



**January 15, 2008**  
**Tapestry Board of Trustees**  
**Meeting Minutes**

Meeting called to order at 7:07 p.m., followed by opening words (from Tara), followed by Check-In.

Attendees: Reverend John Millspaugh, Tara Sayre, Penny Kinnear, Connie Pursell, Julia Rampone, Michael Boys, Laura Jackson

Absent:: Richard Jagielko

Guests: none

Process Facilitator: Connie Pursell

**Agenda and Approval of Last Month's Minutes**

1. Agenda approved as modified – MSP
2. Revised Minutes from December approved. MSP

**REVIEW OF ACTION LOG**

See Action Log at the end.

**CONSENT AGENDA**

none.

**REVIEW OF REPORTS:**

**Minister's Update**

- Provided by e-mail in advance and in attachment. Update on VP Ops, still no VP Ops, despite lunch with Rev John. We really need one. Consider asking someone to just fill in until June.

**VP Ops (COSM, Nominating)**

- Motion to approve Bob Meyer and Sheryl Hagen to join Keith Tuominen on COSM. MSP. 1 more required. Motion to add Bill Medina to the Nominating Committee. MSP. Motion to approve Carol Semelroth as chairperson of the Nominating Committee. MSP.

**Treasurer Report**

- Reports provided in advance for review. Penny to provide info at next board meeting on missing/late pledges.

**VP of Finance Report**

- Julia had sent reports ahead via e-mail, but also reported here and summarized. We need to get more income from scrip. This should not be so hard. Requires some education of the congregation to see how easy it is. Loretta Joseph is now in charge and enthusiastic. We could all buy more without much effort. Maybe streamline the process, put on the web, hand it in one day and have it ready to collect the next Sunday. Possibly add to OOS or newsletter, need a handout (1/2 page) with best possible scrip choices (what we have in inventory and good %). Tara will work on a form while she is in the airports and planes this week.

**Minister:** Rev. John Gibb Millspaugh

**Director of Religious Exploration:** Katelynn Hassler **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:** TBD

**Treasurer:** Penny Kinnear **Secretary:** Laura Jackson **Trustees:** Richard Jagielko, Connie Pursell, Michael Boys

### **VP Operations/Nominating Committee**

Still no VP Ops candidate has been found. There are 5 people on the list that Tara and Rev John are working through.

### **Exploratory Task Force/ Orange Coast Discussions**

The board received and acknowledged the proposed wording for an acknowledgement of the findings of the Exploratory Task Force (ETF) and a motion for the congregational meeting. This wording was developed jointly with Orange Coast. Cottage meetings about the union should happen before another vote (Feb-early March) need to include raising any issues before another vote. A useful goal could be to feel more united in what we want in a new building and new congregation. Need to start scheduling before newsletter deadline. Announce the meetings and let it happen, even though the vote has not happened. We need them no matter how the vote goes. ETF will set up cottage meetings within the next week and put in newsletter and informational meetings and schedule the Vote in March (30<sup>th</sup>?).

### **NEW BUSINESS**

- Thank you cards would be a good thing to do more often. Email each other about thanking people and who they would think of sending it. Michael will keep track.
- Staff Evaluations. Tara will send out info for evaluation for Rev John off line. Rev John will provide a form. Rev John will provide financial info to Julia and defer sharing with the board until next month.

## **OLD BUSINESS**

The following issues were touched on:

- OCCCO – Tara
- Personnel Manual Update – Tara needs to follow up. Rev John asked the district and some resources are available to review (Ken and others) but that is about it.
- Fund raising policy – Tara sent out by email. Board will vote by email
- Building Use Policy – John and Tara – now belongs to Michael who is working on it by next mtg

**CLOSING** – Reflect on achievement of goals for the new year.

**ADJOURNMENT**– we moved to adjourn at approximately 9:20 pm. 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
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 check and purchase by Tapestry in bulk. Need to find a coordinator (Lois?).	Reverend John	decided
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.	Tara	approved

Date	Topic	Discussion/Action	Requesting Person	Decision
		Board approved MSP.		
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 1/15/08:

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
P – 1/15/08	UUnion	Cottage Meetings, informational meetings and plan to vote on decision to Union in March	Tara	<b>OPEN – communicate to the ETF, Tara to communicate with Jim Semelroth before the next meeting to make sure the ETF knows what else we think may not have completed.</b>
P – 1/15/08	Scrip	Tara will work on a form to make ordering easier	Tara	<b>OPEN due Feb Mtg</b>
P – 1/15/08	Pledges	Penny will update us on status of pledges at next meeting	Penny	<b>OPEN due Feb Mtg</b>
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	<b>OPEN</b> 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 – 8/15/06 R – 09/19/06 R – 12/12/06 R – 2/20/07 R – 4/17/07 R – 6/6/07 R – 7/17/07 R – 8/21/07 R – 9/20/07 R – 10/16/07 R – 1/15/08	Personnel Manual	Take one that is used by another UU congregation and modify. Connie found 3 possible policy documents.	All board members	<b>CLOSED –</b> Connie to send current best fit to the board to start from. Connie will set up an ad hoc committee to take the chosen manual and make it our own. John will advise. 10/16 Draft manual has been sent to the board. Board is now tasked with reviewing and preparing comments on the document provided and discuss next steps toward the final document at November board meeting.
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	<b>OPEN.</b> 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 –

Date Proposed (P) Most Recently Reviewed (R)	Topic	Discussion/Action	Responsible Person	Status
				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.
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.	<b>Tara</b>	<b>OPEN</b> , 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	<b>Tara</b>	<b>OPEN</b> – 11/07 Tara expects revision by January 08. CRE committee is working on it.
P – 7/6/04 R – 9/13/05 R – 10/18/05 R – 02/21/06 R – 09/19/06 R – 12/18/07	Document Retention & Control	Draft a proposal for Tapestry document retention and control.	<b>John/Penny; will eventually task Mary H</b>	<b>OPEN</b> – this was on the Parking Lot list and was moved to the action log on 12/18/07. Penny will prepare of list of documents needing to be retained for regulatory and tax reasons.

## 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.	<b>Will be the responsibility of the VP Ops once appointed; get input from Scott Aschbach</b>	