

Shawnee Mission Unitarian Universalist Church

Board of Trustees Meeting

October 13, 2014 6:00 p.m.

Board Room

INVITE everyone in a caring community

INSPIRE the search for spiritual growth

INVOLVE all in working for a peaceful, fair and free world.

Voting members	
Fiske Miles, President	X
Zach Irwin	X
Jennifer Nelson	X
Terry Cushman	X
Ellen Landsbaum	X
John Howard	X
Caroline Dawson	X
Non-voting members	
Rev. Benjamin Maucere	X
Vickie Trott, Treasurer	X
Michael Monthey, Secretary	X
John Holloway	X
Others	
Kim Enyart	X
Leigh Ann Monthey	X
Adam Koehler	X

Fiske called the meeting to order at 5:59 PM.

Chalice Lighting and moment of reflection

Check-in

Previous month's minutes were approved by the board via email.

Consent Agenda: Jen moved to approve the Consent Agenda as modified, seconded by Terry. Approved unanimously.

• Agenda, October 13, 2014 Board of Trustees Meeting

• Staff Reports, September 2014

• Treasurer's Report, September 2014

• Executive Committee Report

- Vickie Trott Letter of Resignation as Treasurer (effective June 2015)
- Discretionary spending process.
 - a. The executive committee made an agreement that for purchases not covered by the budget, expenses above \$100 must be pre-approved by the Treasurer, who will review the budget to determine if funds can be allocated from the current budget. If sufficient funding cannot be identified, the Treasurer will notify the Executive Committee, which will then review the requested purchase and determine how to proceed.

New Business

- 1) Should SMUUCH rent space to Boy Scouts 12-13 rooms, for 250 boys for two Saturdays next February and March
 - a. Rev. Benjamin and Kim will draft a letter to say as long as the organization is discriminatory we can't in good conscience condone or rent to them.
- 2) Haskin house repurpose notification.
 - a. Received notification that the Haskin house is seeking to be re-zoned to be a rehabilitation house, possibly working with cats.
- 3) Peanut ban on SMUUCH property.
 - a. An insert will be provided for the service Sunday October 19th. Caroline to send an insert to Deb Markum by Wednesday.
 - b. Caroline and Adam Koehler to work on a policy proposal.
 - c. Signage to go up by Friday.
- 4) Mary Lou Pick request for fragrance free room

- a. The board is willing to work with Mary Lou to try to either stream or otherwise accommodate her but cannot designate a room to be permanently completely fragrance free and otherwise closed during the week.
- 5) Discussion of rental policy with regard to member requests.
- a. Need a chair to review rental policy to work on this subject.
 - b. John volunteered to chair, Fiske volunteered to assist.

Old Business

- 1) Football team rental update from Kim.
- a. No news until Spring, Kim will advise if they contact us again.
- 2) Endowment committee response to request from Board for funds to cover budget shortfall resulting from Interim Minister contract.
- a. 5% (\$16,594) of the endowment as of July 1, 2014 fund is maximum they can provide. They will provide this amount in accordance with their policy.
 - b. The remainder of the amount will be covered in next year's budgeting process, falls in that fiscal year.
- 3) Terry Cushman to present the Donate the Plate process to the Board for approval before it is placed on our website and promoted through email.
- a. Witness for Peace was approved September 22nd via email and is scheduled for Sunday October 26th.
 - b. Application has been received for Harvesters for November 23rd.
 - c. Minister's discretionary fund is December 24th.
 - d. Only new organizations need to apply. Organizations with a history with SMUUCH Donate the Plate just need to request being put on the calendar.
- 4) Safety plan update from Ellen Landsbaum.
- a. Ellen has met twice with Johnson County emergency management director.
 - b. Needs to develop plans for most likely emergencies. After discussion Board chose fire, tornado, shooter and industrial accident outside
- 5) Audit report items outside Treasurer or Finance Committee scope the Board must address:
- Consider developing a church continuity plan in case of a disaster in case the building at 9400 Pflumm is unusable for some length of time.

- a. Recommendations included developing a church continuity plan in case of a disaster where the building at 9400 Pflumm is unusable for some length of time
 - b. Passwords should be managed via a password software program and changed periodically, every 90 to 120 days. The Chief of Staff is responsible for ensuring passwords are changed.
- 6) Review and approve Church Life Team charter
- a. Program staff do not fall under the Church Life Team
 - b. Jen moved to approve the charter, Terry seconded, passed unanimously.
- 7) Review and approve Personnel Committee charter, Conflict Resolution process and Assessment process
- a. Jen moved to approve the charter, Zach seconded, passed unanimously.

Action Checkout

- Mike to include executive committee process on discretionary spending
- Fiske to write letter to Mary Lou Pick
- Ellen to get emergency committee together

Meeting was adjourned at 8:01 PM.

Next Scheduled Meetings:

Board Retreat: 9:00 AM – 1PM, October 18, 2014, at the Trott residence

Executive Committee: 5:30 Monday, November 3, 2014

Board of Trustees Meeting: 6:00 Monday, November 10, 2014 – Board Room