

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
March 21, 2023, 6:30 pm in the Founder's Room and via Zoom
(Approval at the April 18, 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; Karen Hutt, 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: Caroline

Gratitude:

- Kelley thanks Karen Peck, Ilija Hardage, and Riley Love who shared their vulnerability experiences during the March 19 service.
- Kelley is grateful to Kristen Tang for her help in preparing for choir rehearsals.
- mandi thanks Kat Gelder and other members of the Sunday Services Team for covering for her at the March 12 service, when she was ill.

Check-in: Led by Ann.

Changes to the Agenda: Mission and Vision Task Force will be tabled for now.

Consent Agenda:

- Reports from Minister, Staff and Committees reporting to the Board
- Board of Trustees Meeting Minutes - February 21, 2023
- Abundance Fund Edits
- Ordination/Installation Task Force report
- All Consent agenda items are adopted.

Items Moved from the Consent Agenda: none

Monthly Reports Discussion:

- o mandi commented that the Finance Advisory Committee Report should be more advisory than prescriptive. She will meet with them to discuss.

- o The Membership Professional Hiring Task Force will meet to decide who they will interview and to set-up those interviews. They hope for a decision on a candidate by the second week of April.

Board Reflection:

- How do we support one another as we embrace our roles and model the change to Policy-based Governance?
 - o Review something from Policy Governance each month.
 - o Our job is to ask, “How do you know that it’s working?”
- How might we approach our roles and relationship to one another differently to ensure trust and best facilitate leadership of our congregation’s vision and mission?

New Business:

- Promise Campaign, Budget – Update -Linda
 - o The budget is \$153 K short given the pledges received thus far.
 - o 38 pledging units have not yet pledged.
 - o The Board must agree upon a budget goal and send the budget back for revision.
 - o A motion was made and unanimously approved to send the budget back to the staff to bring the shortfall to under \$100 K.
- Pride Banner Proposal
 - o A motion was made and unanimously approved that during Pride month (June), DuPage UU Church shall hang at least one bold Pride-related banner on the building in clear view of passersby. Kaiya will lead the effort and gather input as necessary.
- Grounds Proposal – Spring Cleanup Costs
 - o A motion was made and unanimously approved that \$2700 requested for Spring 2023 Grounds and Landscaping work be approved.
- Capital campaign exploration update
 - o By April Board meeting, we must decide which of the two consultants we will use for our campaign.
 - o Ann will arrange for both consultants to answer questions for interested board members via Zoom.
- [Annual meeting](#) assignments – June 4th
 - o Caroline, Diane and Kelley will work on Logistics.
 - o Katie, Kaiya and Linda will work on Execution.

Old Business:

- Board self-assessment tool – Karen Hutt
 - mandi, Karen, Kaiya and Dean Reschke put together the assessment tool.
 - It will be distributed to individual board members in early April, to be completed within two weeks.
 - COSM will assemble the individual responses into a report to be shared with the board and then presented to the congregation in summary form at the annual meeting.
- Database task force update – Steve and Linda
 - Task force recommends we go with Realm, a middle level software package.
 - It is in the cloud so is easily accessed by all.
 - Targeting implementation for July 1st.
- Governance review - March topic: fiduciary oversight
 - Covered during board reflection comments.

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 9:40 p.m.

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

Appendix

Abundance Fund Edits

Finance - Abundance Fund

Responsible Entity: Finance Advisory Committee

Reviewed/Approved by Committee: February 14, 2023

Reviewed by GAC and/or Board: [March 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

Abundance Fund Edits in Policy Manual

8.3.3 The Minister and an Abundance Fund Administrative Team will have access to an Abundance Fund (previously known as Minister's Discretionary Fund) to assist members and friends of the congregation and members of the larger community in meeting their basic living needs (such as shelter, food, utilities, medical) and other exigencies (such as transportation, fees).

8.3.3.1 Funds may be given as a loan or a gift, depending upon the person's ability and the circumstances.

8.3.3.2 The minister, along with the fund's Administrative Team, has discretionary and confidential use of these funds with limitations and required periodic reporting described in the [Abundance Fund](#) procedures.

Motions from March 2023 Board Meeting

Motion #1: The Board moves that the budget be sent back to the staff to bring the shortfall to under \$100 K.

- Motion passed unanimously.

Motion #2: The Board moves that during Pride month (June), DuPage UU Church shall hang at least one bold Pride-related banner on the building in clear view to passersby.

- Motion passed unanimously.

Motion #3: The Finance Advisory Committee moves that \$2700 requested for Spring 2023 Grounds and Landscaping work be approved.

- Motion passed unanimously.