

**Unitarian Church of Evanston
Minutes of October 19, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, October 19, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Tracy, President; Mike Takada, Vice-President; Marc Rolfes, President Emeritus; Claudia Dancing, Sandy Danforth, Cathy Deamant, Robb Geiger, Bill Hartgering, Kathy Monk, JoAnn Schalk, Betty Walker, Trudi Westwood

Trustees Unable to be Present: Michael Anderson and Ann McCallister

Staff Present: Janet Newman, Connie Grant, and Sandra Robinson

Process observer: Betty Walker **Action items:** Mike Takada **Snacks:** Claudia Dancing

1. Welcome and Opening Reflection

President Tracy opened the meeting at 7:30. Connie presented the opening reflection.

2. Approval of Consent Agenda

Trudi Westwood moved and JoAnne Schalk seconded the approval of the Consent Agenda with the exception of the EOD report. Unanimously approved.

3. Pledge Drive Committee

Jean Butzen presented information on the Pledge Drive. Drive dates will be February 26-March 25. 1) Attempt to increase the number of pledges turned in and request pledgers to do so prior to end of drive. There will be a two month moratorium on special offerings and fund raising events during the pledge drive time. 2) Matching Gift fund committee seeking more active involvement from the Board of Trustees by asking 100% participation by the board, including making a \$500.00 one time contribution from each board member. The Matching Gift funds may be used in selecting a called minister. 3) Additionally the committee requests Increased Board involvement in the pledge drive. 4) Also, the committee hopes to increase church leadership involvement in the pledge drive, including small group leaders and their members.

4. Transition Team Report

The transition team members presented an update. Susan Carlton began the presentation by reviewing the Transition Team responsibilities including, for example,

the time line, listing the likes and dislikes of the church by members of the congregation. The ministerial transition time is an appropriate time to review strengths and weaknesses of the church, take the information presented, and decide how to utilize it. Margaret Shakelee and Steve Serikaku added additional thoughts on the process and how it will proceed. Writing Time Line comments will conclude on October 30 (although later discussion included extending the opportunity to write Time Line comments). Furthermore, Janet will take the raw data and further develop the process which will be used in the ministerial search.

5. Endowment Funds

The Board, through President Mike Tracy must communicate by letter to the Endowment Fund Trustees requesting specific use of the approximate \$7000 for 2012, including but not limited to, the ministerial transition expenses, software purchasing, and other items which the board may request.

6. Board Member Assignments (for goals)

1. Policy Governance - Marc Rolfes, Mike Takada, and Betty Walker
2. Commitment to Thrive - Cathy Deamant, Bill Hartgering and Trudi Westwood
 - a. Commitment to Thrive (Section B) - JoAnn Schalk
3. New Lay Leadership - Ann McCallister, Kathy Monk, Robb Geiger, Mike Tracy
4. Pledge Drive Goal – Michael Anderson, Sandy Danforth, Mike Tracy
5. Promote a Culture of Generosity - Sandy Danforth, Connie Grant, and Janet Newman

7. Compensation Advisory Committee

Trudi will meet with committee members Ginny Neiman, Herb Bodert, and Irv Badr in the near future.

8. Paul Beckel's Visit

Janet updated the board on Ministerial Settlement Representative Paul Beckel's responsibility and visit on Saturday evening, October 23, at 6:00 and at the Sunday service with and Question and Answer to follow the service.

9. Minister Reports

Janet's Report:

Once again, I begin my report with a reminder that Rev. Paul Beckel, the Ministerial Settlement Rep for this district, will be here at UCE Saturday night and Sunday morning, Oct.22 and 23. Originally, Rev. Paul was scheduled to meet with the Board Saturday evening at 7:30, and we are now back to this schedule. I'd like a show of hands of how many Board members can attend the meeting at that time. And a show of hands if the meeting were held earlier on Saturday, say around 5pm. Rev. Paul will preach and lead a Q and A session after the service on Sunday, and I hope all can attend.

