

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
June 15, 2021, 6:30 pm via Zoom
(Approval at the July 20, 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 members: Rev. Mike Walker, Steve Cooper, DRE. Guests: Carl Nash, Dean Reschke.

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: Linda

Opening Words and Chalice Lighting: Jenny

Gratitude:

- Pat thanked the board for its work over the past months.
- Ann thanked the media team for their tremendous efforts in making the annual meeting occur without a hitch.
- Jenny thanked everyone involved in making the annual meeting happen successfully. Special thanks to Ann for her last-minute changes to the website content.
- Karen Peck loved the Dragon Game organized by Steve for the picnic. She also thanked Mike for his two years of service.

Check-in: Led by Jenny.

- Steve advised that there will be two more Socially Distanced Picnics this summer, on July 11 and August 8.

Changes to the Agenda:

- Jenny added agenda item 7C, Report from the Emergency Operations Planning Team (EOPT).
- Jenny added agenda item 6B, Executive committee Update for 2021-2022.
- Katie added agenda item 6C, Results of Annual Meeting Ballot.

Consent Agenda:

- Minutes of the May 18, 2021 Meeting

- Trustee and Staff Reports
- Motions to update signatories on church accounts
 - **Motion #1:** The Finance Committee moves that the DUUC Board of Trustees removes the following signers on the church checking account: Lyndi Sprietsma and approve the following signer on the church checking account: Linda Zetterberg.
 - **Motion #2:** The Finance Committee moves that the DUUC Board of Trustees, in order to meet the requirement to report a change in registered agent for the state of Illinois by submitting the NFP105. 10/105.20 form and IRS8822-B for the IRS resolves Linda Zetterberg, the newly elected treasurer, is the registered agent for the church during her term in office starting June 6,2021.
 - **Motion #3:** The Finance Committee moves that the DUUC Board of Trustees recognizes Linda Zetterberg is the primary signer for the Vanguard brokerage services account and Vanguard investment accounts with secondary signer Lyndi Sprietsma, Controller.
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

- Two friendly amendments were made by Kelley.
 - Typo corrected in Motion #2.
 - In Spirituality Report, choristers are rotated rather than added. The total number is always 3.

Financial Reports: Lyndi and Linda

- Church Financial Health Update
 - Prepaid pledges are up.
 - Contingency fund (\$2000+) paid for defibrillator and North Lot real estate taxes.
 - Special collections and PADS income and expense will be moved from Operating to Non-operating funds.
 - Auction expense for Greater Giving software hit this fiscal year twice but there will be no charge next year.
- Theodore M Utchen Trust
 - Lyndi explained the origin and terms of this trust. She recommends that it go into contingency.
 - **Motion #4:** The Finance Committee moves that the DuPage UU Church Board of Trustees accepts the Theodore M. Utchen 1996 Trust bequest of \$1000 and that it be placed in the contingency fund. Linda Zetterberg as Treasurer and Katie Hay as Clerk are authorized to receive the bequest.
 - Motion #4 passed unanimously.

New Business:

