

**Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
November 20, 2013**

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

Courtney Renwick, Co-Coordinator of Service Ministry was present as a visitor, and Reverend Dr. C. Scot Giles, Community Minister was present as an invited guest.

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

**Consent Agenda Items**

Bridget Smith made a motion to approve the October 16, 2013, Board of Trustees Meeting Minutes, and the November reports (Finance Committee Minutes, CCUU Balance Sheet as of 10/31/13, CCUU Profit & Loss as of 10/31/13, Email vote appointing Angelina Huntsha to the Nominating Committee, and the Senior Minister Report). Beth Ligouri seconded the motion. The motion carried unanimously.

**Unfinished Business**

Board Covenant

The members of the Board of Trustees read the Board Covenant aloud, as a reminder of our purpose.

Personnel Committee Report

In December, the Board will devote more time to this issue. Today, President Sneddon wanted to remind each Trustee of his or her responsibility to circulate questions now for the personnel committee. Currently staff evaluations are done before General Assembly Annual Meeting at the end of the church year. However, this schedule creates a dilemma, as the process is not in sync with CCUU budget planning. Moreover, the Board wants the congregation to be looking forward to the next year as the budget is set. Thus, knowing the personnel issues is helpful. Kathy Dahlgren and Rev. Krivchenia reported that the Personnel Committee has determined that it would be possible for the staff to do mid-year reflection (deemed a summative evaluation) and a real evaluation at CCUU's fiscal year-end. The summative evaluation would allow for any needed changes to be included in planning for the upcoming year's budget. The Board further discussed the timing of the summative evaluation so that it best fit with the budget planning for future years. And, the Board noted, that because we are not including the summative review this

year, we still need to be careful that we include the staff when setting budget numbers for 2014-2015.

Trustee Tom MacTavish joined the meeting.

The Personnel Committee also wanted to know whether they should explore a Policy Manual for ministers. The Board noted that there are ministry guidelines for drafting ministerial contracts.

Rev. Krivchenia raised the point from the Personnel Committee notes regarding scenarios for staffing. Kathy Dahlgren and Rev. Krivchenia, as Board and staff representatives of the Personnel Committee made suggestions for right-sizing the staff. The personnel committee has been discussing increasing the position of Church Administrator from three-quarter time to full-time. Both Laurie Lantz and Rev. Krivchenia are researching how similarly sized churches are staffed. It was also suggested that CCUU consider adding a Sexton and perhaps a social media person. There are many staffing needs at CCUU and the question is what positions will be the best use of congregational resources. Further discussion of this issue in more detail will be moved to December's Board meeting.

Finally, there was a request that the Personnel Committee report to the Board if there are any significant additions or changes to staffing so that the budget can be adjusted.

### Gender Neutral Bathrooms

Rev. Krivchenia and Deb Quentel, as the focus team, reported that it would cost approximately \$800 for renovations to the men's restroom at the south end of the building to convert it to a gender neutral restroom, including placing a stall around the urinal and signage. As this was not budgeted for 2013-2014, the Board would undertake a fundraising project.

Bridget Smith moved that CCUU convert the two bathrooms at the south end of the building to be inclusive bathrooms utilizing language that will be comfortable and understandable to all. Gloria Kinney seconded the motion.

The discussion focused on how this conversion would work at CCUU. It was determined that CCU would follow the model set at General Assembly and signage would be included. Further discussion followed about changing the two restrooms to gender neutral versus a family bathroom and alternative ways to modify the existing bathrooms for less cost.

Bridget Smith's motion was withdrawn. And the Board instructed the focus team to create more detailed plans to change the existing bathrooms, including a more detailed budget.

### Community Minister Presentation

In light of the hour, and as a courtesy, President Sneddon invited Reverend Dr. Scot Giles to give his presentation out of order from the Board's printed agenda.

Dr. Giles' presentation included a brief review of his background and a reminder of the Agreement that exists between Countryside Church Unitarian Universalist and Dr. Giles, as our Community Minister. As CCUU's Community Minister, Dr. Giles is in the pulpit for several Sundays each year. He then turned to an explanation of what a community minister is – basically a missionary. Community minister's try and make secular society more compatible with UU principles. There are a lot of people who think of themselves as Unitarian Universalists, however, they are not being reached by congregations. Dr. Giles has the same training as a parish minister plus community ministry training.

Additionally, Rev. Krivchenia and Dr. Giles have a private written agreement about how they handle situations between themselves. Dr. Giles reminded the Board that he has no authority within Countryside Church Unitarian Universalist. Nor does he receive a salary from CCUU. Instead, the congregation provides oversight over the affiliated community minister.

