

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
August 16, 2022, 6:30 pm in the Founder's Room and via Zoom
(Approval at the September 20, 2022 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 members: mandi huizenga, Minister. Guest: Steve Cooper, DRE.

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.

Timekeeper: Diane

Process Observer: All

Welcome to Guests: None

Opening Words and Chalice Lighting: Ann

Gratitude:

- Ann Welcomes mandi to her first Board meeting at the DUUC.
- Ann thanks Karen Hutt and Carl Nash for painting mandi's office.
- Ann thanks Cindy Wunderlich and George Peck for various cleaning and repairs during July prior to mandi's arrival, and who, honestly, are at the church almost daily.
- Ann thanks Karen Hutt, Jane Gano, Pat Lichtman and Karen Seymour for the work they are doing to prepare for mandi's ordination and installation and the assistance from Steve Cooper regarding logistics and historical knowledge of so many things in and around the building that will help make the event a success.
- Ann thanks Joan Doyle and the crew she assembled for the snacks after service on Sunday, to welcome mandi.
- Via Ann, Rev Connie Grant thanks Kelley for putting together the updates on the final Interim Appraisal and wished us well in our new settled ministry with mandi. The appraisal has been sent to Keith Kron and the Transitions Team.
- Ann thanks the Board and mandi for a productive planning and goal setting meeting on Saturday. We missed you, Caroline and Kaiya, and we'll find ways to get you up to speed on a few items when you return home.
- Kelley thanks the music director search team for their hard work.
- Linda thanks Ann for hosting the board retreat.

Check-in: Led by Ann.

Safety Procedure Review: Kelley reviewed aloud.

Changes to the Agenda: none

Consent Agenda:

- Reports from Staff and Advisory Committees
- Board of Trustees Meeting Minutes – July 19, 2022
- Treasurer/Controller document additions
- Credit Card Procedure
- The Consent Agenda was unanimously adopted.

Items Removed from Consent Agenda: No items were removed.

Financial Reports: Linda

- Endowment Fund is down \$42.5 K the second quarter.
- Pledges down \$10 K in July, but still ahead of budget overall.
 - Year-to-date Total Income minus Total Expense is + \$57 K.

New Business:

- Housing allowance for mandi
 - o **Motion #1:** Linda Zetterberg moves that the Board of Trustees of DuPage UU Church designate \$6,500 per month of mandi huizenga's salary as housing allowance. This figure is to be reviewed at the end of the calendar year.
 - o Motion passes unanimously.
- Grounds Task Force
 - o Facilities Team has asked for this Task force, and mandi has approved it.
 - o Definition of Task Force responsibilities has been defined in detail.
 - o **Motion #2:** Ann moves that the Board of Trustees approve the formation of the Grounds Task Force and its mandate.
 - o Motion passes unanimously.
- Resuming Board Welcome at Sunday services
 - o mandi has requested that a Board member resume doing the welcome and announcements at the Sunday services.
 - o mandi will write and send several options for the welcome. It may be delivered in person or via video.
 - o mandi is working with Sheri Regalado on a communication guide.
- Board Planning goals follow-up
 - o Walked through the calendar month by month and made some changes.
 - o Dates will be planned well in advance so that important events can be planned for or dates adjusted as needed.
 - o Ann asks that we review the calendar and note and be aware of important dates.
 - o Discussed the formation of Congregational Conversations Task Force to create congregational conversations and ensure that they happen.
 - o Caroline, Kaiya and Ann would like to be on this task force.
 - o **Motion #3:** Ann moves that the Board of Trustees approved the formation of the Congregational Conversations Task Force and its mandate.

- o Motion passes unanimously.
- Committee on Shared Ministry
 - o **Motion #4:** Ann moves that the Board of Trustees approve the formation of the Committee on Shared Ministry and its charter.
 - o Frequently Asked Questions & Answers will be put together on shared ministry.
 - o mandi has several recommendations for members of this task force.
 - o Additional recommendations were discussed. Any additional recommendations for members should be shared with mandi and the rest of the board.
 - o Discussion was had about where this committee fits into the organization of the church and why the members must be selected in agreement between the board and the minister.

Minister's Report:

- mandi will decide over the next month how she will report to the board.

Old Business:

- Ordination/Installation Task Force update
 - o Progress is being made. Everything is on track.
- Follow-up: EOPT discussion regarding safety
 - o mandi would like to remove COVID protocol from EOPT and put that responsibility onto staff.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements

Adjourn:

- Kelley moved to adjourn the meeting.
- Diane seconded the motion.
- The board voted unanimously to adjourn at 8:32 p.m.

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