May 21, 2025 Board of Trustees Meeting
Attending: BoT members: Tdale Bagwell, Beth Shiveley, Courtney Thibodeaux (facilitator), Aaron Valor (timekeeper), Scott Witt, Mary Chimarusti, Rev. Sarah (ex oficio) **Visitors:** Jerry Hensel, Sara DaSilva, Jaunetta Cooper, Austin Gatchell

Key Takeaways

- Board approved rental to Montgomery County Liberal Women's Group but declined Democratic Party and Socialist Party rental requests
- Decision made to move bylaws vote to September 7th to ensure proper timeline compliance
- Agreement to change bylaws language from "3 months" to "90 calendar days" for clarity
- Need to improve board communication methods and meeting minutes documentation
- Ministerial evaluation form to be created as Google Form with June 4th deadline for input
- Austin will take meeting minutes starting from the next board meeting
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Discussed Topics:

Ministerial Evaluation Process

Discussion on implementing evaluation process for Reverend Sarah's ministry renewal

- **Details**
  - Rev Sarah: Needs evaluation for ministerial fellowship renewal process, suggested using letter of agreement as criteria
  - Beth: Volunteered to compile evaluation responses
  - Multiple members discussed format and timeline preferences
- **Conclusion**
  - Rev Sarah to create Google Form by end of week
  - Board members to complete evaluation by June 4th
  - Beth to compile responses by June 11th
  - Final review at June 18th board meeting

Facility Rental Policy

Extensive discussion about political group rental requests and policy development

- **Details**
  - Jamie: Presented three pending rental requests
  - Jeremy: Raised concerns about potential issues with fringe groups
  - Janetta: Expressed concerns about financial liability
  - Rev Sarah: Suggested policy elements including neutrality statement
- **Conclusion**
  - Approved monthly rental to Montgomery County Liberal Women's Group
  - Declined Democratic Party and Socialist Party requests

- o Board will develop comprehensive rental policy
- o Building usage policy to be updated

Bylaws Revision Process

Discussion of timeline and process for bylaws revision approval

- **Details**
  - o Mary: Presented current revision status
  - o Multiple members discussed timeline requirements
  - o Janetta: Raised concerns about Town Hall meeting preparation
  - o Beth: Questioned clarity of revision process
- **Conclusion**
  - o Town Hall scheduled for May 25th
  - o Changed voting date to September 7th
  - o Agreed to modify language from "3 months" to "90 calendar days"
  - o Will present but not seek additional feedback at Town Hall

Action Items

- **Rev Sarah**
  - o Create Google Form for ministerial evaluation (By end of week)
  - o Send AI meeting summary to board
- **Board Members**
  - o Complete ministerial evaluation form (By June 4th)
  - o Review bylaws document before Town Hall (By May 25th)
  - o Review past meeting minutes in Google Drive (Before June meeting)
- **Beth**
  - o Compile evaluation responses (By June 11th)
  - o Prepare 10-minute debrief presentation for next meeting
- **Mary**
  - o Update bylaws with "90 calendar days" language
  - o Share updated bylaws document with congregation
  - o HR Committee: Update Galen's contract to reflect new title of "Director of Religious Education
  - o Bylaws Revision Team: Prepare printed copies of bylaws for Town Hall meeting
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- **Jamie**
  - o Communicate rental decisions to requesting groups
  - o Begin posting board meeting minutes in Beacon Bits
- **Courtney**
  - o Create approved minutes folder in Google Drive
  - o Add rental policy discussion to June agenda

- o   Standardize minute naming convention in Google Drive
- **Aaron:** Add Jaunetta and Austin to private Board channels on Discord
- **Jeremy:** Upload treasurer's report PDF with detailed financial information
- **Tdale/Austin:**
  - o   Work with Sarah to set up automated recording and AI synopsis system for board meetings
  - o   Austin: Research Zapier integration with Zoom and coordinate with Tdale for review session
  - o   Tdale: Continue working on Zapier configuration with current account

NEXT MONTH:
- Board: Review combined ministerial evaluation at June 18th board meeting
- Political groups rental policy discussion