May 16, 2018 CCUU BOT Meeting Minutes

President Christine Organ called the meeting to order at 7:05 p.m.

Joy Simon shared the opening reading and board members recited the BOT covenant.

**Attendance:**

Karen Epps
Kristin Huston
Christine Organ
Marcus White
Mike Berry
Peggy Simonsen
Joy Simon
Kathryn Hillyer
Reverend Hilary Krivchenia

**Absent:**

Jeanie Michalec

**Guest:**

Laurie Lantz, Church Administrator

**Staff**

Staff Goals/Direction for 18-19 church year

- Laurie presented her goals as church administrator, and what the BOT might need to know about her position. What is the balance between big-picture responsibilities and specific tasks?

- She provided a handout describing the major areas of her job. A large responsibility last year was getting Breeze up and running, but it has proved to be extremely helpful and works well. Some congregations have someone working 1/4 to 1/2 time working on several areas that she handles. It may be possible to have volunteers take over some things, allowing Laurie to do more with the website, uploading sermons, align the website with UUA guidelines, update Care Ministry's database, and more. How can we get members to have more ownership of what goes on to make the church run?

- There was discussion about how to reach out to the congregation to encourage volunteers to take on some tasks. Laurie has some tasks listed in the Annual Report, we could also put it in the Focus and in the Sunday Times.

- Laurie is going on to the board of the AUUA, Association of UU Administrators at the end of June, for three years.

- One key question she raised: How do we thrive and grow as a congregation as we go through another staff change (DLRE leaving)? How do we have more people take responsibility for assisting with worship, hospitality, etc?
Consent Agenda:

- March and April board minutes
- March and April Finance meeting minutes
- April Financials
- April Ministry Council minutes

Minor amendments were made to the March minutes. A question was asked about how the endowment fund gets funded and what the purpose is. Hilary described it as: “To build it over time so that at some time in the future it can serve the congregation in some substantial way.” Mike explained that we are currently in the growth phase of the fund. Peggy said she didn’t think we had ever asked for people to donate to it. That has been discussed, but not implemented. Mike said once a month an announcement on the endowment could be made to make people more aware of it, and to think about donating.

Joy moved to accept the consent agenda, (including revisions to the March minutes). Kristin seconded. The motion carried unanimously.

Updates from Board Committees:

Executive Team:

The main discussion revolved around changes to the DLRE position.

Ministry Council Updates:

Peggy is preparing for the June 2 retreat with the BOT (Board of Trustees) and MC (Ministry council). She needs some direction from the BOT regarding goals, so the committees can develop goals aligned with the BOT goals. Marcus pointed out that whatever direction we take must support the mission and vision of the church, and would not necessarily be only for one year.

Karen asked about widening the definition of “engagement.” It could be engagement in terms of service to the church and also in terms of pledging.

Finance:

Marcus reported a highlight is where we’ll end the year, with a surplus. The finance committee discussed the reinstatement list, particularly the landscaping item. If Judy can present a specific project and expenses, it can be entered as a pre-paid expense on the budget. Otherwise, it goes into the next fiscal year, which is not good practice.

Marcus predicts we’ll have enough surplus to fund all (or nearly all) the reinstatement items, but it’s not final yet.

Marcus will contact Judy asking about specific things for that item on the list.

Hilary said one thing needed is a new garden shed. It could be a capital cost. Perhaps Green Sanctuary could get some advice on how to go ahead. Marcus said it would come from the capital reserve and would need BOT permission.

Peggy moved that we allot up to $1,500 for shed replacement, Marcus seconded. Discussion: Karen asked if there are guidelines as to what to approve. Hilary said one guideline might be “is this an isolated thing?” The garden shed is one
discrete item and it’s failing and can be replaced for a relatively low amount of money. The motion passed unanimously.

Karen brought up the audit, asking if the report had been sent yet from Bridget Smith. Bridget has the materials, Karen will contact her to get the materials.

**Foundations/Operations:**

Kristin has information on lighting that will be presented later.

**Personnel:**

No report.

**Special Task Forces/Teams:**

**Governance Process/Policies:**

We’ll need a print version of the policy manual (for BOT and office). Links in the online version will have to be changed to page references (or section references).

**Safety:**

There is another safety training at Good Shepherd.

**Other:**

June 2 meeting—a suggestion is to have “accountability buddies” for the Board. This could prepare people for joining the Board. Board members would have a buddy on the Board to help get things done, to be supportive, to help with various tasks so they don’t drop off between meetings. Christine suggested discussing it at the BOT/MC retreat. We could give it a different name.

The secretary can send out the “Action Items” from the end of the minutes earlier—right after the meeting (first to the President for approval). That will help people remember what tasks they’ve volunteered for. The President has taken on a lot of responsibility that can and should be shared with more members of the board. How can we better spread out work load and responsibility, be supportive to one another and have a sense of accountability?

**Ongoing Business:**

1. **Annual Meeting Preparation:**

   We’ll be providing food, sandwiches, finger food. Mike will send an email to the BOT members for them to sign up.

2. **Confirm Specific Goals/Directions for 18-19:**

   Peggy shared two previous goals and the Board discussed some modifications. These goals still apply and can be continued.

3. **Online Policy Book—Comments?**

   The book is at a point that it can be made public. Kathi will meet with Laurie about doing that. We will also have to make a print version available.

4. **Memorial Service Policy:**

   Not discussed.
5. Lighting Issues:

Kristin reported there is not anything like a LEED electrician. The exterior lighting uses more electricity than the interior lighting. The boxes can be replaced fixture by fixture, making them LED. Kristin will contact Dan Huntsha at Faith in Place for information on our lighting.

6. OSC—Service Partners, Revision to Fundraising Policy:

The OSC proposed a change in the Fundraising Policy from “at least once a year” to “periodically. Karen moved to approve the change, Mike seconded. The motion passed unanimously.

New Business:

1. Personnel Issues

The BOT went into executive session.

Looking Towards Next BOT Meeting:

- Readings:
  
  - June—Christine
  - July—Kathi
  - August—Kristin
  - September—Marcus

Action Items:

- May 20 at 11:00 — Annual Congregational Meeting
- June 2 — combined BOT/MC planning session, 9 am — 1:30 pm

Sunday Announcements:

- May 20 — Peggy (Annual Meeting, one service)
- May 27 — Jeanie
- June 3 — Karen
- June 10 — Marcus
- June 17 — Joy

Closing Reading

Adjournment