

Shawnee Mission Unitarian Universalist Church  
 Board of Trustees Meeting  
 February 13<sup>th</sup>, 2017 6:30pm  
 Board Room

INVITE everyone into a caring community  
 INSPIRE the search for spiritual growth  
 INVOLVE all in working for a peaceful, fair, and free world

<b>Voting members</b>	
Marjorie Rice, President (from 6:50- 8:00pm)	X
Don Skinner, President-Elect	X
Adam Koehler	X
Tiffany Johnson	X
Brian Nelson	X
Gaby Kusko	X
Jo Ella Hoye	X
<b>Non-voting members</b>	
Rose Schwab, Minister	X
Randy Burdge, Treasurer	X
Zach Irwin, Past President	X
Gail Robertson, Secretary	X
<b>Others</b>	
Kim Enyart	X
Rachel Wathen	X
Jay Hetz	X
Phil Hannon (from 7:05 – 7:50pm)	X

Call to Order (Don) 6:35pm  
 Chalice Lighting and Moment of Reflection (Reverend Rose)  
 Check-in (All)

**Consent Agenda:**

- I. Rev. Rose will be taking Tuesdays and Fridays off each week. Discussed what “2 days off” actually means. Clarification that Rev. Rose’s contract states she will have one day completely off from church business (Tuesday) and a primary writing day with limited church business (Friday). Communication available, but in general should be kept to a minimum on those days.
- II. Piano fund – bought in full with assistance from a \$5,000 donation to the piano restoration fund.
- III. Rev. Rose evaluations will be linked and available in REALM
- IV. REALM (Deb) has been released to all members. 200 have signed up, many are using some functionality, and groups are created. Question regarding

functionality/availability of church-wide calendar and/or personal calendar. Deb reported that calendar is available in some form, but not a scheduling calendar like what currently exists on the smuchurch.org site.

- V. 50<sup>th</sup> Anniversary update provided in agenda. Next event is intergenerational party Feb. 25<sup>th</sup> from 6-9pm. Other dates identified in agenda: April 8<sup>th</sup> (cleanup day), May 6<sup>th</sup> (labyrinth dedication), May 7<sup>th</sup> (50<sup>th</sup> anniversary service with invited guests). Further details to be determined for May 6-7<sup>th</sup> celebration weekend.
- VI. Rachel's DRE report available, but not reviewed

Motion made to approve January minutes: Don Skinner motions, Adam Koehler seconds

Unanimous vote, motion carries

Vote completed, but brief discussion of necessity to approve previously months minutes in board meeting. Determined that verbal/written approval by 4 voting members (quorum) sufficient for board minutes approval, which was received by email last month.

VII. Loan Structure (Randy)

Bank needs approval on structure and note from "signing board member." Discussion of who is appropriate in addition to board president (Marjorie Rice). Randy Burdge is treasurer and board agreed that he should have signing privileges for loan, with approval from board.

Motion made for Randy Burdge to have signing privilege, "signing power," for loan structure: Gaby Kusko motions, Adam Koehler seconds  
Unanimous vote, motion carries

Motion made to approve consent agenda: Adam Koehler motions, Jo Ella Hoye seconds

Unanimous vote, motion carries

**New Business:**

- I. Equitable rental policies and guidelines (Jo Ella)
  - a. Jo Ella looked at questions posed by board and suggestions for adjustments to the written policy.
    - i. Grounds: Determined to be "outside of rental policy." Grounds rentals/needs will need to be brought to board on as needed basis and approved.
    - ii. Rental rates reviewed from rental policies and guidelines document.
    - iii. Discussion of regulations (e.g., glitter banned)
      - 1. Discussion of how to maintain accountability for space - "leave space in same state as found" and importance of "member sponsorship"
      - 2. Does church require a deposit in addition to rental fee? ANSWER: No  
Discussion of whether the church should and determined church already requires payment "up front" for larger events and could charge for cleaning if needed. Concern that a deposit for all rentals would create an unnecessary barrier.

- iv. Discussed and agreed to proposed free member use for: 1 small space/month and 1 large space/year; additional use permitted at flat rate as stated in policy
- v. Insurance needs brought up by Randy
  - 1. Church does not currently require insurance for use of space with exception of catering and other business entities using space hired for event
  - 2. Discussion of “do we take on that liability, require a waiver, or require proof of insurance?” and sufficiency of clause in policy regarding liability and responsibility
  - 3. Question regarding liability if external entity/person renting the space vs. member
  - 4. Randy argued for renters to provide proof of insurance
  - 5. Board decided to table discussion of renting insurance pending consultation with legal representation/members more familiar with legal requirements
  - 6. Confirmation: SMUUC has insurance for events that are church sanctioned, which would include member events
- vi. Reviewed proposed elimination of “friends” from policy, making “members rate” only

Motion made to 1) remove “friend” from policy, requiring membership for privilege and access to free rentals and 2) accept policy with current changes to rates and language within rental policy.

