

Memo: Options for New Yearly UUA Board of Trustees Meetings Schedule

Submitted by: Stephanie Carey Maron, Executive Assistant to the Executive Vice President and Board of Trustees, Carey McDonald, Executive Vice President, and the Rev. Sofía Betancourt, Ph.D., President

Date: December 8, 2023

Request: We request the Board discuss and approve a new set of meeting dates for the remainder of FY 2024 and FY 2025, based on the options detailed below.

Recommended Affirmation: The Board approves the following new board meeting schedule, to be effective immediately and used throughout the remainder of FY 2024 and FY 2025.

Background Context: During the October 2023 Board Retreat, a discussion took place regarding the current schedule of meetings, and how a new schedule could allow for more productive and useful time spent together for board and staff.

Proposals for New Meeting Date Schedule

Stephanie created the spreadsheet on page 4 of this memo, using agenda items from board meeting agendas dating back to 2013. The spreadsheet details when recurring agenda items appeared throughout the year. This provides insight into what activities, votes, information, learnings, and actions need to occur, which month(s) they have traditionally occurred, and when they may be more beneficial to the Board.

The following schedule contains those items, but they're not meant to be rigid. Instead, they simply suggest when the Board might focus on specific items (based on previous board and staff work), and will hopefully give members of the Board an opportunity to envision a different timetable for meetings, while ensuring there's enough meeting time for all of the work to get done with space enough for deep conversations, visioning, goal-setting, and action-taking.

We encourage the Board to use the spreadsheet and the suggested schedule as a starting point for discussions about how to best structure the timing of meetings as well as the meetings themselves. The goal is to create a timetable that allows the Board and staff to complete all of its work in a timely and efficient manner, while also providing opportunities for in-depth conversations, visioning, goal-setting, and action-taking.

Please note that only specific agenda items have been added to the shorter meetings – typically those which require action of some kind. Otherwise, those meetings could be used for timely items or planned deep dives into particular areas of focus.

• **Details:**

- 10 meetings per year
 - 3 of those meetings will be multi-day.
 - 6 of those meetings will be shorter, two-hour meetings.
 - Four of those two-hour meetings will be standard shorter meetings with reports, voting, etc.
 - Two of those two-hour meetings will be deep-dives into specific subjects only (no reports or voting, etc.).
 - 1 of those will be an orientation meeting.
- Asynchronous work will be done via Slack, including voting on uncomplicated items
- Various working groups will meet throughout the year and present in the longer meetings, as needed.
- The ModSquad will meet separately and more frequently March-June.

• **Proposed Schedule:**

- January 18-20, 2024
 - Consent agenda (with meeting minutes, etc.)
 - Board calendar planning for the remainder of the fiscal year
 - Distinguished Service Award decision

- Co-Moderators' report
 - President's report
 - Staff report
 - Finances
 - Co-Financial Advisors' Report
 - Treasurer's Report
 - Consolidated financial statements and UUCEF financial statements
 - Audit report
 - General Assembly
 - GA webinar and pre-GA business planning
 - GA business agenda
 - GA rules of procedure
 - Bylaws
 - Working group reports (as needed)
- February 12, 2023
 - Deep dive
- March 11, 2023
 - General Assembly
- April 25-27, 2024
 - Consent agenda (with meeting minutes, etc.)
 - Co-Moderators' report
 - President's report
 - Staff report
 - Finances
 - Co-Financial Advisors' Report
 - Treasurer's Report
 - Approve budget
 - Capitol and consolidating budgets
 - Consolidated financial statements and UUCEF financial statements
 - Audit report
 - General Assembly
 - Approve final agenda
 - Bylaws
 - Working group reports (as needed)
- May 27, 2024
 - General Assembly
 - Final prep
- August 2024 – Date/Time TBD
 - Orientation
 - GA Feedback
 - Board Officer Elections
 - Committee Assignments
- September 18-21, 2024
 - Day of retreat
 - Visioning together
 - Annual Board calendar planning
 - Consent agenda (with meeting minutes, etc.)
 - Co-Moderators' report
 - President's report
 - Staff report
 - Finances
 - Co-Financial Advisors' Report
 - Treasurer's Report
 - Review of previous fiscal year close, Q1 forecast
 - In-depth financial overview and training

- Stewardship and giving
 - Bylaws
 - Working group reports (as needed)
- October 14, 2024
 - Deep dive
- November 11, 2024
 - GA budget approval
 - Moderator nomination vote
- January 9-11, 2025
 - Consent agenda (with meeting minutes, etc.)
 - Distinguished Service Award decision
 - Co-Moderators' report
 - President's report
 - Staff report
 - Finances
 - Co-Financial Advisors' Report
 - Treasurer's Report
 - Q2 Forecast
 - Consolidated financial statements and UUCEF financial statements
 - Audit report
 - General Assembly
 - GA webinar and pre-GA business planning
 - GA business agenda
 - GA rules of procedure
 - Bylaws
 - Working group reports (as needed)
- February 10, 2025
 - Deep dive
- March 10, 2025
 - General Assembly
- April 10-12, 2025
 - Consent agenda (with meeting minutes, etc.)
 - Co-Moderators' report
 - President's report
 - Staff report
 - Finances
 - Co-Financial Advisors' Report
 - Treasurer's Report
 - Q3 Forecast
 - Approve budget
 - Capitol and consolidating budgets
 - Consolidated financial statements and UUCEF financial statements
 - Audit report
 - General Assembly
 - Bylaws
 - Working group reports (as needed)
- May 12, 2025
 - Consolidated financial statements and UUCEF financial statements
 - Audit report
 - General Assembly
 - Approve final agenda
- June 9, 2025
 - General Assembly
 - Final prep

**UUA Board Agenda Items
- 10 Year Review -**

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Annual Board Calendar Planning				✓	✓							
Annual UUA Dashboard												✓
Appointments	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Approve Draft GA Minutes		✓	✓	✓	✓	✓	✓					
Approve Draft Meeting Minutes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Audit Report						✓						
Board Officer Elections	✓	✓	✓									
Budget Forecast Overview and Summary				✓			✓		✓	✓		
Business Resolution and Bylaw Change Work					✓	✓	✓	✓				
Bylaws Review Work			✓	✓	✓	✓	✓	✓	✓	✓	✓	
Changes in Congregational Status	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Committee Assignments			✓	✓								
Consolidating Budgets and Capitol Budget									✓	✓	✓	
Distinguished Service Award Decision							✓			✓		
Financial Advisor's Report				✓			✓			✓		✓
Financial Secretary's Report			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
GA Budget Approval				✓	✓							
GA Business Agenda					✓	✓	✓	✓	✓	✓	✓	
GA Final Agenda										✓	✓	✓
GA Prep (general)									✓	✓	✓	✓
GA Rules of Procedure								✓		✓	✓	✓
GA Webinar and Pre-GA Business Planning						✓	✓	✓	✓			
Pre-GA Scheduling and Process/Timeline				✓	✓	✓	✓	✓	✓			
In-Depth Financial Overview/Training							✓					
Moderator's Report				✓			✓			✓		✓
President's Report				✓			✓		✓	✓		✓
Previous GA Overview	✓	✓										
Recommendation for Upcoming GA Location												✓
Retreat				✓								
Secretary's Report				✓			✓			✓		✓
Stewardship and Giving			✓				✓					
Treasurer's Report				✓			✓			✓		✓
UUA Consolidated Financial Statements for Previous Fiscal Year							✓					
UUCEF Financial Statements for Previous FY							✓					
Vice-Moderator's Report				✓			✓			✓		✓
Working Group Reports				✓			✓			✓		✓