DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
February 21, 2023, 6:30 pm in the Founder's Room and via Zoom
(Approval at the March 21, 2023 meeting)

Call to order: Ann Arellano

Roll Call: Board members: President: Ann Arellano, Caroline Bailey, Diane Gelder, Katie Hay, Kaiya Iverson, Kelley Trombly-Freytag and Linda Zetterberg. Ex-Officio member: mandi huizenga, Minister. Guests: Steve Cooper, DRE; Dave Gorman, COSM.

Board Covenant: Guided by our seven UU principles, we encourage unity, honesty, transparency, and communication. 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.

Welcome to Guests: Ann

Opening Words and Chalice Lighting: mandi

Gratitude:

- Linda thanks Lyndi Sprietsma for following up with various church members and getting their pledges secured.
- Diane is so grateful to Steve for his discussion with our youth last Sunday. He couldn't find a story about anger to share with them, and the discussion was probably better than any story might have been.
- Ann thanks Stewardship and all who helped with Promise Campaign kick-off and for the bakery treats.
- Ann thanks Kerry Friedman for making Art Sunday happen.
- Ann thanks mandi and Steve for their work regarding moving to two services and the liturgical lineup associated with the whole church ministry themes.
- Ann thanks Kevin Mulqueeny, Sarah Ruban, Nell Haslett-Brousse and Bob Smallwood (in advance) for their heartfelt Promise Campaign testimonials.

Check-in: Led by Ann.

Review of Emergency Procedures: Kelley

Changes to the Agenda: none

Consent Agenda:

- Reports from Minister, Staff and Committees reporting to the Board
- Board of Trustees Meeting Minutes – January 17, 2023
- Sick leave modification
- Facilities Charter and Policy

- Gift Procedure update
- Abundance Fund procedure
- Onboarding date for leadership and board retreat
- Approval of Annual Meeting Date: June 4, 2023
- All Consent agenda items are adopted.

Minister's Report Discussion:

- Concern was expressed about having all multi-generational services.
    - Will the presence of the children affect the content of the service negatively for adults?
    - Will the parents of the children be able to have a meaningful worship experience while tending to their children?
- The advantages were also discussed.
- This topic will be brought up at later Board meetings as the plan evolves.

Database replacement update:

- Steve advised that they have narrowed the choice down to Realm. It has all the necessary features and then some. It is, however, more expensive than what we currently using.

New Business:

- February 5 Promise kickoff review and update
    - We are now at 54% participation and 60% of our dollar goal.
    - Final testimonial this Sunday.
- Membership Professional job description
    - Job will be posted on March 1 with UUA and with other professional organizations.
    - Hiring team consists of mandi, Steve, Chris Cable, Miya Thalmann, Kate Fox and Neil Lichtman.
- Seminary Student membership, endorsement
    - Policy, procedure prompted at this time because we have a Meadville Lombard theology student who has become a member.
    - Seminary students are required to have an affiliation with and endorsement by a congregation.
    - Several clarifications to language and phrasing were made.
    - Motion was made and passed unanimously to accept the Seminary Student policy, procedure and endorsement procedure.
- Board succession update

    - Reviewed new proposal. Changes will have to be made to Bylaws, policies and procedures to accommodate these changes.

- Office and class room proposal

    - Whitney Young will become two offices, nursery will move upstairs and one of the classrooms will be redone for meeting space and adult ed use.
    - mandi will take proposal to Facilities Committee.

- Capital campaign feasibility/exploration; mortgage loans update

    - Ann has contacted Sharon Dittmar about using Stewardship For Us, consulting firm, to run our capital campaign.
    - Information on this firm can be found at https://stewardshipforus.com/.
    - Priorities are paying down mortgage, redoing the basement, etc.
    - Ann also will contact Pratapas Associates, the consulting firm we used for our previous capital campaign, for an additional proposal.
    - Loans associated with mortgage will be discussed in Executive Session.

- Mission/vision task force

    - May need outside help to kick-off process. The team should be able to do the bulk of the work.
    - What type of person would we want on this team?
    - Ideas will be exchanged via email during the next month.

- Minister's Evaluation meeting

    - Timing of two meetings was discussed.

- Board assessment tool – task force update

    - Team will have something to share in March.

- Discretionary Fund is being changed to the Abundance Fund.

    - Fund is now held by the staff rather than just the minister.
    - PMA can refer people to staff regarding distributions from Abundance Fund.