- Proposed Prairie Burn
 - Carl Nash explained the need and benefits of the prairie burn and stewardship of prairie to control invasive plant species.
 - A discussion about care of the prairie occurred. Ann suggested bringing the discussion of the use of the land to the congregation.
 - Jenny proposed **Motion #5**: We accept the proposal from Tall Grass Restoration for the prescribed burn and permitting only. The \$4200 shall be paid from the contingency fund.
 - Diane Gelder seconded the motion.
 - Motion passed unanimously.
- Executive committee Update for 2021-2022: Jenny
 - Meets twice per month.
 - Assists President with board meeting agenda, acts as sounding board for minister, acts as board when Immediate decision is needed between board meetings.
 - Karen Peck will stay on executive committee.
 - Additional discussion was had regarding the controller's position no longer being on the board and therefore her attendance no longer required at the board meeting.
- Results of Annual Meeting Ballot - Katie
 - Do you approve of the 2020 Annual Meeting minutes as written?
 - Yes 83, No 0, Abstain 3.
 - Do you approve of the motion to pay down \$100,000 of the remaining mortgage of \$1,226,440.08 as presented by the Board of Trustees?
 - Yes 85, No 1, Abstain 0.
 - Do you approve of the motion for payment of the mortgage refinance fees of approx.. \$12,750 from the Contingency Fund as presented by the Board of Trustees?
 - Yes 86, No 0, Abstain 0.
 - Do you approve of the budget as presented by the Board of Trustees?
 - Yes 82, No 2, Abstain 2
 - Do you approve of the slate for the elected positions on the Board, the Community Outreach Committee, the Nominating Committee and Endowment Committee as presented by the Nominating Committee.
 - Yes 85, No 0, Abstain 1.
 - Do you approve of the reaffirmation of the slate for the Ministerial Search Committee, selected by the Congregation and presented by the Board of Trustees?
 - Yes 84, No 1, Abstain 1.
 - Do you approve of the motion from the Governance Task Force that to further DuPage UU Church's quest toward Policy-based Governance.
 - Yes 75, No 4, Abstain 7.
 - Do you approve of the motion from the Accessibility and Inclusion Ministry (AIM) Group to establish our congregation as an AIM Certified Congregation?
 - Yes 86, No 0, Abstain 0.

Old Business:

- Governance Task force Update – Ann, Dean, Linda.
 - Ann led a discussion on the immediate tasks needed of the Board in this fiscal year.
 - Ann suggests that the task force work with smaller subsets of the board on specific policies.
 - Communication with the congregation is vital. Discussion was had on how to keep the congregation engaged and communicative. One suggestion was to address what will not be affected/changed, rather than speaking only to things that will change.
 - Subject Matter Experts will be sought out for consultation during the creation of policies.
 - Questions can be sent to governance@dupageuuchurch.com.
- Land Improvement Task Force Report and Budget Discussion
 - Pat explains plan to clear junk vegetation from north lot.
 - **Motion #6:** On behalf of the Land Improvement Task Force, Pat Lichtman moves the DuPage UU Church Board of Trustees allocate \$3,300 from the Contingency Fund to be used to complete the improvements on the North Woods Spiritual Space.
 - Ann seconded motion.
 - Lyndi negotiated down payment with contractor based upon endowment funds available that was less than the contractor required originally.
 - Motion passed unanimously. Pat will advise task force.
- Report from the Emergency Operations Planning Team (EOPT)
 - Your EOPT team has been meeting on a regular basis and is excited about the prospect of working to develop a plan that lets us safely return to in-person services. The immediate tasks we are working on include a congregational survey to ascertain feeling regarding a return to in-person services and scheduling a meeting with our incoming Interim Minister, Connie. Hopefully, collaboration with Connie and other concerned church groups such as Greeters, Sunday Services, and Stewards will allow us to craft a plan that has us safely back to in-person services soon. Please watch for the upcoming survey from the EOPT and updates as soon as we have a chance to develop plans. Please note that UU churches around the country have incredibly diverse plans as far as reopening goes.
 - Along with a plan for in-person services, Steve Cooper and the YRE Committee are working to develop the potential steps in bringing youth back to church and having hybrid options to participate in the Religious Education program.
 - In addition, Jenny Hobbs will also be attending a Congregational Leader Check-in tomorrow, hosted by Sharon Dittmar from the Midwest Region and will pass along any best practices and info from other local UU congregations.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
 - Return to in person board meetings? Founders Room has additional microphone centrally located, but not AC. Sanctuary has Zoom station with large screen and

centrally located mic. Will be ready by end of the week. Group agreed to meet via Zoom in July and will discuss it again next month.

- Jenny asked that committee reports continue to be submitted by the trustees for July and August.
- Jenny reminded board members that they should not attend committee meetings unless they are members of those committees.
- Diane asked if, under Policy Governance, she would still be considered a member of the Community Outreach Committee. Ann advised that she would not and to let the committee know.
- Rev Mike shared some final thoughts. A lot of learning has occurred by everyone in the past two years.

Pat moved to adjourn the meeting

- Kelley seconded the motion.
- The board voted unanimously to adjourn at 9:13 p.m.

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