

## FEBRUARY 2018 MINUTES

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

Board of Trustees - Regular meeting  
February 18, 2018

### Minutes

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

Also present: Tina Harmuth, Julie Hevelone, and Richard Marshall.

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

Meeting called to order at 1:30 pm by Irene Forrester.

Mary West stated that a quorum was present.

The prior Board's covenant was reviewed.

Tina Harmuth will act as Process Observer and Jean Bruttell was appointed Timekeeper.

All present gave a check-in.

Julie Hevelone, representing Worship Arts, wanted to address the new Board with her committee's concerns. A motion was made, seconded, and passed authorizing Worship Arts to fill the pulpit each week. Another motion was made, seconded, and passed to recommit to a committee-organizational structure, endowing committees with authority and responsibility to fulfill their chapter within their budget, as approved by the Board of Trustees.

Richard Marshall informed the Board of a problem with one of the neighbors behind the church. This neighbor is dumping on the church's property and becomes confrontational when approached. This conduct has been happening since 2013. Richard has a file with the offenses. He will forward his file to Irene, Jean, and Mary. They will get back to him within two weeks with an outline of a plan of action.

The minutes from the January meeting were accepted as written.

The Finance Report was accepted.

The previous month's action items were updated.

Transitional Ministry – our goal is to have a new minister by July of this year. We will need a

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task force. The transitional ministry handbook on the UUA website will be instrumental in our process. The team will be named at the March meeting.

Sue Lowry and Betty Churchman continue to work on the Interim Lay Ministry. They are compiling a list of resources.

Michael brought the Board up to date on the Welcoming Congregation recertification process. A task force is required for the recertification. With the other activities happening at church, it was decided to delay this process a few months. The Board will make sure the congregation knows this process will begin in the fall.

Mary informed the Board a candidate has applied for the Religious Education Coordinator position. She asked guidance on the next steps. Jean will forward information Mary and Julia Sexton by next week.

A motion was made, seconded, and passed to accept the previous Board's covenant for this current Board.

A nomination was made for a replacement on the Leadership Development Council.

A nomination was made for a replacement for the Committee on Ministries.

The Board would like to move forward on the building repairs Lewis laid out in an email to the Board.

Mary is nominated to attend Dwight Brown Leadership Experience. Betty and Irene will check their schedules. Irene will ask Roy Brake about attending.

The Annual Budget Drive is scheduled.

The meeting adjourned at 3:59 pm.

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Topic	Who	What	Due Date
Welcoming Congregation Recertification	Michael	Lead Task Force for the process	Tabled until Fall
Church chore sign-up sheet	Della	Compile a list of different chores to display on a sign-up sheet	Ongoing
Grounds List of Incidents	Richard, Irene, Jean, and Mary	Richard send a list of incidents to Irene, Jean, and Mary. They will come up with a plan	Two Weeks
Transitional Ministry	Irene and Jean	Touch base with Christine Purcell and turn the transition handbook into action items	March meeting
Interim Lay Ministry	Sue Lowry and Betty Churchman	Compile list of resources	March meeting
Hiring process report	Jean	Send this to Mary and Julia Sexton for RE Coordinator position	Next week
LDC Member	Irene	Invite new member	March meeting
COM Member	Irene	Invite new member	March meeting
Building Repairs	Irene	Get quotes from Lewis and information on roof replacement.	March meeting
DBLE	Irene	Ask Roy Brake if he would like to attend	March meeting
Potential Committee Members	Board	Review list on the Return Again document for potential members for various committees needing members	March meeting