

**Unitarian Church of Evanston
Minutes of August 17, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, August, 17, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Tracy, President; Marc Rolfes, President Emeritus; Claudia Dancing, Sandy Danforth, Cathy Deamant, Robb Geiger, Bill Hartgering, Kathy Monk, JoAnn Schalk, Michael Takada

Trustees Unable to be Present: Michael Anderson, Ann McCallister, Jo Ann Schalk, Betty Walker, Trudi Westwood

Staff Present: Janet Newman and Connie Grant

Process Observer: Robb Geiger **Action Items:** Sandy Danforth **Snacks:**
Mike Tracy

1. Welcome and Opening Reflection

President Tracy opened the meeting at 7:30. Janet presented the opening reflection entitled "Are You Saved."

2. Approval of Consent Agenda

Robb Geiger moved and Mike Takada seconded the approval of the Consent Agenda. Motion was unanimously approved.

3. Vice President/Treasurer Vote

Bill Hartgering moved and Robb Geiger seconded that Mike Takada serve as Board Vice-President. Motion was unanimously approved.

Bill Hartgering moved and Mike Takada moved that Marc Rolfes serve as board Treasurer. Motion was unanimously approved.

4. East Entrance project; interior/exterior walls

Sandy Danforth briefly discussed the interior/exterior project. Sandra Robinson indicated that we are waiting on bids. Total cost will be approximately \$50,000. The East Entrance project will be pursued once Mark Miller verifies the Evanston City Code in regards to the required number of exit doors. Further, Mark Miller is designing an "attractive gutter" to assist with water drainage to help eliminate the water problem in the lower level of the church. Sandy Danforth indicated that a working group will look at

the East Entrance project. However, if the work is to be completed this year, a working group may not be practical. Marc Rolfes, Robb Geiger, and others also commented on what should occur in regards to the completion of the work. Of particular concern is how the project might be financed. Sandra indicated that, if the project is undertaken, it might be best to move it to the spring. Marc indicated that the topic best falls in the realm of the Executive Team which will also involve the Building and Grounds committee. The overall decision was to refer the topic to the Executive Team.

5. Goals for 2011-12 (Tentative. Final goals will be voted upon in September.)

Several comments were made concerning each tentative goal. Also, many of the comments related to change and growth and how important and difficult doing so is. The consensus: It is of critical importance to thrive.

1. UCE Policy-Governance Model: By the formation of the Ministerial Search Committee, by January conclude our study of the policy-governance model and vote to recommend, or not, to the congregation at large.

Various members of the board expressed thoughts on the adoption of the Policy-Governance Model, e.g., whether the Model is adopted in part or in its entirety, the timeline for its consideration, how or if the by-laws would need to change. The adoption or not may have a significant effect on who the called Parish Minister will be.

2. Covenant to Grow: Continue the working group to prepare a “covenant to thrive” proposal and determine if the commitment exists to implement the plan.

3. Second Sunday Service: Vote on the implementation of a second Sunday service (during the “regular” church year) no later than the June Board meeting.

Goals 2 and 3 will collapse to Commitment to Thrive, including a covenant of engagement and a second Sunday service group.

4. New Lay Leadership: Develop an approach to identify, recruit and place new members into leadership roles.

5. UCE Governance Book: Develop, write and confirm new policies as needed.

This goal will be eliminated and become normal operating procedure.

6. Financial Management: Manage the church’s finances to end the year in a 1% surplus.

7. Pledge Drive Goal: Increase pledge income with the goal to restore staff compensation.

This goal will be modified.

Mike will present reworked tentative goals for discussion and probably approval at the September board meeting.

6. Minister Reports

REPORT FOR THE BOARD ON THE INTERIM MINISTRY

Janet Newman

August 1 – August 17, 2011

Typically, my reports to the Board will deal with a subject or two that I want to explain in some detail because it is related to interim ministry. I count on you to ask me about my ministerial involvement if you are interested.

