

**Countryside Church Unitarian Universalist  
Minutes of the Board Meeting  
April 15, 2015**

The following 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.

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

There were no visitors.

There was an in-person quorum at all times.

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 past Board Meetings (March 18 Board Meeting, non-regular January meeting and non-regular March meeting)
- Ministers & Staff Reports – Rev. Hilary Krivchenia and Rev. Colleen Vahey
- Treasurer's Report
- Ministry Council Minutes (March and April 2015)

John Conneely seconded the motion and President Mike Gilley opened the floor for discussion.

There was discussion about items that were initially listed in the Agenda but were not completed in time for the meeting. Those items were removed from the Consent Agenda list.

There was discussion about a statement made in the Senior Minister's report that suggested the Board is over-extended. To help address this problem, Rev. Krivchenia plans to pull together a few people with superior organizational skills to consider this.

There being no further discussion the President called for a vote. The motion passed unanimously. The motion to accept the Consent Agenda items passed.

**Unfinished Business**

**Stewardship Campaign and Budget Approval – Next Steps**

President Gilley reported that the team met on Monday, April 13. At this time, 91% of pledges are submitted. Yet, Countryside is still short of our goal. The Stewardship Committee is considering a “close the gap” kind of request. This could be specified by the member as either an increase to their base pledge or a one-time gift.

Pledge levels for 2015-16 are well under the preliminary budget created by the Budget Team for this period and are \$20,000 short of the 2014-15 (current year). The Stewardship Committee reminded the Board that last year’s second ask came prior to the Annual Meeting.

When the Budget Team recently met it started to cut items from the budget and assumed another \$5000 in pledges from the remaining 9% of members that hadn’t pledged yet; that amount has yet to be achieved.

The Budget Team determined it needed to shave \$20,000 from the proposed 2015-2016 budget to live within expected church pledge revenue. The Budget Team reported cutting the following budget items: RE material \$500, printed materials related to membership \$1000, one-half of Countryside Church’s UUA dues \$13,000, and removing Rev. Krivchenia’s sabbatical line. While this plan does include funding the Capital Reserve to \$10,000, that amount falls short of the \$33,000 annual budget recommended by the Operations Team. The proposed budget does not include a cost of living raise for our staff either. The Budget Team noted that additional pledge income would allow these cut items to be re-instated. In fact, the Budget Team will be meeting again to finalize a schedule for re-instating cut budget items should additional pledges or pledge gifts come in for the 2015-16 year.

There was brief discussion about the north property. It is not a large income property compared to the costs of taking care of it from a management standpoint plus costs. In light of our anticipated capital requirements and mortgage, President Gilley called for the board to engage the congregation with a discussion about the possible sale of the north property. Note: the Finance Committee was previously asked to provide recommendations about when and if a capital campaign should be carried out to address our expected capital requirements. The Finance Committee suggested that both a capital campaign and sale of the north property should be considered.

The Stewardship Committee reminded the Board that we are trying to do more than fill the gap from last year’s budget. We are still on track to come in under budget for 2014-2015, and there are options for where to use these under-budget funds. If there are funds left over this year it should be used to partially fund the item that the Budget Team determined was the highest priority: the Capital Reserve followed by a cost of living increase for our staff.

The Board discussed the value of a second ask for the 2015-2016 budget. And while there is still time to develop the final budget for consideration at the Annual Meeting, the President requested the Board set a date for another meeting to approve a final budget to submit at the Annual Meeting. And, the Budget Team needs to re-prioritize how some of the pledged funds will be used. Last year the Capital Campaign overspent money that it did not have, as some capital campaign promises were unfulfilled.

At present we are \$85,000 below the aspirational pledge amount with 91% of pledges accounted for. And there is speculation that the remaining 9% might only yield another \$5,000. This will be a

discussion for fall 2015 when the Budget has been approved and all pledges for 2015-2016 have been made.

The board returned to its discussion of a date to have a second meeting to discuss and approve a final budget to present to the congregation at the Annual Meeting. And, the Budget Team acting now as a “Priority Refinement Group” – would get together to work out some of the details of budget prioritization.

In light of scheduling supplementary meeting to prepare a Proposed Budget for the Annual Meeting, Matt Briddell made a motion to table the vote of the budget approval process to a later date. Karen Noorani seconded the motion. There being no further discussion, President Gilley called for a vote. The motion carried unanimously.

### **Safety Team Recommendations**

There was discussion of the report from the Safety Team. It was discussed whether we can take the aspects of the work that we can adopt, such as educational elements, and adopt them. For example, what changes should we make to roles such as Greeters and Ushers. At present there is no flow chart for how the tasks will be accomplished. The board discussed whether there are educational issues that can be addressed that the Safety Team can take point on to educate the congregation.

### **New Business**

#### **Music Director - Hiring Process/Budget**

There are two candidates coming in for interviews. The Music Director Search Committee plans to make a decision after Sunday’s auditions. Sheryl Skifstad asked the Board to clarify what the Team can do and what the process is for negotiating and hiring this position.

The Board determined that three people should be designated as the negotiation team. The negotiation team should be Chief of Staff (Rev. Krivchenia), a member of the Board of Trustees with an eye towards fiduciary duty (President Mike Gilley), and Cathy Maraist. Mike Gilley reminded the Board of the process to date and budgetary items authorized for the process to date.

Sheryl Skifstad made a motion that the Board go into executive session to discuss the parameters for hiring the Music Director. Gloria Kinney seconded the motion. The Board moved into Executive Session.

Sheryl Skifstad made a motion to leave Executive Session. Matt Briddell seconded the motion and the regular Board meeting resumed.

Following the Executive Session, Mike Gilley made a motion that the Board approve the Minister to extend the offer that is negotiated by the Negotiation Team based on the parameters set by the Board based on the recommendation of the Music Search Committee as discussed in Executive Session. Karen Noorani seconded the motion. The motion passed unanimously.

The Board took a short 5 minute break. No business was conducted during the break.

Sheryl Skifstad made a motion to go into Executive Session to discuss the Interim RE position. John Conneely seconded the motion. The Board moved into Executive Session.

Sheryl Skifstad made a motion to leave Executive Session. Alan Greenland seconded the motion. The motion was unanimously approved.

Sheryl Skifstad made a motion that the Board approve allowing the Minister to extend an offer for an Interim RE that is negotiated by the Interim RE search team based on the parameters discussed during executive session and in line with existing budget levels. Alan Greenland seconded the motion. The motion passed unanimously

**Revisiting policy on fundraiser events: partner donations vs. operating budget support**

This agenda item was tabled for a future meeting due to time constraints.

**Request for a Ministry Council Budget Carry-Over Policy**

This agenda item was tabled for a future meeting due to time constraints.

**Rev. Colleen Vahey Picnic Party - Budget**

The treasurer presented a preliminary budget of \$600-800 for a church picnic including entertainment for children, lawn games, and food (supplemented by potluck items supplied by members of the congregation). The event is planned for June 21, 2015. Karen Noorani made a motion that the budget for the send-off for Rev. Vahey should not exceed \$800 as recommended by the send-off committee. Matt Briddell seconded the motion. The motion carried unanimously.

**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. Mike Berry seconded the motion. The motion carried unanimously.

The Board of Trustees meeting adjourned at 10:20 p.m.

The next regularly scheduled meeting of the Board of Trustees is Wednesday, May 20, 2015, at 7:00 p.m. at Countryside Church Unitarian Universalist.

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