

DuPage Unitarian Universalist Church  
Board of Trustees Meeting Minutes  
November 19, 2024 in Founders Room and via Zoom

**Call to order:** Chris Cable at 6:30 PM

**Roll Call:**

X	Chris Cable President	X	Linda Clark Officer-elect	Z	Nell Haslett Treasurer
X	Robert Smallwood Clerk	Z	Brigid Coleman Trustee	X	Suzanne Gowdy Trustee
Z	Doug Kocher-Cowan Trustee	X	rev. mandi huizenga Minister, Ex-officio		

Z = via Zoom

Also attending:

Tina Lewis

Director of Membership & Engagement

Steve Cooper

Director of Religious Education

Z Ann Arellano

Governance Advisory Committee

Z Karen Peck

Committee on Shared Ministry

**Opening Words and Chalice Lighting** - Chris Cable

**Board Covenant** - read by Bob Smallwood

Guided by our UU values, we encourage unity, honesty, transparency, and open 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 respectfully.

**Consent Agenda** - The Board moved and unanimously approved the following

- Reports from Minister and Staff
  - Minister's Report - (No report)
  - Director of Membership and Engagement Report -  
**DME November 2024 Board Report**
  - Director of Religious Education Report - (No report)
  - Administrator's Report - (No report)

- Reports by Committees Reporting To Board
  - Finance Advisory Committee Report - [2024-11 November FAC Report](#)
  - Governance Advisory Committee report - [11/2024 - Governance report to the Board](#)
  - Stewardship Advisory Committee Report - [Copy of Stewardship Advisory Committee charter](#)  
[Copy of Procedures - WORKING COPY.docx](#)  
[\[SMARTIE\] Goals for 24/25 Church Year](#)
  - Personnel Advisory Committee Report - (No report)
  - Facilities Advisory Committee Report - [2024-11 November Facilities Board Report](#)
  - Committee on Shared Ministry report - [11-2024 COSM Quarterly Report](#)
- October 2024 Board Meeting Minutes - [FY2025-04 October 2024 Board Minutes](#)

## Old Business

- **Prioritizing of new heat pumps:** Based on conversations with the Facilities Advisory Committee (FAC), Suzanne reports that the current quote for installing new heat pumps to replace existing HVAC units is out of date. The Board requested that:
  - **Action Item:** Suzanne will ask the FAC to get new quotes (from two different suppliers) for the new heat pumps.

In the request to the FAC we want to convey that the due date is “open” in recognition of the load it is carrying and the difficulty in identifying qualified suppliers and in getting quotes.
- **SWOT Analysis:** Nell described what a SWOT (Strength, Weaknesses, Opportunities, and Threats) Analysis is (see also, [SWOT Analysis Summary](#)) and recommended it as a key input for DUUC’s strategic planning. She has experienced great success with this tool in companies for which she has worked. Rev. mandi said strategic planning will begin after the current visioning work. The Board generally agreed that a successful SWOT Analysis would have to encompass inputs from a broadly representative group of members of the Church. Brigid suggested that the Advisory Committee Council is already formed, having meetings and, as invested/informed church members, might be helpful in performing the analysis.
  - **Action Item:** Chris will recommend a date and time for the SWOT Analysis. Due at our December meeting.
- **Alternative Endowment Fund Models:** Nell will have recommendations in January.
- **General Assembly Scholarships:** rev. mandi noted that participation in UUA’s annual General Assembly is a positive experience for any attendee. But the costs, which include a registration fee and travel & living expenses, can be prohibitive for some. Rev. mandi suggested we offer needs-based scholarships paid for from a contingency fund or off budget for the upcoming Assembly but suggests it could be a line item in our budget for the future. Doug noted that we should have policies/procedures developed for a scholarship program.