I will be changing the order of service as of the first Sunday of the fall season, September 11. I will structure the elements of the service under these headings: Gathering the Community, Centering, Going Deeper, and Returning to Service in Life. I may do some simplifying of the service, and I will ask you Board members to hold your own criticism and to guide concerned congregants to speak directly with me about their likes and dislikes in the services.

The most visible change will be to put the offering and the accompanying musical selection, the offertory, in the section titled Returning to Service in Life. This means that the sermon will precede the offering, a clear revisioning of the service.

I will ask Board members to volunteer as usual as the Board rep on Sundays, and I will need to know who to include in the order of service. However, I will ask you to do a couple of things that are new. I will soon provide a suggested script for you to read at the beginning of the service; it will include essential information, such as a special welcome of guests, how to join the church, where the social time will take place, and a bit more. I will soon send you the document and would be pleased to discuss it with you.

Second, the Board rep will make another appearance near the end of the service. Your script contains an invitation to guests with us to rise so that we can greet them more personally during the social time. Soon after that, you have an opportunity to mention any events that warrant special attention in your judgment and that have been given to you in writing. This is titled "Board notes." We'll figure out a place where congregants can leave their written messages for you.

And last, I ask you to approve the designation of \$1900 per month as my parsonage/housing allowance until I know more clearly what my housing expense will be, at which time I may need to change the allowance.

Report from the Minister of Lifespan Religious Education - Connie Grant

To begin implementing our Covenant of Congregational Engagement, the Membership Development Working Group has recruited members of the congregation to begin formulating a communication facilitation/conflict resolution process and team. Randy Barrengos, Tammy Besser, Carla Leone-Sands, Brian Meister, and Dana Deane will work on this project together with Trudi Westwood, Bill Hartgering, Cathy Deamant as Board reps; Margaret Shaklee and Mike Takada; and the Executive Team. We have asked Judith Ramey to have a framed copy of the covenant made to hang in the lobby.

The other focus of the Membership Development Working Group will be a Thriving Congregation team that will explore issues related to growth.

Learning Associates are planning a lineup of Tuesday-evening programming, beginning with a class on the Transcendentalists led by Jerry Stone and a discussion group on "The Social Animal" by David Brooks led by Bill Irons. Sunday morning programming at 9:15 will include a discussion group for parents; probably a class on Unitarian Universalist history led by Ian Riddell; yoga practice; and Spectrum music enrichment for children.

Religious education programming for children will include "Our Whole Lives" sexuality education for 7th- and 8th graders, to be held on Sunday evenings. Planning and preparation is in full swing for Sunday-morning children's classes to begin September 18.

To follow up on action items for the Executive Team from the last meeting: We have reviewed Designated Funds and made some adjustments, as reflected in the revised Balance Sheet that Sandra distributed today. A representative to CAUUC has not yet been recruited.

On the advice of our church attorney, Dana Deane, a no trespass order is pending against a woman who was disruptive at the church on June 5. This order will be delivered to the woman if she again appears on the church premises, and at that point will be filed with the Evanston Police Department.

I'll be in Ohio this weekend (Friday through Monday) for my mother-in-law's memorial service in Ohio.

I'm planning to take a few days' vacation within the next few weeks, with the specific days yet to be determined in consultation with Janet.

7. Announcements and New Business

None

8. Action Items and Process Observer

Action Items:

1. Sandy Danforth, Sandra Robinson, Dick Whitaker and two other members will work on the East Entrance project plan.
2. Board members should speak with one voice about changes being made in the order of service and refer people with concerns to Janet.
3. Sandra Robinson will present the Dashboard at the next board meeting.

Process Observer:

Robb commented on the smoothness with which the meeting was conducted.

9. Adjourn

The meeting was adjourned at 9:35.

Executive Operations Director Report

Financial Management and Fundraising

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

Expense Control: Since this is the first month of our fiscal year there is little to report in terms of expense control or fundraising. I continue to monitor spending on a daily basis and will continue to do so throughout the remainder of the fiscal year.

