

# 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

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