

Board Packet November 2021

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Board of Trustees Meeting Agenda - Tuesday, November 16, 2021



DuPage Unitarian Universalist Church

BOARD OF TRUSTEES
MEETING AGENDA
Tuesday, Nov 16, 2021

6:30 - 6:45 (15)	1. Opening Words & Chalice Lighting	Trustee
6:45 - 6:50 (5)	2. Changes to Agenda	All
6:50 - 6:55 (5)	3. Consent Agenda A. Reports from the Minister and Advisory Committees B. Minutes of the Oct 19, 2021 Meeting (Appendix A) C. Policy on Policies (Appendix B)	
6:55 - 7:10 (15)	4. Discussion Regarding Items Moved From Consent Agenda	All
7:10 - 7:25 (15)	5. Minister's Report Discussion	Rev. Connie
7:25 - 7:35 (10)	6. Review Financial Reports A. Report from Auction Committee	Linda Lyndi
7:35 - 7:45 (10)	7. New Business A. Discussion on Covenant of Engagement workshop (see Minister's report) B. Motion to accept the Proposal from the Finance Committee to create an "Opportunity Fund" (Appendix C)	Connie Jenny
8:00 - 8:30 (30)	8. Old Business A. Discussion on adding In-Person worship and review of report from COVID Task Force (report to be delivered on November 16, 2021)	All
8:30 - 8:45 (15)		
8:45 - 8:50 (5)	9. Comments, Announcement, Other Business A. Report from Timekeeper & Process Observer B. Other Comments and Announcements	
8:50	10. Adjourn	Jenny

You can join the meeting via Zoom at the following link:

<https://zoom.us/j/797726861> Passcode: 54321

Or call in on this line: 1 (646) 876 9923 - Meeting ID: 797 726 861

Board Covenant: We, the elected and ex-officio board members, act as a fully integrated part of our congregation. Guided by our seven UU principles, we encourage unity, honesty, transparency, and communication during this period of intentional change. We model curiosity, patience, and active listening. We are prompt, prepared, focused, respectful, and welcoming to all at meetings. We offer and accept constructive feedback, honor all voices, practice discretion and speak with one voice, unified in our work with the congregation.

Minister's Report

Report to Board of Trustees, DuPage Unitarian Universalist Church

From Rev. Connie Grant

November 16, 2021

I. Reporting against provisional Ends:

1. DUUC exists so that its members and friends create an inclusive community.

- a. **Orientation toward Membership (RUaUU2?)**
Six prospective new members attended on October 30 by zoom. Five of these have now joined the congregation by virtually signing the book. For one participant, this was her first experience of the congregation, and she has indicated interest in joining after she has attended services and participated in other activities. We will probably offer this again, possibly in February or March.
- b. **Fall retreat:** 22 people attended fall retreat by Zoom October 15-16. Pat Lichtman reported that the event was successful:
This Retreat format has been on-going for maybe 45 to 50 years...only last year, we had to cancel. Going forward with Zoom was more of a challenge but people signed up and attended!
- c. **"Trunk or Treat"** Halloween celebration was held on October 31 in the parking lot, sponsored by the YRE Team. Fourteen "trunks" distributed goodies. More than 25 children collected goodies. Participants included adults from the church without children. One mom with three children, who had been to the church before, was warmly welcomed and given desired information about the RE program and the church.
- d. **Virtual Social Time** continues to have 15-16 participants most weeks.
- e. An **"Affinity Group Task Force"** (Sherry Burlingame, Robert Skrocki, Bob Harris) is poised to develop a list of existing groups including opportunities for participation.

2. DUUC exists so that its members and friends learn and grow together religiously and intellectually.

a. **Youth RE attendance:**

10/3 Multi-gen service
 10/10 23 (in person)
 10/17 16 (zoom)
 10/24 27 (in person)
 10/31 25+ (Halloween party)

b. **Coming of Age**

Steve will lead a retreat for 11 Coming of Age students and their mentors at the church on Saturday Nov 13.

c. **Adult Enrichment**

Science Sunday forums are being offered twice a month and some of the reoccurring enrichment groups have continued to meet. We have an offer from Caroline Bailey to lead a Build Your Own Theology class, possibly in January.

d. **Leadership Development:** The Nominating Committee is exploring possibilities for a leadership development workshop or class to help identify and equip a leadership pipeline. I'll stay in touch with the NomCom to support this effort.

