

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
February 15, 2022, 6:30 pm via Zoom  
(Approval at the March 15, 2022 meeting)

Call to order: Jenny Hobbs

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

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:

- Pat thanks the Governance Advisory Committee and Ann for all the time and effort they are putting in regarding policy-based governance progress. And Pat expressed gratitude to Jenny and Ann for all they do behind the scenes. Pat, also, thanks the Stewardship Committee, Finance Committee and the treasurer for all their hard work around pledges.
- Jenny thanks Chuck Horvath and Katie for help reviewing the Business Meeting Policy and Procedure.
- Kelley thanks Jim Wharton for his faithful work as a singer, help with special music, the bands, etc. His last service will be Feb 27<sup>th</sup>.
- Lyndi thanks the congregation for their stewardship promises. We are ahead of last year.
- Linda thanks the Ministerial Search Committee for all their efforts and time.
- Kelley thanks the people on the Facilities committee for all their work cleaning the building for the ministerial candidates.

Check-in: Led by Jenny.

Changes to the Agenda: Item 8.B. – Music Director Salary Recommendation

Consent Agenda:

- Reports from the Minister and Advisory Committees
- Minutes of the Jan 18, 2021 Meeting (Appendix A)

- **Fundraising Policy** - On 2/8/22, the Finance Advisory Committee met and finalized the following NEW policy to be added to the Policy Manual. This is accompanied by the Fundraising Procedure. They were also reviewed by the Governance Advisory Committee on 2/1/2022 and are presented here for approval by the DUUC Board of Trustees.

- 4.1.5 Fundraising Policy

Plans for fundraising will be evaluated by the Finance Advisory Committee or its designee as to appropriateness, feasibility, potential profitability, volunteer commitment, and coordination with other pre-existing or ongoing fundraising efforts by the church.

- **Fundraising Procedure**

Accountable Entity: Finance Advisory Committee

Last Reviewed and Approved by Committee: 2/8/2022

Last Reviewed by Board: New

Approved by Board: New

Aligns with Policy 4.1.5 Fundraising

This fundraising procedure recognizes several categories of fundraising, each requiring different levels of authorization. Fundraising events can differ based on how much is expected to be raised, what the money is being raised for, from whom the money is raised, and whether a significant amount of seed money is required for startup costs.

#### Fundraising Categories

1. Internal Fundraising

- a. Annual events such as the Goods and Services Auction and Promise Campaign do not need approval each year. The amount from these fundraisers is incorporated in the budget.
- b. All fundraising proposals will be evaluated, in part, according to their impact on the Promise Campaign and the Goods and Services Auction. The fundraising blackout period for the Promise Campaign is January 1 - March 15. The fundraising blackout period for the Goods and Services Auction is October 1 - November 15.

2. External Group Fundraising

- a. Income generating events planned by outside groups to raise funds for DuPage UU Church must be approved by the Finance Advisory Committee or designee prior to the event.

3. Monthly Special Collections

- a. Monthly Special Collections are organized and coordinated through the Community Outreach Team. Monthly Special Collections occur on a regular monthly schedule and do not require ongoing approval. Requests for a specific organization to be the beneficiary of the collection must be submitted to the Community Outreach Team.

4. Other social action fundraisers

- a. Except for "emergency requests" which are referenced below, any social action fundraisers should be reviewed by the Finance Advisory Committee or designee since they may compete with other church

fundraising events for the attention and resources of the congregation.  
(See Fundraising Application Process below).

5. Emergency Requests for Fundraising
  - a. If there is an emergency request for a collection due to a disaster (hurricanes, floods, acts of terrorism, etc.) or acute pastoral need (individual or family), it will be handled by the Minister and/or the Board.
6. Sale of Goods by Church Members on Church Property
  - a. Individual sales of items by church members are not allowed.

#### Fundraising Application Process

1. An Application for Fundraising (see below) must be submitted for consideration. Applications should be emailed to the Finance Advisory Committee at [finance@dupageuuchurch.org](mailto:finance@dupageuuchurch.org) and will be considered at the next Finance Advisory Committee meeting. There may be a four (4) week delay in obtaining approval based on when the application form is submitted and when the next Finance Advisory Committee meeting is scheduled. If this is for an emergency, please contact the Minister.
2. The Finance Advisory Committee will reply to the application and let the applicant know the status of their application after it has been reviewed.
3. The funds raised will be deposited in Temporary Restricted Fund, then be disbursed based on what was agreed upon in the Fundraising Application.