- **Action Item:** Identify funding source for this year's UUA General Assembly participation scholarships.
  - **Action Item:** Determine UUA General Assembly participation policies and/or procedures and ongoing scholarship funding source(s) starting FY26.
- **UUANI Covenant:** We have agreed to determine the level of program and financial commitment we want to make via the Unitarian Universalists Advocacy Network of Illinois covenant (see [DRAFT Illinois UU Community of Congregations/UUANI covenant](#)) at our December meeting. Bob suggested we consider making the UUANI a higher priority as part of our election considerations. For future budgeting considerations, Rev. mandi supports the idea of making any financial support for it a line item in the budget.
- **Policy and Procedures Review:** Initial review target dates are approaching ( [Policy and Procedure Review 24/25](#) ) and Rev. mandi wanted to encourage us to focus on the following in those reviews: accuracy, alignment with policies, need, and consistency with UU values.
- **Realm Task Force Update:** Linda reported the task force's first meeting is tomorrow (11/20/2024). Basically every financial transaction since Realm's startup will be reentered. They expect to be finished in February.

## New Business

- **Church Endorsements and Use of Church Name Policies:** In August, the Board requested the Governance Advisory Committee (GAC) "to look into developing an endorsement policy and also to review a related policy, 'Use of Church Name.'" Ann (GAC Chair) said it chose not to address the existing "Use of Church Name" policy for now but did present a proposed policy for ( [Endorsements](#) ). A lively discussion followed:
  - All agreed that the procedure was exactly what we asked for, and the GAC is commended for that, but seeing it articulated generated more questions.
  - Rev. mandi is concerned about congregational acceptance of the Board having the sole authority to authorize endorsements.
  - Doug thought a policy needs to have some definition of what an endorsement is.
  - Bob thought more consideration should be given to whether the church should permit any endorsements.

It was decided to form a task force to delve into these larger questions and present results in January, 2025.

- **Action Item:** Determine endorsement policy need, definitions of what an endorsement is, Board authority, etc.

Task force members are: Brigid, Bob, Doug, and Rev. mandi.

- **DUUC Election Considerations:** Rev. mandi feels the possible decline in justice signaled by the recent national election will cause significant changes to us as a

congregation and to her as our minister. She reports that she has already been approached by two transgender members of our congregation who are concerned for their potential safety and were asking about the church's desire and ability to aid them financially if they needed to emigrate from the US. And, she is getting more requests for private consultations related to concerns over broader issues of the attempts to degrade what we as UU's value. She made two requests:

- That the Board approve a shift in her focus so that she can attend to the growing concerns of the congregation...especially those who are marginalized by society. This would mean off-loading some of her ancillary responsibilities. All Board members agreed.
- Form a task force, which the Board approved, that will...
  - **Action Item:** Develop recommendations for broader preparations related to election considerations. This should include addressing cyber security concerns.

The task force members are: Rev. mandi, Suzanne, and Steve

### **Comments, Announcements, Other Business**

- Timekeeper and Observers
  - Karen Peck, Committee on Shared Ministry, observed that our meeting was productive, ran on time, and participants were inclusive. She further observed that the content of this meeting was heavy and advised us not to try to do everything ourselves.

### **Adjournment**

- Bob moved to adjourn.
- Unanimously approved

Respectfully submitted by  
Robert Smallwood  
Clerk  
DuPage UU Church Board of Trustees

### **Attachments:**

- November, 2024 Board Meeting Key Items (Motions Passed, Action Items and Assignments)

# November, 2024 Board Meeting Key Items

## Motions Passed

## Action Items

- **Action Item:** Suzanne will ask the FAC to get new quotes (from two different suppliers) for the new heat pumps.
- **Action Item:** Chris will recommend a date and time for the SWOT Analysis. Due at our December meeting.
- **Action Item:** Identify funding source for this year's UUA General Assembly participation scholarships.
- **Action Item:** Determine UUA General Assembly participation policies and/or procedures and ongoing scholarship funding source(s) starting FY26
- **Action Item:** Determine endorsement policy need, definitions of what an endorsement is, Board authority, etc. Task force members are: Brigid, Bob, Doug, and Rev. mandi.
- **Action Item:** Develop recommendations for more comprehensive preparations related to election considerations. This should include addressing cyber security concerns. The task force members are: Rev. mandi, Suzanne, and Steve