

**Unitarian Church of Evanston
Minutes of June 15, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, June 15, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Marc Rolfes, Chairman; Steve Serikaku, Chair Emeritus, Michael Anderson, Bill Hartgering, Harry Jones, Jean Butzen, Sandy Danforth, JoAnn Schalk, Betty Walker, Trudi Westwood, Rhiannon Wilk

Incoming Trustees Present: Robb Geiger

Trustees Unable to be Present: Jean Brophy, Ann McCallister, Nicole Lange, Mike Tracy, Cathy Deamant

Staff Present: Rev Barbara Pescan, Rev Connie Grant, Sandra Robinson, Executive Operations Director

Process Observer: Sandy Danforth **Action Items:** Bill Hartgering **Snacks:** Rhiannon Wilk

1. Welcome and Opening Reflection

Chairman Rolfes opened the meeting at 7:33 pm. Connie presented the opening reflection.

2. Approval of the consent agenda

Trudi moved and Jo Ann seconded the approval of the Consent Agenda. The Consent Agenda was unanimously approved.

3. UCE Lay Leadership – what’s the role of the Board?

Board Goal #8 on Lay Leadership at UCE and the role of the Board with leadership was the main topic of the meeting. The Board’s discussion was based on two videos from Rev Erik Walker Wikstrom on “Serving with Grace – Lay Leadership as a Spiritual Practice,” as well as the UUA process document on assessing lay leadership. Board members discussed lay leadership at UUA in small break out groups and then reported back. A variety of observations were made, and there was general consensus that this discussion needs to be more integral to the church as a whole.

4. Final Budget for 2011/12

Michael Anderson moved, and the motion was seconded, to approve the following resolution: The draft 2011-2012 budget presented and approved at the Annual Meeting of this church on May 15, 2011 added to line 4100 (Pledge Income) \$1,950 representing two signed pledges, received before the start of the annual meeting. The Board will allocate 70% of this amount, or \$1,365, to the staff compensation restoration pool and the remaining 30%, or \$585, will be applied to Net Income as additional Reserve. The Board reserves the option of allocating this \$585 to dues for the Chicago Area UU Council should the Council request funding from area UU congregations.”

The motion passed unanimously.

Marc brought to the attention of the Board the current year budget fund transfers of \$900 each from two dedicated funds to the operating budget. These transfers were approved by the congregation, but Marc wanted to ensure the Board understood that the New Opportunity Fund doesn't have sufficient funds, and the Susan Walker Fund will only have about \$200 remaining if the full \$900 is transferred. Marc indicated he, with consent of the Board, will have Chris Isely make the transfers, to the extent needed by the previously approved expenditures by Peace & Justice and the Green Sanctuary committee so that the New Opportunity Fund has a zero balance and the Susan Walker Fund is left with minimal funds. The Board agreed to this course of action.

5. Vote for 2011/12 Board President

Mike Tracy, with no other names entered into nomination, was unanimously approved as President of the Board for the 2011/12 church year.

6. Executive Team Reports

Connie reported that the Membership Development Team was working on the next steps following the approval of the Congregational Covenant of Engagement. These include processes for conflict resolution and communication facilitation. She also reported the Summer Worship calendar was nearly complete, that over 100 copies of Barbara's book of sermons have been sold, that she will be attending GA next week, and that the Journey's Program visit to Boston that included 10 children was a success (and she and John had fun!).

Sandra brought to the attention of the Board the final steps in launching the new website and the reason for the difficulties the past two weeks with the existing site.

7. Discussion of reports pulled from Consent Agenda

None

8. Transition of Board Members

Marc thanked the members of the Board for their work this year and his gift from the Board of a digital camera that was presented at the annual meeting. He then acknowledged the service and thanked the outgoing Board members and presented “flaming chalice” coffee mugs to Steve Serikaku, Jean Butzen, Harry Jones, and Rhiannon Wilk who were present. He will email his thanks to those not present: Nicole Lange and C.J. Presto (as outgoing Treasurer).

9. Action Items

None

10. Announcements & New Business

The process to select the VP of the Board will be as it was last year where the President meets with Board members towards identifying a nominee and having the election at the August Board meeting.

The Board is responsible for selecting a Transition Team in support of the incoming Interim Minister. The team needs to be in place by August 1st, so the Board needs to be aware of the need for approval of the Team at the next meeting. The Executive Committee will identify and recruit the members.

UCE’s delegates to GA include Connie Grant, Mary Dudek, Lee and Jane Bannor, Peg Boccard, and Meredith Haydon.

11. Adjourn

The meeting was adjourned at 9:31 pm.

Executive Operations Director Report

Financial Management and Fundraising

The following are highlights of activities related to financial management and fundraising:

Expense Control: In May, expenses totaled \$50,332.06, which was \$2,398.35 below budget for the month of May. Year-to-date expenses totaled \$530,068.92, which is \$17,209.95 below budget. Some areas such as lobby staff and kitchen staff are over budget due to additional events and meetings this year, and weekly bagels, fruit and coffee served after church, which required additional hours in the kitchen. We do not have the kitchen volunteers we once had at

UCE when lunch fundraisers were more common here. Some areas such as postage, buildings & grounds, utilities and communications are under budget due to cost controls, changes in service providers and changes in the methods in which we communicate with our congregation.

