

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
April 16, 2024, 6:30 pm via Zoom
(Approval at the May 21, 2023 meeting)

Call to order: Ann Arellano

Roll Call: Board members: President: Ann Arellano, Caroline Bailey, Chris Cable, Brigid Coleman, Nell Haslett-Brousse, Katie Hay and Kelley Trombly-Freytag. Ex-officio member: Steve Cooper, DRE.

Opening Words and Chalice Lighting: Ann

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.

We will speak directly to a person with whom we disagree and will share differences courteously. If needed, we agree to a third party to mediate.

Emergency Protocol Review: Kelley

Welcome to Guests: Ann

Gratitude/Check-in: Led by Ann

- Steve thanks Carrie Freedman and her students for the art activities.
- Kelley thanks Mark Ailes for running Choir practice in Amanda's absence.
- Caroline updated the group on her back surgery which is tomorrow morning.
- Katie is grateful for the weather we have been having lately.
- rev. mandi has a very busy week, so response to any communication may not be immediate.
- rev. mandi is thankful for PMA as there is a lot going on right now, and they are handling everything.
- Ann is going up to regionals this week.
- Kelley is looking forward to seeing Edna Groves, now that she is back in the area.
- Chris is grateful to be working from home for the next six weeks.

Changes to the Agenda: April Board growth and exploration postponed until May.

Consent Agenda:

- Reports from the Minister and Committees reporting to Board
- Board of Trustees Meeting Minutes – March 19, 2024

Items Moved from the Consent Agenda: none

- Consent agenda unanimously approved.

Discussion Regarding Consent Agenda and Reports:

- Is Personnel Committee rewriting the Personnel Manual? Not at present. This will be done over time as it is a huge undertaking.
- There are fewer reports from the staff and committees. It has been agreed that reports are only necessary when substantial events or actions have occurred.
 - rev. mandi will submit a monthly report regardless.
 - Discussion was had and consensus is that rather than requiring monthly reports, the staff and Committees of the Board and Congregation should submit quarterly reports or in response to need or Board request.
 - The Board will evaluate the new reporting schedule in a year.

Old Business:

- Capital Campaign update – Ann
 - Phase 4, cottage meetings, are going more slowly than expected and wanted.
 - Only 63 of 170-180 pledge units have made commitments thus far.
 - Better communication may be needed.
 - Campaign Committee needs additional funds for expenses.
 - **Motion #1:** The Capital Campaign Leadership Team moves that an additional \$2,500 (above the previously approved request of \$10,000) be allocated to cover Phase 4 expenses and a wrap-up breakfast at the Annual Meeting.
 - Motion passes unanimously.
- Draft 2024-25 budget review
 - rev. mandi will have the budget by the end of April.
- Policy 3 (revisit), 4, 5 review discussion, approval -
 - Delegation to Staff and Board of Trustees reorganized and reworded for clarity.
 - **Motion #2:** The Board moves to approve the revisions to Sections 3, 4 and 5 of the Policy Manual.
 - Motion approved unanimously.
- Endowment Grant task force update
 - Request for applications is in newsletter.
 - Katie will write a pulpit announcement.
 - Task force will extend due date for applications.
- Annual Meeting (June 2) update
 - Zoom planning meeting Wednesday, April 24.

New Business:

- Governance process topic review:
 - I missed most of this discussion. Brain went on a little trip without my permission. Anything need to be added?
 - Better continuity may be had by having outgoing Board members move to Governance.
 - Governance can track progress toward goals of Committees.

- Onboarding (May 11) update
 - Governance is putting this together.
- UUA certification data analysis discussion
 - Average 1 RE enrollment per 10 adult attendees is concerning for future of UU.
 - Membership has declined for the first time (1.3%).

Comments, Announcements, Other Business:

- Other Comments and Announcements

Adjourn:

- Katie moved to adjourn the meeting.
 - Kelley seconded the motion.
 - The board voted unanimously to adjourn at 9:01 p.m.

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

Appendix

Motions from April 2024 Board Meeting

- **Motion #1:** The Capital Campaign Leadership Team moves that an additional \$2,500 (above the previously approved request of \$10,000) be allocated to cover Phase 4 expenses and a wrap-up breakfast at the Annual Meeting.
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