

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
September 21, 2021, 6:30 pm via Zoom
(Approval at the October 19, 2021 meeting)

Call to order: Jenny Hobbs

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

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: Linda

Gratitude:

- Linda thanked Bill Kovacs and Steve Tiwald for help with the endowment process.
- Lyndi thanked Katie for setting up the auction, Jeremy Huggins for the new logo and Ann for getting the link onto the website.
- Kelley thanked Jackie Duffy-Hook for bringing flowers to the church at least once a month.

Check-in: Led by Jenny.

Set Minimum Ministerial Compensation Package

- Motion to go into executive session by Linda.
- Seconded by Kelley.
- Motion passed unanimously.
- Jenny invited Doug to the executive session.;
- **Motion #1:** The Ministerial Search Committee moves that the DuPage UU Church Board of Trustees accept the Minimum Ministerial Compensation Package as presented in the proposal from the Negotiating Team.
- Motion passed unanimously.
- Ann moved to return to regular session.
- Lyndi seconded.
- Motion passed unanimously.

Changes to the Agenda: None

Consent Agenda:

- Minutes of the August 17, 2021 Meeting
- Staff Reports
- **Motion #2: BOARD OF TRUSTEES RESOLUTION GRANTING SIGNATURE AUTHORITY AND AUTHORITY TO CONDUCT BUSINESS**
 - WHEREAS, The DuPage Unitarian Universalist Church (“DUUC”) has established an Endowment Fund; and,
 - WHEREAS, said Endowment Fund currently holds various investments including Account #0009404187 in the Pax Balanced Investor Class Fund (“Fund”) and,
 - WHEREAS, DUUC desires to grant signature authority and authority to conduct business with the Fund to either (1) Ms. Jenny Hobbs, (Church President) or (2) Ms. Linda Zetterberg (Church Treasurer).
 - RESOLVED, that Ms. Jenny Hobbs and Ms. Linda Zetterberg are each hereby authorized and approved to have signature authority and authority to conduct business with the Fund including but not limited to giving written or oral instructions with respect to any and all transactions with the Fund.
- **Motion #3: BOARD OF TRUSTEES RESOLUTION GRANTING SIGNATURE AUTHORITY AND AUTHORITY TO CONDUCT BUSINESS**
 - WHEREAS, The DuPage Unitarian Universalist Church (“DUUC”) has established an Endowment Fund; and,
 - WHEREAS, said Endowment Fund currently holds various investments including Account #45-2188405 in the TIAA-CREF Social Choice Bond Fund (“Fund”) and,
 - WHEREAS, DUUC desires to grant signature authority and authority to conduct business with the Fund to either (1) Ms. Jenny Hobbs, (Church President) or (2) Ms. Linda Zetterberg (Church Treasurer).
 - RESOLVED, that Ms. Jenny Hobbs and Ms. Linda Zetterberg are each hereby authorized and approved to have signature authority and authority to conduct business with the Fund including but not limited to giving written or oral instructions with respect to any and all transactions with the Fund.
- **Motion #4: BOARD OF TRUSTEES RESOLUTION GRANTING SIGNATURE AUTHORITY AND AUTHORITY TO CONDUCT BUSINESS**
 - WHEREAS, The DuPage Unitarian Universalist Church (“DUUC”) has established an Endowment Fund; and,
 - WHEREAS, said Endowment Fund currently holds various investments including Account #40016506 in the Parnassus Core Equity Fund (“Fund”) and,
 - WHEREAS, DUUC desires to grant signature authority and authority to conduct business with the Fund to either (1) Ms. Jenny Hobbs, (Church President) or (2) Ms. Linda Zetterberg (Church Treasurer).
 - RESOLVED, that Ms. Jenny Hobbs and Ms. Linda Zetterberg are each hereby authorized and approved to have signature authority and authority to conduct business with the Fund including but not limited to giving written or oral instructions with respect to any and all transactions with the Fund.
- Creation of Governance Committee and Appointment Members

- The Board of Trustees of DuPage UU Church moves to create a Governance Committee and appoint the following individuals to this committee: Ann Arellano, Sherry Burlingame, Chris Cooper, Jenny Hobbs, Rob Miroballi and Dean Reschke.
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Financial Reports: Lyndi and Linda

- Church Financial Health Update
 - Balance Sheet: Due to the Mortgage paydown, \$100,000 was withdrawn from the Vanguard Federal Money Market Account. The Mortgage Balance was reduced by more than \$100,000. The General Fund balance was reduced by \$127,000. Net Building & Land Equity was increased by \$100,000. The Contingency Fund Balance was reduced by \$19,500.
 - Treasurer's Report (Non-Operating): Period Activity for Contingency Fund Income was \$101,000 due to the \$100,000 for the mortgage paydown and \$1,000 from the Mary Ann Piet memorial. Under Expenses, \$7,247.32 was used to finish payments for the SMILE project. The Contingency Fund expenses of \$120,517.56 was incurred for \$100,000 mortgage paydown, \$14,862 for refinance fees, \$4,118.06 for tree removal on the North Lot (this money will be reimbursed from the Endowment fund once new signatories are in place), and \$1537.50 for the last taxes we will be paying on the North lot.
 - Treasurer's Report (operating): Pledge payments are down. Quarterly pledge statements will be sent out to members in September. The Mortgage expenses are twice as high as expected because the bank erroneously charged us for the prior monthly mortgage of \$9,070 as well as the new monthly mortgage of \$7,096. We have already been in contact with the bank and have been reimbursed for the prior monthly mortgage charge.
 - Bottom Line: Period Activity for Total Income minus Total Expense is \$20,852.

New Business: No new business this month.

Old Business:

- Discuss current reopening plan
 - Karen SE advised Jenny that in light of the COVID numbers the task force recommends continuing as is.
 - Well-fitting masks are required for all gatherings.
 - Outdoor church sanctioned events should follow same guidelines.
 - Jenny will send a COVID update to the congregation.
- Governance Work:
 - Discuss Ends Statements
 - Ends statements ask, "Are we living into our reason for being?"
 - Minister to report against these four statements:
 - DUUC exists so that its members and friends create an inclusive community.

- DUUC exists so that its members and friends learn and grow together religiously and intellectually.
- DUUC exists so that its members and friends experience spiritual growth.
- DUUC exists so that its members and friends work toward fairness, love and compassion in the larger community and the world.
- **Motion #5:** Ann made a motion to accept four end statements as a provisional way to move forward in accountability to our mission and vision and monitoring our progress.
- Kelley seconded the motion.
- Motion passed unanimously.
- Leadership Retreat Update.
 - Date for retreat is scheduled for September 28, 7 to 9 pm. Committee members and board to attend. Those who cannot attend can review recording and ask questions as needed.
 - Agenda to be provided ahead of time.
- Annual board work plan
 - Reviewed and discussed draft.
 - Jenny will rework based upon this discussion. Send her any ideas/questions before next month.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
 - Meet via Zoom on October 19th.
 - Linda asked about the staff report and relevance of included data. This will be reviewed by Connie.
 - Jenny asked about the new website and, after emitting some strange and completely unrecognizable noises, Ann gave a summary of the status.
- Kelley moved to adjourn the meeting.
- Karen seconded the motion.
- The board voted unanimously to adjourn at 8:36.p.m.

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