

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
April 18, 2023, 6:30 pm in the Founder's Room and via Zoom  
(Approval at the May 16, 2023 meeting)

**Call to order:** Ann Arellano

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

**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:** Ann

**Gratitude:**

- Kelley thanks Kevin Mulqueeny for AV set up for Choir rehearsal on Sunday.

**Check-in:** Led by Ann.

**Emergency Procedures Review:** Kelley

- Discussion was had about holding fire drills.
  - The staff will be assigned that task.
  - Sunday Service Team will be reminded that whomever is in the pulpit should be directing people how to exit.

**Changes to the Agenda:** None

**Consent Agenda:**

- Reports from the Minister, Staff, Committees reporting to Board
- Board of Trustees Meeting Minutes - March 21, 2023
- All Consent agenda items are adopted.

**Items Moved from the Consent Agenda:** none

**Monthly Reports Discussion:**

- Finance Advisory request for review of member loans
  - Discussion was had regarding who should review the documents associated with the loans.

- Goal(s) for next FY
  - At least one goal should be created by the current board since the current board knows what is planned for the coming year(s) and so that staff can create their goals in a timely fashion.
  - Most notes state we should have at least one goal set by the current board (rather than incoming) so staff can create their goals in a timely manner.
  - Possible goals
    - Exploring and carrying out a capital campaign
    - Send thoughts and ideas to the board regarding this goal.
  - It was noted the Board can define goals for advisory committees, in addition to those committees creating their own goals.

### **New Business:**

- Membership Professional hiring update
  - She starts July 1.
- Proposed Budget discussion
  - The Board moves to approve the proposed 2023/24 budget.
  - Motion approved unanimously.
  - Amended via e-mail April 23. The Board moves that, if necessary, the budget deficit will be funded by borrowing from the Endowment fund with congregational approval, or will otherwise come from the contingency fund.
  - Motion passes unanimously.
- GA delegates appointment
  - Ann moves to appoint Suzanne Gowdy, Luna Ortega- Huizenga, Eugene Atkin, Randy Schenkat, and Mary Kullen as 2023 General Assembly delegates representing DuPage UU Church. In addition, the Board appoints Neil Lichtman and Ann Arellano as alternate delegates in the event another appointee is unable to fulfill their delegate duties.
  - Motion passed unanimously.
- Promise campaign: request for follow up by Board members
  - Ann will send out email with list of congregants to be contacted.
  - To be completed by end of fiscal year.
- Approve draft language for Bylaws changes
  - The Board moves to approve the draft Bylaws updates for presentation to the Congregation and adoption with or without revision at the June 4 annual business meeting.
  - Motion passed unanimously.
- Process for job description updates
  - Ann will send all out via email for review.

- o Addendum: Job descriptions updates were reviewed and approved via e-mail with the board voting 6 yes and 1 abstain to accept the revised descriptions on May 1.
- Contractor approval for staff office revision
  - o The Board moves to approve the contractor Jeff Nothacker for the staff office reconfiguration project.
  - o The Board moves to approve the Contingency Fund as the source for the cost of the project, not to exceed \$10,000.
  - o Both motions passed unanimously.
- Policy review
  - o Review of Sections 1, 2 and 3 of the Policy Manual to be completed by May board meeting. Diane, Kelley and Katie on this team.

**Old Business:**

- Mission/vision - rescheduling discussion to fall 2023
- Board self-assessment form - submission deadline 4/18
  - o All board members have completed the assessment.
- [Annual meeting](#) assignment updates, [draft agenda](#)
  - o Agenda reviewed and amended.
- Capital campaign exploration; consultant vote (Appendix F)
  - o The Board moves to extend an offer to Pratapas for consultation services in determination of DuPage UU Church's readiness for a capital campaign in FY 2023/24.
  - o Motion passes unanimously.

**Comments, Announcements, Other Business:**

- Other Comments and Announcements
  - o Reports from timekeeper and process observer.

**Adjourn:**

- Kelley moved to adjourn the meeting.
  - o Diane seconded the motion.
  - o The board voted unanimously to adjourn at 9:33 p.m.

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

# Appendix

## Motions from April 2023 Board Meeting

**Motion #1:** The Board moves to approve the proposed 2023/24 budget.

- Motion passed unanimously.

**Motion #2:** Amended via e-mail April 23. The Board moves that, if necessary, the budget deficit will be funded by borrowing from the Endowment fund with congregational approval, or will otherwise come from the contingency fund.

- Motion passed unanimously.

Original motion: Kelley moves that, if necessary, the budget deficit will be funded from the endowment fund with congregational approval, or will otherwise come from the contingency fund.

**Motion #3:** Ann moves to appoint Suzanne Gowdy, Luna Ortega-Huizenga, Eugene Atkin, Randy Schenkat, and Mary Kullman as 2023 General Assembly delegates representing DuPage UU Church. In addition, the Board appoints Neil Lichtman and Ann Arellano as alternate delegates in the event another appointee is unable to fulfill their delegate duties.

- Motion passed unanimously.

**Motion #4:** The Board moves to approve the draft Bylaws updates for presentation to the Congregation and adoption with or without revision at the June 4 annual business meeting.

- Motion passed unanimously.

**Motion #5:** The Board moves to approve the contractor Jeff Nothacker for the staff office reconfiguration project.

- Motion passed unanimously.

**Motion #6:** The Board moves to approve the Contingency Fund as the source for the cost of the project, not to exceed \$10,000.

- Motion passed unanimously.

**Motion #7:** The Board moves to extend an offer to Pratapas Associates for consultation services in determination of DuPage UU Church's readiness for a capital campaign in FY 2023/24.

- Motion passed unanimously.