

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
December 18, 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, Sheryl Skifstad, Bridget Smith, and Bev Sneddon. Additionally, Reverend 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 7:06 p.m.

Opening Reading and Board Covenant
Board Covenant

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

Consent Agenda Items

Gloria Kinney made a motion to approve the November 18, 2013 Board of Trustees Meeting Minutes, and the December Reports (Consent Agenda Items: a) Finance Committee Minutes, b) Outreach Steering Committee Report, c) Outreach Steering Action Plan, d) Senior Minister Report, and e) Assistant Minister Report; and the Personnel Committee Report). Kathy Dahlgren seconded the motion. The motion carried unanimously.

Unfinished Business

Gender Neutral Bathrooms

Rev. Hilary Krivchenia and Deb Quentel reported on plans to convert the south Men's room to a single-use restroom. The north Women's restroom would become a family bathroom. Discussion followed about the benefits of a family versus single use restrooms and their usage by congregants. For any change, there will be proper signage, and an opportunity for education, as there is at General Assembly. There was further discussion about the terminology and whether the restroom is best called single use, family, or gender neutral and the message that any name sends to both visitors and congregants.

Bridget Smith made a motion that the Board approves the creation of one family and one gender neutral restroom at either end of the building and authorizes the expenditure of up to \$300 dollars. Sheryl Skifstad seconded the motion. The motion carried unanimously.

Budget and Stewardship

Treasurer Beth Ligouri acknowledged the great work of the Ministry Council in getting budgets to the Finance Committee. She further noted the need for a formal personnel budget. CCUU has a budget team and they will meet in February and March 2014. There is also a team for Stewardship. The Sundays in 2014 have been identified for testimonials. The Stewardship kickoff idea is a roundtable rather than a town hall. And, the Date for the kickoff is January 26, 2014. The kickoff will be after each service and the committee wants to encourage everyone who stays for coffee to participate in the conversation.

Beginning in February, Stewardship will have testimonials and a table in the Religious Education wing plus in Atherton Hall to collect pledge forms. Finally, March 9th has been designated as Celebration Sunday; the support and presence of all board members is requested.

Operations Team

Tom MacTavish presented a report on the December 17, 2013, meeting of the operations team. Regarding the North Property, MacTavish reported that CCUU on average has spent \$7000 per year in repair each year. Expenses have included all new windows, multiple sump pumps, and both the furnace and water heater have been replaced. CCUU has a handyman that is often used; he will stop by and do an assessment and do what work he can do.

MacTavish then walked the Board through the team's approach to organizing the work to be done and who will actually do the work. For example, what is the protocol for who deals with the alarm signaling. This needs to be decided. Operations will be divided into teams; each with a focus to its responsibilities.

Eventually, the work of each team will become routine and include monthly reports to the Board.

2013 Housing Allowance for Assistant Minister for Lifespan Religious Education

The congregation can declare part of the compensation earned by its ministers to be a Housing Allowance for tax purposes.

Beth Ligouri made a motion that the Board approves Reverend Colleen Vahey's request designating \$33,600 for 2013 as a housing allowance for tax purposes. Countryside Church Unitarian Universalist shall have no responsibility for the payment or raising of such funds. John Mosman seconded the motion. The motion carried unanimously

Board Retreat at deKoven Center

President Sneddon reported that the Board is asking the deKoven Center to refund overpayment from Board retreat.

New Business

Personnel Planning

Gloria Kinney moved that the Board move into Executive Session to discuss personnel issues. Bridget Smith seconded the motion. The motion carried unanimously.

Courtney Renwick left the meeting.

Gloria Kinney made a motion to leave Executive Session. Tom MacTavish seconded the motion. The motion carried unanimously.

Kathy Dahlgren made a motion to change the staff position of Church Administrator to full-time. Bridget Smith seconded the motion. The motion carried unanimously.

Gloria Kinney made a motion to reclassify the childcare workers as employees from their present classification as independent contractors effective January 1, 2014, and that CCUU will pay both the employee and employer sides of FICA for all childcare workers. John Mosman seconded the motion. The motion carried unanimously.

The Board agreed to continue discussion of CCUU staffing at the January 2014 meeting.

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 9:44 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, January 15, 2014 at 7:00 p.m. at Countryside Church Unitarian Universalist.

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