Pledge Drive: Congregation members and friends who had not pledged as of two weeks ago received a letter from Eileen Wiviott, based on reports from Chris Isely, requesting a pledge or signature on the membership affirmation portion of the pledge form. To date, five additional pledges have been received and some forms indicating the desire to affirm. Eileen has now changed the status of those who did neither to "lapsed member". The current membership count is 386.

Rentals: Interest in rentals at UCE continues. The summer is historically slower, hence the \$230 below budget for the month. We have a wedding in August and a few weekly rental events. Mothers of Multiples Resale is scheduled for September.

Serendipity Auction: Meetings have begun with this group. Marc Rolfes, Tom Hempfling, Peg and I met recently to discuss aspects of automation. The group continues to work toward this goal.

Efforts are in place to recruit new help for the event and a new business donation database is being done by Carli Magel. The auction is set for Saturday, November 19, 2011.

Information Working Group: I sent a letter to members of the IWG with links to a five software sites for review by them. I have not received a status report from the four members of the group, but plan to follow up this week. I have evaluated and concluded my own thoughts on which program I favor for use at UCE. I will follow up with the group this week and will submit a report at the next board meeting. In the meantime, I have updated MemInfo, our current software, to its most recent version.

Staffing: The line item in the budget for 2011/12 for custodial services was moved from payroll to building and grounds, and was approved at the Annual Meeting. We have now confirmed Rick as a contracted service through his cleaning service. Details on this plan were reviewed with UCE Counsel, Dana Deane, Accounting Manager Chris Isely and me as Executive Operations Director. Rick will continue to receive lists of tasks from me, but will be an Independent Contractor with his pay reported to the IRS on a 1099 report at the end of the year.

Staff has met with Rev. Newman at our first official staff meeting with her. We will meet the first and fourth Thursday of the month at noon, followed by Executive Team with Eileen at 1 pm. and Executive Team at 2 p.m. Rev. Newman and Rev. Grant will meet with Bart Bradfield on the third Thursday of the month.

Facilities

Maintenance:

Sanctuary chairs are being repaired in preparation for the fall season of worship.

Windows throughout the church, inside and outside have been cleaned

Sanctuary, Wing and Lobby floors have been stripped and waxed

Lower level floors have been cleaned and waxed

Room 8 floor that was flooded has been stripped and waxed and the carpet professionally cleaned

The door jamb at the south end of the wing hallway is under review for repair. It has become unstable in its attachment to the floor.

Mark Miller, architect is drawing a proposal for an attractive proposal for the rain overflow from the church walls into the north stairwell, which has been the cause of the recent water in the lower level.

East Side Entrance: I have emailed sanctuary floor plans to Mark Miller, Architect, who will evaluate whether or not we can close the east entrance and still meet Evanston's code.

Copier –Our new copier is working beautifully. It is networked with all computers at UCE.

Chris Isely has now set up a monthly P & L entry to reduce the \$6500 purchase price shown on the balance sheet.

Communications/Office Management/Technology

Website: Our new website password issues have been worked out. Carli Magel is handling this task on staff. At this point in time it seems that members are easily able to access the "member only" sections of the site. New information continues to be added, such as information about Book H on the Sunday Service page, Board information in the Governance section and links to important sites related to our activities.

Rev. Janet Newman has a computer system set up in her office, her phone system is working, and she is networked to MemInfo, Canon Copier and has e-mail at UCE. It is jnewman@ucevanston.org

Treasurer's Report

Marc presented comments on the church's financial standing.

ISC Report to the Board of Trustees

Michael Anderson, Chair

The ISC will have 11 members, 9 full, voting members, with our church ministers serving in an ex-officio, non-voting capacity. The Committee then, will have the following composition with the 2011-2012 roster:

One Board member serving a 2-year concurrent term (chair of the ISC): Michael Anderson (Term Expires 2012)

One Board member serving a 2-year concurrent term, staggered with the other Board member (Vice-Chair of the ISC): Robb Geiger (Term Expires 2013)

The chair of the Annual Pledge Drive (APD), serving a one-year concurrent term: Jean Butzen

