February 18, 2018 CCUU BOT Meeting Minutes

President Christine Organ called the meeting to order at 12:37 p.m. Joy Simon shared the opening reading and board members recited the BOT covenant.

**Attendance:**
- Christine Organ
- Karen Epps
- Joy Simon
- Marcus White
- Jeanie Michalec
- Kristin Huston
- Kathryn Hillyer
- Peggy Simonsen
- Reverend Hilary Krivchenia

Absent:
- Mike Berry

**Consent Agenda:**
- January: BOT Minutes, Financials, Finance Committee Minutes; February: Ministry Council Minutes
- Kathi Hillyer moved to accept the consent agenda, Karen Epps seconded. The motion carried unanimously.

**Updates from Board Committees:**

**Executive Team:**

The ET met and talked about stewardship and upcoming nominations for committees and BOT openings. They talked about creating areas of responsibility on the board to help enable a wider group to be involved on the board (such as 20/30’s group) who have other responsibilities outside the church. There was a discussion of whose positions were up for re-nomination and who was going to be leaving the BOT. We also discussed having Board members connected with each of the committees/areas. We could also look into a leadership development model that would enable people interested in becoming leaders to get experience (also enable the BOT to encourage potential leaders).

**Ministry Council Updates:**

Peggy Simonsen is being approached by some about not having monthly MC meetings, perhaps communicating in different ways. This year there wasn’t a BOT/MC retreat, which is ordinarily a good way to get everything aligned for the upcoming church year.

All the budget requests have been turned in from the committees.

**Finance:**
Currently we are ahead of budget on income, due to some people paying ahead on their pledges to (apparently) get them in before the end of 2017. Our pledge numbers for next year are ahead of where they were at this time last year, probably due to our compressing the timeline to having pledges submitted by February 18. Kathi asked how the response rate last year at the deadline (which was later in the year) compares to our response this year at the deadline. We don’t know. Compliments were said about Dan Yokas’ work as the team leader for Stewardship.

Foundations/Operations:

No report

Personnel:

The Personnel Committee talked about the Personnel Policy and hiring streams and will continue that next month. Currently, the Committee is focused on cleaning up and getting consistency on the various personnel policies. They talked about presenting some long term vision information to the congregation about personnel issues, particularly as related to compensation for various positions.

Special Task Forces/Teams:

Governance Process/Policies:

Kathi thanked Peggy for her comments and work on the Ministry Council section of the Policy Manual on the Drive.

Christine said we need a Sign Policy. Peggy and Karen will look for the information (which probably exists in other areas but hasn’t been finalized and voted on and put into the Operations Manual).

Christine will apply to the village for a sign permit (she has to apply each time, we are limited to 4 times a year). This permit will be for the Farmer’s Market and possibly the event below.

Will the group who is hosting “Tearing Down Walls: Building Up” need to use one of the slots we have for sign display? Joy will contact MaryAnne O’Dowd to see if she is planning on displaying a sign for the event, which is the day before the Farmer’s Market.

Safety:

Karen is working on contacting people to be on the Safety Committee and attend a safety training event. Unfortunately, the event filled up so quickly only Jeanie was able to register. The event was then cancelled due to snow and has been rescheduled, but is only open to those who were already registered. The people Jeanie contacted agreed to serve on the Safety Committee.

Karen and the team will look at current safety-related documents we already have and start pulling things together.

Ways and Means:

The team is meeting in March 11. Angela Lis is the chair. Kathi will take over as BOT liaison with the team.
New Business:

1. Board Goals:

   The BOT shared their ideas for Board goals.

   Mike—Develop a tagline, a three word phrase. Active verbs make strong taglines. This tag would go on our landing page of the website, also be posted various places around CCUU.

   Karen—How can we engage in maintaining and moving forward despite our current national leadership? What are some specific things we as a group could do? Hilary pointed out there needs to be more buildup for events so that people get involved and attend. Suggestions included social action activities.

   Christine—How can we increase our visibility in the community?

   Hilary—How do we get people in the congregation focused on things we can actually accomplish? How can the BOT keep people focused when there are so many ideas? We need to streamline our policy development.

   Jeanie—Rephrased what Hilary said about policy: One meeting it’s written, the next meeting it’s discussed, the third and final meeting it’s voted on.

   Why can’t we support other churches? Reach out to other groups who are already involved in something and get involved in “their” thing? Social Action already does some of this.

   How does the BOT focus the congregation while allowing individual congregants to act?

   Karen—Would like to see us act more quickly. We should also focus on how we’re doing these things for ourselves as well as others. We are involved with other groups and getting to know them.

   Kathi—Silos, communication. We have so many separate groups that are doing things, but how much inter-group communicate is there? It’s as if we have “silo” within our congregation. Perhaps blurbs as part of weekly newsletter, more on website, but also pushed out to the members via the weekly email. Currently it’s mostly once a year in the Annual Report.

   Peggy—Years ago we looked at goals for the church for the year. Now we have monthly themes that are more intangible. Not everyone might agree with the yearly goals, but that also allowed for good conversations. The book groups could read books focused on that.

   Christine’s summing up of the goals:

   • How we can focus the congregations while empowering them to act
   • Tagline
   • Increase visibility
   • Developing core commitments
   • Better communication within the congregation (silos)
   • Streamline policy development
• Focusing on issues of the day
• Inspire and motivate the congregation to pledge in a way that makes them proud

2. Lighting Issues:
   Will discuss with budget discussion

Ongoing Business:
1. Medical Leave Matters:
   The DLRE is due release time which she wasn’t able to take due to circumstances and Hilary is working with her to make that happen.
   One of the staff declined the additional compensation.
   Peggy moved that we amend the transfer of funds from $6000 to $4500 for medical leave matters. Jeanie seconded, it passed unanimously

2. Stewardship Update:
   Discussed under Finance, see above

3. Preliminary Budget:
   Marcus will meet with a group to develop the preliminary budget, mid-March, before the next BOT meeting March 21.

4. Outreach/Social Action Initiative Procedures:
   Hilary will talk with Jules about this and revise it.

5. Online Policy Book:
   Kathi will send out the link again.

6. Town Hall:
   This is to inform people about the board goals for the future, and how we can move forward. We will also inform people we are not doing a capital campaign and why. The date has been moved to April 8. We will also talk about budget, promote the solar event. Annual meeting will be May 20.

Looking Towards Next BOT Meeting: March 21, 7:00 p.m.
• Readings:
  o March — Peggy
  o April — Mike
  o May — Jeanie
  o June — Christine

Action Items:
• Town Hall — April 8
• Sign Policy—Karen and Peggy will look for it and circulate it to the Board.
• Christine—will apply to the village for sign permits for Farmer’s Market and possibly MaryAnne group

**Sunday Announcements:**

• February 25 — Christine
• March 4 — Mike
• March 11 — Kathi
• March 18 — Kristin

Closing Reading

Adjournment

2:15 pm