – 9/13/05 R – 10/18/05 R – 02/21/06 R – 09/19/06 R – 12/18/07	Fire and Safety Evacuation	Policies & protocols need to be developed for fire safety and evacuation procedures.	Will be the responsibility of the VP Ops once appointed; get input from Scott Aschbach	