

Unitarian Universalist Church of the North Hills
Board of Trustees meeting
April 10, 2014

Meeting called to order at 7:00 pm.

Present: Rev. Scott Rudolph, Amy Wilks, Midge Miles, Lynn Richards, Rachel Smart, Mark Draa, Ed Rockman, Susan Powers, Bob Delaney, Rob Willig, and Andrew Zadnik (Secretary)

Absent: Greta Porter

1. Welcome and Chalice Lighting – Mission Statement
 - a. Opening Question: What part of the mission statement is most meaningful to you as a Board member?
2. Consent Agenda
 - a. Minutes from previous meeting
 - b. Committee reports from liaisons
 - c. Approval. Motion to approve. Motion by Midge; second by Amy; approved.

3. Budget discussion based on Finance Committee minutes

Ed updated the group regarding the recent Finance Committee meeting and Mary Ellen Johnson's recommendations to balance next year's budget. The following options were considered:

Include in the budget two years' worth of investment income (approved).

Include a half year of rent from the little house (approved). The report outlining necessary improvements to the house is due next month. It was proposed to hire someone to inspect the house and provide an estimate for repairs. It was noted that the Borough of Franklin Park will not need to inspect the house because it's a residential property.

The group did not support rolling back the increased hours for the office assistant. There was clear consensus for Scott to go ahead and hire a new office assistant for 32 hours/week.

The group also did not support paring back staff salary increases.

The church committees have been asked to consider reducing their respective budgets.

Only if necessary, the congregation will be approached late in the fall for additional funding. There was a suggestion that any additional request be specifically for the building reserve fund.

Finance will present a balanced budget at the upcoming annual meeting.

The group expressed its thanks to Mary Ellen for all her help with the budget development and revisions.

4 Special Events Coordinator

Amy led the discussion of the role of Special Events Coordinator, a position currently held by Jennifer Watts. The Coordinator is responsible for maintaining a list of people interested in setting up for and cleaning up after special events held at the church, e.g., the district meeting in the fall. The requests for volunteers would describe the event and specific needs.

***Amy, Lynn, and Susan will continue working on defining the role of Special Events Coordinator, and clarify a task list. A CAR document will be developed. Jennifer's input will be sought.**

5. Charge, Authority, and Responsibility (CAR) document discussion

Midge, Lynn, and Rachel presented several draft CAR documents for the group's review. Each of the documents had already been discussed with the appropriate committees. The following CAR documents were presented:

Compassionate Service

Stewardship Committee

Ushering Team

Finance Committee

Fundraising Team

The group discussed each document, asked questions, and offered revisions/corrections. There also was a discussion about the definition of responsibilities listed in specific CAR documents compared with those on a master list (applicable to all CAR documents). There was general consensus for the suggestions by the CAR Task Force as proposed in the CAR documents thus far. Responsibilities should be minimized, if possible, beyond the 4 basic ones. However, the documents may be revised in the future.

6. Policy Task Force

Mark presented the Bonfire Policy for review.

The group decided that a representative of the Buildings and Grounds Committee will be notified of plans for all bonfires. The representative will have the discretion to deny a request as they deem necessary. This responsibility will be incorporated into the Committee's restructuring that Rob is working on, and he will discuss the draft policy

with the Committee. It was noted that Pete Lundquist and Diana Hull have agreed to stay on for another year.

Non-UUCNH groups will be excluded from having bonfires at the church.

***Mark will re-word the Bonfire Policy as necessary, and Trustees will review. Rob will discuss the draft policy with Buildings and Grounds. The revised policy will be added to next month's consent agenda.**

7. Annual meeting – May 18

The group discussed the following agenda items for the annual meeting:

- Budget presentation and approval
- Last year's and January's mid-year meeting notes
- Recognition of outstanding service
- Brief reports from Board task forces (except Bellwood)
- Election of Board and Leadership Development Team
- Threshold Committee Task Force report
- Compassionate Service Team – garden

8. The website presentation will be emailed by Scott to the group.

Motion to adjourn for Board Huddle. Motion by Mark; second by Susan; approved.

Meeting adjourned at 9:30 pm.

Action items:

***Amy, Lynn, and Susan will keep working on defining the role of Special Events Coordinator, and clarify a task list. A CAR document will be developed. Jennifer's input will be sought.**

***Mark will re-word the Bonfire Policy as necessary, and Trustees will review. Rob will discuss the draft policy with Buildings and Grounds. The revised policy will be added to next month's consent agenda.**

***Scott will email the website presentation to the group.**

Respectfully submitted by Andrew Zadnik

Approved 5/8/2014