

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
November 16, 2021, 6:30 pm via Zoom  
(Approval at the December 28, 2021 meeting)

Call to order: Jenny Hobbs

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

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: Pat

Process Observer: Ann

Welcome to Guests: Jenny

Opening Words and Chalice Lighting: Jenny

Gratitude:

- Jenny gives a huge shout out to the auction committee.
- Katie thanks Cindy Wunderlich for her tireless hours working on the auction.
- Lyndi thanks Katie for working with the auction software to the point that she knows who are the best people to talk with within the Greater Giving support staff.
- Pat thanks the COVID team for all their hard work.
- Diane thanked those involved with Trunk or Treat, especially Steve.
- Steve gives a special shout out to those adults without children who participated in Trunk or Treat.
- Jenny thanks Connie for the Playshop on Sunday.

Check-in: Led by Jenny.

Changes to the Agenda: None

Consent Agenda:

- Minister and Advisory Committee Reports
- Minutes of the October 19, 2021 Meeting
- Policy on Policies (see complete policy below).
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

### Minister's Report: Rev. Connie

- Connie gave a summation of Sunday's Playshop. Feedback from participants was favorable.
  - December's Playshop is "Unfinished Business" and is intended as an opportunity to process feelings about previous ministers.

### Financial Reports: Lyndi and Linda

- Church Financial Health Update
  - Balance Sheet:
    - Kelley suggests that the Adult Midwest Leadership School Fund be renamed, since the Leadership School no longer exists. Finance will take a look at this.
    - Kelley asks why the Bridge Fund still exists. Ann and Diane have experience with Bridge and will look into the uses that Bridge may have for the money. They will report at next month's meeting.
  - 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. 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.
- Auction Committee Report: The auction has raised \$23,875 so far. Additional sales of foodstuffs will increase the total.
  - Bidders still had difficulties with the two step-registration.

### Old Business:

- **Motion #1:** Diane made a motion that the Board of Trustees accept the COVID Task Force's proposal and asks the staff to make preparations for the return to in-person worship on January 9, 2022.
  - Seconded by Ann
  - Discussion and clarification followed.
  - Motion passed unanimously.
- Connie is drafting letter stating that the details will be worked out and announced to the congregation.

### New Business:

- Discussion on Covenant of Engagement Workshop: Connie
  - The result will be a document to outline how we have agreed to be together, a copy of which would hang in each meeting room.
  - A task force will be assembled, "The Congregational Relations Team", to implement the guidelines, provide guidance in applying the Covenant of Engagement and mediate conflicts.

- Connie will work on scheduling opportunities to work on this with the congregation.
- **Motion #2:** The Finance Advisory Committee moves that the DuPage UU Church Board of Trustees accept the proposal to establish an Opportunity Fund which will provide a reserve account for member contributions to a capital accumulation fund and which is a precursor to a future capital fund drive.
  - Discussion followed.
  - Motion passed unanimously.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
  - Meet via Zoom on December 28<sup>th</sup> rather than the previously scheduled date of December 21<sup>st</sup>.
  - Katie to compose announcement of date change.
- Lyndi moved to adjourn the meeting.
- Ann seconded the motion.
- The board voted unanimously to adjourn at 8:20 p.m.

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