Old Business:

- GA Delegates update

    - Ann will craft board and pulpit announcements for March 1 Launch of delegate application process.

- Leadership Development Planning

    - Nominating is planning for something in the fall.
    - We want to keep the current volunteering enthusiasm alive by having a Leadership Lite session in April.
    - Meetings will be open to all, but there will be an invitation list of exceptional prospects.

- Governance Review – DuPage UU Public Website

    - Reviewed Organization section of website.

- Executive Session

    - Kaiya moved that we go to executive session.
    - Kelley seconded the motion.
    - Motion passed unanimously.
    - Katie moved that we exit executive session.
    - Linda seconded the motion.
    - Motion passed unanimously

Comments, Announcements, Other Business:

- Other Comments and Announcements

    - Reports from timekeeper and process observer.

Adjourn:

- Kaiya moved to adjourn the meeting.
    - Kelley seconded the motion.
    - The board voted unanimously to adjourn at 9:05 p.m.

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

Appendix

DUUC Personnel Manual Update Recommendation

January 29th, 2023

The Personnel Committee discussed updates to the Personnel Manual to better reflect DUUC values and be consistent with the UUA sample manual. It was agreed that broad changes should be addressed over the next year allowing for more intentional review and understand budget impacts. In the short term the Personnel Committee agreed to modify sick leave accrual for part time staff working less than 20 hours as they are not covered by the current policy. The committee is submitting a Personal Manual change for the Board's approval. The basic tenants of the change are as follows and the modified language to the manual is included below

a. All sick leave will be accrued in hours vs days per the current policy
b. Sick leave will be offered to all paid staff on a pro-rated basis for positions less than full time.

The Personnel Committee also recommends that on a onetime basis, one year of sick time accrual be allotted to part time staff who were employed through FY 2022-2023 working less than 20 hours per week and who did not take time off for sickness. This impacts a single staff member at an approximate cost of $700 dollars.

Sick Leave with Pay

All full time Employees accrue eight hours of paid sick leave for every month worked, up to a maximum of ninety six hours per calendar year. One year's worth (96 hours) of sick time may be carried forward into the following year. Part-time Employees accrue sick leave on a pro rata basis, so one year's worth of sick time for a half-time Employee is 48 hours and for a quarter time Employee is 24 hours.

Sick leave is to be used only in the event the Employee is unable to work due to the Employee's own illness, injury or other medical condition. Sick leave may be used as part of medical leave or sick childcare/dependent leave and as otherwise required by applicable law. The Head of Staff may approve additional sick leave with pay due to extenuating circumstances. Sick leave should be used for routine dental or medical appointments. Sick leave is to be documented using the leave request form.

Employees must notify their Supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's

statement regarding their medical condition, including why the Employee was not able to work. The Employer reserves the right to request Employees who are repeatedly absent for illness or injury to be examined by a physician chosen by the Employer, and at the expense of the Employer.

Facilities Advisory Committee Charter

Accountable Entity: Facilities Advisory Committee
Last Reviewed by Committee: 2023-02-01
Initially Approved by Board: 2/21/2023
Last Reviewed by Board as necessary:

The purpose of the Facilities Advisory Committee is to oversee and enhance the physical organization and aesthetic appearance of the DuPage Unitarian Universalist Church building and grounds.

Reporting and Accountability

- The Committee will set and share an agenda and minutes each time it meets with its members and, make available as or if appropriate, to the Congregation.
- The Chairman will provide a report to the Board of Trustees' consent agenda or agenda monthly.
- The Committee will provide an annual report to the Congregation at the Annual Meeting.
- The Committee is accountable to all policies approved by the Board of Trustees.
- The Committee will produce and maintain all necessary procedures to fulfill these responsibilities.

Advisory Committee Composition and Terms

The Facilities Advisory Committee will consist of at least 4 members and the Administrator as ex-officio. The Minister and Director of Religious Education are welcome at all meetings and will receive agendas and minutes.

Terms are flexible and reviewed annually with succession in mind, as an acknowledgement of interest or skill set with Facilities Advisory Committee tasks.

The Committee will elect a Chairperson and a Secretary each year.

Advisory Committee Authority and Responsibilities - Committee-specific

The Committee will abide by section 4.0, Committees of the Board and Congregation, of the Policy Manual under the subheading Facilities Advisory Committee.