#### After the Fundraiser

1. All groups holding fundraisers will report back to the Finance Advisory Committee or designee within 60 days after the event with a full written accounting of gross revenues, expenses, and net profit or loss. The Committee would also welcome other comments regarding the event's success (or failure) that might be useful to other groups doing fundraisers.
2. The Finance Advisory Committee or designee will report to the Board of Trustees on a regular basis on the status of upcoming and recent fundraisers.

#### Application for Fundraising Event

Applications for Fundraisers should be emailed to the Finance Advisory Committee at [finance@dupageuuchurch.org](mailto:finance@dupageuuchurch.org) and will be considered at the next Finance Advisory Committee meeting. There may be a four (4) week delay in obtaining approval based on when the application form is submitted and when the next Finance Advisory Committee meeting is scheduled. If this is for an emergency, please contact the Minister.

Any church member or group planning a fundraiser should complete this form describing the fundraiser. Please answer all of the following questions:

Type of fundraiser \_\_\_\_\_  
(e.g. direct solicitation, concert, percentage of retail sales, charity race, etc.)  
Date of event (if applicable) \_\_\_\_\_ Date of submission: \_\_\_\_\_  
Contact person \_\_\_\_\_  
Sponsoring Team \_\_\_\_\_  
How will the money from this fundraiser be used?  
\_\_\_\_\_

What other benefits, aside from financial gain, does the church stand to receive from  
\_\_\_\_\_

this fundraiser?

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Describe the event.

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How does this tie into the mission of our church?

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What is the expected dollar amount to be raised (be specific)? \_\_\_\_\_  
 Will the event target only church members, or the community at large? \_\_\_\_\_  
 How many people are expected to attend/participate in the event? \_\_\_\_\_  
 How much money will be needed ahead of time, and who will put up that money? What  
 is the total risk of the event (i.e., how much money will be spent in advance of the  
 event, or will be committed to be spent) versus the expected results?

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How many people will be required to organize the event? Are there already people  
 committed to volunteer or will more need to be recruited?

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**How should this money be disbursed? (e.g. paid directly to organization,  
 deposited in a particular fund, etc.)** \_\_\_\_\_

A copy of this form is included in this procedure, but shall be completed as a Google  
 Form, please contact the Office Administrator for details.

- **Business Meeting Policy** - Jenny Hobbs, President, Katie Hay, Clerk, and Chuck Horvath, DUUC Parliamentarian met on 1/29/2022 and reviewed the Business Meeting Policy and Procedure, finalizing the documents drafted by the Governance Advisory Committee. They were reviewed by the Governance Advisory Committee on 2/1/2022 and are presented here as Appendix D & E for approval by the DUUC Board of Trustees.

#### 7.0 Business Meetings

- 7.1 The President, or appointed designee, shall preside at all Business Meetings of the Congregation.
- 7.2 Voting privileges for any Business Meeting shall commence after forty-five days of membership. Ballots shall be permitted as defined in Business Meetings procedures.
- 7.3 The purpose of and quorum for any Business Meeting shall be stated in the notice of the meeting.
- 7.4 Except as otherwise provided, as in Article VII of the Bylaws (Minister) or in the Business Meetings Procedure, passage of ballot items will be a simple majority of verified voting members attending the Business Meeting.
- 7.5 The Board, Committees, and Staff shall provide Annual Reports and the proposed fiscal year budget, available to the congregation two weeks prior to the Annual Business Meeting.

7.6 Other Business Meetings of the Congregation may be called by the Board, by the President, by the Minister, or upon written application to the Clerk of the Congregation by twenty percent of voting members of the Congregation.

- **Business Meeting Procedure**

Accountable Entity: Board of Trustees

Last Reviewed by Board: New

Approved by Board: New

Aligns with Policy 7.0 Business Meetings

The President of the Board of Trustees is accountable for the planning and execution of Business Meetings of the Congregation. Processes and responsibilities are defined in the repository's Governance > Annual Meeting folder.

