

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
June 21, 2022, 6:30 pm via Zoom
(Approval at the July 19, 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: Connie Grant, Minister; Steve Cooper, DRE.

Board Covenant: We, the elected and ex-officio board members, act as a fully integrated part of our congregation. Guided by our seven UU principles, we encourage unity, honesty, transparency, and communication during this period of intentional change. 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: Linda

Review of Safety Procedures: Kelley

Welcome to Guests: None

Opening Words and Chalice Lighting: Ann

Gratitude:

- Kelley thanks the choir members for all of the rehearsals and the choir piece at Connie's last service. Connie seconds that.
- Linda thanks George Peck for fixing the mailbox so that it now locks.
- Ann thanks Connie for all her hard work and guidance over the past year in helping us heal and move forward.

Check-in: Led by Ann.

Changes to the Agenda: none

Consent Agenda:

- Reports from the Minister and Advisory Committees
- Board of Trustees Meeting Minutes – May 17, 2022
- Key Issuance Procedure

Key Issuance

Responsible Entity: Administrator

Reviewed by Staff: 6/7/2022

Reviewed by Head of Staff: 6/7/2022

Approved by Head of Staff/Board: [Date](#)

Aligns with Policy 8.3 and 8.3.5.2 Care for Resources

In order to maintain security for the Church facilities, procedures are to be established for the issuance of keys by the Office Administrator under the guidance of the Head of Staff.

Keys will be issued to individuals based on their role in the congregation and their need for building access. When an individual's role or need is concluded, the key will be returned to the Office Administrator.

Keys will be numbered in order to keep track of which key is in the possession of which individual, and the total number of keys in circulation.

The Office Administrator will maintain a record, including key number, of contact information for keyholders, including name, address, phone numbers, position, and reason for needing the key.

Definitions

There are three types of keys:

- o Type "K" key will unlock the building, but not the Church office.
- o Type "O" key will unlock the building and the Church office.
- o Type "L" key will unlock the building, the church office, minister's office, and the DRE's office. [There is a question about whether the L key currently unlocks the DRE's office.]

Responsibilities

Key Holder

Any person receiving a key is responsible for security of the facility and will work to maintain that security.

The doors are not to be left unlocked or propped open unless they are directly monitored by a responsible individual. When all expected attendees for an event are present in the building, the doors will be locked. A note can be left on the door with a phone number to call if access is needed.

The key holder will not lend it to other people or authorize use of the facility outside the manner for which it is intended.

The key holder will make sure that the office and building are properly secured before leaving the facility. This includes checking to make sure that doors and windows are closed and locked and that everyone has left the building.

Upon receiving a key, a key holder will sign a statement acknowledging receipt of the key and their understanding of the procedure and responsibilities entailed.

Key distribution guidelines

- o The Office Administrator will determine the type of key to be distributed to the Requestor based on the key definitions above.

- o Keys will be distributed to paid staff, janitorial staff, Board members, RE teachers, rental groups, member-led affinity groups, committee & sub-committee chairs, and others whose needs are determined by the Office Administrator.
 - o The number of keys that are in circulation is purposely limited in order to maintain building security.
 - o When the number of keys in circulation is significantly larger than the number of keys actually in use, the Office Administrator is encouraged to consider re-keying the main entrance lock and distributing the new keys.
- Update to Ordination procedure

Ministerial Ordination

Responsible Entity: Board

Reviewed by Board: March 2022

Approved by Board: [March 15, 2022](#)

Aligns with Policies 3.1 Duties and Responsibilities of the Board and 4.7 Ad hoc Committees and Task Forces

Unitarian Universalist ordination services are a once-in-a-lifetime ceremony that affirms and celebrates the culmination of years of discernment, study, and formation in preparation to serve as a Minister.

Candidates requesting ordination at DuPage Unitarian Universalist Church should

- o have a relationship with DuPage Unitarian Universalist Church
- o have followed the UUA's credentialing process
- o have been granted Preliminary Fellowship by the UUA's Ministerial Fellowship Committee.

A relationship with the Church is defined as a member, former member, intern at this Church, or a **not-yet-ordained Minister called to be a settled Minister** by this Congregation.

When a request for holding an ordination into the Unitarian Universalist ministry is received by the DuPage Unitarian Universalist Church, it is recommended that the UUA's Ordination and Installation Handbook be used for guidance in reviewing the candidate's request for ordination.

An Ordination Task Force of five members will be appointed by the Board and will include a liaison to the Board of Trustees. It is recommended that if the candidate was an intern at this church, at least one member of the Internship Team be on this Task Force.

