

September Minutes
Approved 11/13/2013

Second Unitarian Church of Chicago
Board of Trustees
Wednesday, September 11, 2013

Trustees Present:

Jill Siegel, Berlinda Browne, Laura Barnes, Melanie Bienemann, Monica Drane, Gregory Redfeairn, Karen Fort, Molly Rossow, Darrin Weatherspoon, Kimberly Bares

Staff and Guests: Jen Duston, Adam Robersmith, Megan Selby, Don MacGregor

Chair's welcome at 7:10pm

Check-in (led by Rev. Adam Robersmith)

Shared recitation of the covenant.

Approve minutes from August meeting (and thank Kimberly Bares for producing and distributing the minutes) – Motion by Monica, seconded by Karen

Megan Selby announced that the Chicago Chalice Connection is applying for a grant to the Fund for Unitarian Programs to increase participation among young adults in UU life. CCC would work with 5 local congregations. The group started with a Chalice Lighter grant to create a website for young adults and is expanding into providing regular events for young adults. CCC is looking for financial support, free space for events, free office space and/or access to office equipment, etc. The grant request is for \$19,600; the project cost is approximately \$22,000. Karen made a motion to provide CCC with occasional office space, monthly event space and other in-kind support as a good faith partner in the project. Gregory seconded the motion. Laura wanted to encourage the project to encourage young adults to stay connected to local congregations. Gregory pointed out that very often, UUA children do not stay with the faith as they move into adulthood, and so this program is of great importance. Motion carried.

Monica reviewed two documents, one from the Finance Committee and another she created about 2U's building needs. The Finance Committee document tracks all funding/accounts and outlines balances in accounts, whether or not funds are restricted and anticipated operating and capital needs. This year, there is \$5,000 allocated for building expenses; \$4,760 remains in the fund. Priorities are replacing the carpeting on both stairwells and the painting of the east side stairwell to the loft and the loft. Gregory made a motion to allocate up to \$3,200 to take care of these priorities. Laura seconded the motion. Motion carried.

Laura mentioned that there was discussion about selling the big wooden chairs that used to be at the front of the church and were used by the minister, speakers, etc. They are currently being stored in the narthex. Adam suggested that the Board empower a group to explore how the chairs might be sold and ensure that they are not historically significant or important to the church. In the meantime, Monica will put an article in the Anvil, call a couple of businesses that specialize in these kinds of objects and reach out to Leo Wazlo as he is our longest living member at this time.

Adam reported on the status of the 2013-2014 Nominating Committee and the planned shift toward a Nominating Committee that, in addition to developing a slate of candidates to serve as members of the board and as new Nominating Committee members and presenting this slate at the church's annual meeting each spring, also engages in the year-long work of leadership development. Monica made a motion to move into Executive Session to discuss and approve three more appointments to the Nominating Committee. Kimberly seconded the motion. Motion carried.

Monica made a motion to conclude Executive Session. Gregory seconded the motion.

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While in Executive Session, Monica made a motion to approve the list of candidates that were presented by the Nominating Committee. Laura seconded the motion. Motion carried.

Annual Membership Calls/Membership Roster Review

We have approximately 20 people who have not made a recognizable financial contribution to the church in more than a year. Normally, people would receive a letter asking them if they want to continue as members and make a recognizable financial contribution. Before sending the letter, the Board thought it would be helpful to make phone calls using a uniform script. Board members signed up to make calls and will get results back to Jen by Sept 23.

Minister's Report

Adam's classes will not conflict with his current office hours for the coming year. Pastoral care training has trained 10 members. Faith Development classes are being developed and will be scheduled shortly. Adam will be out of the office/church from Oct 7-22 (denominational business & vacation) and again from Dec 1-7 (study leave). He will take a week of study leave at the end of January for a D.Min class in addition to taking his normal January vacation time.

Monica asked whether or not new members were being canvassed as well. Adam suggested that we reach out to Judy Corbeille, Membership Chair, to understand the current process.

Jill asked about meal delivery and other assistance for congregation members. Collette Wright-Adams coordinates this work.

Office Administrator's Report

Monthly attendance has been fairly strong. Monica asked about the budget report. Rental income is ahead of projections due to an uptick in rentals, including a theater, band, and weddings (1 in November and 4 in the spring).

Director of Faith Development

Report was distributed electronically prior to the meeting.

Treasurer's Report

We closed the Wells Fargo account, necessitating the use of another account to accept gifts of stocks and bonds. The UUA has a system/process that we will be using in the future.

Council Report

Laura provided a written report. Attendance is fairly consistent and is building each month. Sunday Services Committee is looking at the sound system and may be bringing in a sound consultant. There will be a cost down the road. Karen's husband can probably point us in the right direction to find a consultant. Karen volunteered him to work with Jen. Berlinda asked about the Council's role in scheduling planned events. Laura agreed to make a schedule check a regular part of future meetings. Jen Duston tries to keep the church calendar that is online up-to-date. The new website design will have a further enhanced calendar.

Old business

- Gregory and Kimberly will go to Devon Bank to provide the necessary documentation in order to serve as signers on checks drawn on the church's account there (Fleishman Reserve)
- Kimberly sent along a sample/model policy and procedures document to get us started on creating/revising 2U's financial policies and procedures. The Nominating Committee could potentially identify people to work on such a document for us.
- Fall Feast update – The committee is meeting on Sunday, September 15 and the event (Oktoberfest) is scheduled for November 2. Kimberly will keep the Board apprised of progress and needs.

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- Monica asked Board members to consider leading the Special Gifts Campaign. It involves writing a letter and recruit + coordinate “testimonials” for 3-6 Sundays December 1 through January 6 with the goal of raising \$10,000. Without even trying last year, we raised \$4,153.
- Monica aims to meet with all committee chairs as soon as possible and has scheduled a meeting for tomorrow with Membership Committee Chair Judy Corbeille. Monica has already met with Finance Committee Chair Tom Denio.
- Monica will meet with Jackie Dienstag on Monday to discuss the anticipated planned giving campaign at 2U.
- Monica asked Board members to commit to being liaisons for committees:
 - Building and Grounds plus Green Sanctuary-- OPEN
 - Hospitality--Darrin
 - LFD Council--OPEN
 - Membership--OPEN
 - Music--Kimberly
 - Social Justice Council—Karen
 - Finance—Gregory
 - Sunday Services Committee—Melanie
 - Committee on Ministries—Jill
 - Fundraising Event--Kimberly

New business

- We discussed the idea that monthly board chats have a topic (as a possible way to generate attendance) and preview what’s to come at next month’s meeting (suggested by Linda Marquis idea).
- BOT member to deliver board welcomes. September 29: Laura, October 13: Gregory. Thanks to Berlinda for agreeing to host the September 15 board chat and to Melanie for hosting the August 11 board chat.
- Chairs in the sanctuary: We are continuing to increase in regular Sunday attendance and need additional chairs to seat people. We will most likely need to go to two services in the next year or two. Additional chairs would cost approximately \$1,000. The Board postponed making any decision on chairs given the current financial commitments made for other needed repairs.
- Our next meeting is October 9 at 7 p.m.

Monica made a motion to adjourn the meeting. Karen seconded the motion. The meeting adjourned at 9:11pm.