The President, or appointed designee, presides at all Business Meetings of the Congregation.

#### Voting

- Voting privileges for any Business Meeting commence after forty-five days of membership and for members at least sixteen years of age. The Church Administrator will provide the Clerk and assigned voting monitors with a list of eligible voters prior to the Business Meeting.
- On matters pertaining to purchase, sale or mortgage of the Church property, only eligible members who are eighteen years of age or older may vote.
- Proxy ballots are not permitted at business meetings of the Congregation.
- Absentee voting (those not in attendance in-person or by virtual check-in) will be permitted only for: (1) the vote to call a Minister; (2) the vote called for Congregational endorsement of a "Statement of Conscience" and (3) votes called for significant financial commitments.
  - An absentee ballot for voting in the Annual Business Meeting will be considered on an individual basis due to personal circumstance that prevents the member from attending the Annual Business Meeting in person or virtually. Members requesting a mail-in ballot for the Annual Business Meeting should contact the Board President no later than one month prior to the meeting.
- Voting will take place by show of card (in-person), by electronic ballot (virtual), or by individually requested mail-in ballot. All votes must be received and recorded by the date noted in communication to the Congregation regarding the Business Meeting.
- The outcome of a Business Meeting will be based on the quorum established by attendance and the appropriate percentage of votes recorded on Meeting day for adoption of the item or slate in question. Attendance will be established by a count of eligible voters at the in-person location and by electronic check-in of eligible voters for those attending virtually. A post-meeting cross-check of in-

person cards distributed and virtual check-in will eliminate double votes in the total count.

#### Quorum

A quorum at any Business Meeting of the Congregation consists of twenty-five percent of the members of the Congregation eligible to vote, with exceptions as defined in Vote Passage below. Based on the eligible member list provided by the Church Administrator, the number of members comprising the appropriate percent will be noted prior to the meeting.

At the time of the duly called Business Meeting, quorum will be established as appropriate for an in-person meeting, a meeting with virtual attendance, or a combination of in-person and virtual attendance in the following manner and will be verified and recorded by the Clerk:

- In-person attendance. Members will check in at the in-person location, and if eligible to vote, will receive a paper card used for quorum count and voting. The Clerk or President will assign monitors to count raised voting cards to determine a quorum prior to the meeting being called to order.
- Virtual attendance. By circumstance or choice, members may choose to attend a Business Meeting remotely, online. Virtual attendees will be required to check in, using the prescribed method of written name identification on the electronic platform on which the meeting is held. The Clerk will tally names and determine eligibility based on the member list supplied by the Church Administrator.

A final count of in-person and virtual attendees will be noted, recorded, and communicated to the President. With quorum established, the President will call the meeting to order.

In no case will absentee ballots received prior to the Business Meeting be counted in establishing a quorum.

#### Vote Passage

A majority vote of a twenty-five percent quorum at any Business Meeting of the church decides any ballot question, except:

- An amendment or change to the Bylaws, which requires a sixty-six percent affirmative vote of members present (with standard quorum).
- Removal of any Officer or Trustee, which requires a sixty-six percent affirmative vote of members present (with standard quorum).
- Adoption of a Statement of Conscience, which requires a seventy-five percent affirmative vote of members present (with standard quorum).
- Significant financial commitment, defined as exceeding the value of the most recent budget, which requires a thirty percent quorum with a simple majority vote.
- Resolution to use a portion of the Endowment Fund principal for the Operating Budget, which requires a quorum of forty percent and sixty-six percent affirmative vote of members present.
- To call a Minister, which requires a quorum of forty percent and a ninety percent affirmative vote of members present.

- Dismissal of a Minister, which requires a quorum of forty percent and a sixty-six percent affirmative vote of members present.

#### Meeting Notice and other Pre-meeting information

Notice of all Business Meetings of the Congregation shall be given at least two weeks in advance of the meeting date, in the following manner:

- Announcement in the monthly Newsletter closest to the meeting date.
- Announcement in Weekly emails.
- As a pulpit announcement two Sundays prior to the date of the meeting. Notice also will appear in the printed and emailed announcements distributed with the Sunday Order of Service for the two weeks prior to the meeting.
- A posted message on the official Church Website.

