DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
October 18, 2022, 6:30 pm in the Founder's Room and via Zoom
(Approval at the November 15, 2022 meeting)

Call to order: Ann Arellano

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

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: Katie
Process Observer: Kaiya

Welcome to Guests: None

Opening Words and Chalice Lighting: Ann

Gratitude:

- mandi thanks Kelley for help with new member class.
- mandi thanks Kelley, Justin Hobbs, Kristen Tang, and Karen Campbell for finding the new music director.
- Caroline thanks all who cleaned the church on Saturday.
- Kaiya thanks whomever thought to light the candle for Jean McCollum during the Sunday Service. (It was mandi.)
- Ann thanks Justin Hobbs for agreeing to do the prerecording for the congregational conversations.
- Ann thanks Jeremy Huggins for creating the graphic for the congregational conversations.

Check-in: Led by Ann.

Changes to the Agenda: none

Consent Agenda:

- Reports from Minister, Staff and Advisory Committees
- Board of Trustees Meeting Minutes – September 20, 2022

Items Removed from Consent Agenda: Minister's Report
Consent Agenda unanimously approved.
Minister's Report:

- Masking policy update

    - Published on church website
    - Covenanted group explained
- "Moving on from Church Folly Lane" book discussion date
    - Probably Dec 10 and/or 11.
- Mis-budgeting around the Music Director position
    - Summer hours differ from regular hours.
    - Unsure if all benefits will be used.
- Minister's report unanimously accepted.

Financial Reports: Linda

- Due to pledges not being received when promised and several large facility expenses, finances are not where we would like them to be.
- Extended conversation was had regarding improving the auction process.

New Business:

- Controller Duties > Administrator
    - mandi would like payroll and HR functions to belong to a staff member.
    - Will add continuity and consistency to dealing with staff, hiring, etc.
    - The Finance Committee monitors the actions of the Controller to ensure compliance and accuracy.
    - Controller procedure will be moved to the administrator's job description.
    - Policies will be checked for mentions of controller and updated appropriately by Governance Advisory Committee.
    - Motion was made and approved to move all controller responsibilities to the administrator.
- Youth members at Dupage UU – what would this look like?
    - Moved to a later meeting.
- Board Auction Basket
    - Ann will advise Diane that she is in charge of the Board Auction Basket.
    - Kelley suggests each Board member contribute their favorite beverage and favorite book by October 30.
- Reassess Zoom with the Board
    - Change it to "Meet with the Board", multi-platform.
    - Move the start time to 11:40 from noon.
    - Will be responsibility of Board member who does the Welcome on the second Sunday.
    - Will reevaluate process in June.

Old Business:

- Congregational Conversations Update
    - Info is on website. An e-mail blast will go out.
    - Advise Ann which dates you are available to take notes.
- Start-up Workshop with Rev. Sharon Dittmar on Nov 11-12

    - Dinner and business on Friday.
    - Pastries and lunch and business on Saturday.
- Church FY change to July 1
    - In April, Church windows will transfer the church data to the new fiscal year.
    - Requires a Bylaws change, and, therefore, a congregational vote.
- Music Director
    - Franciso Ruiz started on Monday. He is working remotely until summer. He will be here in person second Sunday in December and other dates TBD.

Comments, Announcements, Other Business:

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

Adjourn:

- Katie moved to adjourn the meeting.
- Kelley seconded the motion.
- The board voted unanimously to adjourn at 8:35 p.m.

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

Appendix A

Controller responsibilities to be assigned to administrator:

- Ann Arellano moves that all controller responsibilities be transferred to the administrator over the course of this program year.
- Kaiya seconds.
- Motion passes unanimously.