

**Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
May 21, 2014**

The following members of the Board of Trustees were present in person at the meeting: John Conneely, Gloria Kinney, Beth Ligouri, Deb Quentel, Sheryl Skifstad, Bridget Smith, and Beverly Sneddon. An in-person quorum was present.

The following members of the Board of Trustees were absent: Kathy Dahlgren (joined later by telephone) and Tom MacTavish.

Additionally, Reverend Hilary Landau Krivchenia attended.

President Bev Sneddon called the meeting to order at 7:05 p.m.

Bridget Smith made a motion that the Board of Trustees go into Executive Session. Sheryl Skifstad seconded the motion. The vote was unanimous. And, the members of the Board of Trustees and the Senior Minister moved into a closed Executive Session.

Bridget Smith made a motion to leave Executive Session. Beth Ligouri seconded the motion. The Board exited Executive Session. The Board of Trustees reports that the Executive Session discussed a staff member proposal.

The open meeting of the Board of Trustees resumed and the following individuals were present as incoming members of the Board of Trustees: Michael Berry, Matt Briddell, Alan Greenland, and Karen Noorani. Additionally, Gary LaBedz (Audit Committee) was present to report on the audit.

**Opening Reading and Board Covenant**  
**Board Covenant**

Reverend Hilary Krivchenia shared several readings. After which, 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 April 16, 2014, Board of Trustees Meeting Minutes and the May Reports (Consent Agenda Items: Finance Committee Minutes, and the Senior Minister Report). Beth Ligouri seconded the motion. The motion carried unanimously.

**New Business**

**Audit Committee Report**

President Bev Sneddon moved this item to the top of the agenda. And, Gary LaBedz reported on the audits of the three most recent past fiscal years: 2010-2011, 2011-2012, and 2012-2013. He reminded the Board of the process; the Audit Committee checked random transactions to ensure

any checks written against CCUU's bank account matched expense receipts. LaBedz reminded the Board that the purpose of an audit is to sample only some transactions. The Audit Committee could not and did not test every transaction. The Audit Committee concluded that Countryside Church Unitarian Universalist is getting accurate financial reports and that everything is in order. The Audit Committee made one recommendation: that CCUU ensure that every reimbursement must be supported by a receipt. A copy of their recommendation is attached to these Minutes.

Gary LaBedz reported that the Audit Committee will complete its review of the present fiscal year before September 30, 2014.

Mary Johnson has agreed to act as chair of the audit committee next year.

Lastly, the Board noted that Gary LaBedz has agreed to accept the role of Controller.

### **Unfinished Business**

#### **General Assembly Delegates**

The Trustees began with a discussion of whether any members of the Board of Trustees were attending General Assembly in Rhode Island. Unfortunately, due to schedule conflicts, no members of the Board of Trustees are able to attend. Discussion continued about members of the congregation that might wish to attend. The Board determined that it could approve delegates by email as delegates came forward from the congregation.

### **New Business**

#### **Music Director Resignation and Search Committee**

As announced at the Annual Meeting on May 18, 2014, Music Director, Jeffrey Hamrick is resigning. The discussion focused on the process of the search. It was suggested the UUA Minister's Association and Unitarian Universalist Musicians Network (UUMN) would provide examples of best practices for the search.

The Board recognized that it would want to coordinate members selected to be on the search committee to best represent the different contingencies at Countryside Church Unitarian Universalist. The Board acknowledged the value of hiring interim replacements to allow the search committee the time to locate and hire the best qualified individual. Additionally, the Board discussed the need to clearly establish the guidelines for the search process. Further, the Board should consider how the hiring decision is ultimately made. The Board acknowledged the wonderful music program that Countryside Church Unitarian Universalist already has, and affirmed its desire not to settle for anything less. Trustee Sheryl Skifstad is also a member of the choir. She will serve as liaison from the Board of Trustees to the Music Committee.

#### **Senior High Youth Donation to CCUU**

The Senior High Youth Group raised \$1000 during their CON that they donated back to Countryside Church Unitarian Universalist. The Senior High Youth Group had designated that \$500 be contributed to the Operating Budget, as rental costs for the space during their weekend CON, asked that the Board designate the other \$500. The Trustees discussed the allocation of the donation. Sheryl Skifstad moved that the Board of Trustees allocate \$500 from the Senior High

Youth Group into the Endowment Fund and \$500 into the Operating Budget. Gloria Kinney seconded the motion. There being no further discussion, the motion carried unanimously.

#### Additions to the Ministry Council

Reverend Hilary Krivchenia briefly reported that she needs new members on the Ministry Council. In addition to some members that she is considering, she asked the Board for their suggestions.

President Sneddon announced that the Board of Trustees would be moving into Executive Session to discuss a personnel matter. There was a brief break as the guests left the meeting.

Trustee Member Kathy Dahlgren joined the meeting via telephone.

Bridget Smith made a motion that the Board of Trustees go into Executive Session. Beth Ligouri seconded the motion. The vote was unanimous. And, the members of the Board of Trustees and the Senior Minister moved into a closed Executive Session.

John Conneely made a motion to leave Executive Session. Bridget Smith seconded the motion. The Board exited Executive Session.

The Board noted its acceptance of Jeffrey Hamrick's resignation as Music Director. Countryside Church Unitarian Universalist will be celebrating and honoring his music ministry at the June 8, 2014, flower communion service and Jeff will continue to work at CCUU through July 31, 2014.

#### Wrap up

The Board members reviewed all Action items from the meeting.

#### Reading and Adjournment

Beth Ligouri made a motion to adjourn. John Conneely seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 10:07 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, June 18, 2014, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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