

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
November 15, 2022, 6:30 pm in the Founder's Room and via Zoom
(Approval at the December 14, 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 member: mandi huizenga, Minister. Guests: Steve Cooper, DRE, Karen Hutt.

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: Kaiya

Gratitude:

- Kelley thanks the Auction Team.
- Linda thanks the Congregational Conversation Team.
- Kaiya thanks everyone who made the startup meeting happen.
- Kelley thanks Ann for the pastries at the start-up meeting.

Check-in: Led by Ann.

Timekeeper: Caroline

Process Observer: Linda

Changes to the Agenda: none

Consent Agenda:

- Reports from Minister, Staff and Committees reporting to the Board
- Board of Trustees Meeting Minutes – October 18, 2022
- All Consent agenda items are adopted.

Items Removed from Consent Agenda: No items were removed.

Financial Reports: Linda

- Minister's Discretionary Fund will be changed to the Abundance Fund. PMA, mandi and finance will have access so that funds can be distributed more readily. The Finance Advisory Committee will work with the Minister and staff to rewrite the procedure.

- Finance Committee has approved the cost of rekeying the church (\$2110).

Personnel Advisory Committee Report:

- An additional staff position is proposed. This was discussed during a meeting with mandi.
- The need is being evaluated in conjunction with the Congregation Conversations.
- Mandi is auditing the staff's responsibilities and will do a staffing needs report at the beginning of the year.
- This staff position may be a person to help manage the program. To be determined.

New Business:

- Correction to Minister's contract (Appendix B)
 - Correction should appear in these minutes, mandi's personnel file, notes on minister's contract and a new contract will be signed.
 - Motion was made, seconded and unanimously passed to amend the minister's contract (see [Appendix](#) to these minutes).
- Board representation on Governance Advisory Committee
 - The President is now the representative of the board to the GAC. This responsibility needs to be moved to another board member.
 - Diane will henceforth be the Board representative to the GAC.
- Facilities place in org structure
 - Because of the major building repairs that the Facilities Team is working on, it makes more sense to have them report directly to the board rather than to the Head of Staff.
 - Motion was made and passed unanimously to have the Facilities Team report directly to the board (see Appendix to these minutes).
- UUA Bylaws update, GA delegates update/timing/education
 - mandi wants to have an intentional process for choosing delegates to GA.
 - Members should apply to be delegates.
 - Our church needs to have varied representation and delegates to be educated on the issues and vote according to the wishes of the congregation.
 - Article II Commission's proposed rewrite and new UUA president will be voted on this year.
 - Rev. mandi will write up a draft of the delegate appointment procedure and application.
 - Future discussion to be had on financing GA costs for the delegates.
- Board Evaluation Options Task Force – collaborate with COSM, mandi, GAC and the Board
 - Kaiya volunteered to be the Board representative to this task force.

- o A motion was made and unanimously passed that Kaiya be our representative on the Board Evaluation Options Task Force (see Appendix to these minutes).
- Youth membership Dupage UU
 - o UUA's guidelines say as young as 14 can be members.
 - o UUA says that youth ages 14 to 19 can be on the Board and be delegates to GA.
 - o Many questions will have to be answered as to the membership requirements for youth membership.
 - o mandi wants to remove the pledge of record requirement from membership.
 - o Allowing members as young as 14 will require a change to the bylaws.
 - o Ann asked that Steve and mandi outline a plan to implement youth membership and bring it to the board.
- Recommendation for heating/cooling units (Appendix C)
 - o Heat pump Proposed for the classrooms requires a back-up at -12 °F or lower. While the boiler is functional, the boiler is the back-up. Additional steps can be taken if needed (space heaters, heating tape).
 - o A motion was made and passed unanimously to approve the Facilities Team recommendation to install a ductless heating/cooling system in the three basement classrooms (see Appendix to these minutes).

Old Business:

- Congregational Conversations update
 - o Three of four completed. Last session is on Thursday, Nov. 17.
 - o About 70 members will attend the four sessions.
 - o Steve will determine how best to get the input of the youth of the church on these same questions.
 - o Video has been very well received. The audience is awed by how much work goes into making the church go.
- Start-up Workshop with Sharon Dittmar - recap
 - o Needed another hour Friday night. Had to cut short the most recent church history.
 - o Congregational and ministerial norms and the minister's contract would be a good addition to onboarding for new members.
 - o Valuable exercise for all.
- Auction - recap (Appendix D)
 - o Biggest take-away – we need to engage others in learning how to produce the auction.
 - o Remember to consider that non-members will attend the auction. Nametags, seeking out people new to the auction and welcoming them.
- Governance review Nov. topic: SMART goals
 - o Governance Topic will be an item at each Board meeting.
 - o First Board goal we met was to have Congregational Conversations.

- o Board goals are actually congregational goals to be carried out by the board.
- o The Board would like to see the attendance numbers, as a metric to help us measure our success.

Comments, Announcements, Other Business:

- Other Comments and Announcements
- Reports from the Timekeeper and Process Observer
- Reschedule December Board meeting, which conflicts with Solstice, to Monday, December 19, at 6:30. To be verified with Rev. mandi.
- **MEETING RESCHEDULED TO WEDNESDAY, DECEMBER 14 AT 6:30. ANN NOTIFIED ATTENDEES BY EMAIL.**

Adjourn:

- Kelley moved to adjourn the meeting.
 - Linda seconded the motion.
 - The board voted unanimously to adjourn at 8:34 p.m.

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

Appendix

Correction to the Minister's Contract:

- **Motion #1:** Kaiya moves that the minister's contract be amended per the Appendix of the board November Board Meeting Packet.
 - Kelley seconds the motion.
 - Unanimously passed.
- **Suggested language change of contract:**
 - **3.2.3.1 Comprehensive Health Insurance:** Payment of 80 percent or more of the premium for comprehensive health ~~insurance~~ with benefits comparable to the UUA mid-level High Deductible PPO Plan for the Minister and 50 percent of the incremental cost of providing coverage for the minister's spouse/partner and dependents. In lieu of participation in the UUA Health Plan, the Minister is eligible for reimbursement for participation in a partner's qualified healthcare plan, to be paid quarterly, with a maximum of 80% of the UUA ~~mid-level~~ High Deductible PPO plan premium for the Minister ~~and 50 percent of the incremental cost of providing coverage for the minister's spouse/partner and dependents.~~

Facilities place in org structure:

- **Motion #2:** Ann moves that the Facilities Committee Report directly to the board.
 - Motion passes unanimously.

Board Evaluation Options Task Force:

- **Motion #3:** The board moves that Kaiya be our representative on the Board Evaluation Options Task Force.
 - Motion passes unanimously.

Recommendation for heating/cooling units:

- **Motion #4:** The Financial Advisory Committee moves that the Board approve the Facilities Team's recommendation to pursue the installation of ductless heat pump/air conditioning units in the three basement classrooms in the Learning Center Building. This installation is expected to cost less than \$22,000 for all three classrooms. The funds to pay for this expense will come from the Contingency Fund.
- Motion passes unanimously.