

Second Unitarian Church of Chicago
Board of Trustees
Wednesday, June 11, 2014

Trustees present: Monica Drane, Molly Rossow, Karen Fort, Darrin Weatherspoon, Laura Barnes, Kimberly Bares, Gregory Redfeairn, Melanie Bienemann, Berlinda Brown

Trustees absent: Jill Siegel

Staff present: The Rev. Adam Robersmith, Jen Duston

Guests present: Susan Zeigler

Chair's welcome: Monica called the meeting to order at 7:07pm.

- anticipated absence(s) for tonight's meeting: Jill

Shared recitation of the covenant (see below)

Check-in led by Adam

Approve minutes from May 14 meeting (distributed by Kimberly via e-mail on May 14)

- correction: motion to name Darrin, Molly, and Karen as Devon Bank signers passed unanimously
- correction: added under new business, "This will not affect the operations of the Board as the Board size was supposed to be smaller next year anyway."

Motion made by Karen to approve the minutes as corrected, seconded by Gregory. Motion carried.

Darrin made a motion to approve the agenda as distributed, seconded by Molly. Motion carried.

No visitors were present.

Staff reports

- Minister's report (distributed via e-mail on June 11) – Adam met with several people about their new leadership positions. An ordination and wedding were held at 2U last weekend. Laura Barnes and Dan Lewis will be heading up Adult Faith Development. Adam's reports will look slightly different next years as he reformats them to follow stated goals for next year. New tables, a memorial map of garden cremains and a frame for the portrait of Fred Hawley (a minister here in the early 1900s). Contributions from congregants will be happily accepted to fund these projects.
- Office administrator's report (distributed via e-mail on June 10) – Jen said that rentals were going well. She shared that there are approximately 30 pledgers that are quite behind on pledges. New pledges and Fitts Fund distributions are higher than expected. It is probably a good idea to check in with people to see if they need a correction in their pledge and/or assistance. Monica asked that each Board member make a call or two to check in with members to see how they are doing. Monica will do a live announcement this Sunday and Gregory will do an announcement next week to remind people to get their end-of-the-fiscal-year checks in before June 30.
- DFD's report (distributed via e-mail on June 10)

Finance

- Unfulfilled pledges update: Jen (see above)
- Treasurer's report: Gregory reiterated that overall income is on track while regular pledges are down, new member pledges are up and rental income is up.
- 2014-15 budget: We have received an additional \$3,000 in pledges since the budget was approved.
 - "staff-controlled wish-list" item--garden map: Adam
 - Cleaning service/sexton: Adam – There is an \$1680 additional expense for 10 hours/week for a regularly scheduled cleaning person or sexton.
 - Rudra proposal: Adam – Rudra currently preaches 5 times/week as well as offering a class to the church at no cost. He needs to have some formal codification of his work with us for the MFC's review process. An additional \$250 needs to be allocated for a contracted minister.
 - In Illinois, cremains can be placed on any property as long as the property owner approves. Adam would like us to have an architectural drawing depicting the location of people's remains in the garden. This would go on the staff wish list.
 - The Executive Committee will meet immediately after the Board meeting to discuss the sexton and Rudra's proposal.

Staff/personnel

- UUA Retirement Plan
 - Gregory will send information to UUA by the June 30 deadline
- Jen will make the adjustment to disability insurance to be effective July 1

Congregational health

- Green Sanctuary Committee: met to discuss Environmental Justice projects. Have narrowed it to three: Growing Home, Southeast Environmental Task Force and Pilsen Little Village Environmental Justice Organization. All three are quite worthy and the committee will present them to the congregation to see which group we would like to support. Libby forwarded to Monica their wishes for how to make the building more efficient and greener. We have a quote on finishing the last window and rebuilding the stairs from the kitchen to outside. The one quote we have received is for \$3000. Laura made a motion that we approve up to \$3500 to repair the stairs; seconded by Molly. If the work is completed in June (before the end of the fiscal year), the money will be taken from the Building Fund. If it is completed in the new fiscal year, it would be taken from the Building Repair Funds from the 2014-15 budget. Motion carried.
- Council report: Laura reported that she has enjoyed her two years of leading the Council. She has had lunch with Roger Wykes, the incoming chair, and will be there to provide support and continuity next year. The Council is discussing ways in which to best get feedback from the congregation. There is no current front runner for LFD chair.
- committee BoT liaison reports/updates
 - Fundraising—Berlinda— There is a fundraiser planned from 10am-2:30pm at 2U this Saturday. It will be held in the Palmer Room in order to ensure that it is accessible. Adam will be asking Steve Hier for assistance in researching how to best provide accessibility to the second floor with the installation of an elevator or modification to the existing lift. There is a matching grant from the State of IL for houses of worship for ADA accessibility for up to \$50,000.
 - Hospitality--Darrin
 - LFD--see Raquel's report
 - Membership--Molly
 - Music--Kimberly
 - Social Justice--Karen
 - SSC--Melanie
 - COM--Jill

June Minutes

Approved 07/09/2014

Governance and policy

- Annual meeting wrap-up
 - Monica thanked Molly for serving as time-keeper, Kimberly for her efforts as secretary: certifying the quorum and taking minutes (already distributed!), Gregory for his presentation of the budget and Treasurer's report and Jen and Adam for their behind-the-scenes work
 - Karen M ordination update—Adam reported that the ordination will take place the afternoon of November 16.
- Monthly board chat, board welcome, and periodic new member orientation session on "governance"
 - board chat host for June 15--Berlinda
 - Darrin volunteered to provide the board welcome for June 22
 - Monica reminded Board members to access the Google doc to register for other Sundays this summer (and fall) as it makes everything easier for the chair and for Jen
- Devon Bank signers: 3 board members (Darrin, Karen, and Molly) will coordinate their visit to Devon Bank with necessary documents. Kimberly will send final approved minutes from May meeting.

Old business

- Thanks to Laura and Karen for doing extras!
- Thanks to everyone on the board and a special thanks to those departing: Melanie, Berlinda, Laura, Gregory, and Jill
- Best wishes to Darrin (pass along 2U's Roberts Rules of Order)

New business

- Wedding request: Melanie reported that she and Dawn are getting married and are requesting alcohol at the wedding. Kimberly made a motion to allow alcohol at the wedding, motion seconded by Gregory. Motion carried. Adam suggested that we review our policy next year.

Molly made a motion to adjourn, seconded by Laura. Motion carried. The meeting adjourned at 8:44pm.

Respectfully submitted,

Kimberly Bares, Secretary, Board of Trustees