

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
April 16, 2014**

The following members of the Board of Trustees were present in person at the meeting: Kathy Dahlgren, Gloria Kinney, Beth Ligouri, Tom MacTavish, Deb Quentel, Sheryl Skifstad, and Bev Sneddon. Vice-President Bridget Smith was absent. An in-person quorum was present.

Additionally, Reverend Hilary Landau Krivchenia attended.

President Sneddon called the meeting to order at 7:02 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 March 19, 2014, Board of Trustees Meeting Minutes and the April Reports (Consent Agenda Items: Finance Committee Minutes, Senior Minister Report, and Assistant Minister for Lifespan Religious Education Report). Beth Ligouri seconded the motion. There was some discussion about the negative cash flow. The motion carried unanimously.

Unfinished Business

As Dan Yokas had joined the meeting as a visitor to contribute to the discussion of bathrooms, the Board decided to discuss that matter first.

Gender Neutral Bathrooms

Trustee Deb Quentel and Dan Yokas presented their report on their examination of the four restrooms at CCUU. They presented diagrams and sample signage for use with the proposed changes to the two restrooms at the north end of CCUU. Mindful of the shortfall of funds for fiscal year 2013-2014, the Board's discussion included ways to facilitate the completion of this project (providing for both an All Gender and Family Restroom) at Countryside Church Unitarian Universalist. The planned changes include the addition of a baby changing table for the existing men's room at the south end of the hallway, the installation of new signage on the restrooms at the north end of the hallway, and the installation of a single "occupied" lock on the newly planned Family Restroom.

The Board discussed the pros and cons of congregants "championing" individual projects at Countryside Church Unitarian Universalist and the best way to facilitate this in the future to

ensure that projects are completed according to CCUU's priorities, rather than allowing priorities to be diverted by an individual's passion for a particular project.

Despite the current cash flow, the Board felt strongly that it should move forward to create both a Family Restroom and an All Gender restroom at CCUU. The creation of these spaces on a timely basis sends a powerful message of inclusion to both the congregation and to visitors in our building.

Sheryl Skifstad made motion to approve the project according to a two-phased approach: Phase 1 would include new signage, an "occupied" lock for the Family Restroom, and appropriate communication about the changes to the congregation with cost below \$150 and with a target date for completion of May 18 in anticipation of the Annual Meeting. Phase 2 would include a baby changing table for the future when funds are available. Kathy Dahlgren seconded the motion. The motion carried unanimously.

With the discussion of bathrooms concluded, Dan Yokas left the meeting.

Strategic Planning Team Report

Sheryl Skifstad, as Chair of the Strategic Planning Team, reported on the Team's progress. She reminded the Board that the Team included Gloria Kinney, Art Patton, Peggy Simonson, and the Reverend Hilary Landau Krivchenia. Skifstad noted that the Team had taken care to ensure that it was pulling material from enough sources and not working in an open loop. In addition, Skifstad shared details about the path that the Team had followed during the last twelve months. The Team will share its work to date and plans for summer 2014, and moving forward, at the Annual Meeting in May.

Social Media edits to the Communication Policy

Sheryl Skifstad walked the Board of Trustees through changes that she had made to past versions of the Communications Policy as a result of previous discussions at Board meetings. The Board discussed steps that would be needed to implement this policy.

Gloria Kinney made a motion to adopt the revised Communications Policy as presented by Skifstad, with the minor grammatical amendments made by Tom MacTavish on April 16th. Kathy Dahlgren seconded the motion. The motion carried unanimously.

Annual Meeting

President Sneddon led the Board through a discussion of items to include on the agenda for the May 2014 Annual Meeting. Plans for the Annual Meeting include highlighting the success of the Endowment Committee and Stewardship, as well as brief comments from various committees and ministries.