3. DUUC exists so that its members and friends experience spiritual growth.

a. **Sunday service views as of 11-01-2021:**

10/3 71 Being true to yourself (multigen)
 10/10 86 Belonging
 10/17 105 What what we do does
 10/24 103 Inherent worth and dignity and the problem of evil
 10/31 69 Celebrating life and death

4. DUUC exists so that its members and friends work toward fairness, love, and compassion in the larger community and the world.

a. **Special offering:** \$835.63 was collected for the West Suburban Community Pantry during the month of October

b. **Day of Service:** The YRE Team is planning a day of service for Martin Luther King day, January 17.

c. **"Focus on Social Justice"** playshop is scheduled for Sunday, January 9 (rescheduled from January 16), 3:00-5:00 pm by Zoom. This will be an opportunity to focus the congregation's social justice and social service work based on community needs and the congregation's passions and capacity to make a difference.

II. Additional highlights and things to know:

- a. **Membership:** As of 10-31-2021 membership holds at 242. On 11-07-2021 five new members virtually signed the membership book and will be recognized in the service on 11-14-2021

b. CAUUC virtual meeting

The Chicago Area UU Council (CAUUC) Fall Conference will be held on Saturday, November 13th 9:30am-12pm and be conducted via Zoom video conference. There is NO FEE required to participate, though donations are welcome and appreciated to help defer the costs of the conference and support the ongoing work of CAUUC.

Keynote presentation on navigating grief followed by a panel discussion on the topic:

Gathering and Strengthening Our UU Communities

There's a strong desire among most of us to reconnect in-person with our church communities, especially if we haven't been able to thus far. Elders and families with young children, in particular, have been isolated throughout the pandemic.

We've experienced loss of family members, friends, community—and loss of whatever each of us considered our old normal. For many among us, we are filled with emotions and grieving due to the ongoing pandemic and the fleeting glimpses of what a new normal might look like.

More information is available at <http://uuchicagoarea.org/conference/>

- c. **“Looking Back, Looking Forward”** playshop (more fun than a workshop) is scheduled for Sunday, November 14, 3:00-5:00 pm by Zoom. This will be an opportunity to capture your experiences at DUUC and your hopes for the congregation's future, in increments of six words. Hoping that Trustees will participate!
- d. **Stewardship:** Four members of the Stewardship Committee and I are registered to participate in a three-session workshop in November on challenges and opportunities for fostering generosity and giving in these times.
- e. **Facilities:**
The All-Church Clean-up was held on October 23. There were 12 volunteers.
- f. **“Unfinished Business?”** playshop is scheduled for Sunday, December 5, 3:00-5:00 pm by Zoom. This will be an opportunity for congregants to share

thoughts and feelings about ministers who have departed. Are there things you wish had been different? Appreciations you wish you could have expressed?

- g. **Minister's schedule:** I'm planning to take January 16-23 (including two Sundays) as vacation with my family in Sedona, AZ. I'll plan to participate in the January Board meeting from afar.
- h. **"Creating a Covenant of Engagement"** is planned for February-March, with date(s) to be determined. This will be an opportunity to articulate aspirations about how to engage with each other and with the congregation as a whole, to enhance congregational life.

I would like to discuss further with the Board. Following is an example of how this was done in Evanston

(<https://ucevanston.org/?s=covenant+of+engagement#single/0>)

Toward a Covenant of Engagement:

How can we, as a congregation, constructively handle disagreements? How can we channel complaints, compliments, or suggestions? How can we work together most productively to accomplish the things we want to do as a congregation?

The Membership Development Working Group of the Board of Trustees invites all congregation members to participate in the formulation of a Covenant of Congregational Engagement. This covenant will provide the rationale and guiding principles for the ways individual members engage with each other, with ministers and staff, with operating structures (Boards, committees, etc.), and with the congregation as a whole. Our Covenant of Engagement will be the equivalent of what some congregations call "Principles for a Healthy Congregation" or a "Covenant of Right Relations."

Congregation members will be invited to respond to two simple questions that will provide the basis for our covenant. The participation of as many congregation members as possible will help to make this a useful document that will help us as a congregation to thrive. Responses will be incorporated into a draft document to be reviewed by the congregation at a town hall meeting in April, and voted on by the congregation in May.

Once the congregation develops our Covenant of Engagement, the next step will be the formation of a task force that will propose organizational structures to support this Covenant. Such structures will potentially include (but not be limited to) ways to regularly solicit and channel congregational feedback, and a mechanism for conflict resolution. (The Covenant of Engagement will be the guiding document for these.)

1. Why are we here? (Why are you a part of UCE? What are we for? What is our reason for being as a congregation? What is our purpose?)
2. How do we need to be with each other to accomplish the things we come here for? (...our purpose; ...why we are here?)

Executive Committee Report

From the Nov 4, 2021 Meeting of the Executive Committee:

- Discussed and set the meeting agenda for the Nov 19, 2021 Board of Trustees meeting.

Finance Advisory Committee Report

Submitted November 9, 2021 by Lyndi Sprietsma-Controller and Linda Zetterberg-Treasurer

Balance Sheet – Corrections to the mortgage double payment are still reflected in this report. We are trying to determine how to remove this line item from the report. The endowment funds reflect the third quarter gains and losses.

