

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
August 20, 2014**

The following members of the Board of Trustees were present in person at the meeting: Michael Berry, Mike Gilley, Alan Greenland, Gloria Kinney, Beth Ligouri, Karen Noorani, Deb Quentel, and Sheryl Skifstad. Additionally, Reverend Hilary Landau Krivchenia was present.

The following members of the Board of Trustees were absent: Matt Briddell, John Conneely. There were no visitors or guests.

An in-person quorum was present.

President Mike Gilley called the meeting to order at 7:07 p.m.

Board Covenant

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

Consent Agenda Items

Alan Greenland made a motion to approve the July 16, 2014, Board of Trustees Meeting Minutes, the July Report from the Finance Committee, August email vote of the Board of Trustees permitting the Music Search Committee to post an interim job search announcement, Reports from Ministers & Staff, and the OSC Report from Laura Mandell. Gloria Kinney seconded the motion and President Mike Gilley opened the floor for discussion.

Treasurer Beth Ligouri reported that Controller Gary LaBedz more closely reviewed the Operating Cash account. In looking at the past Operating Cash, he noticed that the Special Purpose funds exceed the Operating Cash. In theory, this could pose a problem if all entities decide they need the money from their account at the same time. This problem traces back to May-June 2013 when Capital Campaign expenses were incurred. CCUU was assured that a final pledge would be forthcoming that would have covered these expenses; however, the pledge was never realized. Thus, Countryside Church Unitarian Universalist incurred expenses against money it anticipated it had. But because the money never materialized, CCUU has been in a cash shortfall. These numbers appear in the Balance Sheet not the Profit/Loss Statements.

Further, there's a potential \$23,000 expenditure needed in Atherton Hall for masonry that is attributed to the leaking roof. The Operations Team has requested that the contractor who has submitted a proposal to repair break the proposal into more detail, indicating tiers of priority. The Treasurer reports Countryside Church Unitarian Universalist would use the Capital Reserve to cover any expenditure.

The Board briefly discussed whether it is time to launch a new Capital Campaign for some of the building issues believed to be in the future, or, whether instead, an appeal should be made to cover some of the anticipated costs for the repairs in Atherton Hall.

After discussion, the motion to accept the consent agenda items carried unanimously.

Unfinished Business

Search for Interim Music Director

Sheryl Skifstad reported that the job notice was posted in a number of universities, local colleges and music stores. The Music Search Committee has started to focus on assessment criteria for the interim position. It is anticipated that interviews will be scheduled shortly. There was a reminder that the interim person will not be hired for the actual position. In early September, Jason Shelton will be brought in as a consultant for the choir retreat to work with the choir and to get them energized for the year.

Mike Gilley made a motion to accept the budget plan suggested by the Music Search Committee that will allow the committee to have the discretion to work within the amount already allocated for the Director of Music salary for the 2014-2015 year for interim expenses. Mike Berry seconded the motion. Discussion followed.

There was concern that with the role being divided by several individuals, that the costs could escalate. Skifstad reassured the Board that the proposed budget for guest pianists and conductors accounted for this issue and was designed to reflect the budget adopted for 2014-2015.

The Board reiterated that the actual hire of the new position will come from the Board.

The motion carried unanimously.

Board Retreat – Cost/Logistics Update

Sheryl Skifstad reported on her research about the Board of Trustees retreat at DeKoven Center, in Racine, Wisconsin. President Gilley reported that the fee for the UUA's facilitator exceeds the amount budgeted for to cover the Board's retreat. The President requested that each member of the Board of Trustees contribute at least \$144 to cover the costs that exceed the budgeted amount.

Further discussion focused on logistical details, such as meal times and carpooling.

Reverend Hilary Krivchenia discussed the retreat's draft agenda. The Board noted that as so many Board members are new, the retreat was a great opportunity for the Board to get to know each other better so that each individual's strengths can be tapped during the year. Members of the Board of Trustees with previous experience on the Board noted that members of the Board had worked through Tom Rath's book "StrengthsFinder 2.0" several years ago; it was a good tool to learn how to focus on a team.

