DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
February 20, 2024, 6:30 pm via Zoom
(Approval at the March 19, 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: rev. mandi huizenga; Tina Lewis, DME; 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.

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.

Welcome to Guests: Ann

Opening Words and Chalice Lighting: Ann

Gratitude/Check-in: Led by Ann

- rev mandi thanks Pat Lichtman and all involved in throwing the Capital Campaign kick-off party.
- Kelley, rev mandi, Ann and Brigid each shared a check-in.

Check-in: Led by Ann.

Changes to the Agenda: Added scheduling the first round of the Ministerial Assessment.

Consent Agenda:

- Reports from the Minister, Staff, Committees reporting to Board
- Board of Trustees Meeting Minutes – January 16, 2024
- Finance Advisory charter approval of revisions/updates
- **Motion #1:** Motion to approve Annual Business Meeting date.
- Consent agenda approved unanimously.

Items Moved from the Consent Agenda: none

Old Business:

- Capital Campaign update
    - Campaign is going very well.
    - Phase 2 appointments are being made.

- Policy 4, 5, 7 review status – Board review; 7.0 Business Meetings
    - Board will review policy changes to Sections 4 and 5 next month.
    - Section 6 is postponed until next year to give Tina time to consider changes.
    - **Motion #2:** The Board moves that the Business Meetings Policy be approved as written.
        - Motion passes unanimously.

- Liaison to Advisory Committee – description review and approval
    - **Motion #3:** The Board moves that the Liaison to Advisory Committee description be approved as written.
        - Motion passes unanimously.

New Business:

- Governance process review – Repository task force formed.
    - Kelley, Ann and Sheri Regalado make up this task force.

- February Board growth and exploration
    - Lively discussion was had.
    - Thank you, rev. mandi.

- Draft 2024-25 budget review
    - Does the budget fulfill our vision and mission?
    - Suggested that all staff salaries should be brought to midpoint of UUA recommendations.
    - COLA should match inflation, 3.4%.
    - AV needs a fund in which to accrue money rather than a line on the budget.
    - Ministerial Sabbatical fund increased to $5000.

- Ensuring insuredness re. Capital Campaign deposits
    - Discussion regarding REPO vs CDs vs paying down the principal with the excess funds. Nell will come back with additional information regarding earnings on REPO and any advantage to paying down principal.
    - **Motion #4:** The Finance Advisory Committee moves that to ensure FDIC coverage of our deposits at Old Second bank during our Capital Campaign while also maintaining maximum liquidity of our funds, we create a repurchase (REPO) account to protect deposits that exceed the $250K FDIC limit, until the mortgage recast occurs.
        - Motion passes unanimously.

- Delegate and scholarship process for 2024 virtual GA
    - Ann will send out forms. Board will review applications next month.

- Endowment Grant task force assignment
    - Update form and distribute information.
    - Kelley, Katie and Chris volunteered for task force.

- Date for Ministerial Assessment
    - Ann will send out a Doodle Poll to determine the date.

Comments, Announcements, Other Business:

- Other Comments and Announcements
    - Report from process observer/time keeper
    - Workshops for Adult learning
        - Transgender inclusion in-person or via Zoom. Church leadership is encouraged to participate.

Adjourn:

- Katie moved to adjourn the meeting.
    - Kelley seconded the motion.
    - The board voted unanimously to adjourn at 9:03 p.m.

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

Addendum: Motion regarding signatories on the Endowment Fund was proposed and voted on via e-mail. See Motion #5 below.

Appendix

Motions from February 2024 Board Meeting

- **Motion #1:** The Board of Trustees moves to approve June 2, 2024, the first Sunday in June, as the date for the 2023-24 Annual Business Meeting of the congregation.
    - Motion passes unanimously.

- **Motion #2:** The Board moves that the Business Meetings Policy be approved as written.
    - Motion passes unanimously.

- **Motion #3:** The Board moves that the Liaison to Advisory Committee description be approved as written.
    - Motion passes unanimously.

- **Motion #4:** The Finance Advisory Committee moves that to ensure FDIC coverage of our deposits at Old Second bank during our Capital Campaign while also maintaining maximum liquidity of our funds, we create a repurchase (REPO) account to protect deposits that exceed the $250K FDIC limit, until the mortgage recast occurs.
    - Motion passes unanimously.

- **Motion #5:** The DuPage Unitarian Universalist Church Board of Trustees moves that designated signatories for our Endowment funds are in current roles as church Administrator, and two Officer positions (President, Officer-elect, Treasurer, or Clerk) on the Board of Trustees.
    - Motion passes unanimously.