- This Task Force will gather reports on the Candidate from
 - o [the Ministerial Search Committee, if applicable. If so, jump to "Three sponsors ..." below.](#)

- o the seminary attended.
 - o the UUA office in Boston.
 - o the candidate's intern team and Minister where the internship was completed.
 - o feedback requested on the candidate from the congregation at large, if the candidate was an intern at this church.
- Three sponsors from the DuPage Unitarian Universalist Church will be required to endorse the ordination request. These must be members of the [Ministerial Search Committee, if applicable, or the](#) Internship Team if the internship was completed in this Church. Otherwise, they must be members of the Task Force.
 - The Ordination Task Force will present a recommendation to the Board as to whether the Church will perform the ordination. The Board will then vote as to whether to accept this recommendation.
 - This Task Force will propose a means of financing the event.
 - If approved by the Board, this Task Force should ensure there are volunteers to work on an Ordination Service Task Force with the candidate and the minister to organize the ordination service and reception.
 - o The Ordination Service Task Force is recommended to review the UUA's [Ordination and Installation Handbook](#) for guidance in preparation for the ordination service.
 - o The Ordination Service Task Force will document its event plans and store them for reference in the Church repository.
 - The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Minister's Report: Rev. Connie

- Discussion was had regarding emergency training, ALICE training, etc.
- Interim ministry assessment update needed for the UUA. Kelley will have it ready for review at the July meeting.

Financial Reports: Linda

- Numbers are very good.
- Search Committee excess budget will be transferred to the operating fund.
- Caroline asked for direction as to what to look for when reviewing the balance sheets. Linda recommends comparing the previous month to the current month. Bring up anything that doesn't look right.
 - Year-to-date Total Income minus Total Expense is + \$55 K. This will be used to offset next year's deficit.

New Business:

- Appointment of one board member to Exec Committee
 - **Motion #1:** Ann moves that the Board of Trustees appoint Kelley Trombly-Freytag to the 2022-2023 Executive Committee effective July 2022.
 - Kaiya seconded.
 - Motion passed unanimously.
- Building Safety Emergency Operations Planning Team (EOPT)
 - Discussion was had on building safety and security.
 - How do we handle having multiple groups using the building at the same time?
 - What information/instruction should be given to renters?
- Appointment of one board member to EOPT
 - **Motion #2:** Ann moves that the Board of Trustees appoint Diane Gelder to the 2022-2023 Emergency Operations Planning Team effective June 2022.
 - Kelley seconded the motion.
 - Motion passed unanimously.
- Board Retreat – August 13th, 9 am to 2 pm. Location TBD.
 - Agenda will include
 - Committee on Shared Ministry (based on our former Committee on Ministries), Right Relations education and support.
 - Discussion was had on the structure of this committee or multiple committees.
 - Theme for goals. Reengagement. Input on membership and congregational life.
 - Calendaring congregational conversations with respect to stewardship and pledging.
 - Review the board covenant.
- Assignment: Photo Directory Updates by July 31st
 - Encourage anyone without a photo in the directory to submit one. This is an indispensable tool to a new minister.

Old Business:

- Recap Annual Meeting

	Quorum	2021 Minutes			Budget			Slate			Bylaws			Covenant			Ordination		
Number Needed	(25% of 239 = 60)	51% of 96 = 49			51% of 96 = 49			51% of 96 = 49			2/3 of 96 = 64			51% of 96 = 49			51% of 96 = 49		
		Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
In-Person	76	73	0	0	73	0	0	76	0	0	75	0	0	73	0	0	76	0	0
Zoom/On-line	20	18	0	1	19	0	0	19	0	0	19	0	0	19	0	0	19	0	0
Mail-in	n/a	2	0	0	2	0	0	2	0	0	1	0	1	1	0	1	2	0	0
Total	96	93	0	1	94	0	0	97	0	0	95	0	1	93	0	1	97	0	0
		Passed			Passed			Passed			Passed			Passed			Passed		

- Ordination/Installation Task Force update
 - mandi's invitations have gone out.

- o mandi chose Carl Kennedy to put together the music. Vera will play.
- o Will be multi-platform.

Comments, Announcements, Other Business:

- Reports from the Timekeeper and Process Observer
- Other Comments and Announcements
 - o Still no progress on the search for a Music Director.

Adjourn:

- Linda moved to adjourn the meeting.
- Caroline seconded the motion.
- The board voted unanimously to adjourn at 8:44 p.m.

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