Some of my time was taken up with two retreats this month: I was part of the program at the Lake Geneva retreat, and immediately afterward I traveled to Racine to meet with colleagues of the Central Mid-West District. The program was titled, "Whose Are We?"

I continue to attend Cracker Barrel discussions in order to get to know the members, and I participated in the meetings of the Annual Pledge Drive, the Transition Team, the Social Action Committee, among others. I realized that the Tuesday evening rehearsals of the chorale of the Chicago Institute of Music interfered with my availability for important UCE meetings on Tuesdays, and I reluctantly withdrew from the chorale.

My work as an Interim Minister includes helping congregants 1) accept change and 2) integrate transition into their lives. Here is one of many areas that I will broach with you.

The congregational time line is intended to allow congregants to open up about their feelings of disappointment, concern, disagreement, and even conflict in the church so that these areas can be examined and learned from – as individuals and as a congregation. These comments are to be expressed with civility and can be anonymous, but they are to be from the depths of a person's relationship with the church. The comments can help in the self-examination that is necessary for growth to happen.

The same is true of congregants' feelings of pride and happiness with their church's actions. If the pride and happiness become complacency and self-satisfaction about the church, then institutional progress and personal growth cannot take place. Again, the positive comments afford an opportunity for self-knowledge and should come from depths of congregants' relationship with the church.

For the next two weeks I hope you elected leaders will be good exemplars of bold, forthright, clear, and transparent comments that come from the heart and that you paste courageously on the time-line. It is not too late for other congregants to follow your example. If the congregation gives no or little material for the Transition Team to work with and reflect back to the congregation, then an important opportunity for spiritual growth, personal maturity, and institutional direction-setting will be lost.

All of the tasks or projects that the Transition Team and I present to the congregation for their participation, learning, and growth require leadership beyond that which I alone can give, even with the Transition Team's help. The members of the congregation, whether they know it or not, need the Board to step up, participate openly, talk about the value of the projects, and use their reputational power to encourage others to participate. And not surface participation that risks nothing, but rather participation and encouragement that is founded on integrity, love for the church, and a clear desire to help it be the church it can be.

Connie's Report:

A poster of our Covenant of Congregational Engagement, as approved by the congregation on May 15, 2011 will soon be hung in the lobby. A Congregational Relations Task Force is currently working on ways to implement the Covenant of Engagement by fostering communication through educational programming as well as a mediation process for conflict situations.

Adult religious education programming planned on Tuesday evenings includes a discussion group on David Brooks' "The Social Animal," (now through Nov 15) and a series on winter celebrations from many traditions (Nov 29 through Dec 27).

9:15 am Sunday programming currently includes Spectrum:Arts for children (focusing on drama for the Fall term), Parents' Forum, a class on themes from Unitarian Universalist history facilitated by Meadville Lombard 4th-year student Ian Riddell, and a yoga class.

The Central Midwest District young adult conference will be held at UCE the first weekend in November. Approximately 50 young adults, ages 18-35, are expected to attend.

10. Announcements and New Business (Super Bowl Party)

Ideas for Board participation in the Serendity Auction were discussed. Cathy Deamant will work on a Super Bowl party and location in potential conjunction with the RE Board.

11. Action Items

Robb Geiger and JoAnne Schalk moved to accept the report of the Pledge Drive Committee. Unanimously approved. Board members should actively work on and contribute to the Pledge Drive. Mike Tracy will write a letter of request for specific funding to the Endowment team. Cathy Deamant will investigate the Super Bowl party. Board members should add to the Time Line.

In the Process report, Betty Walker indicated that the meeting was worthwhile and productive.

Mike Tracy thanked Claudia for the evening's refreshments.

12. Adjourn

The meeting was adjourned at 9:25.

Executive Operations Director Report

Financial Management and Fundraising

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

Expense Control: Expenses are 75.00 over budget year-to-date. The custodial line is over budget to-date. \$150 per month for materials, based on his contract is included in this amount. This will be reflected in a reduction in the monthly expense for materials, while the custodial line will be higher. The employment tax expense will also be lower than planned each month due to the fact that Rick is no longer an employee, but rather an independent contractor for UCE.

