

**Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
October 16, 2013**

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

Courtney Renwick, Co-Coordinator of Service Ministry was present as a visitor.

President Beverly Sneddon called the meeting to order at 7:00 p.m.

**Consent Agenda Items**

Gloria Kinney made a motion to approve the September 18, 2013, Board of Trustees Meeting Minutes, the Minutes of the October 05, 2013 non-Regular Meeting, and the October reports (CCUU Finance Committee Minutes 10-9-13, CCUU Profit and Loss, Draft Budget and Stewardship Timeline, Senior Minister Report, Update from Outreach Steering Committee and October Action Items). Bridget Smith seconded the motion. The motion carried unanimously.

There was a brief discussion about the expense for a scissor lift rental to replace bulbs and repair fixtures, which served to defray the cost of replacing fixtures. Instead, the cost covered the repair of existing light fixtures.

Treasurer Beth Ligouri confirmed that there was a transfer of funds from the money market to the operating account to cover some cash flow issues in the first quarter of the fiscal year. The Treasurer confirmed that she reviewed the outflows. The conclusion is that the appearance of a cash flow issue was caused by a timing difference for contributions to the capital campaign and outgoing expenses for the sanctuary revisions.

**Unfinished Business**

**CCUU Staff Briefing for the Board**

Staff members Laurie Lantz and Jeffrey Hamrick were invited to join the meeting for the purpose of reporting on their job responsibilities and sharing goals related to their positions.

Laurie Lantz has been at Countryside Church Unitarian Universalist since 2002 and during that time her job responsibilities have grown. When CCUU moved to two services, her job increased from 25 to 30 hours per week. Laurie Lantz reiterated how much she likes working in Administration at CCUU. Additionally, she shared some goals for her position and some of the more pressing responsibilities and tasks that are demanding her time. For example, she is working on an office procedures manual that could be used in her absence and/or when she leaves the position. One challenge to her job is a need for more clarification over the

responsibility and roles of lay leaders, volunteers and staff. This is part of a larger conversation between Senior Minister, Lantz, and Trustees Beth Ligouri and Bridget Smith about defining the roles of Foundations Ministry. Lantz also reminded the Board of Trustees that CCUU does not have any paid staff on Sundays.

Initially, CCUU did not provide Lantz with funds for professional training. However, more recently, the budget has included funds for her professional development and she has been able to participate in professional days and forge relationships with other church administrators. This is very valuable. It allows Lantz to better perform her job, as she is learning from her peer group. Moreover, participating in administrative professional days and UUA events helps Lantz stay informed on issues such as payroll, taxes, and federal rules and requirements.

Trustee Gloria Kinney suggested that the Transitions Group might be able to form a core of volunteers to provide assistance to the office staff. Plans were made for this issue to be further discussed and for tasks to be delineated. While training would need to be provided to the volunteers, it is thought that some tasks could be delegated to the volunteers, thus freeing Lantz for larger projects.

Lantz's presentation concluded with a determination from the Board that Lantz should begin to develop her job description. In general, CCUU needs to re-work both the job descriptions and evaluation process for staff. This will help the congregation understand the breadth and depth of Laurie Lantz's role and responsibilities.

The Board of Trustees invited Jeffrey Hamrick to share his role and responsibilities.

The focus of Hamrick's job is to coordinate music for worship. While he started as pianist 10 years ago, he has been both music director and pianist for the last seven. As such, he is responsible for planning or hiring substitutes for services 52 weeks a year.

Jeff Hamrick stated that the choir is both central to worship and continues to grow. Each choir member devotes on average 4 hours per week. In addition to the choir, there are other musical elements at CCUU that are doing very well, such as the string program that's run through volunteers, and both a men's group and a women's ensemble. With the full choir generally singing at second service, Hamrick tries to get individuals to serve for song leaders for the first service. For a congregation the size of CCUU, and with two services, Hamrick noted that the choir sings a lot. Typically, a choir might sing twice a month at a congregation our size. Although the choir does sing often, additional choir members are needed to avoid "burn-out" among the existing members.

Turning his attention to the budget, Hamrick noted that it should be a priority to maintain the current budget. That will ensure the necessary funds to hire substitute pianists to maintain the high quality of music for services. Currently, most of the budget goes to buying music for the choir. Further, Hamrick requested that the Board of Trustees consider expanding the budget to

enable the performance of more in-depth piano maintenance. This will improve the condition and value of the existing pianos.

Hamrick noted that the addition of the electronic keyboard is wonderful. It brings him to the front of the choir and permits different kinds of accompaniment as well, especially with the addition of drums and guitars.

In the future, Hamrick would like to add hand bells and build a bell choir. While there is some seed money for this, additional funds would be needed to purchase a set of hand bells.

Hamrick also explained a new group, "Chalice Singers." The group is composed primarily of women that administer to people at times of transition by singing. This requires collaboration with both lay ministry and the Senior Minister.

Beyond participating in the choir, Hamrick shared ideas of other singing opportunities at CCUU. Hymn Sings and Singing Meditation are two things that are important to him and Hamrick wants them to continue. Hymn Sings gives people who do not often sing a chance to sing in community, thus making music less stressful than it might be in service. Singing Meditation allows for singing until you do not know that you are singing anymore. Hamrick described it as transformative. He would also like to add Family Sing for families, perhaps on a monthly basis.

