

DRAFT

Monitoring and Administrative Calendar

The Unitarian Church of All Souls

Board of Trustees

As of April 15, 2018

* Reports denoted with a single asterisk are to be filed with the board secretary and are to be appended to the minutes.

** Reports denoted with a double asterisk are internal to the board and staff and are to be filed by the staff.

*** Reports denoted with a triple asterisk are to be distributed by email and/or posted on the board page on the website.

Board Meeting or Action Item	Policy	Topic	Person Responsible
February Special Meeting immediately after Annual Meeting, first Sunday in February)		New board elects president, first, & second vice presidents. The trustees comprising the Standing Committee or Executive Committee (the president, and typically the first and second vice presidents) must be noted in the minutes of the meeting. [Bylaws mandated at first meeting after Annual Meeting]	Board
		Reflections on anticipated board year [Customary]	Board & Officers
		After meeting, new board president phones non-elected candidates, thanks for their service, and enquires about their interests in serving in other ways. [Customary]	Board President
February Board Meeting	4.6	**Quarterly Financial Closing	Executive Director
	A	***Conflict of Interest Policy All trustees, officers, key committee members, and key staff must sign Conflicts Policy annually. Executive Committee responsible to have appropriate committee members, officers, and staff sign Conflicts Policy -- by custom this task delegated to Executive Director. Executive Committee responsible to vet potential conflicts. Publish conflicts. [Conflicts Policy mandated]	Board
	C	***Whistleblower Policy Review board's role in Whistleblower Policy and update policy with new president as Compliance Officer. Revised Policy put on website. By custom, Executive Director delegated to make appropriate	Board

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		notice to All Souls' personnel policies. [Whistleblower Policy mandated]	
	1.2	Discussion: Annual Powerful Question for Linkage Work	Board-Senior Minister
	1	Schedule board listening circles (linkage)	Board
		Request updated bios for website [Customary]	Board
		Review and assign board members to participate <i>ex officio</i> on Finance, Audit, & Investment Committees. Board president (or designee) becomes <i>ex officio</i> member of Audit, Finance, and Investment Committee and notifies respective committee chairs. Update committee roster and website. [Customary]	Board with Executive Director
		Consider appointments/reappointments of Finance and Investment Committee members [Customary]	Board
		Discuss potential members of Nominating Committee in executive session [Customary]. Terms expire in March.	Board
March Retreat 2018	2, 3	Governance Review (New Trustee Training)	Board
	3.4	*** Review Monitoring Calendar	Board
	1	Discussion: Congregational Survey	Senior Minister & Board
	1.2	*** Interpretation of Ends	Senior Minister
	1.2	Metrics Discussion (Congregational Survey, Staff Treatment Survey, Volunteer Treatment Survey, Dashboard)	Senior Minister & Board
March Meeting 2018	3.2, 4.8	Discussion: Communications	Senior Minister
		Review Nominating Committee charge/timeline and trustee position description [Customary]	Board
		Select Nominating Committee members in executive session; noted in minutes. Update committee roster and website. [Bylaws mandated]	Board
		Schedule separate meeting with Finance Committee Chair on budget	
March 2018		Board Listening Circle (linkage)	Board
April Meeting 2018	1	Discussion: RE for Children and Youth (Tracy)	Senior Minister
	3.6	Discussion: Ministerial (& staff for 2018 by suggestion of Senior Minister) Compensation	Board
April 2018	1	Linkage with Music & Choir (separate meeting)	Board

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	4.7	**Vanguard Report Distributed by Board Investment Committee Representative	Board Rep TBD
		Separate meeting with Finance Committee Chair on budget	Board
May Meeting 2018	3.2	Discussion: Stewardship Plans for Year-End and Upcoming Fiscal Year	Senior Minister
	4.6	**Report: Compliance with Audit Management Letter and Status of Staff Evaluations	Executive Director
	4.7, B	Discussion: Investment Committee Chair's Review (scheduled with Melanie Niemiec for 2018)	Board
		Approve budget [Customary in May, bylaws mandate board approval]	Finance Committee Chair with Executive Director
		Review and reapprove Capital Campaign Bridge Loan [annual re-approval mandated by loan document, customary to include with Finance Committee report]	Board with Finance Committee
		Approve Audit Committee member appointments and reappointments (terms end May 31) in executive session and note in minutes. Update committee roster and website. [Customary in Executive Session]	Board
		Organize board presentation for June Finance Meeting [Customary]	Board
		Schedule board meetings for July through June. Schedule retreats for fall and March and reserve space. [Customary]	Executive Director
May 2018		After board meeting schedule approved, schedule next year's investment review (typically for March) with Investment Committee chair [Customary]	Board President
June Finance Dialogue		(Generally first Sunday in June, date set by ED). Board attendance required. Congregation asked to affirm budget <i>pro forma</i> . [Customary] Changes in salaries of Senior and Associate Minister must be approved by congregational vote. [Bylaws mandated]	Board, Finance Committee, & Executive Director
June Meeting 2018	4.2	Approve and distribute Staff Treatment Survey	Board
	4.2	Approve and distribute Volunteer Treatment Survey	Board
	4.5	Board approval of budget [Bylaws mandated]	Board