Treasurer's Report (Non-Operating) - The Special Collections expense is not reflected since we do not write the check until the following month when we collect the money on a Saturday and/or Sunday in the current month.

Treasurer's Report (operating) – Pledge payments are down this month while Free-will, facility rental and interest/investment income are all up. All in all, our total YTD income is approximately \$14,000 less than budgeted. Facilities expenditures were high this month due to inspections and equipment related to preparing our building for higher occupation..

Bottom Line: Year to date Total Income minus Total Expense is \$21,847.79.

Governance Advisory Committee Report

November 2021

Submitted by Ann Arellano

- The Governance Advisory Committee met on November 2.
- In a post-Policy Based Governance orientation conversation with Staff, some changes were made to the organizational chart to add clarity in responsibility and highlight purpose to make it more clear to the church community how governance, programs, and groups relate. In the Governance committee review, additional suggestions were made to provide further clarity regarding governance and programs. The committee is working to incorporate those changes for review.
- Board-reporting committees will be named **Advisory Committees**, reflecting more clearly what they do and are in collaboration with the Board's work for the congregation. This also will help Governance explain to the congregation the working relationship among these groups.
- Stewardship will become an Advisory Committee (AC), with Auction as a team or task force under it. As an AC, Stewardship will present its annual campaign plan to the Board for review/approval, a change in current process.
- Endowment will remain an entity within the larger DuPage UU entity. Will need to incorporate into its charter/bylaws accountability that has not been clear. Endowment Chair Bill Kovacs and the committee are working to revise/update its documentation.
- Policy on Policies (and procedures) draft created for Board review.
- Spreadsheet and schedule created for Procedure and Policy review - explanation, assignments to be sent to Governance by end of November for help in distribution to committees and teams that will need to review/revise by dates noted before end of fiscal year.

Appendix A - Board of Trustees Meeting Minutes - October 19, 2021

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
October 19, 2021, 6:30 pm via Zoom
(Approval at the November 16, 2021 meeting)

Call to order: Jenny Hobbs

Roll Call: Board members: President: Jenny Hobbs, Ann Arellano, Kelley Trombly-Freytag, Lyndi Sprietsma, Linda Zetterberg, Pat Lichtman, Diane Gelder and Katie Hay. Ex-Officio member: Connie Grant, Minister. Guest: Steve Cooper, DRE. Absent: Karen Peck.

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Timekeeper: Ann

Process Observer: Lyndi

Welcome to Guests: Jenny

Opening Words and Chalice Lighting: Ann

Gratitude:

- Pat thanked Rev Connie for taking the time to come to the Fall Retreat. Pat thanked Steve for preparing slides and answering questions, and thanked Karen and Ann for putting together the leadership retreat.
- Jenny repeated the thank you to Ann and Karen regarding the Leadership Retreat.
- Diane thanked those doing RE in all the ways it must be done at this time.
- Linda thanked Vera Pelin for her music each week.

Check-in: Led by Jenny.

Changes to the Agenda: None

Consent Agenda:

- Minister and Committee Reports
- Minutes of the September 21, 2021 Meeting
- Nominating Committee Appointment

- o Chris Wallbruch has resigned from the Nominating Committee, and the Nominating Committee is putting forth Illija Hardage to serve on the Committee for the remainder of the year.
- o **Motion #1:** The Board of Trustees moves to appoint Illija Hardage to serve on the Nominating Committee for the remainder of the 2020-2021 church year.
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Minister's Report: Rev. Connie

- Current membership number is 242. Lyndi asked that this be included in future minister's reports. Connie agreed.
- At Kelley's request, Connie explained the relationship between Teams, Councils and Summits.
- The COVID Task Force continues to meet regarding return to in-person services. The infection-rate numbers aren't where they need to be. They are still trending upward, so in-person services are still a way off.

Financial Reports: Lyndi and Linda

- Church Financial Health Update
 - o Balance Sheet: Corrections to the mortgage double payment are reflected in this month's report.
 - o Treasurer's Report (Non-Operating): All good.
 - o Treasurer's Report (operating): Pledge payments are up after issuance of quarterly statements. Free will offerings are still high.
 - o Bottom Line: Period Activity for Total Income minus Total Expense is \$31,479.