Rentals: Interest in rentals at UCE continues. The month of September income for rentals is \$942.25 over budget.

Serendipity Auction: This is an exciting year for the Serendipity Auction team as new software has been purchased and set-up to handle running of the auction electronically. This is an online program that allows us to input data and provides a website where our members and friends can input their own donation contracts online. It allows us to more easily manage information prior to the event and on the night of the event. Kay Anderson has been very helpful in providing publicity support and a new graphic image for Serendipity Auction 2011. Carli Magel was very helpful to the team in building the front page of the site.

I assisted the team in developing a new business database in cooperation with Carli Magel. I have asked Laura Nelson to assist us in picking up the donations that have been called in. We have received some nice donations so far.

Music Fundraiser: The Junior Mance concert has been postponed until January 14. Tickets are still on sale at church and online. The concert producer did not fulfill his agreement in promoting the concert at a level that was acceptable and did not create

results needed for an event of this type. I will develop a team of volunteers at UCE who can assist me in continuing the efforts to make this concert a big success.

Information Working Group: The Information Working Group is awaiting more information from Brian Nielsen on a particular software program that the group concluded was most appropriate for further research. Brian and I met with Chris Isely to explore his thoughts and needs related to financial report and record keeping. I assigned Carli Magel, Administrative Assistant, to further investigate our current software MemInfo to see how we could more extensively use this program to development lists and information needed for the pledge drive and data on members.

Pledge Drive Assistance: Cate Bellifiore has been volunteering on Wednesdays to enter new categories and information about member activities and interests. These changes will be useful to the Pledge Drive Committee in developing materials for their Visiting Stewards.

Chris Isely, Eileen Wiviott and I have met to review our database and pledging history requests by the Pledge Drive Committee. Eileen has put together the list for potential solicitations by the committee. We will forward these lists to the Pledge Drive Committee once the three of us sign off on them.

Staffing: The Executive Team, per our UCE policy, will provide the Integrated Stewardship Committee a three-year staffing plan. We are currently discussing this among the three of us and will submit a report to the ISC for their review. These recommendations will then go to the Board of Trustees at the December meeting.

Staff meetings continue on the and second and fourth Thursday of the month at 11:30 a.m., followed by Executive Team with Eileen at 12:30 pm. and Executive Team at 2 p.m. Rev. Newman and Rev. Grant meet with Bart Bradfield on the third Thursday of the month.

Facilities

Maintenance:

- Replacement of broken toilet seat lower level bath
- Light bulbs and ceiling tiles replace in several classrooms
- Lower Level drinking fountain repaired
- Inspection of the Back Flow System
- Inspection of annual Fire Extinguishers throughout the building set up

East Side Entrance: Sandy Danforth, Dick Whitaker, Johna VanDyke, Betty Walker and I will meet next week to discuss the proposals on the table and other ideas for the east entrance, whether or not it will be used, and what possibilities are feasible.

I have asked Dick Whitaker to proceed with railings repair, east lobby floor hole filled in, and an emergency crash bar installed on the east entrance door, on which he received bids.

Lower Level Dehumidification Project: I have followed up on a conversation that took place in the September board meeting. I was not at that meeting, but understand that the lower level dehumidification project was discussed. Now that the money is available through the Capital Campaign for transfer to the Building Fund we can proceed.

The bids for installation of the dehumidification and UV anti-mold system project are higher than previous bids received in our Capital Campaign Funds Committee research last year due to increased material cost. Our furnace contractor, Kevin of YTech, is willing to proceed with the work during the mid-week of November at the same labor rate, but with a bid reflective of the new material costs.

I have asked Dick Whitaker to request two additional comparable bids, but these have not yet been received. Follow-up calls will be made to seek pricing. Dick and I will make a decision based on best price, taking into consideration the best materials and quality of work. Bids were submitted to companies comparable in service as YTech. We must be protective of our newly installed furnace equipment and ductwork in getting this installation done.