The Facilities Advisory Committee will:

1. Ensure the church infrastructure, surrounding paved areas, parking areas, and utilities are maintained and in working order throughout the year and will perform annual evaluation of scheduled maintenance by contracted businesses and/or congregational volunteers.
2. Identify improvements to the facilities and grounds to better serve the congregation.

3. Act as a clearinghouse for the care, acquisition, disposal, display, and placement of the furnishings of the church.
4. Assist the Administrator in researching, evaluating, and assessing proposals for contracting with businesses and service providers as necessary.
5. Seek approval from the Finance Advisory Committee and then the Board for unexpected large expenses not budgeted.
6. Maintain a list of future, expected major, high cost repairs, including probable dates for replacement, and rough estimated costs.

Advisory Committee Authority and Responsibilities - Common among Committees

1. The Committee will review its charter annually and recommend any proposed changes to the Board for review.
2. The Committee is responsible for writing new policy and procedures that directly relate to its own Committee, and sending the proposed additions to the Board for review and approval.
3. The Committee is responsible, when notified, for periodic reviews and updates as necessary of current policy and procedures previously approved by the Board.
4. The Committee will support the Board and Congregation by participating in and assisting on request with annual conversations that inform the community's direction and vision that lead to goals for each coming fiscal year.
5. The Committee will support the Board and Congregation by writing its annual SMART* goals, and assessing goals progress at scheduled points in the Church year.
6. The Committee will support the Board and the work of the Church by following the RACI* document of ongoing governing or program activities that apply to the Committee.
7. The Committee will alert the Board as necessary to appoint new members due to its annual staggered term schedule or if an elected or appointed member leaves mid-term.
8. The Committee's new members will support the Board and the work of the Congregation by participating in on-boarding and training in policy based governance, facilitated by the Governance Advisory Committee.

*** Definitions**

SMART goals are Specific, Measurable, Achievable, Relevant, and Time based.

RACI, aka Responsibility Assignment Matrix, is a way to clearly show who is Responsible for a task/goal, who is Accountable, who should be Consulted and who should be kept Informed.

Year	Members
2022-23	Susan Camasta, Jane Gano, Carl Nash, George Peck, Sheri Regalado, Cindy Wunderlich (chair)
2023-24	
2024-25	
2025-26	

This charter was initially written by Facilities Advisory Committee on 2023-02-01
This charter was initially reviewed and approved by the Board on 2/21/2023

Policy addition to 4.0 - 4.6 Facilities Advisory Committee

4.6 Facilities Advisory Committee (approved 2/21/2023)
As an Advisory Committee to the Board reporting monthly, the Facilities Advisory Committee will oversee and enhance the physical organization and aesthetic appearance of the DuPage Unitarian Universalist Church building and grounds.

4.6.1 Facilities will assist the Administrator in researching, evaluating, and assessing proposals for contracting with businesses and service providers as necessary in order to ensure infrastructure and grounds are properly maintained throughout the year.

4.6.2 Facilities will identify improvements to the facilities and grounds to better serve the congregation.

4.6.3 Facilities will maintain a list of expected major, high-cost repairs, including probable dates for replacement and rough estimated costs and will inform the Administrator, Finance Advisory Committee, and Board in a timely manner for discussion and budgeting purposes.

Finance - Gifts

Responsible Entity: Board, Finance Advisory Committee
Reviewed/Approved by Committee: February 14, 2023
Reviewed by GAC and/or Board: February 21, 2023

Aligns with Policy 8.3 Care for Resources

Cash Gifts

All cash gifts (excluding pledged giving) will be considered to fall in one of two primary classes:

Class 1: Gifts to be placed directly into the Endowment Fund; and

Class 2: Other cash gifts.

Class 1 cash gifts that go directly into the Endowment Fund are derived from three sources:

1. Gifts explicitly restricted to the Endowment Fund by the donor that meet the criteria for acceptance.
2. All cash gifts received at memorial services unless specifically directed otherwise.
3. All unrestricted cash gifts made in memoriam.

Class 2 cash gifts are those that are either unrestricted or restricted to a target other than the Endowment Fund.

