

**Unitarian Church of Evanston
Minutes of September 21, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, September 21, 2011, at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Takada, Vice-President; Marc Rolfes, President Emeritus; Michael Anderson, Sandy Danforth, Cathy Deamant, Bill Hartgering, Ann McCallister, JoAnn Schalk, Betty Walker, Trudi Westwood

Trustees Unable to be Present: Claudia Dancing, Robb Geiger, Kathy Monk, Mike Tracy

Staff Present: Janet Newman and Connie Grant

Process observer: Sandy Danforth Action items: Cathy Deamant Snacks: Betty Walker

1. Welcome and Opening Reflection

Vice-President Takada opened the meeting at 7:30. Janet presented the opening reflection from *Life Tides* entitled "Kaleidoscope".

2. Approval of Consent Agenda

Mark Rolfes moved and JoAnne Schalk seconded the approval of the Consent Agenda. Unanimously approved.

3. Policy-Based Governance (where do we go from here?)

This discussion was included in the overall discussion of goals. The Board of Trustees will make the final decision in regards to this goal at the January meeting.

4. Final Goals for 2011-2012

1. UCE Policy-Governance Model: By the January Board meeting, conclude our study of the policy-governance model and vote to recommend, or not, to the congregation as a whole.

2. Commitment to Thrive: Continue to explore and implement ways for the Unitarian Church of Evanston to be a thriving congregation, including (but not limited to):

a. Continue to implement our "Covenant of Engagement"

- b. Decide on timing and strategy for adding a second Sunday morning worship service. (If a service is to be added in September, 2012 it would be desirable to make that decision by February, 2012.)
 - c. Decide on timing and strategy to become a 12-month minister-led congregation.
3. New Lay Leadership: Develop an approach to identify, recruit and place additional members into leadership roles. "Harvesting the Power" may be used.
- The committee working on this goal may also interact with the Policy-Based Governance Committee as well as the Nominating & Recruiting Committee.
4. Pledge Drive Goal: Increase pledge income with the goal of restoring staff compensation.
5. Promote a Culture of Generosity: Work with the ministers to develop an open and ongoing dialogue with the congregation about why and how members and pledging friends can and should increase their financial commitment to UCE.

Discussion about Goals 4 & 5 included the following:

Increase pledge income so staff compensation may be increased. The wording of the goals was questioned. Goal 4 may become a part of Goal 5. Marc suggested that board members might become more active in the Pledge Drive. Several other specific suggestions were presented by various board members, including, e.g. in-kind contributions such as "time".

Connie pointed out that in earlier goal drafts, Goal 4 and 5 were separate because the thrust of the goals are different. Janet mentioned stewardship and that stewardship can include many different areas. Michael mentioned the need for the development of "compelling" reasons for members to increase their pledge in the next stewardship drive.

Discussion continued concerning possibly increasing the board's involvement in this year's pledge drive.

The final outcome was to leave the Goals 4 & 5 separate.

5. Board Member Assignments (for goals)

Board members volunteered for the following goal committee work. Final assignments will be developed and distributed by Mike Tracy.

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
4. Pledge Drive Goal – Michael Anderson, Sandy Danforth
5. Promote a Culture of Generosity - Sandy Danforth, Connie Grant, and Janet Newman

Some discussion occurred concerning a need to develop a 6th goal that might include the following wording:

6. Actively support the interim ministry process and the work of the transition team and the interim minister. (All Board members)

Janet will introduce the idea to the Transition Team that a member provides an update at each future Board meeting.

6. Compensation Advisory Board

Trudi Westwood will work with three individuals, who together will comprise the Compensation Advisory Board. The Executive Team will appoint a member by September 30th. Trudi and the Executive Team appointee will recruit one other individual from the congregation. Sandra Robinson will be the fourth member but will serve only in an administrative support role.

The Executive Committee will assist Trudi and the Executive Team in identifying the other two members of the Compensation Advisory Board.

7. Minister Reports

Janet's Report

Since the last Board meeting I have had a chance to try out the somewhat revised order of service. I didn't make all the changes that I anticipated when I wrote my report last month, and the order of service didn't seem objectionable to those who spoke with me. Many thanks to Mike Takada who agreed to experiment with the Board representative's script.

The scheduled meeting between Rev. Paul Beckel and the Board during the evening of October 22 caused some concern since his Saturday evening meeting would conflict with the fund-raising jazz concert. Paul, the Ministerial Settlement rep for this area, has agreed to meet with the Board to explain the ministerial search process after preaching the service Oct. 23 – and after his Q and A with the congregation. Please consider

whether you can offer him home hospitality since he has no place to stay Saturday night.

