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**MINUTES**

**GOVERNING BOARD MEETING**

**Monday January 22, 2018**

**Location: Room 109**

**Present:** Paul Arnold, Jean Reed Bahle, Tim Creamer, Patrick Eaman, Kathleen Delp Higgins, Win Irwin, Carol Kooistra, Brad Miller, Katie Mitchell, Dana Munk, Mark St. Amour, Chip Wall

**Absent:** Jim Ayres, Bettegail Shively

**Staff:** Jack Woller, W. Fred Wooden

**Guests:** Vera Beech, David Dorr, Mike Grass, Todd Johnson, Kirsten Lundeen, Sarah Torres

The meeting was called to order at 7:01 pm by the Chair, Win Irwin.

1. **Special Presentation + Q & A**

Vera Beech from Community Rebuilders spoke about causes of homelessness and how the organization set up a pathway to end veteran homelessness in Kent County through rapid re-housing. Vera credited the program participants for their honesty and participation, and she spoke up for building reciprocal relationships and using strengths-based approaches. Vera spoke about Community Rebuilders' upcoming Housing Connections Center that will provide a dignified, low barrier, open access, temporary housing space to search for more permanent housing.

Win Irwin explained that this guest speaker was chosen to offer more information about local homelessness services for the Board to consider during the ongoing issue about Fountain Street Church's building use.

1. **Congregant Comments**

None.

1. **Consent Agenda – GB Minutes**

***MOTION*** by Tim Creamer to approve the November meeting minutes. Seconded by Carol Kooistra. Motion passed.

***MOTION*** by Patrick Eaman to support the Nominating Committee's nomination of the following officer candidates to the Governing Board as listed here: Chair Win Irwin, Vice Chair Chip Wall, Secretary Paul Arnold, Treasurer Tim Creamer, and At-Large Member Kathleen Higgins. Supported by Brad Miller. Motion passed.

1. **Financials**

Tim Creamer said that for the year of 2017, there was a total deficit of approximately $67,000. Tim said that while expenses were a few thousand dollars over budgeted amounts, other factors such as lower than anticipated rental income amounts and not having the customary December surge in pledge income accounts for more of this deficit. Tim said that he will need a chance to meet with the Finance Committee and Jack Woller before engaging the Board in a discussion of how to proceed.

***MOTION*** by Carol Kooistra to approve the financial statement for December. Seconded by Kathleen Delp Higgins. Motion passed.

Jack Woller said that there were $57,000 in unfulfilled pledges for 2017. Jack said that a 5 figure amount of these unfulfilled pledges is common, and he added that if those pledges are fulfilled in 2018, they will be added to the 2018 rather than the 2017 financial accounting.

Tim Creamer said that the Finance Committee and Jack Woller are creating a process for staff raises, for all staff members, taking into account evaluations and market data.

1. **Executive Team Report**

Win Irwin mentioned a letter submitted to the Governing Board that expressed concern about the search timeline for the new head of the education program, including the concern that without more work on structure and curriculum, the program would default into whatever has been happening during this interim period. Fred Wooden said that the interim staff position precludes becoming a permanent staff position and that progress is being made on the search.

Carol Kooistra said that while church attendance numbers were up in December, the youth education program participant numbers were not. Carol asked about the recruitment process. Fred Wooden said that the 'hunting season' for a new educational staff person is around March- June.

Tim Creamer asked what the time frame is for fixing the Social Hall. Jack Woller said that it is scheduled to be functional by January 30th and fully completed in the weeks thereafter.

Jean Reed Bahle mentioned from the ET Report that some people chose not to pledge or decreased their pledge because of disagreements with 2017 church decisions. Jack Woller said that some congregants have spoken to him about choosing to withhold their pledges based on the decision to cut the education-focused Associate Minister position -- or the timeline and lack of communication around that decision.

Carol Kooistra said that there is no current job description among church staff that includes assisting Board members with Board work. Carol and others added that Melissa and the rest of the staff is always very helpful but that it would be helpful to clarify that officially.

Brad Miller said that he has heard from many people about not being able to access the Friday Flash. Brad said that he has been sitting at the Information Desk and that many people have approached him there. Paul Arnold asked for an estimated timeframe for fixing the electronic mail system. Jack Woller agreed that this is a major issue but said it could be two weeks because of other pressing software package issues.

1. **Nominating Committee**

Patrick Eaman said that the Nominating Committee has approached several candidates about possibly stepping in to fill the Board member gap left by Janet Peterson's December resignation. Pat said that the remaining term slot is slightly less than one year.

1. **Transition Committee**

Jean Reed Bahle gave an update about the Transition Committee's progress preparing for the new senior minister search. Jean mentioned that about 40 congregants attended the 2 open sessions. Jean spoke about using a 'circle process' to engage congregants for input, rather than relying on town meeting report-outs. Jean said that several people have indicated interest in being on the Search Committee, which she will pass on to the Nominating Group.

Jean said that according to the by-laws, the Nominating Group is to be made up of 3 members from the governing board and 3 members who are not on the governing board. Jean said the Transition Committee recommends that the Governing Board consider Nominating Group members representing:

a. the GB's Nominating Committee

b. Character School/Parents Circle

c. Women's Association

d. Oversight Committee

e. Transition Committee

f. Chapel Community

g. Eleven O'clock Community

***MOTION*** by Jean Bahle on behalf of the Fountain Street Church Transition Committee that the Governing Board appoint a Nominating Group by March 19, 2018, to identify Search Committee candidates by June 1. The subsequently elected Search Committee, in turn, will be tasked with the process of searching for the next Senior Minister of FSC. Seconded by Brad Miller. Motion passed.

Tim Creamer said that in the last minister search process, the Nominating Group had to vet a final 18 from 120 potential members of the Search Committee.

Chip Wall asked how outreach will be done to get the largest possible participation from the church communities for the small groups about the search process. Kathleen Delp Higgins said that in the past there have been posts in the Chimes and Flash, sign-ups in the Social Hall, and announcements at both church services.

Carol Kooistra emphasized how much of a time and work commitment it is to join the Search Committee.

1. **GB Committee Appointments**

Win Irwin passed out an updated 'dashboard' outlining Board Members' committee roles.

1. **GB Planning Retreat**

Win Irwin spoke about the importance of having accurate Board by-laws, policies, and committee descriptions plus meeting times readily available.

Win Irwin said that the town hall meetings have been a move in the right direction for church communications. Win said that it is difficult to schedule them in advance but that Board members should anticipate as much as possible what topics or timing might be important.

Win Irwin added that he will send out a draft agenda for Board input.

Carol Kooistra passed out a packet of proposed by-law reviews from the Oversight Committee, to be reviewed at the Board Retreat.

Patrick Eaman asked about the strategic plan materials to ensure they were available.

1. Adjourn

***MOTION*** by Tim Creamer to adjourn at 8:35. Seconded by Kathleen Delp Higgins. Motion passed.

**Upcoming GB meetings and events**:

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| Next Officer’s meeting 2018 | Monday, Feb 5th, 5:30 PM | OC + ET  Board Room |
| Next GB meeting | Monday, Feb 19th Meeting  @ 7 PM | GB, ET,  Room 109 |
| Governing Board Retreat | February 10th | GB + ET Irwin Seating Company |
| Town Hall Meetings |  |  |
| Next Officer’s meeting 2018 | Monday, Feb 5th, 5:30 PM | OC + ET  Board Room |

**Secretary Paul Arnold  
Scribe Katie Assarian**