

Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
May 15, 2013

Trustee Kathy Dahlgren was absent from the meeting. President-Elect Bev Sneddon was present via SKYPE. All other Board of Trustees members and Reverend Hilary Krivchenia were present at the meeting.

Jeff Phillips, Lois Phillips, Alan Greenland, John Mosman, Paul Sneddon and Raymond Yee were present as observers.

President Greg Blus called the meeting to order at 7:00 pm.

### **Consent Agenda Items**

Gloria Kinney made a motion to approve the April 17, 2013 Board of Trustees meeting minutes and the May reports (Minister's Report, Assistant Minister Lifespan Religious Education Report, Stewardship Report, CCUU Financials for April, the Finance Committee Minutes, Kinship Ministry Report and the Ministry Council Notes). The motion carried unanimously.

### **Unfinished Business**

#### Communications Policy

Bev Sneddon reported that the current draft of the Communications Policy had been reviewed and will be on the agenda for Board approval at the June meeting.

#### District Assembly Recap

Beth Ligouri, Bridget Smith, Gloria Kinney, Bev Sneddon and Reverend Hilary Krivchenia updated the Board on the District Assembly Meeting in Wisconsin.

#### General Assembly

Bridget Smith made a motion to approve Judy Ball, Elizabeth Vesto, Greg Sweigert, Gloria Kinney, Marty Atherton, Leslie Peet and Dan Wiseman, plus Reverend Hilary Krivchenia and Reverend Colleen Vahey as the delegates from Countryside Church to the UUA General Assembly meeting, June 19-23, 2013. The motion carried unanimously.

#### Policy Manual revision

Greg Sweigert made a motion to place the Outreach Steering Committee policy in the Service Ministry section of the Policy Manual. The motion carried unanimously.

## Policy Manual revision - Continued

Greg Sweigert made a motion to revise the Finance Committee and Finance Procedures Section V-6 of the Policy Manual replacing paragraph "g" *Coordinating special fund raising events, except for the standing events listed in the events policy* with a new paragraph "g." *Coordinating capital or building campaigns to benefit CCUU.* The motion carried unanimously.

Bridget Smith made a motion to revise the Event Approval Guidelines (section IX-5) by removing the reference to the eight standing events. The motion carried unanimously.

## Sanctuary Project Update

Bev Sneddon made a motion for the Board to authorize the team to proceed, on the timeline discussed, on the sanctuary renovation design concept discussed with the board along with the draft budget of \$45,000 to come from the capital campaign fund. Seven Board members voted in favor of the motion, two Board members abstained and so the motion carried.

Paul Sneddon updated the Board on the status of the sanctuary renovation project including architectural renderings of the space in use for Sunday service as well as for a recital. For comparison to the planned use, Greg Blus shared photos of the comparable perspectives of the current sanctuary arrangement.

Paul Sneddon also explained that the sanctuary renovation project has been a work-in-progress since early 2012 with input, along the way, from the Senior Minister, Jeff Hamrick, Mark Huston, Greg Blus, Lois Phillips, and the architect, Dave Toma. The sanctuary chairs have already been recovered and the carpet is ordered, with funding from generous members of the congregation.

As to the funding for the construction, Greg Blus updated the Board on the funds currently available for the renovation in the capital campaign accounts.

The Board affirmed the need to move forward on the project timeline (copy attached) with a plan to start construction on July 8, 2013 with a target completion date of July 26, 2013. The Board also agreed to update the members of the congregation about the project at the Annual Congregational meeting on May 19 and to make available drawings/renderings of the design for member comment back to the Sanctuary Renovation team as needed.

## **New Business**

### Assistant Minister, Lifespan Religious Education

The Board reviewed the proposed contract with Assistant Minister Colleen Vahey for the period July 1, 2013 to June 30, 2014. The Board will see a revised contract at the June Board meeting reflecting some possible changes in wording and references to monthly salary dates and timing. Greg Blus agreed to share the Board's comments with Robin LaBedz, Chair of the Personnel Committee.

### Annual Meeting Agenda

Bridget Smith reviewed the agenda for the May 19, 2013 Annual Congregation meeting.

### Fall Board Retreat Options

The Board agreed to September 6-7 for the dates of the Fall Board Retreat. A meeting facilitator has not yet been identified.

### June Board Meeting date

The Board agreed to change the June meeting date from Wednesday, June 19 to Tuesday, June 18 to avoid the scheduling conflict with the GA meeting, June 19-23, 2013.

### Music Program Keyboard

Beth Ligouri made a motion to approve the purchase of a keyboard in the amount of \$5,000 with funds to come from the capital reserve account. The motion carried unanimously.

The Finance Committee had recommended the expenditure at their May meeting.

## **Wrap up**

The Board members reviewed all action items from the meeting.

## **Reading and Adjournment**

The Board meeting adjourned at 9:30 pm.

The next scheduled meeting of the Board of Trustees is Tuesday, June 18, 2013 at church.

These minutes were submitted by Richard Chay, Board of Trustees, Secretary, Countryside Church.

Proposed Sanctuary Renovation Timeline  
 (Paul Sneddon, May 15, 2013)

19 MAY	20	21	22	23	24	25
	START DRAWINGS FOR SUBMITTAL FOR PERMIT					
26	27	28	29	30	31	1 JUNE
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	COMPLETE DRAWINGS FOR SUBMITTAL FOR PERMIT	START PERMIT REVIEW				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1 JULY	2	3	4	5	6
				END PERMIT REVIEW	RECEIVE PERMIT	
7	8	9	10	11	12	13
	START CONSTRUCTION DEMO STAGE	DEMO STAGE	FRAME AND SHEATH STAGE	FRAME AND SHEATH STAGE	FRAME AND SHEATH STAGE	FRAME AND SHEATH STAGE DRYWALL TOWER WALL
14	15	16	17	18	19	20
CLEAN UP AND USE STAGE FOR SERVICES. IT WILL BE PLYWOOD SUBFLOOR AND UNFINISHED DRYWALL IF VILLAGE APPROVES	MOVE MONITORS	MOVE MONITORS	MOVE MONITORS INSTALL PANELING PAINT NEW CONST.	INSTALL PANELING	INSTALL PANELING	
21	22	23	24	25	26	27
CLEAN UP AND USE STAGE FOR SERVICES.	INSTALL FINISH FLOORING	INSTALL FINISH FLOORING	INSTALL FINISH FLOORING	INSTALL FINISH FLOORING	INSTALL FINISH FLOORING	
28	29	30	31	1 AUG	2	3
				PAINT TOUCH-UP	FINAL INSPECTION	