

# 6. Board Meetings

The Board year runs from July 1- June 30, with new members elected at the annual congregational meeting in May or June prior to the start of the next Board year.

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# Monthly Meetings

Each year with input from current members, the Board President determines the day and time for the year's monthly Board meetings. These are added to the Board calendar in Basecamp and shared out with all Board members. For the 2025-2026 church year, the Board meets the third Tuesday of every month, 4:30 - 6:30 pm, for the official Board meeting. The first Tuesday of the month from 4:30 - 6:00 pm is set aside for working meetings. (meeting name subject to change)

The Board President is responsible for setting meeting agendas. Any proposed items to add to the agenda should be sent as a request to the President two weeks prior to the meeting for consideration.

The President creates the final agenda about a week prior to the meeting and confirms and assembles accompanying resources. Members can access these 2-3 days prior to the meeting for study and review. The meeting agenda and supporting resources are located in the Board Meeting Hub on Basecamp and are tabbed for accessibility and organization.

Digital Board packet (The Hub) includes:

- Meeting agenda, date and time
- Member responsible for chalice lighting
- Any consent agenda items - each with a brief explanation (to include: draft minutes of prior official meeting)
  - The consent agenda contains items the board will approve without discussion.
  - Digital voting on these items is embedded into the agenda
  - Members review any consent agenda items prior to meeting and cast their vote.
  - At the beginning of the meeting, Board members can ask to move any consent agenda items that they wish to discuss to the discussion agenda prior to voting.
- Any approval items that require a Board vote
- Any discussion items
- Supporting reports may include: ministry reports, financial reports, committee reports, and reports from the staff and ministry
- Any resources that guide member understanding of the agenda items

Board members contribute to efficient, effective meetings by thoroughly reviewing the agenda and resources prior to the meeting. Any questions, comments or clarifications can be shared via the Basecamp message board. Board members sign up to take turns leading the chalice lighting (Board is currently using Sign Up Genius) and the Board Covenant is recited and honored at each official meeting

The majority of members (4) is required to constitute a quorum for any votes taken at official Board meetings.

The Board may enter into an executive session with the Senior Minister to discuss any personnel, legal, real estate, or other sensitive matters.

Any changes to the official Board meeting schedule need to be updated on the church calendar

# Official Meetings

- Any official business and/or voting takes place
- Minutes are taken and published to the congregation
- Senior Minister in attendance
- Committee Updates
- Open to any church member that would like to attend

# Working Meetings

- Provides additional time for projects, discussion, learning and attention to special topics or tasks as they arise
- No official votes, business or minutes
- Brief notes on working meeting items are kept
- Board determines any items that need to move to next official meeting

# Year-end Review

At the end of the Board year, typically at the June official meeting, the Board reviews monitoring items and assesses how well they have aligned with policies. Newly elected board members are invited but not required to attend this meeting.

# Annual Board Retreat

The Board year kicks off with a summer retreat. The retreat is typically 1½ days and is planned by the President and Vice President/President-Elect.

This annual retreat offers an opportunity for the members to get to know one another at an off-site location and begin building community as they look to the shared work and responsibilities ahead.

Retreat agenda items may include:

- Setting Board goals for the year
- Writing/Revising the Board Covenant
- Board self-monitoring
- Reviewing Board Handbook
- Affirming Board meetings, roles and committee assignments
- Discussing the mission, values and vision of our church
- Orienting new members to Policy Governance
- Socializing and learning each other's stories
- Spiritual and creative practices
- Connecting with Senior Minister

# Congregational Meetings

The By-laws require at least one annual congregational meeting. The current practice is to hold two regular congregational meetings.

- At the December Congregational Meeting, the Senior Minister shares an annual ministry report. The congregation votes on a budget for the calendar-based fiscal year.
- The Board plans the May/June Congregational Meeting. The Board reviews the past church year, including Board activities, and the congregation elects new Board members and Nominating Committee members.
- Board members are expected to be in attendance
- Additional congregational meetings may be held as needed

The Board President, Senior Minister and contributing staff create the agenda and meeting slides. The Board President presides over congregational meetings.

The Board works with the staff to distribute the agenda and materials for the congregational meetings no less than two weeks prior to the meeting date. The minimum notice per the By-laws is one week. In the case of proposed Bylaw changes, the minimum notice is 10 days.

The Board is responsible for managing the congregational meetings, which include:

- Establishing sign-in procedures
- Ensuring that there is a quorum for any votes. Numbers for the quorum are established in the By-laws. Systems for in-person and online voting have been established.
- Confirm the process for voting.
- If anyone is being recognized during the meeting, someone on the Board should confirm they will be in attendance.
- Non-members can attend the meeting but may not vote.

# Town Halls

- Occur throughout the year - typically 2-3 per year
- Led by Ministers and staff
- Board members may have contributing roles
- Board members are expected to attend
- Members and non-members can attend
- No voting occurs