New Business:

- **Motion #2:** Jenny moves that the DuPage UU Church Board of Trustees, beginning in the coming church year, 2022-2023, reduce the number of trustees from 9 to 7.
 - o Ann seconded the motion.
 - o Motion passed unanimously.
- **Motion #3:** Jenny moves that the DuPage UU Church Board of Trustees, beginning in the coming church year 2022-2023, reduce the terms of elected volunteer positions to 2 years, from 3 years, with a two-term limit. There must be a one-year gap before returning to serve on the same entity (board or committee). The schedule of which members roll off and when new members start will be determined jointly by the committee in question and the Nominating Committee.
 - o Pat seconded the motion.
 - o Discussion to determine if two-terms applies to a single position on the board or as a board member in any position. How does this apply to additional elected positions such as nominating committee? This resulted in an amendment to the motion.
 - o Motion passed unanimously.
- Filling committee positions in the future

- o Connie has suggested that the board appoint new members to Personnel, Finance and Governance Committees or ask Nominating Committee to fill those positions.
- o Governance to work with each committee to define the number of appointed/elected positions for each committee via a committee charter. Governance to report on progress.
- o Charters will be brought to the board for approval.

Old Business:

- Proposed committee reporting schedule
 - o Finance and Governance to report monthly. Personnel to report quarterly.
 - o Governance reporting frequency may change after congregational vote.
- Question has arisen if Stewardship Team should remain a team or be made a committee. Governance committee will investigate this question.
- Endowment will exist outside the organizational structure of the church with its own bylaws. Governance will work with Endowment to bring their documents up to date.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
 - o Meet via Zoom on November 16th.
- Kelley moved to adjourn the meeting.
- Ann seconded the motion.
- The board voted unanimously to adjourn at 8:06.p.m.

Respectfully submitted by Katie Hay
Clerk, DuPage UU Church Board of Trustees

Appendix B - Policy on Policies and Procedure on Policies

For Board review, November 2021

Policy on Policies (under Board Responsibilities)

3.1.6 The Board shall be responsible for Policy. The Board shall develop a Policy Manual and underlying policies that support the work of the church, guiding the governance and ministries of DuPage UU Church according to the intent of Policy Based Governance.

3.1.6.1 All policies must be approved by the Board and placed in the Policy Manual to be official.

3.1.6.2 Additionally, procedures detailing how policy shall be carried out by the Board and its Advisory Committees shall be approved by the Board. Procedures related to Church programming shall be approved by the Minister. Both the Board and Minister shall approve procedures related to Congregational Safety. Procedures must be approved and placed in the Procedures Manual to be official.

3.1.6.3 The Board may delegate policy and procedure review, revision, and drafting to the Governance Advisory Committee.

Procedures for Policy on Policies (new)

The Board shall be responsible for the Policy Manual and its policies that support the work of the church, guiding the governance and ministries of DuPage UU Church according to the intent of Policy Based Governance. To accomplish the tasks associated with maintaining the Policy Manual and underlying details in the Procedures Manual, the Board may delegate policy and procedure review, revision, and drafting to the Governance Advisory Committee. The Governance Advisory Committee shall:

- Consider policy review or recommendations from the Board.
 - Committees, groups, or members of the Congregation may ask the Board for policy review or submit policy considerations.
- Develop and follow a rotating three-year review cycle for every policy and procedure.
- Develop and maintain a format for consistency in written policies and procedures, including inclusion of purpose and details.
- Reach out to key work groups or individuals germane to the policy or procedure under review.
- Attend in a timely way to policy review of any policy or circumstance related to policy as requested by the Board.

- Use church communication vehicles (weekly update, Newsletter, etc.) to raise awareness of policies under review.
- Recommend policy and procedure to the Board (and additionally Minister or Staff as applicable) for review, modification, and approval.
- Ensure that the approved policies and procedures are entered or amended, properly dated, named and/or numbered, in their respective manuals.

Appendix C - Opportunity Fund Proposal from Finance Advisory Committee

Opportunity Fund

Purpose:

The purpose of the Opportunity Fund is to provide a reserve account for member contributions to a capital accumulation fund and which is a precursor to a future capital fund drive.

Sources of Funding:

Funds will be from member contributions, largely originating from member IRA accounts, though not limited to that.

Uses of Fund:

Fund deposited into this account will only be used to prime the capital fund account when that account is created and authorized by the next capital fund drive.

Funds may not be used for any other purpose unless proposed by Finance Committee and approved by the board. It is presumed that any proposed expenditure from this account would be in the nature of a dire emergency.

Accounting:

The Opportunity Fund will be a separate fund in the church's financial records.

Funds in the Opportunity Fund shall be maintained as a reserve in the Church's financial records and totals reported according to the Church's standard reporting procedures. Monies retained in this Fund shall not lapse at year end and shall be retained in the Opportunity Fund for subsequent fiscal years.

The Fund will be closed when the monies on deposit are transferred to the Capital Fund account when it is created.

Reporting:

The Finance Committee will not promote the Opportunity Fund as widely available, although it is not intended to be a secret account. It is established for early contributions for capital improvement purposes by members who want to draw funds from their IRAs in compliance with the Required Minimum Distribution (RMD).

The Opportunity Fund will be reported in the Fund Balance section of the Balance Sheet monthly.