The chair of the Endowment Trustees, serving a one-year concurrent term: Barb Butz

One at-large member of the congregation serving a 2-year term: Trink Newman (Expires 2013)

One at-large member of the congregation serving a 2-year term, staggered with the other member of the congregation: Harry Hirsch (Expires 2012)

The Church Treasurer: Marc Rolfes

The Executive Operations Director: Sandra Robinson

The Accounting Manager: Chris Isely

Ministers (serving ex-officio): Rev Janet Newman; Rev Connie Grant

ISC Working Group Chairs: 2011-2012

Annual Pledge Drive: Jean Butzen

Budget Working Group: Marc Rolfes

Capital Campaign: Sandy Danforth

Education & Communication: Barb Butz

Endowment: Barb Butz

Fundraising: Sandra Robinson

Information: Sandra Robinson

Further Notes in the ISC Re-Organization

In addition to those serving as ISC members, there will be other who be invited to attend meetings because of reporting/liaison purposes to financially significant church functions, such as fundraisers, social action, etc.

The Board of Trustee Members who also serve as ISC members

The two Board Members who serve concurrently on the ISC will focus their energies on the financial health of the church for two years. The Chair of the Board shall not serve concurrently on the ISC so as to maintain a broader focus, and the Chair of the ISC must be a member of the Board to ensure the Board maintains the leadership of the ISC.

Each Board member serving on the ISC will be voted on (or appointed by) the full Board annually at its first meeting in July.

At-Large Members of the ISC

Two positions on the ISC are filled by members of the congregation who are not concurrently serving as Board members or as an Endowment Trustee. Each of these two positions is a two year term, with one position rotating off the ISC annually. The Nominating & Recruiting Committee (N&RC) will nominate one member of UCE annually to fill this two-year position on the ISC to be approved by the congregation at the annual meeting in May.

The Board does not vote on the At-Large members to the ISC as they are voted onto the ISC by the congregation.

The Chair of the Annual Pledge Drive who serves as an ISC member

It is important that the Annual Pledge Drive be represented on the ISC, as this is the main fundraising mechanism for generating the church's income, and it is important that the APD have good support from the ISC. Therefore, the Chair of the APD will be a voting member of the ISC. The Chair of the APD is appointed by a vote of the full Board annually.

The Endowment Trustee who also serves as an ISC member

The Endowment Trustee serves on the ISC to facilitate communication between the ISC and Endowment. The Endowment Trustee who serves on the ISC is the most senior of the church's three Endowment Trustees, since the Endowment Committee is set up so that the chair is passed to the Trustee in his/her third year. An Endowment Trustee is

nominated and voted by the congregation to serve a three year term as a Trustee, with one being elected annually. In their final year as an Endowment Trustee, as is the practice, they serve as Chair of the Endowment Committee. An Endowment Trustee cannot be the Chair of the ISC as this role is reserved for a member of the Board.

Agenda for August Executive Committee

1. Opening reflection by Connie
2. Board Retreat

Friday evening:

- (a) Arrival and socializing
- (b) Dinner
- (c) Introduction of Janet Newman
- (d) Ice Breaker or Goals, depending on time

Saturday morning:

- (a) Policies & Procedures -- Marc Rolfes
- (b) ISC and Pledge Drive Update -- Michael Anderson and Robb Geiger
- (c) SAC Update -- Eileen Wiviott
- (d) Covenant of Engagement -- Connie Grant
- (e) Staff Update -- Sandra Robinson

3. Items for August Board meeting (so far):

- (a) Staffing/ Structure
- (b) Final Goals for 2011-12
- (c) East entrance/ Interior, exterior walls
- (d) Formal election of VP and Treasurer

4. Janet Newman's expectations/ plans for the first 90 days, 120 days, etc. (Or, whatever she'd like to talk about.)
5. New Business
6. Adjourn

Mary Dudek presented information from the Peace and Justice Committee on the 10 Days of Peace that included what will occur at the service on September 11, a march following the service including other organizations. The ten day emphasis will conclude on September 21.