

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
January 18, 2022, 6:30 pm via Zoom  
(Approval at the February 15, 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, Pat Lichtman and Katie Hay. Ex-Officio member: Connie Grant, Minister. Absent: Diane Gelder.

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

Welcome to Guests: Jenny

Opening Words and Chalice Lighting: Ann

Gratitude:

- Pat thanks the Pastoral Ministry Associates for all they do, especially Sarah Baldwin and Ingrid Marshall
- Pat thanks the Search Committee who are very busy right now.
- Lyndi thanks the Stewardship Committee as they prepare to raise money for the church.
- Jenny thanks Sheri Regalado for all she does. She is a gem.
- Connie thanks Ann for all her work on the new website. It is almost ready!!!
- Karen thanks Connie for the Social Justice Playshop. Seconded by Jenny and Katie.
- Linda thanks Carolyn Bailey for her Creating Your own Theology class despite technical difficulties.

Check-in: Led by Jenny.

Changes to the Agenda: None

Consent Agenda:

- Minister and Advisory Committee Reports
- Minutes of the December 28, 2021 Meeting
- Annual Governing Calendar Procedure:

**Motion #1:** The Governance Committee moves the DuPage UU Church Board of Trustees adopts the Proposed procedure for the Annual Governing Calendar.

**Annual Governing Calendar**

Accountable Entity: Governance Advisory Committee  
 Last Reviewed and Approved by Committee: 12/7/2021  
 Last Reviewed by Board: 12/28/2021  
 Approved by Board:

The Committee will present a proposed calendar of tasks and events to the Board annually in June for fiscal year approval at the June Board meeting.

The committee will support the Board and Staff by managing an annual schedule of the following:

- Congregational conversations relating to goal setting and goal progress.
  - Congregational conversations relating to policies and procedures.
  - Policy reviews on a rotating 3-year cycle or as circumstances require, delegated to appropriate committees, teams, or staff.
  - Procedure reviews aligning with policy or policy topic areas, delegated to appropriate committees, teams, or staff.
  - Minister evaluation by the Board.
  - Staff evaluation by the Minister.
  - Board self-evaluation in relation to annual goals and ends statements.
  - Program and team assessment by the Staff and Volunteer Staff in regard to annual goals.
  - Request for Advisory Committees to review their appointed-member status and, as necessary, communicate the need for Board action, based on each Committee's composition and term rotation schedules.
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Minister's Report: Rev. Connie

- Ann loves the format using the provisional goals (Ends).

Financial Reports: Lyndi and Linda

- Clarification on what happened to the special collection for PADS. It was sent directly to PADS rather than put into the DUUC PADS fund. There was a misunderstanding as to where the funds would go. It was suggested that a procedure be put in place regarding special collections.
- Bridge Fund will just stay put for now.
- The Events Committee Fund Expense name will be changed to Art Show Fund Expense to reflect the current use of this fund.
- Year-to-date Total Income minus Total Expense is \$67,020.34.

New Business:

- Discussion of Business Meeting Policy/Procedure Review Process.

- This procedure belongs to the Board. Ann has put together a draft. Jenny needs someone to help her review this.
- Katie volunteered.
- Discussion regarding start of Annual Meeting Planning
  - Jenny wants to come up with a procedure to streamline and automate the meeting.
  - Staff may require reports from the teams as necessary in their judgement.
  - What is the purpose of the annual report and what do we want to see in it? To be discussed at a subsequent meeting.
  - Annual Report - Katie and Diane.
  - Logistics – Ann, Kelley and Karen.
  - Execution – Developing and leading portions of meeting- Jenny, Pat, Linda and Lyndi.
    - Jenny will take lead on slides and script.
    - Pat will take lead on the memorial presentation.
    - Linda and Lyndi will take lead on budget forums and slides.

Old Business: None

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
  - Update of Interim Ministry Assessment from Karen was postponed. Will be revisited next month.

Adjourn:

- Ann moved to adjourn the meeting.
- Kelley seconded the motion.
- The board voted unanimously to adjourn at 7:46 p.m.

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