

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
July 20, 2021, 6:30 pm via Zoom  
(Approval at the August 17, 2021 meeting)

Call to order: Jenny Hobbs

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

Welcome to Guests: Jenny

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.

Timekeeper: Lyndi

Process Observer: Ann

Opening Words and Chalice Lighting: Jenny

Gratitude:

- Kelley thanked AV team and Katie for working around the late PPT submittal by Sunday's guest speakers.
- Pat thanked EOPT for their detailed report on returning to in-person services.
- Diane thanked Katie for jumping into her new position as Clerk. She enjoyed Katie's first meeting minutes.
- Lyndi thanks Bill Kovacs for his idea to change the signatories on the Endowment Committee accounts.
- Steve thanked Ilija Hardage for helping with the tent set up. The shade was much appreciated at the picnic on Sunday.

Check-in: Led by Jenny.

Changes to the Agenda:

- Jenny added agenda item 5B, the Signatory change motion.

Consent Agenda:

- Minutes of the June 15, 2021 Meeting
- Trustee and Staff Reports
- Kelley had a friendly amendment to the consent agenda. The number of views in the admin report for 6-27 should be listed as unknown.
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Financial Reports: Lyndi and Linda

- Church Financial Health Update
  - On the balance sheet, prepaid pledges and one-time gifts have been moved from liabilities to current because we have begun a new fiscal year.
  - Endowment Projects and Contingency Fund expenses were for the development of the north lot.
  - The Endowment Fund balance will reflect earnings next month.
- Signatory change motion: Lyndi
  - The Endowment Committee will be reporting to the Finance Committee.
  - Lyndi proposed **Motion #1**: The Endowment Committee moves that the DuPage UU Church Board of Trustees replace the current signers on the Endowment Fund accounts with the following signers: Linda Zetterberg, Treasurer and Jenny Hobbs, President.
  - Diane suggested that this become policies. Ann advised that this will be rolled into other endowment policy changes.
  - Motion #1 passed unanimously.

New Business: Plan to return to in-person services – Complete report can be reviewed at <https://dupageuuchurch.org/ReOpenCriteria>

- We do not have enough stewards to actually hold a Sunday service regardless of how the vote goes. Sunday Services Team will take over stewards.
- **Motion #2**: Ann moved to approve the proposed plan for return to in-person services.
- Diane seconded the motion.
- There was discussion regarding how to get enough volunteers to greet, count offering, steward, etc.
- Kelley is concerned about lack of interactive music. Would humming behind masks be acceptable? Karen advised that this must go through Karen Campbell, head of the music committee.
- Discussion continued regarding how all the details involved in coming back to church will be coordinated.
- Motion passed unanimously.
- This motion includes allowance for larger meetings.

Old Business:

- Governance Work: Jenny outlined what is expected in the next year working toward Policy Governance. She emphasized that the goal is to help our congregation do the things that they want to do and are passionate about and to be able to do these things better and more efficiently.
- The Board will host a Leadership Retreat. The last one was held in 2018. Focus will be on the committees of the board (Finance, Personnel, Governance, Nominating), but it is open to anyone who wishes to attend. Programs will all report to staff members. Three board members will form a subcommittee to plan this retreat which is targeted to happen

this fall. Karen, Ann and Pat volunteered to be the subcommittee. Lyndi is willing to assist with anything in the financial realm.

- More Governance Work: A Governance Committee will be established to replace the task force.
  - Ann and Jenny will serve.
  - Brainstormed attributes necessary for committee members. Qualities we would like to see in members.
  - Katie to send e-mail to board listing the suggested attributes and each member is to bring the names of several possible nominees to the August Board meeting. (done)
  - Discussion was had on the importance of communication with the congregation and the calendar/planning cycle.
- Minister's Discretionary Fund
  - **Motion #3:** Linda moved to approve the Minister's Discretionary Fund Policy.
  - Pat seconded the motion.
  - Discussion regarding the required amount of detail was had.
  - Motion #3 passed unanimously.
- Accountable Reimbursement Policy
  - **Motion #4:** Linda moved to approve the Accountable Reimbursement Policy.
  - Kelley seconded the motion.
  - Discussion ensued.
  - Motion #4 passed unanimously.
- Board Retreat Agenda Ideas
  - Brainstorming resulted in the following possible topics: Covenant, governance, interim year goals, right relations, leadership development, policy and teams, involvement in Chicago UU community, Welcoming Congregation compliance, social action, hiring.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
  - Meet in person on August 17 in Founder's Room.
  - Retreat will be in person August 13 and 14 at church.

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Ann moved to adjourn the meeting

- Diane seconded the motion.
- The board voted unanimously to adjourn at 9:03 p.m.

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