1. Class 2 donor unrestricted cash gifts less than $1,000 will be accepted (deposited) and placed in the contingency fund.
2. Class 2 donor unrestricted cash gifts equal to or exceeding $1,000 will be accepted (deposited) and placed into the Temporary Restricted Fund until the Board determines where to direct the gift.
3. Class 2 donor restricted cash gifts designated for the Contingency or Opportunity funds will be accepted (deposited) and placed in the designated fund.
4. Class 2 donor restricted cash gifts less than $1,000 designated for other purposes or funds will be held but not accepted (deposited) until the FAC determines to accept the gift.
5. Class 2 donor restricted cash gifts equal to or exceeding $1,000 designated for other purposes or funds will be held but not accepted (deposited) until the Board determines to accept the gift.

Any cash gifts that appear not to be covered by the above designations shall be reviewed by the Board prior to acceptance.

Non-Cash Gifts

It is reasonable to expect that DuPage Unitarian Universalist Church will be the potential recipient of a wide range of non-cash gifts and that a single policy is unlikely to be broad enough to cover all imaginable situations.

This procedure statement deals with furniture, equipment and financial instruments; however, other possibilities could include real estate, jewelry, artwork, automobiles, etc.

In every instance involving a potential donation there are three choices:

1. accept the gift and convert it to cash immediately,

2. accept the gift, hold it for appreciation, and convert it to cash at some later date, or

3. decline acceptance of the gift.

This procedure statement provides guidance for most non-cash gifts.

Ultimately the Board must decide the outcome in those situations that are beyond the scope of what follows.

Donations of Furniture and/or Equipment

Decisions pertaining to donations of furniture and/or equipment will be the responsibility of the Staff.

The Board will review such decisions and has the authority to override those decisions if the Board deems such action to be necessary and appropriate.

Upon acceptance of a donation of a physical item, it is communicated to the donor that the physical item goes from being a donation to becoming the property of DuPage Unitarian Universalist Church.

As property of DuPage Unitarian Universalist Church, the donor loses control of it, and the church takes control of it.

Unless the gift has come with conditions that have been accepted by the Board, the church has authority over what to do with the item, including disposing of it.

Donations of Non-Cash Financial Instruments

For payment of a pledge:

Donations of non-cash financial instruments (stocks, bonds, etc.) for payment of a pledge to the Operating Fund will be the responsibility of the Treasurer. See the Stock Donations Procedure for guidance.

Not for payment of a pledge:

If the non-cash financial instrument gift is for a purpose other than payment of a pledge to the Operating Budget, the gift should be redeemed and treated as a Cash Gift, as outlined above.

Finance - Abundance Fund

Responsible Entity: Finance Advisory Committee
Reviewed/Approved by Committee: February 14,2023
Reviewed by GAC and/or Board: February 21, 2023

Aligns with Policy 8.3 Care for Resources

The Abundance Fund was created to primarily provide support to members and friends of the DuPage UU Church (DUUC) who are experiencing financial difficulty. The support provided by the Abundance Fund is intended to be a short-term financial solution. Disbursements from the Abundance Fund must adhere to the guidelines below. The Abundance Fund replaces and enhances the previous Minister's Discretionary Fund.

Definitions:

- Friend - persons who are not members but who are active in church programming.
- AFA Team - Abundance Fund Administrative Team - composed of the Minister, Office Administrator, Membership Director, and Director of Religious Education.
- PMA - Pastoral Ministerial Associates.
- FAC - Finance Advisory Committee.

Abundance Fund Administrative Team:

- The AFA Team considers requests for financial support, approves these requests, and disburses the financial assistance using the guidelines for disbursement
- The AFA Team will choose three signatories for the Abundance Fund checking account. The Administrator and Treasurer should have access to this account in order to reconcile account transactions.
- The Administrator and Minister can write checks for requests against the Abundance Fund checking account. A signatory other than the person who initiates the check must sign the check. The Administrator, with the approval of the current signatories, can dispense funds electronically.
- The AFA Team is responsible for the purchase and safekeeping of any electronic gift cards. Purchases of gift cards are tracked using request forms.

General Guidelines:

- A member or friend of the congregation may notify a member of the AFA Team or PMA of their need for emergency financial assistance.
- Disbursement forms used by the AFA Team can be in paper or digital format.
- Printed copies of all requests will be filed in a secure location. Check requests are to be handled confidentially.
- Preference for distribution of grant support will be directly to a vendor or service provider (e.g. payable to a landlord, utility) on behalf of the grant recipient rather than disbursement of grant funds directly to the recipient. Direct disbursements may be granted as an exception. If payment is to the grant recipient, a gift card should be used, if possible.

