

2nd Congregational Meeting House Society, Unitarian Universalist

Board of Trustees Mini - Meeting - Sunday, January 31, 2021

(following Annual Congregational Meeting)

- I. Welcome new Trustees!
- II. Election of new slate of officers - President, Vice President, and Clerk
- III. Board Book - New Trustees will be receiving soon - All BOT members -
Please be sure to add the 2020 Annual Report to your Board Notebook
- IV. Trustees' Covenant - Review for next meeting (see below)
- V. Next BOT meeting is scheduled for Tuesday, February 16th at 5:15 -
Discussion of future BOT meeting dates
- VI. Appointment of FinCom Chair
- VII. Review/Authorization of signatures on all our accounts - Proposal by
Treasurer and VOTE
- VIII. Update Contact Info
- IX. Adjournment

Board of Trustees Covenant

Second Congregational Meeting House Society ('SCMHS')
(Adopted 2005; Revised 2008; Revised 9/2014; Revised 2/2017)

We, the members of the Board of Trustees of the SCMHS, covenant and promise to:

- A. Start and end promptly.
- B. Listen carefully and fully to one another.
- C. Strive to listen without interrupting.
- D. Make every effort for efficiency by modeling brevity and sticking to topic.
- E. Not repeat our own views until everyone who wishes to speak has spoken.
- F. Be respectful of other members, and be tactful when disagreeing.
- G. Assume the best possible motive and trust our fellow Board members to hear our concerns.
- H. Contribute personal ideas but then make decisions based on the needs of the congregation as a whole.

- I. Maintain confidentiality with personal and personnel matters.
- J. Bring up all new business through the agenda or liaison reports.
- K. Read all materials including minutes, assigned readings and other reports before meeting.

- L. Follow through with assigned tasks prior to next meeting.
- M. Share responsibility for observing the covenant.
- N. Review the covenant and revise as necessary when there are new members or it is a new year.