

Shawnee Mission Unitarian Universalist Church

Board of Trustees Meeting

November 11, 2013 6:00 p.m.

Board Room

Voting members	
John Holloway, President	x
Fern Aron	x
Fiske Miles	x
Jennifer Nelson	x
Terry Cushman	x
Linda Trout	x
Wendi Born	x
Non-voting members	
Thom Belote, Minister	x
Vickie Trott, Treasurer	x
Michael Monthey, Secretary	x
Lisa Wilson	
Others	
Sara Sautter, Director of Congregational Life	x
Kim Enyart	x
Rachel Wathen	x

John called the meeting to order at 6:02PM.

Minister's Moment: Rev. Thom read a passage from The In-Between Church.

Consent Agenda: Linda moved to approve the Consent Agenda, seconded by Terry. Approved unanimously.

• **Agenda, November 11, 2013 Board of Trustees Meeting**

- **Minutes, October 14th, 2013 Board of Trustees Meeting**

- **Minutes, September 9, 2013 Board of Trustees Meeting**

- **Staff Reports, October 2013**

Old Business

- 1) Linda has heard from the audit committee and they are in process.
- 2) School Discussion
 - a. Summary –
 - i. Fern, both are good options for us in terms of the schools themselves. Discussion should be on the differences. In terms of religious red flags, Waldorf we mesh well. Parkwood, we would need to come to some agreements, and they are willing to do so.
 - ii. Rachel, agrees with Fern, Parkwood a well oiled machine, both very welcoming. Feels good about both schools.
 - iii. Linda added we would need to be more conscious of Parkwood. Physical surroundings definitely affected the impression.
 - b. Rachel indicated the importance and need for a school/church committee.
 - c. John indicated a focus from the retreat was to narrow down to one candidate on who to move forward with.
 - d. After much board discussion on the merits of each school, merits of dipping the toes in with the smaller Waldorf proposal versus the package proposal for the entire space by Parkwood was discussed. There was much discussion of the shared use of the kitchen.
 - e. Linda moved to proceed with negotiations with Waldorf and Jennifer seconded. Motion was approved unanimously.
 - f. Kim will let Parkwood know that we are moving forward with the Waldorf proposal.
 - g. Negotiations will begin with Waldorf about actual requirements of the school, the church and the city.
 - h. Vickie and Kim and Linda will meet for preliminary negotiations.
 - i. Reasons given for proceeding with Waldorf are that the slower, smaller approach is more appealing to the board at this time and the Waldorf school appears to be more of an ideological fit for the church and our values.

New Business

1) One vs Two Services

- a. Sara – twenty three volunteers are needed for each Sunday with two services.
- b. The hospitality group asked if anyone controls what is brought to the second coffee hour (no one does). Hospitality committee plans to request only store bought cookies and coffee for the second coffee hour. The board did not choose to intervene.
- c. General concensus is that two services should continue. Perhaps removing 30 chairs would be helpful. Two services make more sense for us at this time.
- d. Thom to write a one vs. two services blog.

2) Staff Administration Committee

- a. Fiske proposed to head a committee composed of Jim Crist, Marcia Rhinehart, Jennifer Nelson, Vickie Trott and Fiske Miles, and will also talk to Angela Lawrence to create a staff administration committee to review job descriptions, policies, etc. For example need to have staff reviews.
- b. Thom had met with a staffing evaluation team in the past, did evaluations for Sara and Deb, did a worship survey for Dave. Kim is due for an evaluation. Sara has evaluated Rachel, created goals and expectations and areas to work on.
- c. Fiske's expectation is the committee will run from two to six months to create a framework for future staff administration to give unambiguous guidance.
- d. Personnel policies will be addressed as well.
- e. Linda raised a larger question about committees in general and indicated that committees should be explicitly given their authority from the board rather than being created on their own.
- f. Jennifer would like a review of all of the existing committees as well. The existing document needs to be updated and published on the website.
- g. There will be input from the staff but there will not be a staff member on the committee due to the inherent conflict of interest.
- h. Staff indicated that they don't feel like they have representation of their needs without a member on the committee.
- i. The committee will develop and recommend policies regarding staff administration as well as review job descriptions for each position and report its recommendations to the board for review and approval.

- j. Linda motioned for the creation of a staff administration committee with Fiske Miles as the chair and Fern seconded. Motion carried.

3) Energy Audit

- a. The energy audit company that Bill Roush recommended looked at the operations and found there to be not enough savings to be garnered to justify their giving a proposal. Fiske will write a thank you letter for their efforts.

4) Board Retreat Recap

- a. One item discussed was revisiting the visions from 2005 and getting the current congregation's input on re-visioning the next five to ten years for SMUUCH.
- b. Important for those who have come recently to revisit the vision of the church.
- c. Talked about looking into ways to involve the membership.
- d. Board Communication, whether through reports, minutes, speaking to the congregation, needs to be better.
- e. Fiske brought up an idea at the executive committee to have the President or a member of the board to share at Sunday service once a month to share a bit about what happened in the previous month for the board.
- f. Board will address each of one vision per month, starting with Stewardship.

5) Board Meeting Recap During Service

- a. Board communication Sunday. One Sunday a month President will communicate highlights of board activity.

6) Minute Approval Process

- a. Minutes to be approved by email the week after the board meeting in the future.

7) Thom asked if there was board will to do a donate the plate for the Phillipines disaster. Board indicated there is. December 8th (flexible) will be an additional donate the plate for this cause.

8) Action Check Out

- a. Time for discussion of action items for each board member.

Meeting was adjourned at 8:54 PM.

Next Scheduled Meetings

Executive Committee: 5:30 Monday, December 2nd – Board Room

Board of Trustees Meeting: 6:00 Monday, December 9th – Board Room