Beth Ligouri left the meeting. A quorum still remained.

Board Retreat – Goals/Preliminary Agenda

The Board discussed the facilitator's expertise and the underlying goals and reasons for the retreat. Discussion considered what our purpose of the retreat was: to explore governance and how the Board members work together or instead to learn more about each other to eventually

work together during the year. Additional discussion questioned what kind of a Board do we need to be (e.g. whether the Board of Trustees is a policy board or a working board or another model). Members of the Board mentioned that discussing the strategic plan at the retreat was probably premature, as additional members are joining the planning committee and the committee doesn't have much information to share at this point in their process. It was noted that starting the retreat on Friday night provides everyone with an excellent opportunity to get to know each other, as an end of the week activity. Saturday's activities might be focused more on determining what our working goals are.

Reverend Hilary Krivchenia suggested the Board of Trustees schedule developing a timeline for the 2014-2015 year later in the day on Saturday. One of her goals would be to further define the "master" calendar for repeated events for Board actions. The Board discussed that one goal should be that each member leave the retreat understanding his or her role on the Board and the role of the Board at CCUU. The Board of Trustees discussed the need to schedule other meetings, such as the joint retreat with the Ministry Council well in advance to provide for maximum participation.

Defining the type of working relationship between the Board and the Senior Minister is also important and should be something that the Senior Minister and members of the Board of Trustees work on during the retreat. Beyond the relationship between the Senior Minister and the Board of Trustees is the relationship with the staff and between the structures now in place at CCUU and the connection between these relationships and increasing opportunities and participation by volunteers.

Governance is also an important question. One question raised for consideration at the retreat is the Board of Trustees role for governance in relation to the Senior Minister and other ministerial roles, and the governance structure that has been created. CCUU needs a consensus for what direction we need to be headed. The Board should examine what is working and what needs to be refined. Can the Board communicate more effectively with the Ministry Council?

As the discussion of the retreat wrapped up, President Gilley agreed to work with Reverend Krivchenia to shape the agenda and share it with members of the Board of Trustees for further refinement prior to the September retreat.

New Business

Board Member Photos - take pictures of new Trustees

The President reminded new Board Trustees to submit a photo for display in the CCUU hallway.

Discussion about initiating a process to amend our Bylaws to allow for online voting under specific circumstances

The Board determined that a small team could investigate this issue and report back to the Board for action. The team will be Mike Berry, Mike Gilley, Alan Greenland, and Deb Quentel, with Reverend Hilary Krivchenia sitting ex officio.

Assignment of Trustees as liaisons to committees

The Board of Trustees had a general discussion about the role of trustees on Board Committees. Further discussion reiterated Trustees presently serving as liaisons to Board committees and individuals best suited serve on the remaining committees.

Strategic –Gloria Kinney will continue to serve as the liaison.

Operations –Mike Gilley will attend next meeting

Safety – John C. will be asked

Personnel – Karen Noorani will serve as the Board's liaison.

Music Search Committee – Sheryl Skifstad will continue to serve as the liaison.

Ministry Council – Sheryl Skifstad, in her capacity as Vice-President of the Board, will continue to serve as the liaison

The Board of Trustees discussed the need for communication between the committees and the Board.

Selection of a BOT nominated member to the Nominating Committee (TBD) plus establishment of a convener (TBD)

The Board discussed the need to create a list of potential nominees for the Nominating Committee, as a Board nominee. A vote for the selection of a Board sponsored member to the Nominating Committee was deferred to the September meeting.

BOT bond/insurance: face amount, deductible

President Gilley reported that the Congregational Administrator is waiting to hear back from the insurance provider regarding the face value and amount of deduction.

Wrap up

The Board members reviewed all Action items from the meeting.

Reading and Adjournment

Alan made a motion to adjourn. Sheryl Skifstad seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 9:38 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, September 17, 2014, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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