Pledge Drive: Congregation members and friends who have not yet pledged were asked in a special note included with the latest mailing of pledge statements a few weeks ago. All pledging members and friends have received an acknowledgement thanking them for their commitment. For those who do not respond, a letter will be sent shortly asking them to affirm membership. If we do not receive such confirmation, their names will be removed from the membership rolls, per our UCE by-laws.

Rentals: As of May 31, we are \$967.50 over budget year-to-date. After calculation of expected deposits and final payments, we will be in excess of \$1,000 over rental budget for this fiscal year.

Information Working Group: A meeting of the IWG is set for June 21 to discuss specifications for possible new software. A few of us will be researching products this summer and making a recommendation as to whether or not we should continue with MemInfo or change to a more progressive software, and decide what that software would be. There are a number of churches using new software now available on the market. It is time for us to do this review process to see what works best for our church.

Capital Campaign: Staff has met with members of the Capital Campaign Continuation Committee to assist in promoting the projects accomplished through the funds raised. Projects funded by the most recent campaign can be seen on a bulletin board in the wing corridor.

Facilities

Furniture Maintenance: Sanctuary chairs are repaired on a continual basis. Small triangular shape table legs have been replaced. The front of the chancel and the thrust which extends from the front on the chancel will be repaired by Ozark Flooring (the original installers) at the end of June.

Rain Garden and Cistern: Our new Marjorie Fischer Memorial Rain Garden was dedicated on Sunday June 12th. This is a beautiful accomplishment after much research by Green Sanctuary and Building and Grounds team, working cooperatively with me as manager of the building.

East Side Entrance: Discussions will ensue shortly to determine whether or not we should continue to keep the east entrance open. Dick Whitaker, Chair of Buildings and Grounds and I believe that a better, safer solution can be achieved. Input will be sought from leadership, ministers, staff and those with knowledge about the history, including Betty Walker who sought congregation input during the Capital Campaign continuation funds research.

Electrical Work – The lower level will be reviewed and updated this summer. This will complete a multi-year plan to bring the church up to current needs for electrical service. Ongoing review and maintenance for safety will continue.

Copier –Our new copier was installed this month and staff has received training. It is a smaller, but very efficient unit that provides additional features that can be performed from our computers to the printer. We are pleased with this purchase.

Floor Maintenance – I am working with Connie Grant to determine when the best time will be to close the church for a few days to complete the wing and sanctuary annual stripping and waxing.

Communications/Office Management/Technology

Website: Our new website was launched by mistake last week as it had a few glitches that needed to be worked out. This created a bit of panic among our staff and was taken down the next day. We have worked out most of the glitches and plan to launch in the next few days.

ISC Working Group Reports

This summer the ISC will continue to work in preparation for the ramp-up in finance-related activities in the fall.

Interim Minister Orientation

On June 7th, I had a meeting with our new interim minister, Janet Newman. I introduced her to the ISC concept and its purpose and activities. One of ISC goals is to increase the participation of our ministers in all aspects of church finance. I will be meeting with Rev. Newman as she begins her ministry in August. We will continue that orientation and discuss ways in which we can work together to increase the fiscal health of UCE.

ISC Reorganization

After its second year coordinating the financial initiatives of the church, ISC will be considering some re-organizing plans. We may reduce the size of the committee (in line with the reduction in the size of the Board of Trustees) while at the same time considering the addition of representation from the Social Action Council and the two large fund-raising groups, the Serendipity Auction and the Rummage Sale. I will continue to look for an ISC vice-chair.

Audit Committee Work, chaired by Nancy Owens, will meet this summer in order to issue a report scheduled for mid-September.

Church Management Software

I will be working with EOD Sandra Robinson to start the search for a church management software package. We are aware of how critical it is for the fiscal health of the church (and of course in all program areas) to take advantage of the technological tools now available to us.

Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh, Lori Nelson. No update.

Budget: CJ Presto (chair), Michael Anderson, Harry Hirsch, Chris Isely, Lori Nelson, Sandra Robinson. The group held an email poll regarding a resolution to amend the 2011-2012 budget, the one that had just been passed at the May 15 annual meeting. The resolution passed and was forwarded to Marc Rolfes and the Board of Trustees for action at the June meeting. The resolution states: “regarding the draft 2011-2012 budget presented to the Annual Meeting of this church on May 15, 2011: that we add to line 4100 (Pledge Income) \$1,950 representing two signed pledges, received before the start of the annual meeting on May 15, and that 70% of this amount, or \$1,365, be applied to the staff compensation restoration pool and that the remaining 30%, or \$585, be applied 70/30 to UUA dues, \$409.50 to National (line 9110) and \$175.50 to Central Midwest (line 9120). Note: currently we are not funding the Chicago area group as it’s in a transitional phase.”

After the amendment was sent to the Board, Marc Rolfes informed us that CAUCC may be re-launching itself and might therefore have need of funding. A friendly amendment to the resolution is being prepared to deal with that possibility.

Education and Communication: Lori Nelson (chair), Barbara Butz, Susan Comstock, CJ Presto, JoAnn Schalk. No update.

Endowment: Susan Comstock (chair), Barbara Butz. No update.

Capital Campaign: Sandy Danforth (chair). No update.

Fundraising: Sandra Robinson (chair) and Chris Isely. No update.

Information (formerly Record Keeping): _____ (Chair), Peggy Boccard, Tom Carlton, Brian Nielson, Sandra Robinson, Rhiannon Wilk. The only news from Information is that Jean Butzen has resigned as chair of this group. We will be looking to fill this seat—in conjunction with the reorganization of ISC that will be undertaken this summer.