

First Jefferson Unitarian Universalist Church  
1959 Sandy Lane  
Fort Worth, TX 76112

Board of Trustees - Regular meeting  
January 21, 2018

### Minutes

Board members present: Jean Bruttell, Dan Sexton, Mary West, Sue Lowry, and Della Purdin. Michael Zepeda, ex-officio member, was present, as well.

Also present: Lewis Morris.

The meeting was held at First Jefferson, in Jagers Parlor.

Meeting called to order at 1:08 pm by Jean Bruttell.

Mary West stated that a quorum was present.

The prior Board's covenant was reviewed. All members instructed to reflect on the covenant and bring proposed changes to the next meeting.

Each member furnished a preferred email address. Jean – jean.bruttell@gmail.com, Dan – sextons@swbell.net, Mary – marycost@gmail.com, Sue – sue.lowry56@gmail.com, Della – dellapurdin@gmail.com, Michael – mrzep2145@gmail.com. Irene's email is sereneseeri@yahoo.com and Betty's is fantasiafay@yahoo.com.

It was agreed that the minutes for each meeting will be typed and emailed to each Board member by the Friday following the meeting.

Michael was appointed Process Observer and Mary was appointed Timekeeper.

The action items left over from the previous Board were reviewed. Michael stated the Share the Plate recipient for the current quarter needs to be selected. The church needs to begin the recertification process to continue being a Welcoming Congregation. Michael will lead that task force for Welcoming Congregation recertification.

Jean informed the Board that a replacement for her position on Leadership Development Council needs to be appointed. Transition teams also need to be assembled – Name Change, Discernment of Staff Needs, and Types of Ministry. Motion were made, and seconded, for the Name Change Task Force. Motion carried. Lewis will research name change information (including the process and associated costs). The Committee on Ministries (COM) will continue to research types of ministry. Sue will research the discernment of staff needs.

Karl and Misha are the only paid personnel at the church. Reverend Innis previously provided supervision for Karl. Since her departure, no one has been given the task of supervising Karl. This lack of supervision will be addressed at the next Board meeting.

Reverend Innis also was the voice of the Congregation in publicity and legal matters. As Board President, Irene is now that voice.

Board members being a presence in church was discussed. Board members will now be responsible for opening and closing the church on Sundays. Sue asked if Board members should have a name tag different from other members of the church.

The Finance Report was presented by Dan. A suggestion was made to have another type of Finance Report which includes more highlights in addition to the current detailed report.

Membership information and small facts regarding finance will now be on the back page of the Order of Service so that all are aware of their importance. Jean will ensure this begins before the next regularly scheduled Board meeting.

A sign-up sheet with various jobs throughout the church will be on display at the February potluck. Della will ensure this is created and available.

Jean will head up Stewardship.

Membership will work with LDC will work together setting up the structure for Zone Fellowship. This will help members provide Pastoral Care to each other.

Sue will work with Betty to see if Stephen Ministry is a good fit for our church.

The smoking area needs to be moved so that members and visitors are not walking through the area on their way in and out of the building.

The annual Budget Drive will begin in March.

The need for child care on Board meeting days was discussed.

The meeting adjourned at 3:00 pm.

Topic	Who	What	Due Date
Board Covenant	All Board Members	Bring proposed changes to the previous Board's Covenant	February meeting
Welcoming Congregation Recertification	Michael	Lead Task Force for the process	February meeting
Name Change	Lewis	Research process and associate costs	February meeting

Types of Ministry	COM	Research different types of ministries	February meeting
Discernment of Staff Needs	Sue	Research ways to handle different staff needs	February meeting
Supervision for Karl	Board	Address how to handle lack of day to day supervisor for Church Administration	February meeting
Information to include in Order of Service	Jean	Add membership and financial fun facts to Order of Service	February meeting
Church chore sign-up sheet	Della	Compile a list of different chores to display on a sign-up sheet	February potluck
Stewardship	Jean	Head up Stewardship	February meeting
Stephen Ministry	Sue and Betty	Research the training for Stephen Ministry and how to incorporate it	February meeting