

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
September 18, 2013**

The following members of the Board of Trustees were present at the meeting: Gloria Kinney, Beth Ligouri, Tom MacTavish, John Mosman, Deb Quentel, Bridget Smith, and Bev Sneddon. Trustees Kathy Dahlgren and Sheryl Skifstad were absent. Additionally, Rev. Hilary Landau Krivchenia attended. A quorum was present.

Alan Greenland was present as a visitor.

President Bev Sneddon called the meeting to order at 7:05 p.m.

Consent Agenda Items

The Board briefly discussed September 29th as a follow-up date for a post-retreat discussion by members of the Board of Trustees, as the retreat did not allow time to cover the Board's full Retreat Agenda. It was decided that the discussion should be moved to "New Business."

There being no further discussion, Gloria Kinney made a motion to approve the August 18, 2013, Board of Trustees Meeting Minutes and the September reports (Senior Minister Report, Assistant Minister for Lifespan Religious Education Report, Finance Committee Meeting Minutes dated September 16, 2013 (including adding two provisions to the Policy Manual covering (i) Disbursements Approval, and (ii) Expense Vouchers), and September Action Items). John Mosman seconded the motion. The motion carried unanimously.

Unfinished Business

Journeys / PADS update

Rev. Hilary Landau Krivchenia provided the Board with an update on meetings and conversations she has had with the Outreach Steering Committee, with Pat Harrington of PADs and with members of CCUU. Developing CCUU as a PADs shelter should be discussed in the larger context of our strategic plan, and the service component of that plan. In her conversations with CCUU members, Rev. Krivchenia discovered that quite a few congregants already volunteer at other locations for PADs. Because CCUU will be initiating a period of strategic long-range planning, Rev. Krivchenia reported that it seemed best, at this time, to

delay committing to PADs until CCUU has had some congregation-wide conversations; and as a congregation we can see where our priorities lie for devoting time and resources. Rev. Krivchenia has communicated this decision to PADS. They understand, since CCUUU was to be overflow site. In summary, while there is interest in CCUU serving as a PADs site, this is an action that should be brought to whole congregation.

The Board further discussed that interested congregants could participate in the regularly offered training from PADs and perhaps volunteer at another location to gain experience that could later be used here at CCUU. A newsletter article will be written for the Focus. Pat Harrington will be contacted to determine what PADs preferred timing is for individuals who participate in their training and do not immediately volunteer at a site. Additionally, it was suggested that the Transitions Group could participate in the training and bring their new expertise back to CCUU.

New Business

Atherton Hall Rental / Alcohol Policy

President Bev Sneddon shared a note from the CCUU wedding coordinator regarding an August 2014 wedding party who would like to serve alcohol at their wedding reception in Atherton Hall which they have tentatively rented for the reception. The CCUU Policy Manual covers issues surrounding serving alcohol. As discussion progressed, the Board realized that additional details about the event need to be clarified and further information will be obtained from the wedding coordinator so the Board can consider this issue.

Retreat recap / follow up action items

The Board's September Retreat generated a number of action items that were reviewed.

1. Board Covenant: The Board is creating a covenant to cover the relationship of Trustees to each other. Rev. Hilary Krivchenia, John Mosman, and Deb Quentel are working on this.
2. Strategic Planning Team: A team needs to be created, perhaps drawing from various congregational constituencies, to consider long-range planning for CCUU. This is a topic that was not fully addresses due to time constraints at the Retreat and needs to be further discussed. In addition to populating the team, the Board needs to clarify the team's roles,

responsibilities, and goals. Other congregations have created similar teams, and President Bev Sneddon and Rev. Hilary Krivchenia will review resources in anticipation of the Board addressing this at the post-Retreat meeting.