I understand that "Association Sunday" has not been a priority for UCE over the years, but I think that once the congregation realizes that the funds raised that Sunday are meant to provide grants to religious professionals throughout the UU association, there will be more interest. The theme is "Excellence in Ministries" and ministries include Directors of Religious Education and Directors of Music as well as ordained clergy. The grants will provide more continuing education, assessment of ministries, scholarship aid, and other projects to help religious professionals support thriving congregations.

Connie and I will share the pulpit October 9, and we will work with Eileen to find a way to take up a special offering that will benefit excellence in ministries, in addition to the October social justice offering that is already scheduled. I realize that the congregation is touchy about multiple "asks" and I believe that the UU Association will provide benefits that will be worthwhile to UCE. As President Peter Morales says, "We are better together."

I was invited to be the Teaching Pastor for Eileen as she pursues her ministerial studies at Meadville/Lombard Theological School, and I was delighted to say yes. I have joined the adult chorale of the Chicago Institute of Music, the rehearsals of which will occupy my Tuesday evenings for the foreseeable future.

Since Crackerbarrel began its autumn activities, I have been attending the meetings. I do not participate at this time but rather seek to understand the conversations and get to know the members. I don't expect to take an active role unless invited, but in the meantime I plan to attend as often as I can. I will also participate in the Lake Geneva weekend at the end of the month.

The Transition Team is working well on our first project, the history time-line. I have every hope that they will benefit from being the congregation's "think tank" for interim ministry and will be confident at answering questions from congregants.

The Evanston interfaith clergy group hosted a lunch last week at St. Paul's Lutheran Church. I look forward to getting to know many of the clergy and to learn more about community activities. In addition, I found that the Sept. 11 PeaceAble Cities walk and talk was very fruitful, and I made friends and saw portions of Evanston that I hadn't been in before.

It is a joy to work with such a fine staff. I greatly appreciate the role that the Executive Team plays in UCE, and I am grateful to all for helping me get up to speed.

Respectfully submitted, Janet E. Newman, Accredited Interim Minister

Connie's Report

As one aspect of implementing our Covenant of Congregational Engagement, Dana Deane and Carla Leone-Sands will be conveners of the group that is formulating a communication facilitation/conflict resolution process and team. Other members of the group are Tammy Besser and Brian Meister together with Trudi Westwood, Bill Hartgering, Cathy Deamant as Board reps; Mike Takada; Eileen Wiviott; and the Executive Team.

Attendance in Religious Education classes for children and youth last Sunday was very high, with over 20 kids each in several of our classes. Eight new families filled out registration forms (and several other new families who attended last week have not yet filled out forms).

On the advice of our church attorney, Dana Deane, a no trespass order has been issued against a man who has been identified to us as a registered child sex offender, pending his meeting with ministers to determine parameters under which his attendance might be permitted. This order was mailed to the man at his address of record and to the Evanston Police Department.

I'm (really) planning to take vacation December 8 – 14, to celebrate Thanksgiving and Christmas with my family in Phoenix.

Some discussion about "ask" Sundays--including Fair Share and Association Sunday--to perhaps attach them to one of the Music Sundays. An "ask" might include support for Eileen's and other congregational seminarians--perhaps to include an application process.),

Considerable discussion was held on the most appropriate process to implement the "ask" Sunday(s).

A suggestion was made to assign the ISC the task of addressing this issue.

8. Announcements and New Business

Marc thanked the ministers for attending the Good News Brunch. Also, Marc asked about the installation of UVE filters and whether or not the filters were installed. Marc also indicated that although the budget shows an increase in budget surplus, the surplus is due to Janet's salary being paid on an August 1 to July 31 basis and not on the church fiscal year basis.

9. Action Items

Board members should think of compelling reasons to give in the next budget year.

Janet will invite a member of the transition team to a board meeting to provide updates.

The Executive Team will identify an at-large member for the Compensation Committee

Mike Takada will ask Sandra about the installation of the UV filtration system.

Janet will meet with the ISC about Association Sunday.

Process -

Sandy commented positively on the process of the meeting, including the active interchange. "It was a good evening."

10. Adjourn

Trudi Westwood moved and Bill Hartgering seconded that the meeting be adjourned. The motion was unanimously approved.

