

**Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
February 18, 2015**

The following members of the Board of Trustees were present in person at the meeting:, John Conneely, Mike Gilley, Alan Greenland, Mary Johnson, Gloria Kinney, Karen Noorani, Deb Quentel and.

Sheryl Skifstad was absent; Mike Berry and Matt Briddell arrived during the meeting, as noted below.

Senior Minister, Reverend Hilary Landau Krivchenia, was present as well.

There was an in-person quorum at all times.

Gary LaBedz, Controller, was present as a visitor, as was Art Paton.

President Mike Gilley called the meeting to order at 7:08 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.

**New Business**

**Consent Agenda Items**

Gloria Kinney made a motion to accept the following Consent Agenda items:

- Meeting Minutes from the January 2015 Board Meeting
- Ministers & Staff Reports - Rev. Hilary & Rev Colleen
- Strategic Planning Team Report
- Membership Committee Report
- Treasurer's Report
- Music Director Search
- Ministry Council Minutes
- Safety Team Recommendations

Karen Noorani seconded the motion and President Mike Gilley opened the floor for discussion. The Board discussed the need to share items earlier to allow for more time for Trustees to prepare for board meetings. Board members will strive to share materials at least one week in advance of the Board meeting.

Art Paton gave a brief presentation about the Strategic Planning Team Report. March 8 is designated as the date that the congregation is exposed to the Team's report. The Team proposes an event in Atherton Hall that includes the strategies on flip charts at stations around the room. Congregants will be asked to view and engage with the strategies and decide which they'd like to connect to. The details of the process for showing support and commitment is still under discussion.

John Conneely briefly left the meeting.

Mike Berry and Matt Briddell arrived.

The Strategic Planning Team is planning for this to be the backbone of the presentation at the May Annual Meeting. Additionally, the Team will create a packet or booklet that will include all that has been done so far, such as “what is the plan,” “what is the process,” and “what does it look like.” The Team intends that the booklet be available for viewing at the Annual Meeting. Further, the Annual Meeting will be the official hand-off of the project from the Team to the Ministry Council. Finally, the Team thinks that there needs to be some event in the fall where people can be reminded of their spring interest and they can connect again with the events. It is envisioned that this would be run by Ministry Council.

John Conneely returned.

President Gilley suggested that the Board see the outcome from March 8<sup>th</sup> event, so that the Board can affirm that the vision matches the direction of Countryside Church Unitarian Universalist. The question for the Board will be what inspires the budget. And, realistically the Board may have to wait a cycle, as the budget may not be fluid for 2015-2016. The Board noted the value of the Team’s report coming from the congregation through the input of so many members, as the Strategic Planning Team interviewed almost all former board members and Ministry Council members.

Considering that the Board launched the Strategic Planning Team, the Board discussed that it seemed appropriate that the Board review it and accept the plan. This should occur before the May Annual Meeting. There was discussion that the Board could ratify the main statements by naming them the vision and mission statements. These are the visions of the leadership of the congregation which includes the Ministry Council and the Board. Because it is a living document it can be modified in the future as well.

Treasurer Mary Johnson reported that expenses (because of staffing issues) and plate cash are under budget. The Treasurer further reported that the Audit Committee has been established. At this time, the Finance Committee estimates that we will be short on pledges for 2014-2015. Letters have been sent to members that have contributed less than expected by this time of year. Looking ahead to next year, just 24 pledges have been submitted so far. And, the Treasurer noted that pledge amounts are lower than last year.

Gary LaBedz presented some additional details about the 2015-2016 budget. The Board discussed the need to include a line item for an office assistant and an internship for future years. Because of reduced salary expenses for 2014-2015 it is anticipated that the 2014-2015 year-end balance sheet will show a surplus. Simultaneously, it is predicted that pledge amounts for 2014-2015 will result in a shortfall of \$7500.

Reverend Krivchenia reported that there was a hope that the Personnel Committee would increase positions at CCUU. It was noted that the Board has to determine the priorities. It was suggested that the Board may need a longer and additional meeting for a discussion of the larger budget issues. There was discussion about the hours needed for an office assistant.

Discussion concluded and the Board voted on the motion; the motion to accept the consent agenda items passed unanimously.

## **Unfinished Business**

### **Stewardship Campaign**

President Gilley requested that it would be good to have as many members of the Board present on March 8<sup>th</sup> as possible. The Stewardship team has suggested that they begin to call and thank people who are contributing the most. And, thank everyone who has pledged for next year.

**Atherton signage** – due to the meetings length, this item was tabled for discussion at a later date.

### **Preliminary Budget / Prioritization process**

This topic was covered during the discussion of Consent Agenda items and was not re-visited.

### **Town Hall Meeting Prep**

President Mike Gilley requested that members of the Board, who are able, get together to discuss the budget in more detail. Members of the Board who are available agreed to meet Saturday, February 21st. Lastly, Gilley suggested that everyone bring a dish for Celebration Sunday on March 8<sup>th</sup>.

## **New Business**

### **Request for approval of Rev. Scot Giles housing allowance**

Alan Greenland made a motion that the Board approves Dr. Giles' request designating \$24,000 for 2014 from his pastoral practice as a housing allowance for tax purposes. Countryside Church Unitarian Universalist shall have no responsibility for the payment or raising of such funds. John Conneely seconded the motion. The motion carried unanimously.

### **Request for approval of Rev. Hilary Krivchenia housing allowance**

Matt Briddell made a motion that the Board approves Rev. Hilary Krivchenia's request designating \$36,000 for 2014 as a housing allowance for tax purposes. Countryside Church Unitarian Universalist shall have no responsibility for the payment or raising of such funds. Alan Greenland seconded the motion. The motion carried unanimously.

### **Request for approval of Rev. Colleen Vahey's housing allowance**

John Conneely made motion at that the Board approves Rev. Vahey's request designating \$33,600 for 2014 as a housing allowance for tax purposes. Countryside Church Unitarian Universalist shall have no responsibility for the payment or raising of such funds. Gloria Kinney seconded the motion. The motion carried unanimously.

### **Request of renter to serve alcohol**

President Mike Gilley reported that the family of a church member, who has rented space at CCUU, was requesting to serve alcohol for a member's birthday party to be held in the rented space. Gloria Kinney made a motion that the renter's request, as the adult children of a CCUU member, for permission to serve alcohol at a birthday party, held on April 4<sup>th</sup>, 2015, be approved as long as they abide by CCUU's rules and policies concerning alcohol. Mary Johnson seconded the motion. The motion carried unanimously.

### **Safety Team Recommendations -- next steps**

The safety committee has suggested that "no gun" sign be removed for safety concerns at CCUU. The Board is reviewing the committee's suggestion. No decision was reached.

### **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. John Conneely seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 9:56 p.m.

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

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