3. Foundations Ministry reconfiguration: President Bev Sneddon, Rev. Hilary Krivchenia, Bridget Smith, Beth Ligouri and Laurie Lantz are meeting to examine what other similar-sized congregations are doing. It is possible that this Ministry needs to be re-configured to better serve CCUU's needs.
4. Town Hall meeting: The Board wants to schedule a quarterly Town Hall meeting to begin to discuss the year ahead. The Town Hall will likely be in November.
5. Stewardship: The Board's general plan is to model Stewardship for the 2014-2015 year on the activities of last year. Once again, the Ministry Coordinators will serve as ambassadors for stewardship and speak to the benefits of pledging. The Board also discussed the values of members pledging time, in addition to money, as a way of re-covenanting.
6. Calendar: The Board is communicating with Ministry Council to find a date for a joint retreat.
7. Board "Huddle" Process Check-ins: The Board agreed that it will implement a means for providing feedback to each other to ensure that Board members honor their covenantal relationship as a UU Board. The Board agreed that after Board meeting adjournment, and after visitors and invited guests have left, the Board (including the Senior Minister) will meet for a short process check-in. There will be no business decided during the process check in. Twice a year the process check-in may extend to 30 minutes to allow for more in depth conversation about our covenantal relationship.

Policy Manual – Proposed Revision to Personnel

In general, there are a number of opening on different Committees, including Personnel. This Committee in particular is very important because they have a number of tasks to accomplish in the next few months regarding staff positions, as CCUU prepares its budget for 2014-2015. The Board discussed the benefits of adding a Trustee to the Committee to ensure a high level of coordination between the Personnel Committee and the Board of Trustees. Gloria Kinney made a motion to revise the Policy Manual to indicate that member of Board of Trustees serve as member of the Personnel Committee. Beth Ligouri seconded the motion. After discussion, Gloria Kinney withdrew her motion.

Tom MacTavish made a motion to amend the Policy Manual to indicate that a member of the Board of Trustees serve as a member of the Personnel Committee, by striking only paragraph 2 of the "Personnel Committee" section of the Policy Manual and replacing it with the following language:

"The Personnel Committee consists of five members of the church appointed by the Board of Trustees. The Board may consult with the Nominating Committee to identify potential members. A Chair is appointed by the President of the Board of Trustees. One member of the Committee will be a member of the Board of Trustees and may serve as Chair. The Chair serves a one year term and can be reappointed for a second year. Each Committee member serves for a two year term, with a maximum of four years on the Committee."

Gloria Kinney seconded the motion. The motion carried unanimously.

With two immediate openings on the Personnel Committee, the Board began a discussion of candidates to fill at least one vacancy. Tom MacTavish made a motion that the Board of Trustees nominates Greg Blus to be a member of the Personnel Committee. Gloria Kinney seconded the motion. The motion carried with a vote of five in favor and two opposed.

Committee / Ministry Appointments

The Board discussed in general terms the number of open positions on all Ministry Committees. The Board discussed how additional members can be identified to serve in roles. The Board considered a number of members and suggested roles that various congregants would enjoy as Committee participants. Identified individuals will be asked whether they would like to serve on different Committees.

Review of Senior Minister Goals

The Board of Trustees and Rev. Hilary Krivchenia had a short discussion to understand how goals set by the minister honor the core of Unitarian Universalism and fulfill the mission of the congregation. Additional discussion followed to discern how the Board of Trustees can be useful in assisting Rev. Krivchenia to achieve any of her goals. A topic for further conversation is how the Board of Trustees and Rev. Krivchenia can discuss the goals and make sure that we are supporting each other.

The discussion of the Senior Minister's goals and staffing to best serve CCUU's growing needs resulted in the Board's acknowledgment that it needs to give a directive to the Personnel Committee to allow them to shape a staff that allows CCUU to accomplish its goals. And, a board member on Personnel Committee will aid in this conversation. Moreover, CCUU should be thinking of a 5-6 year plan for staffing needs. This is a topic for additional conversation planned for the follow-up board retreat meeting. The process of discussing these issues as part of long-range planning will be useful to shape the strategic plan for CCUU.

Wrap up

The Board members reviewed all Action items from the meeting.

Reading and Adjournment

Bridget Smith made a motion to adjourn. Deb Quentel seconded the motion. The motion carried unanimously.

The Board meeting adjourned at 9:40 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, October 16, 2013, at 7:00 p.m. at CCUU.

Respectfully Submitted,
Deb Quentel, Secretary of the Board of Trustees, CCUU