Executive Operations Director Report

Financial Management and Fundraising

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

Expense Control: The month of August reflects additional costs in the area of custodial services.

This amount includes not only Rick's budgeted salary, but a monthly amount of \$150 for cleaning products, which are his responsibility as an independent contractor. The amount for cleaning supplies (line item 6310) will be under each month as the church year progresses and the principal custodial line item will be over. Kitchen and lobby staff is over budget as well. A portion of that expense should be changed to hospitality for coffee after summer service. Electricity is over as August reflects the July billing, our hottest month requiring extensive air conditioning in the wing and balcony.

Pledge Drive: Carli Magel, Administrative Assistant, and I have met with Jean Butzen to determine what the Pledge Drive committee needs for the 2012/13 Pledge Drive. Carli, Chris Isely, Eileen and I have discussed our MemInfo database to determine how we can reorganize information to provide the most precise and useful information for the visiting stewards. Member Cate Bellifiore will start on Wednesday to assist Carli in changing existing categories and entering new data.

Rentals: Interest in rentals at UCE continues. The month of August reflects an increase in rentals

Mothers of Multiples held their semi-annual sale on Saturday, and we have several contracts let for upcoming rental fundraisers and events. We are currently 917.25 over budget to-date.

Serendipity Auction: Much progress has been made in planning the Serendipity Auction. The team has been meeting regularly to work out details of sending out the contracts, publicity and details of the event. This family friendly important church fundraiser is set for Saturday, November 19. I encourage all board members to attend. Kay Anderson has joined our team to assist with publicity.

This year, in addition to the children's section of the silent auction, we will offer special low cost items that children can afford to buy with their allowance money. We feel this is a wonderful way to get our families involved. Two weeks ago I sent a Business Donations Letter to area businesses asking for donations. So far, the response has been very positive. I would encourage each Board member to ask for a donation from a business you work with or patronize often. Donating businesses are listed in our catalog and their name is seen by the many church members and friends through our publications.

Music Fundraiser: On Saturday, October 22, 2011 Jazz Legend Junior Mance will perform at UCE. Junior is an alumnus of Evanston Township High School and is known throughout the world for his jazz piano performance. John Nance Entertainment has been hired to organize and promote this concert and will receive a percentage of the net profit. This eliminates burden on staff and provides an opportunity to help us accomplish our fundraising goals through one large concert.

Information Working Group: The IWG met last week to review the membership data software programs under review. We narrowed our search down to one program, which Brian Nielsen is continuing to research. As it turns out, our existing software MemInfo is competitive in what it offers and is much less expensive. We will make a final determination about the software after Brian's final work is in. Brian and I met with Chris Isely, Accounting Manager, and believe that we can make significant changes to our existing software to accomplish our membership data keeping goals.

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 meetings continue on the and second 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 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.

Carpets in Room 2, 3, 6, 12, 11, and the lobby were steam cleaned. Light bulbs have been replaced in the lower level and wing. A cherry picker will be borrowed or rented to replace sanctuary bulbs. Framed posters and artwork have been hung in the lobby, lower level and room 2. 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: 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.

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 and changes made for easier access and communication of important church information.

This week Judith Ramey and Eileen Wiviott participated in an extensive conference call with Adam Bowen, webmaster to learn additional skills needed to keep the website current and most usable to our members, friends and those seeking to find us.

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

Dashboard During the next two weeks I will send a dashboard to you by e-mail. I have been working on a special year overview version that will show how we did in fiscal year 2011/12. It will be a good example of how we track our income/expense, attendance, capital campaign projects and other bits of information to guide us along the way. I had hoped to present this to you at the board meeting, but since I will not be present, I have decided to wait until after my return.

In Summary, I feel that staff is on a centered path after a difficult year behind us. Rev. Janet Newman has brought a sense of calm, optimism and structure around the way we work as an Executive Team. Our staff seems more cohesive and the work of the church seems to move forward in a strong, enthusiastic way. Rev. Grant has worked hard to coordinate our religious education program. Overall, from my birdseye view, I believe that we are moving forward toward healing and working together to create the most productive team toward a thriving church.

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 Boccard. 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 August Executive Committee

1. Opening reflection by Janet
2. Policy-based governance (where do we go from here?)
3. Final goals for 2011-12 (attachments to follow)
4. Board member assignments (for goals)
5. Alfred Nyquist's donation
6. Sandy Danforth and Lori Nelson in re: Pledge Drive (at 8:30)
7. New business
8. Adjourn