

**Countryside Church Unitarian Universalist
Minutes of the Board Meeting
January 21, 2015**

All members of the Board of Trustees were present in person at the meeting: Mike Berry, Matt Briddell, John Conneely, Mike Gilley, Alan Greenland, Mary Johnson, Gloria Kinney, Karen Noorani, Deb Quentel and Sheryl Skifstad.

Reverend Hilary Landau Krivchenia, who usually is present, was absent; she is on sabbatical the month of January.

An in-person quorum was present.

Gary LaBedz, Controller, was present as a visitor.

President Mike Gilley called the meeting to order at 7:06 p.m.

Board Covenant

At the September 2014 Board Retreat, the members of the Board of Trustees wrote a covenant intended to shape the trustees' interactions with each other that reflected this year's Board of Trustees. The trustees read the board covenant out loud.

Consent Agenda Items

Sheryl Skifstad made a motion to approve the

- Board of Trustees Meeting Minutes, from December 17, 2014,
- Report from the Assistant Minister for Lifespan Religious Education,
- Strategic Planning Team Report,
- Treasurer's Report (including discussion on insurance recommendations from Finance),
- Music Director Search Report

Gloria Kinney seconded the motion and President Mike Gilley opened the floor for discussion. There being no discussion the motion passed unanimously.

Unfinished Business

Goal 3 - Capital Campaign

The Capital Campaign Working Group comprised of Greg Blus, Mike Gilley, Mike Berry, Matt Briddell, and Gary LaBedz met. Berry summarized the meeting. The fundamental question the working group addressed was when Countryside Church Unitarian Universalist should consider a capital campaign. The group concluded that the congregation should think about it as percent of operating budget that would be needed. For example, the group suggested that with an expense of 10%, the Board should think about a capital campaign. And, an anticipated expense of 20% annual operating budget should trigger a capital campaign. The Capital Campaign Working Group estimated that capital required within 5 years exceeds 35% of our current operating budget. The capital repairs and replacements include: masonry work (\$50,000), Siding (\$30,000), Roofing (\$30,000), and HVAC (\$45,000). This year, because personnel costs are below expectations due to staffing issues, CCUU is not in dire shape and the first stages of masonry repair can be covered without initiating a capital campaign.

Other topics discussed included the benefit of using a consultant, the value of a single large donation that can inspire others to give, and establishing a separate pledge that would go directly to the operating reserve. For example, it could be funded by requesting \$200 per pledge unit. This operating reserve would be separate and above a major capital campaign. The group noted that it is difficult to fund the capital reserve account each year, even though it is a line item on the budget. Thus, the idea to have a separate pledge that goes directly into capital reserve and not into operating budget was borne. An additional benefit to building an operating reserve is it alleviates the need for a capital campaign for a sudden expense. Here, the building's age was given as an example; the building is beginning to require considerable capital investment to maintain the building's integrity. An estimate has been put together by the Finance Committee and updated by Steve Black of the Operations Team that covers CCUU's needs over the next 15-20 years for capital expenditures. This information is the basis for determining recommended capital reserve levels. Further, the group discussed the north property and possible future plans that could include selling the property. Decisions about the north property will be held off until the strategic planning process is complete.

New Business

Request for serving alcohol

President Mike Gilley reported that Outreach Steering Committee would like to serve alcohol at its "Music with a Mission" event at CCUU in March.

Matt Briddell made a motion that the Board of Trustees allow the Outreach Steering Committee to go forward and request a temporary alcohol sales permit from the Village of Palatine for the "Music with a Mission" event in March 2015. Mike Berry seconded the motion.

There being no discussion, the motion passed unanimously.

The Treasurer, Mary Johnson, reminded all committees and personnel to submit their budget amounts for next year. Further, Sheryl Skifstad reminded the Board of Trustees that the Ministry Council was doing weekly presentations at service from committees in anticipation of the pledge drive.

The Board discussed the value of including a second line item for capital reserve, not just capital expenditures for the 2015-2016 budget. The purpose would be to demonstrate and to explain the need for a capital reserve account to be regularly funded.

Stewardship Working Session

President Mike Gilley led a discussion about how to think about and approach the Stewardship Campaign. He reminded the Board that while there are two co-chairs, everyone on the Board is part of the team for stewardship. Gilley reported on a conversation that he had with Reverend Krivchenia about whether there should be a theme. Stewardship will launch with the first service in February. Gilley invited everyone to think of themes and ideas for this year's stewardship campaign.

Discussion moved to ideas for identifying who will play a lead role in connecting with members that have potential for making larger contributions and the timing for such an activity. The Stewardship team recognizes that more intimate approaches for communicating with members that have potential for giving at higher levels could yield better results. Perhaps larger donors would be interested in adding to their pledge with monies toward the capital reserve. The Board wants to plant the idea in the mind of every congregant that financial support is periodically requested for endowment, capital

campaign and operating budget. The Board of Trustees discussed the idea of having separate pledge drives: one in support of the operating budget and the second for a capital campaign.

Further discussion focused on whether encouraging everyone to give 3-5% of their income would satisfy Countryside Church Unitarian Universalist's budget needs. The Board then began a discussion about timing for a capital campaign and when that could launch. However, that discussion was quickly tabled, as it was determined that discussion of a capital campaign was more appropriate at a later date. And, while discussion is best left for another meeting, discussion returned to the idea of including capital reserves as a line item for next year's budget.

Turning to process, Gilley reminded the Board of Trustees that a budget would be created with a prioritization of items and as pledge amounts come in, amounts allotted to certain items would be reduced. Moreover, a preliminary budget has not yet been created.

There was discussion that last year's budget planning was very smooth. And, re-acquainting congregants with the aspirations of membership might help with the budgeting process for this year.

Gilley mentioned past events held at Countryside Church Unitarian Universalist to spark congregants' understanding of their personal experience with CCUU and to inspire congregants to pledge their aspirational levels. It is anticipated that this year each Trustee will be responsible for a group of congregants and for hosting an event to spark participation in the pledge drive. A discussion followed about ways to host a celebration prior to the end of the Stewardship Campaign.

Finally, the Board discussed ways to share talking points of each ministry's presentation during February and the upcoming Stewardship Campaign with CCUU members. And, Gilley reminded the Trustees that we should all be focusing on the 3-5% aspiration everyone's investment in Countryside Church Unitarian Universalist.

Action Items

Recap of action items and confirmation of owners

The Board members reviewed all Action items from the meeting.

Closing Reading and Process Check-out

Following the closing reading, the Board of Trustees implemented its' process check-out for the benefit of the Trustees.

Adjournment

After the reading, Alan Greenland made a motion to adjourn. Matt Briddell seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 9:08 p.m.

The next scheduled meeting of the Board of Trustees is Wednesday, February 18, 2015, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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