New Business

Budget Discussion / Approval

Treasurer Beth Ligouri reminded the Board that the members of the Budget Team included the Treasurer, Karen Noorani, Lois Phillips, Lisa Bohne, and the Reverend Hilary Landau Krivchenia. Next, Ligouri explained the Budget Team's process of prioritizing items and amounts that had been requested by the various committees. She noted that the Team had also tried up expenses, which added approximately \$6000 in expenses. For example, insurance, waste management, gas and landscaping costs were all higher in 2013-2014 than in the previous year.

Ligouri noted additional amounts that were added to the budget including a 1% raise for salaries and an additional ten hours of Religious Education Assistant time. After speaking with the Senior Minister and staff, and considering the time to hire someone, the Budget Team realized that it was more realistic to budget these additional ten hours for just 6 months rather than the whole fiscal year. Next the Team prioritized sabbatical coverage, which will require funds to cover guest minister fees. The Team also set aside funds for capital repairs. The present budget includes \$5000 for regular repair and maintenance; the Team recommended that an additional \$5000 be set aside for a Capital Repair Fund. Ligouri reported that in spring 2015, the Budget Team envisions considering the funding of other items should the additional \$5000 Capital Repair Fund be unused.

Next, Ligouri stepped the Board through the additional tiers of prioritized items in the proposed budget and a general discussion of the proposed budget followed. The Board discussed the effectiveness of the second call for pledges and the results that it obtained. Lastly, the Board reiterated both its desire and its responsibility to honor CCUU's commitment to allow the Reverend Hilary Landau Krivchenia to take her sabbatical.

Deb Quentel made a motion that the Board adopt the 2014-2015 budget as prepared and submitted by the Budget Team, with an expectation that the budget may be modified to reflect additional pledges that come in prior to the budget's release to the congregation on May 8th. Bev Sneddon seconded. The motion carried unanimously.

Personnel / Ministerial and Staff Reviews

The Board began its discussion by noting two issues: (1) maintenance of personnel files, and (2) that the Personnel Manual has gaps in it when considering the evaluation process for an Assistant Minister who is not called.

The Senior Minister is not comfortable with personnel files being generally open for review by anyone. Instead it would be better to have a list of what is in the files and have someone (such as a Board or Personnel Committee member) look through them to confirm that the files are complete. The current CCUU Personnel Policy is based on UUA Practices. The Board asked the Senior Minister to review the personnel files and to confirm that personnel files are complete and

in a locked location in her office. Thereafter, the Senior Minister and Board can review existing policy and determine whether additional policy is necessary.

The Board then turned to the second issue, which in CCUU's instance is the employment of the Reverend Colleen Vahey as an Assistant Minister who is not a called minister. CCUU has a process in place for annually evaluating Reverend Vahey. CCUU is being asked to evaluate her according to a Fellowship review form in lieu of CCUU's regular evaluation. There was some discussion of whether the Fellowship review focused on denominational considerations rather than elements that are closer to CCUU's needs. Reverend Krivchenia clarified that the Fellowship evaluation is a change of goals and objectives and is more detailed than the CCUU evaluation. Therefore, completing the Fellowship form instead is a benefit to CCUU, as Reverend Vahey's presence is a benefit to CCUU. The discussion turned to the reality that Reverend Vahey, as an ordained minister, should not be included in the staff policy.

Sheryl Skifstad made a motion to approve the interim evaluation method for Reverend Vahey that aligns with the Ministerial Fellowship Committee evaluation while CCUU reexamines its own policy considerations for how to evaluate a minister that is not called. Gloria Kinney seconded the motion. The motion carried unanimously. Bev Sneddon will ask the Personnel Committee to explore best practices for policy related to evaluation of hired (and not called) ordained ministers and make a recommendation to the Board.

Countryside 501(c)(3) status

This item was moved to the agenda for the May meeting of the Board of Trustees.

Marwood Camp and Navigators – association with CCUU

This item was moved to the agenda for the May meeting of the Board of Trustees.

Wrap up

The Board members reviewed all Action items from the meeting.

Reading and Adjournment

Tom MacTavish made a motion to adjourn. Deb Quentel seconded the motion. The motion carried unanimously.

The Board meeting adjourned at 9:53 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, May 21, 2014, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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