Communications/Office Management/Technology

Website: The website is functioning well, staff is current on training and the secure member site seems to be working well for members and pledging friends. We have money left in the account provided by Endowment Funds for continuing assistance by our webmaster and other web needs. Upgrades and improvements continue as we become more familiar with the site. It has become more manageable for our staff compared to our former website and provides a cleaner more user-friendly format for our members, friends and guests.

Google Analytics have been set up so that we can track how many people visit our site and what they are viewing.

Listserv

Rev. Newman, Rev. Grant and I developed a set of guidelines for the listserv. These new guidelines provide clearer parameters for what we can publish on our electronic message delivery system.

These guidelines allow for information about church related activities and events, as well as those of institutional affiliations of UCE. It will reduce the inordinate number of messages and messages that are not appropriate which are requested to go out on Tuesday and Friday.

Dashboard

I have sent to each of you a hard copy of the dashboard for the fiscal year 2010-2011 to see how we looked over the course of the last fiscal year. I will provide for you a snapshot of the current fiscal year at the meeting. I have prepared a power point presentation which I plan present at the board meeting.

Work in Progress

Exterior Wall Coating

We are awaiting revised bids on the entire exterior wall resurfacing that will occur in the spring.

Meantime, the northwest wall caulking of the bents will occur now to ensure no damage to the interior walls during the winter weather. Bids came in well above what we had received previously. It is the opinion of the Sandy Danforth, Dick Whitaker and myself that we proceed cautiously and without haste while we attempt to reduce the costs since we cannot afford the additional \$20,000. I am currently working with the lowest bidding contractor who did the work for us in previous years and has provided quality service to UCE. There are few in the field who do this type of work, according to our research.

Signage

I have requested from Johna VanDyke assistance on a signage plan based on input from the ministers and staff that will make our church more user-friendly. Several signs for washrooms and directions to classrooms will be installed over the next few weeks.

Compensation Guidelines, per UCE Policy

I am assembling material to submit to the newly formed Compensation Guidelines Group, comprised on Trudi Westwood, Jinny Niemann, Irv Badr, and myself in an administrative support capacity. This group will meet shortly to develop guidelines used in determining staff salary levels for the Budget Working Group of the Integrated Stewardship Committee to refer to in the budget process.

Accounting Procedures for Review by Integrated Stewardship Committee

I have worked with Chris Isely on developing procedures for UCE that incorporate what we are currently doing and some modifications to improve what we are doing. These have been submitted to the Integrated Stewardship Committee for review to be followed by Board of Trustees review.

Fundraising Guidelines

I have drafted a set of fundraising guidelines in cooperation with the Executive Team. These guidelines will include definitions of black-out periods for fundraising during the pledge drive, and generally what is considered appropriate for fundraising on the church premises and through our means of communication. These guidelines will be reviewed and approved by the Integrated Stewardship Committee.

Printed Materials

We are awaiting further bids on the printing of new stationery, business envelopes, window envelopes and business cards. These will include the new UCE 3 color logo. We are attempting to provide a “brand” – a recognizable image for UCE. You can see that logo on our UCE website at www.ucevanston.org

Executive Operations Director Goal

Now that the Board Goals are in place, I am working on my own goals. These will be submitted to

Mike Tracy, Board Chair, during the week of October 24th.

Addendum – Ongoing Projects

North Entrance Flood Prevention

This afternoon I received an email from Mark Miller. Mark, fortunately for his business, got very busy and cannot finish the drawings for the north end over hang to prevent floods in the lower level. Thomas Ahlemann, former UCE member, has told Mark he will help him. Thomas and I will talk on Friday after he has reviewed the plans with Mark.

Facilities and Programs

Young Adult Con will be held at UCE on the weekend of October 4-5 – Friday thru Sunday a.m.

Connie Grant and I have met with Lisa Fredin, our UCE Young Adult representative who is organizing this event. I reviewed logistical details with Lisa. They expect 30-50 young adults from throughout the district on that weekend.

