

**Countryside Church Unitarian Universalist**  
**Minutes of the Board Meeting**  
**January 15, 2014**

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

Tom MacTavish arrived late.

Raymond Yee, Committee on Ministry, was present as a visitor.

President Beverly Sneddon called the meeting to order at 7:04 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**

Bridget Smith made a motion to approve the December 18, 2013, Board of Trustees Meeting Minutes and the January Reports (Consent Agenda Items: Finance Committee Minutes and Senior Minister Report). Beth Ligouri seconded the motion. The motion carried unanimously.

**New Business**

**Minister Sabbatical planning**

Raymond Yee was present as a representative of the Committee on Ministry.

Rev. Hilary Krivchenia reminded the Board that the Letter of Agreement between her and Countryside Congregation Unitarian Universalist allows for her sabbatical and includes a window of time when it should be taken.

Rev. Krivchenia presented a proposal for the taking of her sabbatical. The proposal included three stages of the sabbatical. She offered that time towards sabbatical would not continue to accrue during her time of sabbatical. She has broken her planned sabbatical into pieces to accommodate CCUU's calendar. The proposal included her intentions of plans during her sabbatical. Rev. Krivchenia suggested that by participating in pulpit exchanges with other ministers prior to her sabbatical, CCUU could avoid the cost of guest ministers. In a pulpit exchange Rev. Krivchenia would preach at another congregation in exchange for that minister covering one of her sabbatical Sundays. And, the summer sabbatical time, for example, could be covered by lay-lead services. Further, between Rev. Colleen Vahey and other local ministers, there would be coverage for pastoral emergencies. During her sabbatical, Rev. Krivchenia would

be “unplugged” from CCUU; she would not be here for pastoral emergencies. CCUU is fortunate to have a strong lay ministry team; they could help as well. The Board discussed costs generally associated with bringing in ministers for guest services. Moreover, the Board expressed its concern and opposition to Rev. Krivchenia’s proposal to participate in pulpit exchanges for this purpose, as the Board believes that these suggested pulpit exchanges would infringe on days that CCUU intends Rev. Krivchenia to be relieved from all pulpit responsibilities at CCUU and elsewhere.

It is traditional that sabbatical proposals be presented a year in advance so that the congregation can plan ahead for staffing needs. As Rev. Krivchenia’s sabbatical will be spread over a longer period than the typically anticipated six month period, the staffing needs would be minimized. She would not be gone for a full six months.

Trustee Tom MacTavish joined the meeting.

Rev. Krivchenia explained the advantages and disadvantages of taking her sabbatical in segments. And, because it will occur over two fiscal years, the sabbatical would require budgetary planning for the next two years.

The Board recognized that the sabbatical would require planning for budgets for the next two years. The Worship budget already includes some funds for expected guests in the pulpit. Rev. Krivchenia’s sabbatical would be an incremental increase. And thinking towards the future, increasing the Worship Budget in future years would allow for bringing in additional pulpit guests of a national scope.

The Board discussed the timing for beginning to count time towards the Senior Minister’s next sabbatical. It was suggested that once the second segment of sabbatical is taken then the clock starts again for the next five-seven year period.

Rev. Krivchenia will address her sabbatical leave during the May 2014 Annual Meeting. Detailed dates of her sabbatical will be known before it begins.

With the discussion of Rev. Krivchenia’s sabbatical concluded, Raymond Yee left.

## **Unfinished Business**

### **Social Media Policy**

Trustee Sheryl Skifstad reported on progress towards a social media and blogging policy. The Board discussed various issues underlying a social media and blogging policy, such as the exclusion of CCUU financial information, and personal information and guidelines for establishing who would be writing comments on CCUU’s behalf. Editors for any blog or social media should be approved and trained. Additionally, there was discussion about the need to define who has authority to remove items. Work on the social media and blogging policy continues with a review of what other similar congregations are doing.

The discussion of CCUU’s place with social media also raised questions of staffing. The Board debated advantages and disadvantages of hiring a staff person versus an outside consultant to

provide content for social media platforms. Further, the Board debated the impact that accommodating social media will have on CCUU's ongoing strategic planning.

### Personnel

The discussion of staffing social media segued to the Board's discussion of staffing and personnel.

The discussion included an overview of where programs could be extended if there were additional staff positions. The Board discussed opportunities that CCUU might be losing out on, because the present staff is stretched thin and cannot take on additional projects that might bring more recognition to CCUU.

The Board discussed various possible positions such as sexton, maintenance, cleaning services, and the addition of clerical staff and the effects that each position could have on changing the responsibilities and value that each present staff person could provide. Anticipating additional funds for staffing in 2014-2015, the Board discussed a number of possible scenarios for hiring additional assistants or contracting for additional cleaning.

The Board concluded that Rev. Vahey's input is needed to determine any needs for additional religious education assistance. Moreover, the Board recognized that Operations should be involved in this discussion, since they are investigating the expenses needed for ongoing maintenance.

The Board recommends that Personnel consider submitting a budget that accounts for the addition of 10 hours from an office assistant. Other tasks and positions suggested during the meeting will at this time be handled by consultants.

Sheryl Skifstad made a motion that the Board amend the December 2014 Board of Trustees Minutes to extend an offer to Laurie Lantz to be hired at a 40 hour work week with annual salary going forward of \$43,800 (forty-three thousand, eight hundred) effective February 1, 2014. In addition to the annual salary of \$43,800, Lantz shall be provided with an annual amount of \$1000 for professional expenses. The Personnel Committee is responsible for notifying Lantz by letter in a timely fashion; their letter shall also include all relevant salary details. Bridget Smith seconded the motion. The motion carried unanimously.

### Weather Closure Policy

Rev. Krivchenia and President Bev Sneddon will draft a policy that reflects actions recently taken during a severe storm to close CCUU on a Sunday due to weather.

### Conceal/Carry

Discussion was moved to next month's meeting.

### Stewardship

Treasurer Beth Ligouri reported on the progress of stewardship. She showed the Board the flyers developed for the stewardship campaign. The flyers will be used for posters and on the video monitors. Beth Ligouri reminded all Board members that they will be participating as table

monitors for the stewardship kick-off on January 26, 2014. The stewardship campaign will also include a mechanism for congregants to make suggestions.

#### Mortgage Note

Tom MacTavish moved that the Board ratifies that the Board President Bev Sneddon and Treasurer Beth Ligouri sign the mortgage note today on behalf of Countryside Congregation Unitarian Universalist in the amount of \$462,741 with an interest rate of 4.83% and a 20 year amortization schedule. John Mosman seconded the motion. The motion carried unanimously.

#### Retreat Planning (Ministry Council / Board retreat and spring board only retreat)

In the interest of time, President Bev Sneddon, Vice-President Bridget Smith, and Rev. Hilary Krivchenia will meet to begin to plan the combined retreat. Further details will be available at upcoming Board meetings.

#### Wrap up

The Board members reviewed all Action items from the meeting.

#### Reading and Adjournment

Bridget Smith made a motion to adjourn. Beth Ligouri seconded the motion. The motion carried unanimously.

The Board meeting adjourned at 10:05 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, February 19, 2014, at 7:00 p.m. at Countryside Church Unitarian Universalist.

Respectfully Submitted,

Deb Quentel, Secretary of the Board of Trustees, CCUU