

Countryside Church Unitarian Universalist Board of Trustees Meeting Minutes

Date: June 19, 2024

Attending: Lisa Gilley (President), Pat Wydell (Vice President), Dan Yokas (Secretary), Debbie Lee (Treasurer), Denise Sepos, Emilie Cheng, Ryan Schaeffges, Tim Reuter/Bowers, Jerome McDonnell Trustees.

New Board Member Welcome: The following newly elected Board members were present and welcomed: Nancy Frenk and Mike Berry. Gary LaBedz and Peggy Simonsen were not in attendance.

Lisa Gilley called the regular monthly meeting of the CCUU Board of Trustees to order at 7:05 p.m. Emilie shared an opening reading, and the Board members recited the Board Covenant. With a quorum of trustees present, the meeting proceeded with business.

Last Month's Minutes: Pat suggested that we include a statement in the minutes that indicates that the congregation will eventually need to vote on all the recommended changes to the By-laws. Debbie moved to approve the minutes as amended, and Pat seconded. The motion passed unanimously.

Review and Approval of Annual Meeting minutes: It was recommended that we use "track editing" to show the actual changes to the By-Laws. Debbie also recommended removing the Endowment Committee's comments from the Financial Report. We were also reminded that Pat (not Mike) reported on the Outreach Steering Committee's activities at the Annual Meeting. Tim made a motion to approve the minutes, and Ryan seconded. The motion passed unanimously.

Reverend Pam Rumanick:

Reverend Pam will arrive on August 1, 2024. To introduce Reverend Pam to the congregation, Lisa recommended publishing an online interview with her. Board members were encouraged to think of questions that they might want to ask Pam to allow church members and guests to get to know her better. Some Board members shared some questions they might want to include in that

interview. Board members will continue to consider potential questions and forward them to Lisa.

Fair Labor Standards Act (FLSA) Non-Exempt Employees: Tracking Hours

The Board agreed that all Non-Exempt employees will need to keep track of their hours in order to comply with the FLSA. Whether an employee chooses to be salaried or hourly compensated, they still need to keep a written record of hours worked.

This Federal requirement applies to Countryside Church UU's current Music Director, Staff Pianist, Technology Coordinator, and Interim Religious Exploration Manager.

Landscaping and Garden Maintenance

The Chair of our Landscape Committee, Siri Laurin, has indicated that due to a medical challenge, she can no longer devote the time needed to maintain the outdoor gardens and landscaping, and there are not enough volunteers to complete the needed work. The landscaping budget for next year (\$8,000) is inadequate to outsource the task. The Landscape Committee still has \$2,000 left in this year's budget. The Board recommended increasing the Giving Tuesday goal by an additional \$8,000. The current Giving Tuesday goal is \$6,700. Ryan moved to approve the recommendation to increase the Giving Tuesday goal and Tim seconded. The motion passed unanimously.

New Logo

Jerome explained that an offshoot of the Interim Committee, including Elizabeth Van Orden, Laurie Lantz, Lois Phillips, Avery Pierce, Bailey Pierce, and Jerome, worked with Reverend Denise and a graphic designer recommended by Reverend Denise to create a new CCUU Logo. The graphic designer presented six or seven designs, which the team narrowed down to two. The Board

reviewed the layout and font, and asked how that font was chosen. There were some differences of opinion about the placement of the church name and the font selection. After some discussion, Jerome moved to approve the Logo as submitted, and Ryan seconded the motion. The motion passes with one objection.

Memorial Service (Guidelines)

Due to some confusion and misunderstood expectations of what was included in the Memorial Services performed at Countryside Church UU, Reverend Denise and some staff agreed to review and clarify the various costs and components available to members and non-members in a standard service. A document was drafted that included an outline of standard items in those services and delineated the cost differential for members versus non-members. The immediate family of a member will only be subject to the “member fee.” An option to waive any fees will be at the minister's discretion. There may be a future discussion about removing the additional “minister gratuity” language that is currently part of the “Guideline.”

The new Guideline will help avoid confusion or misunderstandings about what members and guests can expect when they schedule a Memorial Service at Countryside Church UU. It will also help our Rental Coordinator communicate these expectations to prospective renters (non-members).

Debbie made a motion to call this document a Guideline versus a Policy. Dan seconded the motion and it passed unanimously.

Operations Manual Review

Lisa indicated that Pat, Laurie, and Helen Moore have agreed to review and update the Full Operations Manual. Other members may be recruited to assist with this task. One focus of the review will be the Safe Congregation Policy (du Ree Bryant will participate in the task force to review/revise this policy). Some attention will be given to the issue of specially targeted donations and how those are handled. Anyone interested in joining that task force is welcome.

Fall Retreat

The Board retreat is scheduled for October 11th and 12th. (Note: Yom Kippur begins at sunset on October 11th to nightfall on October 12th).

Board members are encouraged to think about topics for the retreat and share those with Lisa. Saturday will include a meeting with the Program Council.

Financial Update

Highlights of Debbie's Financial Report include:

- Financials look healthy.
- Will possibly end the year with extra money (\$10,000).
- The extra money will go into the Capital Reserve which is significantly underfunded.
- A number of the restricted funds have now been paid out.
- The Finance Committee suggested that the Membership Committee recruit newly joined members and be more aggressive about finding strategies to support and retain new members.
- The Finance Committee recommended returning to a church-wide Corn Roast in the Fall (not a fundraiser).

Members Rotating Off Board

Lisa presented Tim, Emilie, and Denise with a gift and words of thanks and gratitude for their service on the Board of Trustees. Their many contributions were greatly appreciated.

Board Liaison Assignments

Lisa encouraged members to consider which committees they would like to liaise with during the 2024-25 church year.

Adjournment & Closing Reading

Emilie offered a closing reading, and Debbie moved to adjourn. Dan seconded.
The motion passed unanimously.

The next Board of Trustee meeting will be on July 17, 2024.