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		Schedule summer board meetings as necessary to review FY financials, etc. [Customary]	Board
		Schedule fall board dialogue / listening circle / meeting with RE parents	Board
June 2018	1	Board Listening Circle	Board
July Meeting 2018	4.6	“Flash” Estimate of Fiscal Year Results (aspirational date for 2018)	Executive Director
	4.7	**Vanguard Report Distributed by Board Investment Committee Representative	Board Rep TBD
August 2018			
September Meeting 2018	3.2	Discussion: Plan for the Year	Senior Minister
	1	Discussion: Congregational Survey Plan & Roll-out	Senior Minister
	4.2	**Report: Staff Treatment Survey	Board
	4.2	**Report: Volunteer Treatment Survey	Board
September 2018	1	Board Listening Circle (Fall)	Board
	1	Board Listening Circle with RE Parents (Fall)	Board
October Meeting 2018	3.2	Discussion: Social Outreach Plan	Senior Minister
	4.6	**Quarterly Financial Closing	Executive Director
	4.7	**Vanguard Report Distributed by Board Investment Committee Representative	Board
	1	Distribute Congregational Survey 1 (Religious Education & Faith Formation – “Within”) – Repeat Survey in 2021	Board-Senior Minister
Fall Retreat 2018	1.4	Discussion: Board-Staff: “Whose are we?”	Board-Senior Minister
	4	Discussion: Effectiveness of Limitations	Board
	1.2	Discussion: New Member Survey	TBD
	3.4	***Monitoring Calendar Review & discuss amending Governing Policies to include a version on the calendar	Board
	4.3	**Report: Emergency Interim Succession Plan	Senior Minister
	4.4	**Report: Compensation Practices	Senior Minister/ADP
	4.6	**Financial Condition Compliance Report	Senior Minister
	2	*Draft Board Covenant	Board with Associate Minister
		Anti-oppression Inventory	Associate Minister
	3.2	Discussion: RE for Children & Youth Plan	Senior Minister

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November Meeting 2018	4.6	Reports & Discussion: *Audit, **Management Letter, **Audit Committee Report	Senior Minister with Audit Committee Chair
		Nominating Committee report [Bylaws mandated]	Nominating Committee
		Prepare for November Finance Dialogue [Customary for November]	Board & Executive Director
		Board appoints trustee as organizer for Lay Sunday. Lay Sunday organizer contacts Music Director before the end of November about Lay Sunday service (last Sunday in January) to give MD time to plan and rehearse music. [Customary]	Board & Trustee Lay Sunday Organizer
November/December Finance Dialogue 2018		Audited financials presented to congregation. Board attendance required. Scheduled by ED. [Customary]	Board, Finance Committee, & Executive Director
No more than 50 days prior to and no less than 10 days before Annual Meeting		Notice of Annual Meeting disseminated to congregation [Bylaws mandated]	Executive Director and Board Secretary
December Meeting 2018	1	***Report on and Discuss Congregational Survey	Board
		Outline Lay Sunday and assign roles, preference given to trustees according to seniority within 3-year term [Customary]	Board
		Annual review/renewal of ministers' housing allowances; published in board minutes [Timing customary, legally mandated]	Executive Director
		Discuss logistics of and volunteers needed for the Annual Meeting (ballot distributors and election inspectors) and convey requests to Deacons and Young Adults [Customary]	Board
		Consider appointments/reappointments of board secretaries [Customary]	Board
January Meeting 2019	2.7	**Report: Inquiries & Complaints	Ex Committee
	3.4	Discussion: Senior Minister Evaluation	Board
	4.6	**Quarterly Financial Closing	Executive Director

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		Finalize agenda to be distributed at Annual Meeting. Staff is responsible for logistical matters relating to distribution of ballots. Board is responsible for protocols on counting ballots. [Customary]	Board
		Finalize plans for Lay Sunday [Customary]	Board
		Consider Investment and Finance Committee member appointments/reappointments (terms end February 28) [Customary]	Board & Executive Director
		Reflections on board service	3 & 6 year trustees
January 2019	4.7	**Vanguard Report Distributed by Board Investment Committee Representative	Board Rep TBD
		Board President (with Executive Committee) writes Board's contribution to the Annual Report. [Customary]	Board President with Executive Committee
	B	Board President (Whistleblower Compliance Officer) submits annual report to board and Audit Committee [Whistleblower Policy mandated]	Board President
		Reserve room for board meeting after Annual Meeting [Customary]	Board President
Add items from prior year to items below			
February 2019 (New board)	4.6	**Quarterly Financial Closing	Executive Director
	A	***Conflict of Interest Policy	Board
	C	***Whistleblower Policy	Board
	1.2	Discussion: Annual Powerful Question for Linkage Work	Board-Senior Minister
March 2019	3.2	Discussion: RE for Adults Plan	Senior Minister
	4.7, B	Discussion: Investment Committee Chair's Review	Board
	4.7, B	*Report: Compliance with Asset Protection and Investment Policy by Board Investment Committee Representative	Board Rep TBD
March Retreat 2019	2.6	**Report: Compliance with Committee Principles	Ex Committee
	2, 4.9	Discussion: Board Evaluation	Senior Minister
	2	Discussion: Are We Effectively Living Our Board Values and Covenant?	Board-Senior Minister
	2	Review Board Covenant	Board
April 2019	4.1	**Report: Treatment of Members, Visitors, & Friends	Senior Minister
	4.6	**Quarterly Financial Closing	Executive Director

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May 2019			
June 2019			
July 2019	4.6	**Quarterly Financial Closing	Executive Director
August 2019			
September 2019			
October 2019	1	Distribute Congregational Survey 2 (Community – “Among”) Repeat Survey in 2022	Board-Senior Minister
Fall Retreat 2019			
November 2019			
December 2019			
January 2020			
February 2020	1	Begin Appreciative Inquiry Process (every 5 years)	Board
...October 2020	1	Distribute Congregational Survey 3 (Social Justice / Social Outreach – “Beyond”) Repeat Survey in 2023	