Gaby Kusko motions, Adam Koehler seconds

Unanimous vote, motion carries

- II. Empowering Rev. Rose to offer our facility for social justice interfaith events
  - a. Discussed non-emergent vs. emergent need (e.g., black lives matter, NAACP)
  - b. Rev. Rose requests primary plan to use board’s executive committee – board agrees except in cases of crisis
  - c. Determined that verbal agreement by quorum sufficient, including in-person contact, phone contact, email, or other verbal communication

Motion made to require executive committee approval for requests for facility use brought to Rev. Rose for social justice events: Gaby Kusko motions, Adam Koehler seconds

Unanimous vote, motion carries

- III. Financial and Loan Report (Randy)
  - a. Reported that the loan through Commerce Bank can be signed March 1<sup>st</sup>, 2017
  - b. Working to get estimate and contract finalized for services with Outcome Construction Services as discussed and carried during the last board meeting
  - c. Randy will sign for contract; Marjorie can also sign if necessary
  - d. Phil reported on management and construction process
    - i. Currently coordinating and managing bids and costs – multiple bids still continuing to be obtained

- ii. Draft of contract terms have been delivered; under review by Phil and member of SMUUCH with contract law experience
- iii. Original estimates have previously been provided based on need
  - 1. \$842,000 current estimate for agreed work, some adjustment from Bowerbird campaign proposed construction to account for short in campaign
    - a. \$136,000 in engineering and mgmt. fees
    - b. \$36,000 permitting fees
- iv. Will proceed with design and construction of RTUs (100%) and roofing (partial)
- v. Question raised whether this cost includes screening for RTUs to meet Lenexa city requirements. Original estimate of \$300,000 reduced to \$30,000 and will meet city requirements per Phil
- vi. Design fees will be billed on an hourly basis, rather than initially proposed
- vii. Mike Monthey donated time

#### IV. General Assembly (Rev. Rose)

- a. Rev. Rose is still looking for a member to be a liaison to the UUA General Assembly 2018 to be held here
- b. Requires three out-of-town meetings, attendance at 2017 GA in New Orleans, and recruiting local volunteers
- c. Rev. Rose has asked five individuals, but time requirement is barrier
- d. Gaby Kusko volunteered during meeting to be liaison
  - i. Tasks identified: Social justice in KC, coordinate homestays, volunteer coordination
  - ii. Further tasks and communication to be discussed with Rev. Rose and UUA

#### V. Security (Rev. Rose)

- a. Would like us to think intentionally about a plan for different security needs and scenarios (e.g., unsafe person)
- b. Discussion of necessity and briefly how individuals could be identified/trained if needed
- c. Gaby has file on “what has currently been done” or discussed in the past
- d. Gaby will provide information to Rev. Rose and possibility of committee development to address security needs

#### VI. Kim Enyart reported on financial management and books

- a. Started using ADP; transitioning to quickbooks

#### VII. Spring Stewardship Campaign (Don)

- a. Going to finalize a proposed budget this week (meeting Wednesday at 9am)
- b. Aiming for “realistic, reasonable, and responsible” budget
- c. Discussed plan for additional three part-time positions (Rev. Rose and Don)
  - i. Positions
    - 1. Children’s choir (3-4 hours)
    - 2. Office assistant (10-15 hours)

3. Membership coordinator
  - ii. Positions will not have benefits. Discussion of requirements for insurance access/offerings based on hours (15 hours must be offered insurance, but no contribution by church; 20 hours offered insurance and contribution by church)
  - iii. Question posed whether position will be open and sought internally or externally – benefits and draw-backs noted including benefit of membership coordinator being familiar with structure and current membership
- d. Discussion of year-round stewardship and how pledges could be continual from year-to-year
- e. Announcement of rental policy to be made at spring stewardship kick-off
  - i. Discussion of “soft vs. big” announcement
  - ii. March 12<sup>th</sup>, 2017 vs. later party date
  - iii. Option of placing announcement in President’s message by Marjorie
- f. Additional discussion of health insurance benefits brought up by Randy
  - i. Currently 20 hours = full benefits
  - ii. Church has opted for “top UUA plan”
  - iii. Looking at changing policy – full vs. prorated
  - iv. Discussion of UUA requirements listed above
  - v. Currently the church has three staff who have accepted policy coverage; six qualify (five if Rev. Rose excluded)

VIII. Child Care Policy – not discussed at tonight’s meeting

- a. Open to suggestions and changes to Rachel’s initial proposal

Motion made to adjourn February 2017 board meeting: Don Skinner motions, Adam Koehler seconds

Unanimous vote, motion carries

Meeting adjourned at 8:00pm

**Attachments available to board and others during meeting:**

Jo Ella’s report on Equitable Rental Policies with suggestions/corrections

Child Care Policy

February Board Agenda

**Next Meeting:**

Board Meeting, March 13<sup>th</sup>, Board Room 6:30pm