

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
November 19, 2014**

The following members of the Board of Trustees were present in person at the meeting: Michael Berry, Matt Briddell, John Conneely, Mike Gilley (President), Alan Greenland, Gloria Kinney, Karen Noorani (President-Elect), and Sheryl Skifstad (Vice President). Additionally, Reverend Hilary Landau Krivchenia was present.

The following member of the Board of Trustees was absent: Deb Quentel (Secretary). Alan Greenland assumed the duties of Secretary for this meeting. Currently the Treasurer position is vacant.

An in-person quorum was present.

Beth Ligouri, Mary Johnson, and Peggy Simonson attended the meeting as visitors.

President Mike Gilley called the meeting to order at 7:09 p.m., and trustees took turns reading out loud the Board covenant. Mike Berry gave an opening reading.

Financial Audit Status

Mary Johnson gave a report in person of the findings of the Audit Committee. Four months of transactions from last fiscal year were examined. Mary said that things look good; everything has been properly recorded. The audit team recommends that we be especially careful about cash transactions, for example, the collection and processing of cash collected from the offering at Sunday services. The church's books should be audited at least once every year (per current policy).

Consent Agenda Items

A motion was made and seconded to approve the October 17, 2014, Board of Trustees Meeting Minutes, the Senior Minister's Report, and the Report from the Finance Committee. After some discussion, the motion carried unanimously.

Unfinished Business

Online Voting Working Group – Status Update

Alan Greenland recommended deferring discussion of this until next month's Board meeting. This sub-committee met just prior to the October Board meeting and worked out language for a possible amendment to the By-Laws. Trustees need to be given that information, along with some documentation of the rationale behind the language, in advance of a Board meeting at which the matter can be discussed further. Alan Greenland has the action to write up that rationale, and will do so prior to the December meeting of the Board.

Working Group on Goal #1, Governance Goal

Karen Noorani circulated handouts listing the church's many different groups and standing committees, as understood by this working group, with essential functions highlighted. Karen is seeking feedback on this representation, which is a work in progress (and which has been posted on the Board's shared drive). Some discussion ensued. Karen and the working group accepted action item to schedule the next meeting for further work on this.

Working Group on Goal #2, Personnel/HR Governance Goal

Mike Gilley asked Reverend Hilary to elaborate on discussions she has had with a consultant, John Wimberley, formerly of the Alban Institute. Hilary has discussed with the consultant matters relating to the roles and scope of various functions within the church, including the Board of Trustees, as well as how to best handle personnel issues. Hilary says the consultant is very helpful, asking provocative questions for her to consider. Mike Gilley will join Hilary in a future discussion with the consultant.

Working Group on Goal #3, Capital Policy, Reserve, and Campaign

This is another goal established at the Board's retreat in September. The working group includes Matt Briddell, Alan Greenland and Mike Berry. Mike Gilley will also contribute, as well as Rev. Hilary. Some general discussion ensued to help define the scope of study for this group. Karen Noorani asked what triggers a capital campaign. Gloria Kinney asked how the endowment figures into this. Matt asked whether the church has done a reserve study. Mike Gilley said that we do have a reserve study, and that, in fact, it has been updated just recently. Mike also said, however, that in the budget process we are often forced to under-fund our reserves in order to make the next fiscal year's budget balance.

New Business

Strategic Planning Team – Status and Next Steps

Peggy Simonson reported in person on the status of the Strategic Planning Team's efforts. A "Visions" document created by the team was made available to Trustees prior to the meeting. Peggy reported that the team has met with almost every group in the church, and, as they captured in this document, they found some common patterns or themes, which they grouped into five categories. On December 14 the Strategic Planning process will be discussed as part of the Sunday services, and meetings will be held between the two services, and after the second service, to share this "Visions" document with the congregation and to solicit additional input from individuals and/or groups within the congregation. Peggy said that the team expects suggestions for specific activities, but that the team is more interested in broader strategies. She said it is not the team's job to determine *how* to achieve these goals, but rather to define what the end goals are. Peggy expects to meet again with the Ministry Council and Board, probably in February, with a goal to have a complete package ready for the Congregational Meeting in May. Discussion ensued regarding the next steps in this process – both for the period between now and the May meeting, and also for the years that follow. Peggy said that she wants the Trustees to attend the discussion sessions on December 14. The Board will be responsible to determine, in consultation with the Strategic Planning Team, the individual steps required to have a meaningful outcome at the May meeting.