Notice will include the meeting agenda and information on when, where, and how to attend the meeting in-person or virtually.

Notice will include the quorum necessary to conduct the meeting and voting percentages for passage of the business on the agenda.

Notice will include open invitation to all members for pre-meeting discussions. The Board of Trustees, Advisory Committees, or other owners of Business Meeting agenda items will facilitate pre-meeting forums to educate, inform, and gather feedback regarding business the members will be asked to adopt at the meeting. Unless otherwise noted in a Business Meeting notice, discussion of agenda items requesting a vote will take place prior to the meeting.

Notice will include where to review reports, budgets, and other relevant information prior to the meeting.

#### Meeting Rules

Business meetings will be conducted according to the rules contained in "Robert's Rules of Order" most current edition in all cases to which the rules are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Church may adopt.

#### Annual Business Meeting

As the fiscal year of the Church begins June 1, the Annual Business Meeting of the Congregation will be held in the month of June. The time and place are determined by the Board and communicated to the Congregation using the Meeting Notice procedures above.

The Board, Committees, and Staff will submit annual reports and a proposed fiscal year budget that will be made available to the congregation two weeks prior to the Annual Business Meeting.

Officers and Trustees will be elected at the annual meeting for the term beginning at the close of the meeting, and the operating budget for the next year will be adopted.

Other business may be transacted as noted in the agenda. It could include but is not limited to:

- A vote to adopt a Statement of Conscience
- An amendment to the Bylaws

#### Other Meetings

Other Business Meetings of the Congregation may be called by the Board, by the President, by the Minister, or upon written application to the Clerk of the Congregation by twenty percent of voting members of the Congregation. The purpose of the meetings will be stated in the notices of the meetings. Notice of these meetings will follow the standard Meeting Notice procedures above.

- **Annual and Long-term Planning Conversations Procedure**-This was reviewed by the Governance Advisory Committee on Feb 1, 2022 and is presented here for approval by the DUUC Board of Trustees.

#### Annual and Long-term Planning Conversations Procedure

Accountable Entity: Board of Trustees

Date Approved: New

Reviewed: New

Aligns with Policy 3.1 Board Duties and Responsibilities and sub-policies through 3.1.3 The annual Board calendar, is reviewed and updated each June by the Governance Advisory Committee. The calendar will note dates for Congregation-wide and subsequent Board and Staff conversations to plan and communicate short- and long-term goals in keeping with the Mission and Vision of the Church.

Annually: The Board, Minister, and Staff will create an annual church-year Vision of Ministry, based on Congregational conversations and timing noted in the Church calendar, with measurable goals for the Programs of the church for which the Minister and Staff shall be held accountable.

- The timing for the annual Congregational conversation will be consistent year-to-year, to allow members to plan and participate.
- Post-meeting with the Congregation, the Board and Staff will discuss and assess the information gathered and will formulate goals for the Church year.
- The Board will communicate the outcome to the Congregation in a timely manner using the usual methods of communication: Newsletter, Weekly, Website, and as appropriate, pulpit.

Every three to five years: The Board, in collaboration with Staff, will revisit the Church's Mission and Vision Statements every three to five years.

- If it is determined that revision is necessary, the Board will initiate a collaborative process with the Congregation for its revision.
- The Board will determine a process that could include assigning a task force, arranging for in-person or virtual meetings in small or large groups, or other determinations that are relevant at the time.

- The Board or designee will secure a date and time and will initiate communication with the Congregation in a timely manner by usual methods of engagement to draw interest and participation by as many members as wish to be involved.

Every three to five years: The Board, in collaboration with Staff and involvement of the Congregation, will create and/or revise a strategic plan that includes Ends statements every three to five years, to offer guidance (through goal setting) for the prioritized work of the church.

- The Board will determine a process that could include assigning a task force, arranging for in-person or virtual meetings in small or large groups, or other determinations that are relevant at the time.
  - The Board or designee will secure a date and time and will initiate communication with the Congregation in a timely manner by usual methods of engagement to draw interest and participation by as many members as wish to be involved.
- **Elected and Appointed Position Roles Procedure**-This was reviewed by the Governance Advisory Committee on Feb 1, 2022 and by the Nominating Committee in Jan 2022, and is presented here for approval by the DUUC Board of Trustees.