Dr. Giles provided the Trustees with a packet of materials about his background and his ministry. Several copies of the materials that Dr. Giles provided are on file with the Countryside Church Unitarian Universalist office.

The congregation can declare part of the compensation earned by the Community Minister to be a Housing Allowance for tax purposes. In return, the Community Minister typically preaches a few times each year and may do other things at the request of the Senior Minister.

Kathy Dahlgren made a motion that the Board approves Dr. Giles request designating \$24,000 for 2014 from his pastoral practice as a housing allowance for tax purposes. Countryside Church Unitarian Universalist shall have no responsibility for the payment or raising of such funds. Gloria Kinney seconded the motion.

There was some discussion about the addition of the second sentence to clarify that there is no cost to Countryside Church Unitarian Universalist by granting Dr. Giles his housing allowance. Further discussion followed that some congregations have several community ministers, and community ministers should never be a financial burden on their congregation.

After the discussion, President Sneddon called for a vote. The motion carried unanimously.

### Operations Team – Update

During this discussion, Trustee Tom MacTavish left the meeting and then returned.

The Operations Team Task Force is comprised of Rev. Krivchenia, Laurie Lantz, Bev Sneddon, Bridget Smith, Beth Ligouri, and Tom MacTavish. The Task Force reported that they had recently met and made some good progress. At that meeting, it was determined that MacTavish will be the ongoing member of the Operations Team as the Board representative for the next two months, along with Rev. Krivchenia and Church Administrator, Laurie Lantz. This two month period will allow the Team to see what sort of issues develop. The Team plans to reconvene and craft a plan in two months.

The Team is considering the three distinct areas of focus that were under Foundations: (1) Human Experience - safety task force, child care coordination; (2) Facilities - buildings, IT infrastructure, etc.; and (3) Communications Content Strategy - social media, website content, etc.

Rev. Krivchenia will be reaching out to other congregants, who have expressed an interest, to participate in the group. Gloria Kinney reminded the Board of a previous plan to have various teams responsible for parts of the garden; this plan lost momentum. The goal is to make a number of tasks, all modest in scope, accessible for everyone to complete. There is also the problem that some committees are in fact just one person. Further, while a staff member may be in charge, the staff member may not actually do the work. The Board concluded that it is important that the Operations Team begin to explore who is responsible for different activities.

### North Property Tenant Report

During this discussion, Trustee Tom MacTavish left the meeting twice and then returned.

At last month's Board of Trustees meeting, Gloria Kinney volunteered to be the "Ambassador" to the North Property. Kinney indicated that there had been a period of missed communications between CCUU members and the North Property Tenants; however, communications is now restored.

The tenants have indicated that they want to stay in the house. With communication between Countryside Church Unitarian Universalist and the tenants re-opened, the next step is to consider what repairs may be needed on the property, get estimates for any needed repairs, establish a plan for making reasonable repairs, get the repairs made, and have the tenants sign a new lease for the increased rent.

### Town Hall Meeting Scheduled for Sunday, November 24<sup>th</sup> – Confirm Topics

President Sneddon led the discussion of topics for the Town Hall Meeting. Several items of note included a call for volunteers to help take care of the lovely facilities at Countryside Church Unitarian Universalist, plans for Stewardship for 2013-2014, and a report of the successful fundraiser, North by Northwest. Sneddon also noted that CCUU held two fundraisers in the 2013 calendar year.

### **New Business**

#### Strategic Planning Team

During this discussion, Trustee John Mosman left the meeting and then returned.

Sheryl Skifstad reported that Art Patton & Peggy Simonson will convene the Strategic Planning team. The meeting is set for December 5, 2013. The Board noted that it will need a plan from the team. It is anticipated that the Team will require several meetings to determine such a plan. The Board further suggested that the Team consider the following issues: the type of personnel choices that CCUU should make now to move forward in the next three years; the role of the North Property in the long-range strategic planning; CCUU's role in the community and its internal and external missions; plans for the Endowment Committee; and how members of Countryside Church Unitarian Universalist can bring our light to new members.

### **Wrap up**

The Board members reviewed all Action items from the meeting. There was a brief discussion of planning for Stewardship, as we reviewed the completed new pledge form.

### **Reading and Adjournment**

Tom MacTavish made a motion to adjourn. Bridget Smith seconded the motion. The motion carried unanimously.

The Board meeting adjourned at 9:37 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, December 18, 2013, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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