

Shawnee Mission Unitarian Universalist Church

Board of Trustees Meeting

February 10, 2014 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	
Adam Koehler	X
Kim Enyart	
Rachel Wathen	
Stacy Hetz	X
Mike Turvey	X
Jennifer Sachan	X

John called the meeting to order at 6:01 PM.

Minister's Moment: Rev. Thom read a passage about chalice lighting from Sarah Lammert.

Consent Agenda: Linda moved to approve the Consent Agenda as modified, seconded by Jennifer. Approved unanimously.

- **Agenda, February 10, 2014 Board of Trustees Meeting**
- **Minutes, January 13th, 2014 Board of Trustees Meeting**
- **Staff Reports, January 2014**
- **Treasurer's Report, January 2014**
- **Old Business**

- 1) Executive Committee Report
- 2) Linda Trout indicated the audit committee is working and has been talking with Kim.

New Business

- 1) Mike Turvey – report on document gathering.
 - a. Mike has accumulated the last year's worth of board meeting minutes and is in the process of checking against known policies, and Liam Mays has volunteered to do his service project on putting this information together. Mike reported the operating handbook appears to be "in a strange state" and was last approved in 2007 and a revision was apparently worked on in 2011. Vickie indicated she has the final 2011 version and will forward to Mike Turvey.
- 2) Lenexa is having a meeting on March 3rd for comment considering permitting a veterinary hospital at the pet clinic space across the street.
- 3) Right Relations/safe congregations
 - a. John sent an email to Megan Irwin, Stacy Hetz and several others asking if they would be interested in working on how to adapt the UUA documents for SMUUCH.
 - b. Wendi volunteered to reach out to this group to work with them on this.
 - c. (Wendi will forward follow up information explaining how this should work).
- 4) Stewardship Committee
 - a. Additional staff needed. If you have suggestions on additional people let John or Marc Shiff. Looking for 4-7 but they only have three at the moment.
 - b. Looking to run from Mid-March to Mid-April.
- 5) Staff Admin Committee business (vacation time policy, etc)

- a. Fiske intends to forward recommendations next month now that Mike Turvey has joined the committee and pending staff reaction.
- b. Fiske also clarified that once recommendations are given to the board, the board can choose to do with this information what they will.
- c. There is a lot to get through. There is no way we'll get through all of it in this board term. Fiske will step down when he becomes president.
- d. Vacation Time Policy discussion
 - i. Vickie indicated she contacted multiple UUA personnel, who indicated that most follow the UUA personnel guidelines for religious professionals.
 - ii. Thom indicated Churches self report personnel policies when certifying membership in February of each year.
 - iii. General consensus during discussion is that for full time religious professionals vacation time should be four weeks with no additional weeks over time and up to one week of rollover into the next year.
 - iv. Consensus is that administrative professionals should follow the committee's recommendations (2 week/3 week/4 week progression) with up to one week of rollover.
 - v. Revisions will be made to personal time to be 12 days with no carry over.
 - vi. Revisions will be made to show HIPAA compliance.
 - vii. Revisions will be made to show that short term leave cannot be taken at the same time as vacation time, but may be taken adjacently.
 - viii. Wendi made a motion to revise the short term leave at one week per year of employment up to 12 years with 60% for the remainder up to 12 weeks. Motion was not seconded.
 - ix. Fiske made a motion to accrue short term leave at one week per year of employment up to six years with 60% for the remainder up to 12 weeks. Motion was not seconded.
 - x. These revisions will be sent back to the committee and will be on the agenda for approval next month.

6) Discussion of relationship with Uganda New Life School

- a. Thom invited Sarah Kessler to be here tonight but she is in Kenya at the moment.
- b. Thom indicated \$2400 a year is donated by SMUUCH, 8 grades, Sarah Kessler is our representative.
- c. A couple from one of the sponsor churches went to the church and had a critical report, with concerns that money had not been used properly and that corporal punishment was being used.
- d. At worst it could be considered fraud and abuse, at least it may be a cultural misunderstanding.
- e. UU partner church council voted to withdraw as being the fiduciary, one church has pulled support, but Tulsa All Souls has considered taking control of the management of the school altogether.
- f. Questions for us:
 - i. Should we continue with the New Life School?
 - ii. How do we engage in a discussion on what has happened at the school with this information?
 - iii. Jen indicated we have the money from the bake sale still to allocate.
- g. Sarah is leaning in the direction of maintaining the relationship with the condition that the Tulsa church provide the framework for that relationship.
- h. No action to be taken at this time, Thom and Sarah will continue to report.

7) Budget process for 2014-2015

- a. Vickie and Thom forwarded a first draft of the budget for the next fiscal year.
- b. Thom indicated he would be comfortable with a stewardship budget goal of \$375,000 for the year as part of the budget process.

8) UUA Retirement program adoption motion

- a. There is a retirement program form that the UUA wants each congregation to adopt.
- b. Thom and Vickie will put together a recommendation for the next meeting.

9) Nominating committee update

- a. John talked with Ted Glenn and Dixie Wantach.

- b. Ted has become the committee chair, and wants to reserve a room during coffee hour for the committee to use on Sunday the next several weeks. Dave Kessler and Bill Groth round out the committee.
- c. Two at-large positions will be filled, and need a new VP/President elect, as well as two new people for the nominating committee.
- d. Wendi asked regarding OWLs classes about potentially having two OWLs classes next year, and if there are two, she doesn't think she could be on both, and there may need to be another owl instructor. She wanted to know when to make the decision by.

10) School/Rental update

- a. No update this month. Linda to check in.

Meeting was adjourned at 7:54 PM.

Next Scheduled Meetings:

Executive Committee: 5:30 Monday, March 3rd – Saeger Room

Board of Trustees Meeting: 6:00 Monday, March 10th – Board Room