Elected and Appointed Position Roles Procedure

Responsible Entity: Board of Trustees

Date Approved: New

Reviewed: New

Aligns with Policies 3.1 Duties and Responsibilities of the Board, 4.0 Committees of the Board and Congregation, and 4.5 Nominating Committee

Elected positions

Based on the Policy-based Governance structure that forms the governing and operations aspects of the Church, the Board of Trustees provides the following list of elected positions to the Nominating Committee. The Committee will identify candidates with appropriate skills for the positions noted and present the slate of candidates to the Congregation for a vote to adopt at each annual Business Meeting of the Congregation in June.

If an elected position is vacated mid-term, the Board will appoint a member to fill the term.

References in repository for further information:

- Elected Position Job Descriptions folder, Board positions term rotations (xls), Nominating Committee description

Board of Trustees

The Board consists of seven elected members; four officers and three trustees-at-large.

All Board members shall be elected from the Congregation for staggered two-year terms. No person shall serve more than two consecutive terms in any one of these offices and no person may serve concurrently in any elected role.

#### Board roles:

- President - Officer
- Vice President - Officer
- Treasurer - Officer
- Clerk - Officer
- Trustee-at-Large: three positions
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#### Nominating Committee

Nominating consists of six elected members. All Committee members will be elected from the Congregation for staggered two-year terms. Nominating will select a Chair and Secretary at a convenient time, usually at the start of each fiscal year.

#### Appointed positions

Based on the Committees of the Board and Congregation procedure, The Board of Trustees is responsible for Advisory Committee appointments.

- The number of member appointments are noted in the Committees of the Board and Congregation procedure for each Advisory Committee.
  - Terms are flexible, as an acknowledgement of interest and experience on these committees with specialized tasks.
  - Committee chairs will alert the Board to vacancies that need to be filled, and, per the Governing Calendar procedure, Committees will be asked to review appointed member status on a scheduled basis, for planning and accountability purposes.
- **Endowment Fund Policy**-The current members of the Endowment Fund, led by Bill Kovacs, crafted the following Endowment Fund Management Policy and Procedures (Appendix H and I) in consult with Dean Reschke from the Governance Advisory Committee. They were reviewed on 2/8/22 by the Finance Advisory Committee They were also reviewed by the Governance Advisory Committee on 2/1/2022 and are presented here for approval by the DUUC Board of Trustees. This will replace the separate Endowment Bylaws, which have been simplified and will be incorporated into the DUUC Bylaws, along with the following Policy and Procedure, which will be incorporated into the Policy and Procedure manuals and will put the Endowment Funds under the purview of the Finance Advisory Committee. The Endowment section of the Bylaws has been included in Appendix J for your perusal, but the Board cannot approve these, and changes to the Bylaws must be approved by the Congregation at the next Annual Business Meeting.
    - 4.1.3 Finance will use an investment strategy for the Church's Endowment Fund that seeks long-term growth of capital, with the secondary objective of obtaining current income.

- 4.1.4 Finance will ensure that Endowment Fund investments are “wise, prudent, and socially responsible,” as so deemed in the Fund’s 1992 authorizing resolution.

- **Endowment Fund Procedure**

#### Endowment Fund Management Procedures

Responsible entity: Finance Advisory Committee

Reviewed: 2/8/2022

Approved:

Aligns with Policy 4.1.3 and 4.1.4

Because the Endowment Fund was created to further the Purpose of the DuPage Unitarian Universalist Church through long-term capital growth, it is accepted that the fund will be primarily comprised of equity investments.

The investment policy will be implemented by investing in at least two Securities and Exchange Commission registered open-ended investment management companies (i.e. mutual funds or other investment vehicles). These accounts will be in the name of the DuPage Unitarian Universalist Church. The authorized signatories shall be the Board President and the Treasurer.

The Finance Committee shall be responsible for continually monitoring the performance of the investment vehicles, shall report at least quarterly to the Board on their performance, and shall report immediately to the Board any developments that might require prompt attention.

#### Receipt of Requests and Contributions

All funds designated for the Endowment Fund will be immediately deposited in a restricted fund in the Church’s general bank account. The Finance Committee recommends to the Board of Trustees when, and in which investment vehicle, accumulated funds should be invested. The Treasurer will ensure the transfer of funds is completed as necessary.