Inclement Weather Policy

This issue was first discussed last January. Laurie Lantz has submitted a proposed policy, which was made available to Trustees prior to the meeting via the shared drive. Basically the church would follow decisions made by school district 15 during weekdays. In the evenings and on weekends (whenever school is not in session), the decision would be up to the senior minister. Informal discussion ensued. Hilary made the comment that someone needs to be here on a Sunday, even if we've cancelled services. Proposed language includes guidelines to close when authorities issue a "driving advisory". Consensus was that a "weather emergency" was more appropriate, because "driving advisories" are quite commonly issued. Sheryl Skifstad made a motion to adopt the proposed policy with the following changes: (1) change "driving advisory" to "weather emergency" under the guidelines for making a decision to close; and (2) remove all question marks, and for the communication plan B decision tree back up to the senior minister will be first the Congregational Administrator, and next the President of the Board of Trustees. John Conneely seconded the motion. There was no further discussion, so Board President Mike Gilley called for a vote, and the motion carried unanimously.

Treasurer Replacement Status

Mike Gilley gave a summary of where things are, as he understands it, in the process of trying to find a new Board Treasurer. The Nominating Committee is still working on this. Gary LaBetz, currently serving on the Finance Committee, has agreed to back-fill on Treasurer's tasks as needed in the interim. Gloria mentioned that stewardship should be a year-round effort, possibly part of the Kinship Ministry. It currently resides under the Service Ministry, but is also an official duty of the Board Treasurer. Hilary suggested for a future Board meeting that we re-visit the aspirations of membership, and reconsider the guidelines for members' annual pledges, in terms of percentage of income.

Stewardship Leader(s) Status

Gary LaBetz has agreed to help with the stewardship campaign as part of a team (not solely leading the effort). Some more suggestions (of names) are needed, to be approached and asked to serve.

Publication of Consent Agenda Items

Writers who submit information for the consent agenda items (e.g. reports from staff and committees) should consider those documents to be public and available to the public, in the same way that Board meeting minutes are public. There was some discussion of possible ways to make this information more easily available, in the interest of transparency. For now, members of the church can gain access to any of this information by talking to a Board member.

Personnel Committee

Greg Blus submitted the Personnel Committee's proposed job descriptions for the Congregational Administrator and the RE Assistant. These positions have had job descriptions in the past, but they were essentially task lists, not full job descriptions. Sheryl recommended that we have church member Kathy Maraist review these, since this is her area of professional expertise. Matt Briddell moved to approve the proposed job description as offered by the Personnel Committee for the position of RE Assistant. Karen Noorani seconded the motion. During discussion Matt asked for and received clarification that this is a permanent part time

position, rather than a temporary contract for a certain number of weeks. The motion carried unanimously. For the second job description (Congregational Administrator), Mike Gilley said he would like to have further discussion with and make some recommendations to the Personnel Committee (who are meeting the day after this Board meeting). Mike will share his comments with the rest of the Board.

Wrap Up

The Trustees reviewed new action items from this meeting.

Closing Reading and Process Check-out

Mike Berry offered closing readings, and the Board of Trustees did a process check-out for the benefit of the Trustees.

Adjournment

Alan Greenland moved to adjourn the meeting, the motion was seconded by Sheryl Skifstad, and hearing no objections, President Mike Gilley adjourned the meeting at approximately 9:15 p.m.

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

Respectfully Submitted,
Alan Greenland, CCUU Trustee (filling in as Secretary)