

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
December 28, 2021, 6:30 pm via Zoom  
(Approval at the January 18, 2022 meeting)

Call to order: Jenny Hobbs

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

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: Ann

Process Observer: Karen

Welcome to Guests: Jenny

Opening Words and Chalice Lighting: Ann

Gratitude:

- Ann is in awe of the people who put together the services but especially over the holiday season.
- Kelley thanks:
  - Steve for staying up all night on 12/11 to get computers ready so we could broadcast on 12/12.
  - Steve for all the work he put in for recording, editing, running the camera etc. for Solstice.
  - Everyone who took the time to work so hard on Solstice; readers, musicians, Holly, Karen, Becky, Steve, Scot, Jim, especially Clara who stepped in at the last minute as vocalist.
  - Kat Gelder and Jo Linsley who stepped in to sing at Xmas Eve and Fire communion for Jim.
- Karen thanks husband George who has been going into the church every day to paint the offices.
- Lyndi thanks Cindy Wunderlich for patching Sheri's office walls so George could paint.
- Jenny echoes the thanks for all the effort toward the holiday services and to the COVID team that met the day after Christmas to keep us up to date.

Check-in: Led by Jenny.

Changes to the Agenda: None

Consent Agenda:

- Minister and Advisory Committee Reports
- Minutes of the November 16, 2021 Meeting
- Annual Minister's Housing Allowance Resolution:

As required by the IRS, please pass the following resolution and record it in the minutes:

DuPage Unitarian Universalist Church  
Housing Allowance Resolution  
for Rev. Constance L. Grant

December 28, 2021

Whereas, section 107 of the Internal Revenue Code specifies that the amount of ministers' compensation that is designated in advance by their employer as a housing allowance is not taxable in computing federal income taxes to the extent that it is used to pay for actual expenses incurred in owning or renting a home or apartment, and, in the case of ministers who own their home, does not exceed the fair rental value and maintenance of the home; and

Whereas, Rev. Constance L. Grant is compensated by DuPage Unitarian Universalist Church exclusively for services as a minister; and

Whereas, DuPage Unitarian Universalist Church does not provide Rev. Constance L. Grant with a parsonage; therefore, it is

Resolved, that effective this date, a housing allowance of \$2,781.96 per month for the calendar year ending December 31, 2022 is hereby designated pursuant to section 107 of the Internal Revenue Code.

Resolved by vote of the Board of Trustees, DuPage Unitarian Universalist Church.

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Jennifer Hobbs  
President, Board of Trustees  
December 28, 2021

- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Minister's Report: Rev. Connie

- Connie asked for questions regarding her report. There were none.
- Interim Ministry Assessment
  - Previously we had a group of 2 or 3 trustees who completed the assessment and sent it to the rest of the board. We will do the same this year.
  - Kelley and Karen volunteered to take the first pass at the assessment. After everyone has reviewed and commented on it, the Board's assessment and the minister's assessment will be compared. Final approval will be made at the February meeting.

- Rev. Connie will host a Social Justice Workshop on Sunday, January 9<sup>th</sup>, via Zoom. All are welcome to attend.

Financial Reports: Lyndi and Linda

- Lyndi suggests the Adult Midwest Leadership School Fund be renamed to the Leadership Development Fund. Accepted.
- Linda noted that there is nothing out of the ordinary in the Treasurer's Reports.
- **Motion #1:** The Finance Committee proposes that DuPage UU Church authorize the Treasurer to look into the Federal Employee Retention Credit with Church Windows. They recommend using the Church Windows Project Helper service at a cost of \$200 per amended quarterly 941 to apply for this credit. If, after further investigation by Church Windows and the Treasurer, it is determined not to be worth the expense, the credit will not be pursued.
  - Discussion revealed that there are many questions that must be answered before we will understand if we qualify. Linda will continue to investigate.
  - Jenny suggests delaying the vote until Linda finds out if we qualify.

New Business:

- **Motion #2:** Motion from the Governance Advisory Committee to adopt the Advisory Committee Charter Template
  - Discussion and clarification followed.
  - Motion passed unanimously.
- **Motion #3:** Motion from the Governance Advisory Committee to approve the Charter of the Governance Advisory Committee
  - Seconded by Linda
  - Discussion and clarification followed. Kelley had three friendly amendments as follows (noted in *italics*):
    - The Committee will abide by Policy 3.1.6 (*The Board shall be responsible for Policy.*) and its underlying policy and procedures.
    - The Committee is responsible for writing ~~only~~ policy and procedures that directly relate to the Governance Advisory Committee.
    - The Committee will support the Board and Congregation by assisting with writing of and reviewing annual *congregational* SMART\* goals, and assessing goals progress at scheduled points in the Church year.
  - Motion with amendments passed unanimously.
- Board reviewed Annual Governing Calendar Procedure.
- **Motion #4:** The Governance Advisory Committee moves that the Board adopts the Proposal regarding Board Appointed positions on Board Advisory Committees.
  - Discussion followed.
  - Motion passed unanimously.

Old Business:

- Discussion on adding In-Person worship and review of report from COVID Task Force.
  - **Motion #5:** Motion to accept the COVID task force recommendation that we follow the December 2021 updated UUA recommendations to suspend large, in-person gatherings at this time and reconvene to assess current risk levels

on a monthly basis. Additionally, gatherings are limited to 10 persons or less, in the rooms able to support groups of that size (Sanctuary, Kreves Hall, Learning Center, Founders Room).

- Ann seconded the motion.
- Discussion followed.
- Motion approved unanimously.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
  - Bridge Fund Update: Ann and Diane looked into distributing the fund money. Additional comment was made of possibly wanting to resume the Bridge program in the future and holding onto the funds for that eventuality. Will wait to see what Rev. Connie's Social Justice Playshop reveals about the congregation's desires.

Adjourn:

- Lyndi moved to adjourn the meeting.
- Ann seconded the motion.
- The board voted unanimously to adjourn at 8:12 p.m.

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