Facility Upgrades

Johna Van Dyke have developed a list of what we consider priority projects. . . large and small, which we believe should be done over the next several months. Johna has volunteered to assist with most of these tasks. Examples are touch up painting in the wing and lobby; east entrance installation of carpet following the filling in of the floor hole; t.v. console repair in room 6; spiffing up the conference room and adding archive treasures currently in the hall; nameplates for Carli and Brenda’s desks; signage; painting of the ceiling in the back of the sanctuary, among other small, but important details that keep our church looking fresh, efficient and safe.

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 be holding its first meeting mid-October. This year, we will be putting special emphasis on the Annual Pledge Drive, supporting and encouraging this critical initiative. In addition, we will be working with the Executive Team to develop a three-year staffing plan. We are also planning an audit/compilation. Nancy Owens, chair of the audit committee, is spear-heading this effort. The first step in that process—Sandra Robinson and Chris Isely are working to develop a draft revision and update for our internal accounting procedures.

Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh. The Annual Pledge Drive Committee has been meeting over the summer to plan out the 2012 pledge drive for UCE. We have made some decisions and recommendations including the following:

We will be canvassing the entire church, with some flexibility about those we will attempt to meet with.

The pledge drive campaign will be Feb. 26 to Mar. 25th, four weeks long.

We will attempt to create another \$10,000 matching gift fund.

We are working on a theme for the pledge drive and will have one ready to roll out later this year.

We have met with the Executive Committee to discuss a number of policies and procedures related to the pledge drive; there was a very positive discussion. We will now be discussing these issues with the ISC and then afterwards with the Board of Trustees for further input at their October meeting.

Budget: Marc Rolfes (chair), Michael Anderson, Robb Geiger, Harry Hirsch, Chris Isely, Sandra Robinson. While the working group is not yet formed, some preliminary activities are beginning. The outcomes from the Compensation Advisory Group and the 3-year church staffing plan, both to be completed before the end of December, will form the basis for our total staff compensation in the draft budget. The budget working group will be identified no later than the December Board meeting.

Education and Communication: Barbara Butz (chair), JoAnn Schalk. No update.

Endowment: Barbara Butz (chair). No update.

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

Fundraising: Sandra Robinson (chair). On October 22 at 7:00 Jazz Legend Junior Mance will perform at UCE. After discussion with ISC leadership it was agreed that the concert details and planning warranted moving ahead with the concept of this concert. Sandra is working with a music production individual who is taking on the majority of leg work, publicity, contract and other important promotional details. Posters and flyers will be sent and posted throughout the Chicagoland area and press releases sent to all radio stations. A crowd of 500 is expected. This arrangement has alleviated the need for staff time to be taken on planning and publicity efforts. If the concert proves to be as successful as we have planned, we stand to gain our entire year music fundraising budget in this one event, after splitting the net proceeds with the promoter. Sandra has

negotiated an agreement that gives UCE 60% and John Nance 40%, a strong motivation for a successful event.

Information (formerly Record Keeping): Sandra Robinson (Chair) Brian Nielsen, Tom Carlton, Rhiannon Wilk, Peggy Bocard. The Information Working Group met this month to review findings of research for membership software database programs.

Brian Nielsen and I met with Chris Isely to discuss how we might utilize more of the functions of our existing program, MemInfo. Carli Magel is working with Chris after meeting with me and Eileen to refine existing features and make it a more usable system for tracking pledge drive information. In the meantime, Brian continues to look at a program the IWG chose after eliminating other programs in the research project. A report will come forward in the next few weeks.

Agenda for October Executive Committee

1. Check in or opening reflection by Connie
2. Pledge Drive Committee
3. Endowment funds
4. Policy-based governance (further discussion)
5. Board member assignments (for goals)
6. Compensation Advisory Committee
7. Ministerial Transition Committee
8. Paul Beckel's visit
9. Meetings with ministers and EOD
10. EOD's goals
11. Reports due in December:
 - a) Annual ministers' reports
 - b) 3-year staffing plan
12. New business (Super Bowl party)
13. Adjourn