

**Birmingham Unitarian Church
Board of Trustees
Special Meeting Minutes
March 6, 2018**

Present: Rev. Daniel Budd, Debbie Fordree, Mary Gawel-Ensroth, Dave Graham, Marilyn Kelly, Claudia Kocher, Donna Larkin Mohr, Ed Sharples, Rev. Patricia Shelden, Bruce Webber, Barbara Woolf, Kym Worth

Absent: Sarah Arnold

The special meeting was called to order by Ed and began at 8:30 PM.

Ed explained that the purpose of this meeting was to conclude any unfinished business from the February 27, 2018 Board Meeting.

Board Business (additions to the agenda)

1. Policy Governance training – Ed
 - a. It was decided to defer any further training for next year's Board.
 - b. Donna suggested that other training for the Board should include how to use a budget that is standardized to understand how money is being spent.

Board Business

1. Policy on withdrawals from line of credit – Ed
 - a. Discussion took place on a proposed policy.
 - b. Barbara moved that the policy on withdrawals from the line of credit be the following:
 - i. When the amount outstanding on the line of credit is in excess of \$5,000, the Board must approve the withdrawal, and
 - ii. When the amount outstanding on the line of credit is less than \$5,000, the executives and treasurer will inform the Board, and

- iii. The policy will be included in the Treasurer's Report for the Annual Meeting.
 - c. Donna seconded the motion.
 - d. The motion was carried unanimously by the Board.
2. Signatories for Raymond James documents (the three endowments) – Kym, Ed
 - a. Debbie moved to approve the resolution as stated in the Raymond James document, Corporate Resolution – Cash and Margin/Short Sale Accounts, dated March 6, 2018, and signed by Mary Gawel-Ensroth, Secretary of Birmingham Unitarian Church Board of Trustees, with a Signature Page to the Trustees' Resolutions and Incumbency Certification.
 - b. Donna seconded the motion.
 - c. The motion was carried unanimously by the Board.
3. Signatories for other legal and financial documents – Ed, All
 - a. Going forward, the authority for signing documents will be the same as was used in the agreement with Raymond James as described in item 2 above.
4. Preparing the BUC budget for '18-'19 – Ed
 - a. Ed presented an outline of the budget process to be followed this year in order to adopt a balanced budget in June, as outlined in the meeting agenda.
5. Possible ways in which to increase income – Ed
 - a. An idea was presented to investigate church-sponsored trips as a way to raise money. No decision was made.
6. Board Internal Matter: See "Governance Process, (GP) Policy #5: Board Committee Principles and Structure – Ed, All
 - a. This item was not discussed.

Visitors' Comments and Questions

- There were no comments or questions raised.

Issues Arising for the Good of the Church

- There were no issues raised.

The meeting was adjourned at 9:10 PM.

Respectfully submitted,

Mary Gawel-Ensroth, Secretary