

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

The following members of the Board of Trustees were present in person at the meeting: Michael Berry, Matt Briddell, John Conneely, Alan Greenland, Gloria Kinney, Beth Ligouri, Karen Noorani, Deb Quentel, Sheryl Skifstad, and Beverly Sneddon. An in-person quorum was present.

Mike Gilley was present as a visitor.

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

**Board Covenant**

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

**Formal Introductions**

With the new trustees attending their first board meeting, everyone introduced themselves to the group. All of the members of the board of trustees shared their history with Countryside Church Unitarian Universalist.

**Consent Agenda Items**

Gloria Kinney made a motion to approve the June 18, 2014, Board of Trustees Meeting Minutes and the July Report from the Finance Committee. Karen Noorani seconded the motion. The President opened the floor for discussion. Discussion started by recognizing and acknowledging the detail present in recent financial reports. Additionally, the Board President reported she had recently signed the Fidelity checks to move the Endowment money to the new Vanguard account. After discussion, the motion carried unanimously.

**Unfinished Business**

**Assistant Minister Contract**

President Bev Sneddon reported that the contract is signed. Assistant Minister for Lifespan Religious Education, Reverend Colleen L. Vahey is granted a two month paid leave of absence from October 1 – November 30, 2014. The 2014-2015 contract covers sick leave, which is a change from previous years' contracts.

Sheryl Skifstad made a motion to go into executive session to discuss a personnel issue. Matt Briddell seconded the motion. The Board moved into executive session.

Sheryl Skifstad made a motion that the Board of Trustees exits the executive session. Alan Greenland seconded the motion.

During executive session, the Board reviewed the Assistant Minister for Lifespan Religious Education contract with the new board members and noted two points to discuss later: sabbatical and the application of the Personnel Policy.

#### President Resignation, Transition to new President

President Bev Sneddon's resignation is official after today. Mike Gilley assumes the role effective July 17, 2014.

President Sneddon reported that continuing members of the Board of Trustees, Bev Sneddon, Beth Ligouri, Sheryl Skifstad, and Deb Quentel had met with Mike Gilley last week to give him some background information on the past year. One item discussed was Jeffrey Hamrick's exit interview, which came about from a decision during a previous Executive Session. President Sneddon is handing off her notes to Mike Gilley for discussion after Hamrick's departure.

#### New Business

##### Board Resolution for Banking

With a change in board officers, the banks require new signature cards. Alan Greenland made a motion that the Board of Trustees authorizes the following officers to have authorization to sign checks for the MB Financial checking, money market and Vanguard accounts: Controller Gary LaBedz, President Mike Gilley, Vice-President Sheryl Skifstad, and Secretary Deb Quentel. The Treasurer shall not have signing authority on any CCUU accounts. The Congregational Administrator shall have query only access to the Vanguard account. Karen Noorani seconded the motion. The motion carried unanimously.

President Sneddon explained, in broad terms, the details of exemptions granted to members during the 2014-2015 stewardship campaign.

##### Fall Retreat

Gloria Kinney reported on the retreat site and time with DeKoven Center, Racine, Wisconsin. The retreat is scheduled for September 12-13, with an estimated cost of \$115 per person. The exact amount each board member will pay will be calculated shortly; as the Board has a \$500 development fund that can be used to offset some of the expenses for the rental of the space and facilitator's fee.

##### On-Boarding Session for New Board Members

At the request of President Sneddon, each continuing board member gave a brief presentation of Countryside Church Unitarian Universalist's governing documents and the key decisions that the board made in 2013-2014. Topics covered included:

1. Bylaws – President Sneddon reminded the Board that it acts for the congregation and has a fiduciary duty. The Bylaws control the Board’s actions.
2. Policy Manual – Deb Quentel reported that the latest version is on website. Revised items include the date of adoption by the BOT. The manual is here [http://www.ccuu.org/members/forms/doc\\_download/51-ccuu-policy-manual](http://www.ccuu.org/members/forms/doc_download/51-ccuu-policy-manual)
3. Town Hall Meetings & Ministry Council Retreats – Sheryl Skifstad reported that the Board seeks to keep the congregation informed and to solicit input through town hall meetings. Additionally, November 15, 2014, is set as the joint date for Board of Trustees and the Ministry Council meeting.
4. Budget and Stewardship, Mortgage – Treasurer Beth Ligouri reported that the Board’s responsibility is to meet with the Ministry Council to create a budget for the upcoming year. A Budget Team is created to set the budget. Stewardship is an ongoing effort between March and May to accurately assess amounts for the upcoming budget. Regarding CCUU’s mortgage, it is a standard five-year business loan that is amortized over 20 years.
5. Senior Minister – Gloria Kinney reminded the Board that the Senior Minister is a non-voting member of the Board of Trustees. Section 13 of the Bylaws applies. Kinney noted that Senior Minister Reverend Hilary Landau Krivchenia’s sabbatical will be taken in segments. Money was budgeted for pulpit guests in January 2014. The Board and the Senior Minister have worked to minimize the expenses associated with her leave. Budgeting for sabbaticals in the future should be a consideration of the BOT.
6. Assistant Minister – Deb Quentel reminded the Board of Reverend Vahey’s leave of absence from October 1 - November 30, 2014.
7. Staff – Sheryl Skifstad noted that the Board discussed staffing issues at almost every meeting. These discussions are an important role for the Board. As an example, the Board discussed right-sizing the staff, which resulted in Laurie Lantz moving to full-time. Care for staff was discussed as well, such as the UUA retirement plan. The Board also had to manage Hamrick’s resignation and an exit interview, which was a new role for the Board.
8. Operations – Beth Ligouri explained the role of operations, in contrast to foundations. The Board created an Operations Team that meets with the Congregational Administrator and the Senior Minister. With the end of terms for several Board members, Ligouri noted that the Board of Trustees will need a new liaison from the Board to serve the Operations Team.
9. Strategic Planning – Gloria Kinney reported that the Board created this group in fall 2013. The team is moving into full-scale action. Over the summer, the team will be collecting and collating data that it has. From September – December, the team will be using the data to review trends and try to define some specific goals for the plan. During January – February, in conjunction with ministries and congregation, the team will build the plan. The team intends to work with the congregation and ministries throughout this process.

10. Endowment Fund – Mike Berry summarized the work of the Endowment Fund and the committee’s report to the Board to move the funds to Vanguard.
11. North Property – Beth Ligouri reported that the rental north property falls under the watch of the Operations Team and Congregational Administrator.
12. Sanctuary renovations, gender neutral bathrooms – Gloria Kinney presented an overview of the various renovations in the sanctuary, such as hearing loops under the carpet which improve the listening for congregants with listening aids. Funds for the renovations came from the Capital Campaign. All expenses have been paid; they equaled pledges, although receipts exceeded pledges paid. The shortfall came from the operating fund. It was suggested that moving forward the Board should consider another capital campaign. Regarding the gender neutral restrooms, the Board noted the involvement of the youth groups to lead us into this change. Further, the Board noted that Countryside Church Unitarian Universalist is at the forefront in designating gender neutral restrooms among other congregations in the Chicago-land area.
13. Conceal Carry Law, Safety committee – Bev Sneddon reported that necessary signage is posted at the front doors.
14. Journeys/ PADS request – Sheryl Skifstad explained the history and discussions surrounding the PADS request. The Board was reminded that it had turned to the Social Action Committee in assessing whether CCUU could participate.

Board Huddle – Bev Sneddon explained the Board’s post-meeting check-in, which was instituted after the Board’s work at the fall 2013 retreat with its facilitator. For the Board Huddle, the Board requests that visitors leave, as it is meant as an internal and personal assessment for the members of the Board of Trustees.

### **Wrap up**

The Board members reviewed all Action items from the meeting. Gloria Kinney gave a brief recap of her experiences at General Assembly.

Sheryl Skifstad brought up the request from Aesthetics to paint a “ministr-tree” on the north wall of Atherton Hall.

### **Reading and Adjournment**

Alan Greenland made a motion to adjourn. John Conneely seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 9:40 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, August 20, 2014, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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