

January Board Meeting Notes

1/20/2016

Attendance

Karen Noorani

Sheryl Skifstad

Matt Briddell

Mary Johnson

Jeanie Michalec

Mike Berry

Kristin Huston

Alan Greenland

Rev. Hilary Krivchenia

Absent: Joy Simon

Guests

Jules Jaramillo (Director of Lifespan Religious Education)

Eileen Wiviot (Ministerial Intern)

Tim Reuter-Bowers (Nominating/Safer Congregations Committees)

Cathy Maraist (Personnel Committee)

Gary LaBedz (Finance/Stewardship Committees)

The meeting was called to order at 7:04 PM. The board shared their personal check-ins and Cathy Maraist shared the opening readings.

Rev. Hilary introduced Jules Jaramillo, our new Director of Lifespan Religious Education, to the Board.

Jules Jaramillo departed the meeting at 7:15 pm.

The Board recited their Covenant.

Consent Agenda Items

Jeanie Michalec moved to approve the following consent agenda items:

- December 2015 board minutes.
- Finance committee meeting minutes
- Financial statements

Alan Greenland seconded. The motion carried unanimously.

Board Committee Updates

Executive team updates: The executive team has not met since the previous board meeting.

Hilary and Alison Vernon are in the process of putting search materials together for hiring a permanent pianist. Currently, Rick Burdsall and Dr. Janice Razaq have been doing an excellent job serving as interim pianists for us for the last several months, and we are now at the point where we are looking to hire a pianist on a permanent basis.

Ministry Council updates will be discussed in new business.

Foundations Ministry: Mark Huston had two contractors look at the exterior lighting situation for the parking lot and around the building as part of the ongoing process of improving the security of the church property and received two separate estimates. This will be discussed further over the next two months as part of the overall budgeting process.

Safety processes: The magnets for securing the RE doors have been ordered. Karen anticipates having them arrive and put in place by this coming weekend (1/23-24).

Rev. Scot Giles' situational awareness workshop may be held in March, coinciding with the second quarter's hospitality meetings. Sheryl and Karen will meet later to coordinate a time. We will also revisit the Safety Task Force and see if they will take this responsibility on as well. We will ask for an update on this by next month's meeting.

Personnel committee and Safety matters: Mary Johnson passed out copies of the full preliminary budget, and Cathy Maraist walked through the various budgetary details related to personnel and staffing. Cathy has been reviewing the UUA's recommended budget and salary guides as part of this process to help determine the optimal ranges for salary adjustments.

From last year's budget to this year's budget, the Personnel Committee wants to retain the 2% cost of living adjustment (COLA) for all paid staff members. Additionally, the committee has been focusing on shoring up professional expenses, and the preliminary budget reflects that and is more in line with the UUA's recommendations for professional expenses (hence the higher initial costs).

Sheryl asked about the costs listed for the pianist. The budget lists the position at 0.4 time in anticipation of the total time that a permanent pianist will be working throughout the year and reflects the mid-range of the UUA's recommendations.

Additional Personnel expenses desired for the 2016-2017 include for safety (Lobby staff) for Sunday services and other activities at Countryside, an administrative assistant (starting mid-year) and a part-time handyman. These may be done only for a short period of time based on our actual needs.

Karen shared with us that she has had discussions with various other congregations in the area about various safety steps, and also mentioned that the State of Illinois is in the process of developing safety guidelines for congregations.

Rev. Hilary briefly departed the meeting at 7:57 pm, returning at 8:02 pm

Cathy Maraist departed the meeting at 8:01 pm

Music With a Mission Alcohol Request: The group planning the MWAM event has submitted a request to serve alcohol at this event on March 5th. The group has already approached the Village of Palatine about obtaining a liquor license. Sheryl Skifstad moved to approve the group's request, conditional upon them receiving the liquor license from the village and having a member complying with TIPS training requirements. Matt Briddell seconded. The motion carried unanimously.

Insurance Request: Jules Jaramillo has requested that she be able to keep her long-term disability and life insurance from her previous position (the cost of which would be deducted from her salary, or she would pay the fees to the UUA directly). However, the UUA's policies state that for any one staff member to receive these benefits, all staff members have to have the opportunity to get access to the same type of plans. Mary Johnson asked whether we would need to make any official payroll adjustments for these benefits- we will not have to, and the staff members' official salaries will not change. However, there may still be a question of how gross salaries will reflect upon the payroll numbers. The enrollment period for these plans will close before the next BOT meeting.

Karen Noorani moved for CCUU to offer its staff members access to both the UUA's life insurance and long-term disability insurance plans, fully paid by individual staff members who elect those policies. Jeanie Michalec seconded, and the motion carried unanimously.

Stewardship and More Preliminary Budget

The Worship Committee wants additional compensation to get other musicians to come in for some services, additional speakers, an all-ages music program and for possible evening services as well.

Karen asked all board members to study the preliminary budget and send questions and suggestions to her before the next board meeting.

Tim Reuter-Bowers departed the meeting at 8:26 pm.

Rem Stokes and Greg Blus have joined onto the Stewardship team. We will be attempting to canvass substantially all of the various members and families in the congregation. Rem will be providing training at two different sessions to canvassers in late January and early February, and the Stewardship campaign will officially begin on February 7th. Additional testimonials are scheduled to occur at subsequent services in February. This year's theme will be based on the movie "It's a Wonderful Life" and is focused on asking members to consider what they would miss or how their lives would be different without CCUU.

Developing a Strategic Plan- Sheryl shared feedback from the Ministry Council. They are struggling with getting the committees to focus on long-range planning as well as the details of implementing the various aspects of the long-range plan, although they do seem to have a good vision of short-term planning. The MC will be trying a different approach of having the different ministry chairs meet with

their ministry members and brainstorm and focus on what they're trying to achieve long term. The ministries will be having these meetings in February and have requested that a board member participate in each meeting to help convey more information.

Four members will attend the individual ministry meetings in February, representing the board's point of view of what we're trying to achieve for the long-range plan, and report back to the board at the next BOT meeting. Jeanie Michalec will attend the Service Ministry meeting, Karen Noorani will attend the Worship meeting, Mike Berry will attend the Study meeting and Matt Briddell will attend the Kinship meeting.

Annual Meeting Prep/North Property

Mike Berry has been in discussions with Access Health, a small emergency care facility near Northwest Suburban Community Hospital. Access Health is looking for additional clinic space in the Palatine area, although their preference is for a pre-existing commercial building. Hilary has also been discussing the matter further with Wellness Place.

Hilary advised the board to try to avoid creating an atmosphere of pressure in the congregation to accomplish various tasks and goals by specific deadlines.

Common Study Reading- We are looking at different ways of approaching our common study reading, including online discussions through email and/or Google documents.

Rev. Hilary shared the closing reading from "Big Magic" by Elizabeth Gilbert.

The meeting adjourned at 9:05 pm.