Finally, Jeff Hamrick mentioned some of the programs that he has started. He continues to oversee some and volunteers lead others. Programs include: several new ensembles, a month-long music program in Religious Education, classes on sight-singing, and various musical outings.

Hamrick shared that while he personally feels very good about the level of employment and compensation that he is at, he would like to see the budget increase to permit the Office Administrator to be moved to a full-time position and to ensure that funds are available for the continued cleaning, repair, and maintenance necessary to sustain the building.

The Board of Trustees thanked both Laurie Lantz and Jeff Hamrick for their presentations.

With their presentations concluded, Lantz and Hamrick left.

#### Operations Team / Foundations Ministry

President Sneddon reminded the Trustees that at the Board's September retreat the Trustees had discussed phasing out Foundations Ministry because it is unlike any of the other program-based ministries. Instead, Foundations is more focused on building operations. Presently, the responsibilities and functions of the Foundations Ministry are being handled by either the Office Administrator or volunteers. A transition team would be created to provide direction for transitioning the tasks. Additionally, the Board will be developing a job description for operations. Some committees will report directly to the Board, such as Capital Campaign, Endowments, Finance, and Personnel. Committees and tasks that will report to Operations will

include Aesthetics, Audio Visual, Calendaring and Building Use, Building Grounds, Building Facilities, and IT. Lastly, Childcare will go under personnel and the role of Historian will go to Kinship. The Board noted that this reorganization will change budgeting considerations, since these committees once were under Foundations.

Bridget Smith made a motion to “sunset” the Foundation Ministry. Kathy Dahlgren seconded the motion. The motion carried unanimously.

The operations sub-committee will meet to further discuss the details.

### Alcohol Policy / Policy Manual

In the interest of time, and with no pressing need to decide this issue quickly, President Sneddon moved discussion of this item to another meeting.

### **New Business**

#### Finance Topics

1. Re-Finance - Treasurer Beth Ligouri reported that the current commercial loan, with a five year term, and for the balance of what the Congregation owes for the building, expires January 15, 2014. President Bev Sneddon and Treasurer Beth Ligouri met with CCUU’s current lender, MB Financial. The lender is amenable to financing for another 5 years, with the same 25 year amortization schedule and same interest rate. Thus, the payment would be approximately the same. There are minimal costs to re-finance. The Finance Committee is confident that between the collective knowledge of the industry among the committee members, that the rate being offered is a competitive rate. The Finance Committee recommends that CCUU re-finance with the current rate. There was discussion to put the commercial loan on a different amortization schedule. However, staying with current rate would allow CCUU to have the funds necessary to make changes to personnel. And, if CCUU has more cash at any time, additional payments can be made.

Tom MacTavish made a motion that the Board of Trustees accepts the recommendation of the Finance Committee and refinances the commercial loan with the current bank, MB Financial. John Mosman seconded the motion. The motion carried unanimously.

2. Capital Campaign - Treasurer Ligouri reported that the work of the Capital Campaign is primarily done, with just a few pledges remaining. However, the spending is completed. Additionally, the building campaign has a separate checking account and that will be closed.

Regarding Stewardship for 2014-2015, the Treasurer requests everyone’s help in identifying congregants to work on stewardship. Help is needed to coordinate the celebration event and to schedule testimonials, author a new pledge form, and to help with announcements.

3. North Property Lease - The Finance Committee reported that the Renters are still paying \$1850 per month not \$2000, as budgeted, and as required under the new lease. The tenants have

not yet signed the new lease. Gloria Kinney will contact the tenants to determine their intentions so that the Board can further determine its options.

### Bathroom Renovation

There has been a request to create a gender neutral restroom. Rev. Hilary Krivchenia has discussed the associated costs with the staff and calls have been made to check costs. As this was not included in the 2013-2014 operating budget, there may need to be some fundraising to cover the costs. There was discussion of methods other congregations have used to create a quick solution with minimal costs. And, Rev. Krivchenia and others will investigate the details.

Courtney Renwick leaves the meeting, as the Board prepares to move into Executive Session to discuss a personnel issue.

Bridget Smith made a motion that the Board of Trustees move into Executive Session to discuss a Personnel issue. John Mosman seconded the motion. The motion carried unanimously.

Beth Ligouri made a motion that the Board of Trustees leaves Executive Session. Bridget Smith seconded the motion. The motion carried unanimously.

During Executive Session, the Board discussed the position of membership coordinator. CCUU Member Dan Wiseman was hired for a two-year term, consistent with CCUU hiring policy. Now, with other critical needs taking priority, the Board unanimously voted to retire the position of membership coordinator effective December 31, 2013, and to further congratulate Dan Wiseman on his retirement. Personnel will be further evaluating this position.

### Wrap up

The Board members reviewed all Action items from the meeting.

### Reading and Adjournment

John Mosman made a motion to adjourn. Bridget Smith seconded the motion. The motion carried unanimously.

The Board meeting adjourned at 9:43 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, November 20, 2013, at 7:00 p.m. at CCUU.

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