Minutes of Special Executive Committee Meeting

September 10, 2020

Executive Committee Voting Members Present: Tod Chernikoff (President), Nate Hultman (President-Elect), Judy Rodgers (Secretary), Jack Welch (Treasurer)

Non-voting members Present: Rev. Katie Romano Griffin (Associate Minister), Jen Morley (Executive Director), Peggy Jackson (Immediate Past President)

Absent: Rev. Abhi Janamanachi (Senior Minister - non-voting)

Guests: Bob Essink

Discussion Item: This meeting was a follow-up to the Sept 2 EC meeting. The purpose was to discuss the pending September 23 Town hall Meeting, since there was inadequate time for this discussion at the Sept 2 EC meeting.

Jack and Bob did an excellent job of framing our conversation, describing the purpose of the Town Hall meeting, as well as the fact that this is part of a larger change process that will determine how we grow, and will also influence budget decisions. Bob walked us through the document entitled “Leading Change in our Spiritual Community” (Appendix E from the Sept 2, 2020 EC meeting). This document presents a series of steps for the 4th quarter of 2020, starting with the kick-off of the process at the Sept 15, 2020 BOT meeting. The goal is to develop a program and budget action plan by late December, 2020.

Discussion points and decisions reached:

- A group of BOT and Staff members (the Change Process Team) will be established to work together toward developing options (see Action Step #2). It is very important for the Board and staff to be collaborative, and on the same page. It is critical that everyone has the same vision for the future as we proceed.
Peggy noted that the Fundraising Committee and Generosity Team members are already working on these issues. Nate suggested that the “Change Process Team,” which will be charged with understanding what we can do on both the revenue and expense sides, should request information from other subcommittees and teams as needed and appropriate.

Jen reminded us that last year, a small team was assembled to develop the FY 2020-2021 budget, and it was decided that this team will be reconstituted and used again. Team members included Abhi, Jen, Joe Merenda, Jack Welch, and Paul Strella.

- We were reminded, in discussion, that zoom meetings need a tight focus. It is unwise to try to do too much in one meeting. The material needs to be chunked up, and reduced in size, to a one page summary. We also agreed, as a group, that an extra Board meeting is needed to develop plans for the implementation of action items in the “Leading Change” document.

  **Action Item:** Tod will set up an extra Board meeting in the near future.

- As part of the process, there should be at least 4-5 group meetings with members of the Congregation (see Action Step #7).

- A Communications Plan is needed to make sure meetings are scheduled and advertised. Judy preliminary discussed this with Barb Warman last week - Barb agreed to take on this role.

  **Action Item:** Judy will contact Barb, letting her know that the EC welcomes her involvement as the Communications point of contact. Judy will also ask Barb to attend all future EC meetings, and Tod will put Barb on the Zoom invitation list.

- BOT and Staff buy-in are critical. To that end:

  **Action Item:** Tod will immediately talk to Abhi, Jen, and Rev. Katie - to secure and confirm their buy in.

  **Action Item:** Judy will include this as the primary agenda item at the Sept 15 Board meeting. The “Leading Change” document will be attached.
**Approved**

**Action Item:** Bob and Jack will call Board members before the Sept 15 meeting, to brief them about the plan, and to encourage them to review the documentation before the meeting. Jack and Bob will call trustees only AFTER Tod has confirmed staff buy-in.

- The “Leading Change” document, as currently drafted, indicates that the Town Hall meeting will be Sept. 23. That date is likely to change after the discussion at the Sept 15 BOT meeting.

- Nate encouraged us to include, in the program and budget action plan, optimistic scenarios as well as other options that reflect different levels of success in addressing the budget shortfall.