#### Restriction of Principal; Distribution of Income

The Finance Committee will determine those portions of the Fund that are principal and income according to accepted accounting procedures.

- Unrealized capital gains are accretions to principal, not income. For the equity mutual funds, income is declared dividends plus realized and distributed capital gains or losses. For the Bond Funds, income is monthly interest plus any realized gains or losses on portfolio assets.

A portion of the annual income from the Fund considered reasonable and prudent by the Finance Advisory Committee shall be distributed to benefit the Church in accordance with Board policy and the Endowment Fund Grant Distribution procedure.

#### Conflicts of Interest

No Fund assets shall be invested in any entity directly or indirectly controlled by, under common control with, or affiliated with any member or friend of the Church or their immediate families. No fees, commissions, or other consideration, direct or indirect, payable in cash or in kind, shall ever be paid to any member or friend of the Church or their immediate families in connection with Fund assets and activities.

#### Restrictions on Borrowing

The Fund assets shall never be pledged, liened, or otherwise encumbered. The Fund shall not borrow money or incur any liabilities, except those arising from its ordinary course of business.

#### Financial Reporting Procedures

A written report of all Fund activities shall be made quarterly to the Board, annually to the congregation, and upon request in connection with other Church business meetings. Because all Fund assets are invested in shares of publicly available investment vehicles, and all initial receipts are deposited in the Church's audited general banking account, an independent audit of the Fund will not be required.

No other Designated Funds will be commingled with the Endowment Fund.

- All items on the consent agenda are approved and adopted.

Items Removed from Consent Agenda: No items were removed.

Minister's Report: Rev. Connie

- Connie asked how we should proceed to create a covenant of engagement. What is the best way to get congregational involvement?
- Jenny suggests that it be added to the agenda for the Annual meeting.

Financial Reports: Lyndi and Linda

- Endowment Funds have increased due to receipt of quarterly interest.
- Social Action Fund Balance will be split into Social Action and Smile Fund to better reflect the use of the funds.
- The Events Committee Fund Expense name will be changed to Art Show Fund Expense to reflect the current use of this fund.
- Finances are looking very good. YTD we are \$67 K income over expenses.
- Jenny urged everyone to bring up stewardship in committee meetings, in casual conversations and whenever else possible to encourage pledging.

New Business:

- Report from COVID task force
  - **Motion #1:** The Covid Task Force recommends that the Board approve the following:
    - Assuming continued average downward trend in infections, hospitalizations, and deaths, we plan to resume in-person worship

services on Sunday, March 6. We will continue to monitor the numbers and watch for trends. If necessary, the date and the plan may be modified.

- All who enter the building will be required to wear masks, and households will be seated in the sanctuary at a distance of six feet from other household groupings. Other logistical details of the plan will be determined by staff, and will be communicated to volunteers and congregants.
    - Ann moved to accept the motion.
    - Linda seconded.
    - Motion passed unanimously.
- Discussion regarding formatting and content of Annual Report.
  - Karen reminded us that the reports should be based on “Ends”.
  - Pat requested that the reports include any future plans of the teams
  - Reports will come from the Committees of the board, Nominating Committee and Connie.
- Discussion regarding recognition at Annual Meeting
  - Pat would like to include more celebratory events along with memorials. Some ideas are births, milestone birthdays and anniversaries.
  - Discussion was had on whether to recognize long time members who have relocated.

#### Old Business:

- Lyndi moved to go into executive session.
- Linda seconded
- Vote was unanimous to go into executive session.
- Review Interim Ministry Assessment (in Executive Session)
  - Interim Ministry Assessment has been accepted and approved. Kelley will submit it to the Transitions office.
- Music Director salary (in Executive Session)
  - Kelley moves to approve the Music Director compensation, recommended by the Personnel Committee and Endorsed by the Finance Committee
  - Pat Seconded
  - Motion passed unanimously.
- Ann moved that we return to open session,
- Diane seconded.
- Vote was unanimous.

#### Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements

#### Adjourn:

- Pat moved to adjourn the meeting.
- Ann seconded the motion.
- The board voted unanimously to adjourn at 8:28 p.m.

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