

August 19, 2015 Board of Trustees meeting minutes

Present:

President Karen Noorani

Vice President Sheryl Skifstad

Secretary Matt Briddell

Treasurer Mary Johnson

Alan Greenland

Joy Simon

Jeanie Michalec

Kristin Huston

Rev. Hilary L. Krivchenia

Not Present: Mike Berry

Guests:

Rev. Scot Giles, Community Minister

Guests from Wellness House: Kelli Mitchell, Lisa Kollavenu

Opening

The meeting was called to order at 7:01 pm. There was a quorum present at all times.

Jeanie Michalec provided the opening readings, and the board members recited the board covenant.

Consent Agenda

Consent agenda items are published on CCUU's website for review after each meeting. The four consent agenda items reviewed were:

- Minutes from the Board's July meeting
- July Financials
- Minutes from the Finance Committee's August meeting
- 1st Quarter Outreach Steering Committee report

Joy Simon moved to approve the Consent Agenda items, and Mary Johnson seconded. There was no discussion, and the motion passed unanimously.

Vice-President Sheryl Skifstad arrived at 7:13 pm

Rev. Scot Giles introduced Kelli Mitchell and Lisa Kollevanu from the Wellness House in Hinsdale, IL.

Lisa spoke about the mission of Wellness House, which is a non-profit organization that has been based in Hinsdale for the past 25 years. Wellness House provides free support and services such as support groups, counseling, healthy living programs and more to over 2,600 cancer patients and their family members. Wellness House's annual budget comes entirely from private fundraising sources and grants.

Up until a year ago, a similar group called Wellness Place was operating in Palatine and providing the same types of services, but they recently ceased operations due to a lack of funding. Wellness House is now looking to partner with CCUU to expand their services into the Palatine area.

Rev. Scot Giles has been working alongside both Wellness House and Wellness Place for several years. He is looking to incorporate his own medical hypnosis program from Wellness Place into Wellness House, using space at CCUU. His goal is to use this program as a means to introduce members of the community to Wellness House's services, and anticipates starting in October. In the winter, he would pilot a general support group and expand the program in the spring to add a second support group along with Family Wellness events and including more services for children and/or couples. Rev. Giles would need room for between 12 and 25 people, and he would take responsibility for the premises during the time his program is operating here. This program would take place one Saturday a month from 9:30am-12:30pm each day.

To promote their services and raise awareness, both Rev. Giles and Wellness House would reach out to the local medical community and connections that existed through Wellness Place to get referrals.

When asked if Wellness House would be willing to consider paying a small maintenance fee in exchange for use of our facilities, both Lisa and Kelli indicated that they would be willing to negotiate that, but no specific amounts were discussed or agreed to this evening.

Wellness House carries professional liability insurance (and Rev. Giles is covered independently).

CCUU's involvement would be to provide space, publicize in announcements, website, publications, social media, etc.

Opportunities for growth: Currently, Wellness House offers their services to all people, regardless of economic or financial status. They are somewhat limited as far as being able to provide services to non-English speakers, so this is something we might request as they expand their services in the springtime.

Discussion: The board is very supportive of this program and wants to move forward. The question is as far as charging a service fee to Wellness to cover our facility maintenance costs.

Mary Johnson suggested that Rev. Giles could provide a sermon or speak at a service about this program. This could occur during his normally-scheduled time in the pulpit in February or at other services beforehand where he is presenting.

Sheryl Skiftad moved that we accept the proposal from Wellness House for Rev. Giles to initiate his own program here in the fall as proposed. Jeanie Michalec seconded.

After brief discussion, the motion passed unanimously. Rev. Hilary will communicate the passage of their proposal to them after the meeting.

Minister's Report

Rev. Hilary presented the board with copies of her Minister's Report for August, 2015. The Board will review it and vote on whether to accept it at their next meeting in September.