Guidelines for Disbursements of $50 or greater from the Abundance Fund:

- A member or friend of the congregation may notify a member of the AFA Team or PMA of their need for emergency financial assistance.
- The AFA Team member or PMA member must submit a written confidential request to the AFA Team at afund@dupageuuchurch.org for consideration.
- All requests greater than $50 will be evaluated for appropriateness and size by the members of the AFA Team. There will be an annual $1,000 limit for support based on the individual recipient or household. The annual limit should be tracked by the Administrator.
- At least two (2) members of the AFA Team must evaluate the request and agree that the grant need and amount are appropriate.
- Once the request has been approved, a member of the AFA Team must complete a confidential *Request for Assistance* form (Appendix B)
- Members of the AFA Team, working with PMA, may also provide informational resources to the potential recipient which could offer other sources of support.
- Exceptions to these guidelines will require additional review and approval from the Treasurer and the Chair of FAC.

Fund Replenishment and Management:

1. The Abundance Fund, its purpose, uses and limitations will be periodically communicated to the Congregation. The Congregation may be asked to consider supporting the Fund with special contributions throughout the year, in addition to the Christmas Eve and Easter Sunday offerings. The Abundance Fund may accept donations from individuals, groups, trusts, and planned giving designations.
2. This fund will have a checking account, separate from the regular church account, with three signatories. This fund will be reconciled by one of the signatories and the transaction data will be entered without any personal information, into the accounting software by the Administrator. This information will be included in the Non-Operating funds Treasurer's Report and the balance sheet, which will be reviewed by the Finance Advisory Committee. The fund will also be designated as restricted funds and continue to appear on the Balance Sheet using the name Abundance Fund.
3. Any donations to the Abundance Fund will remain in the fund until disbursed and may not be used for other purposes unless approved by the Board
4. Copies of signed and approved disbursement forms will be filed with the other financial documentation by the Office Administrator or Treasurer in a secure place.
5. No funds will be allocated to the Abundance Fund from the general operating budget unless authorized by the FAC.
6. These guidelines will be reviewed every 12 months by the AFA Team and the FAC to ensure effectiveness and compliance.

APPENDIX A

CONFIDENTIAL

DUPAGE UNITARIAN UNIVERSALIST CHURCH

Abundance Fund

Disbursement Form

for disbursements $50 or less

Date: ____/_____/_____

Amount: $_____ Account #: __3.600.400_____

Requested By: _____

Description of Need: _____

_____

Approved By: _____Date: _____

Received By: _____ Date: _____

Please attach all receipts, invoices, or documents to this form**. Payment will not be processed without an approval and adequate documentation.**

After execution, this form must be given to the Treasurer and Office Administrator. Submit a digital copy of this form to the Abundance Fund Administrative Team at afund@dupageuuchurch.org or a paper copy to the Office Administrator. Please use the mail slot on the desk in the office and not the Inbox. Requests for payment are usually processed within three (3) business days. Rush requests will be accommodated if we are able. You must contact the office directly to request a Rush disbursement by emailing office@dupageuuchurch.org or calling **630-505-9408**.

APPENDIX B
CONFIDENTIAL

DUPAGE UNITARIAN UNIVERSALIST CHURCH
Abundance Fund
Request for Assistance Form
for disbursements greater than $50

Date of Requests: ____/_____/_____

Amount: $_____ Account __3.600.400_____

Requested By: _____

Description of Need: _____

_____

Please make check payable/online payment to:_____

Street Address _____

City, State, Zip _____

Contact Name: _____ Contact Email: _____

After execution, this form must be given to the Treasurer and Office Administrator. Submit a digital copy of this form to the Abundance Fund Administrative Team at afund@dupageuuchurch.org or a paper copy to the Office Administrator. Please use the mail slot on the desk in the office and not the Inbox. Requests for payment are usually processed within three (3) business days. Rush requests will be accommodated if we are able. You must contact the office directly to request a Rush disbursement by emailing office@dupageuuchurch.org or calling **630-505-9408**

Required Signatures

Requested by _____Date: _____

Approved By: _____ Date: _____

_____ Date: _____

⬜ Please mail check.

⬜ Please mail check with attached invoice or paystub

Motions from February 2023 Board Meeting

Motion #1: The Board moves that the Seminary Student membership policy, procedure and endorsement procedure be accepted.

- Motion passes unanimously.