Ongoing business

The Board retreat will be taking place on August 28th and 29th. Karen Noorani shared the menu and logistics for Friday night's retreat activities.

Karen discussed the suggested topics that board members were asked to offer prior to this meeting. She also asked board members to re-review the Strategic Plan passed in the spring as well as Rev. Giles' presentation to the board from June prior to the retreat for discussion.

Ministerial Intern

Eileen has met with her internship committee, and she and Rev. Hilary will be meeting again this week. She and Rev. Hilary will sit down and do some additional planning, and then she will map out her learning plan for the year with her internship committee. She will be here part-time for 2 years rather than full-time for 1 year, which is a departure from how we have scheduled time with ministerial interns in the past.

RE Coordinator update: She has already started and has been doing an excellent job getting off and running for planning out this year's curriculum. She will meet with Hilary later this week for more planning.

New business

Karen reviewed the next steps for the governance process. Action items for 2015-16 include:

- Operations (formerly the Foundation Ministry): this includes things like custodianship and maintenance of the building, IT functions, website, etc. A board member will serve as a liaison with this committee to determine the best way for this area to function smoothly and to take some of the minutiae of facility maintenance off of the Board's hands and put these items into the hands of the staff and personnel that are most responsible for these areas (ie Laurie Lantz Steve Black, etc.). Kristin Huston will be the board liaison for this group.
- Personnel: Lay out clear processes for determining responsibilities, support roles and informing roles; determine the right size and make-up of a personnel committee; propose updated material for the policy book that accurately reflects the by-laws- Kathy Moray will be taking over as the chair for this committee. Joy Simon will be the board liaison working w/ Kathy and Rev. Hilary (and possibly one more person)
- Stewardship team: the goal for this this year is that it is not isolated from Membership, and that we iron out the overlaps; Jeanie Michalec will be the board liaison for this group.
- Safety Committee: we need to determine whether this needs to continue as a separate committee from the Safe Congregation team/task force or if it can work just as a task force dedicated to a certain number of items/tasks; Alan Greenland will be the board liaison for this and will work with Rev. Hilary over the year to determine whether we need to maintain the structure of this committee and task force.

- Policy book revamp: we will be updating the policy book this year based on the work of the above groups; Matt Briddell will be the board liaison with this group (currently Karen Noorani and Tim Reuter-Bowers) when it gets started.

Nomination Committee

Karen discussed a slate of potential candidates for appointment to the Nominating Committee. She will be reaching out to the various candidates to gauge their interest.

Board/MC Retreat

The board members discussed several potential dates for the joint ministry council/board of trustees retreat. Available dates are 11/14, 10/10 and 10/24. We will pick from one of those three dates and Sheryl will set the date by next Saturday. Alternatively, we may pick a Sunday afternoon if none of those dates work.

Stewardship

At our next meeting, we will be discussing Stewardship and the development process of the 2015-2016 budget, as well as the outcomes of the retreat.

Finance Committee Action Item

Gary LaBedz is continuing to study the issue of the taxes on the North property originally raised at the July Board meeting.

Action items

- Rev. Hilary will follow up with Rev. Giles and Wellness Place and Laurie Lantz to let them know that we have approved their proposal that they presented tonight.
- Karen will reach out to the potential candidates for the Nominating Committee to gauge interest and update the board if there are interested candidates.
- Sheryl will set the date for the BOT/MC retreat by next Saturday, 8/29.
- Karen will email the various groups discussed above to let them know who their Board liaisons are and get them connected.

Action items for retreat: update bios (or just new bios if you're a new member) by next Wednesday (8/26); re-review the Strategic Plan passed in the spring as well as Rev. Giles' presentation to the board from June prior to the retreat for discussion; review groupings of suggested topics.

Jeanie Michalec presented the closing readings.

Alan Greenland moved to adjourn the meeting. Jeanie Michalec seconded. There was no discussion, and the motion passed unanimously.

The meeting adjourned at 8:52 pm.