

**Unitarian Church of Evanston
Minutes of November 16, 2011
Board of Trustees Meeting**

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, November 16, 2011, at 7:30 pm in Room 3 of the Church.

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

* - Bill was present by telephone for the beginning of the meeting, but technical difficulties prevented his participation.

Trustees Unable to be Present: Cathy Deamant, Bill Hartgering, Ann McCallister, and JoAnn Schalk

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

Process observer: Process Observer: Kathy Monk Action items: Robb Geiger
Snacks: Michael Anderson

1. Welcome and Opening Reflection

President Tracy opened the meeting at 7:42. Janet presented the opening reflection "Praise Wet Snow Falling Early."

2. Approval of Consent Agenda

Trudi Westwood moved and Mike Takada seconded the approval of the Consent Agenda with the exception of the ISC Report and the Social Action Committee reports. Unanimously approved.

3. Formation of the Search Committee

Connie presented information (a copy of which is included in the following paragraph below) on a potential methodology to be implemented jointly by the Board and the Nominating and Recruiting Committee in regards to the Ministerial Search Committee. Each congregational member would be contacted, for example, as early as in January, or during or after the pledge drive is completed. The Board and/or the Nominating and Recruiting Committee will conduct the calls. In April, the Search Committee would be confirmed and meet. Seven members of the congregation and Connie would serve on the search committee. The committee members will be selected with input from the congregation. On a motion by Trudi Westwood and a second by Mike Takada, Board

members, Claudia Dancing and Robb Geiger will serve as a liaison to the Nominating and Recruiting Committee. They will report to the Board in January.

“A process recommended by the UUA Transitions Dept. and endorsed by many interim ministers (including Janet Newman) involves having the BOT and N&R solicit nominations from each member of the congregation based on the question "to whom would you entrust the task of finding our next settled minister." The next step would be tallying responses and putting the top four nominees on the slate. Then the BOT would look at remaining nominees and fill out the slate with an additional 3 people to make up a balanced committee, and the congregation would vote to approve the slate at the May congregational meeting. This process would take place in the spring (maybe beginning in Feb or March).”

4. Policy-Based Governance

Marc presented information. The Executive Committee recommends that formal adoption of PBG not be pursued at this time. Some comments and discussion ensued concerning how our current governance is working. The overall consensus was our current governance form is working successfully. The Executive Committee will formalize a motion for Board action in December.

5. Interim Progress Appraisal

Janet introduced the Interim Progress Appraisal process. She suggested a January 21 meeting to discuss the results of appraisal both from the board’s perspective and from Janet’s perspective.

6. Challenge Grant

Each member of the Board will be personally contacted by Jean Butzen, Marc Rolfes, and Mike Tracy and requested to respond positively to the Challenge Grant.

7. Executive Team Reports

Janet’s report:

I will be out of the office Tuesday, November 22 until Monday, November 28, but I can be reached on my cell phone if necessary. I’ll be visiting my aunts and cousins in Toronto over the Thanksgiving holiday.

As the time-line exercise winds down with homilies presented by Transition Team members and me Nov. 13 and Dec. 4, I would be interested in hearing of any responses to it that have come your way. It may be feasible to organize discussions of the matters that surfaced on the time-line if there seems to be some energy to do so.

The next major leadership effort by the Transition Team and me will be on the matter of congregational identity. Usually, in my experience, working on identity creation and/or

clarification includes an exercise in which congregants supply us with raw data for a congregational covenant of healthy relations. However, since you already have adopted a Covenant of Engagement, my work will focus on guiding congregants to live the covenant in their daily lives. Sermons will be a starting point in this effort, and the Transition Team will be involved as the theme develops. I also look forward to continuing collaboration with the Congregational Relations Committee as they seek to clarify their role in the life of the covenant.

My offer to help smaller groups create covenants for their own use has not drawn the response I hoped, but the staff and I are in the midst of creating such an agreement. The agreement will help staff commit to healthy relations together and will provide some structures and practices to them as they relate to other congregants.

In late January the Transitions Office of the UUA expects to receive Interim Progress Appraisals, an instrument that is available for viewing in the Transitional Ministry Handbook: http://uua.org/documents/mpl/transitions/transitional_ministry.pdf page 39 – 42. The appraisal is designed to be candid and mutual: The Board and possibly Transition Team appraises the work of the Interim Minister and themselves on the developmental tasks to date, and the Interim Minister appraises the work of the Board and herself on those tasks. The appraisal is meant to be face-to-face, interactive, much more than a rating system.

I look forward to bringing you more information on this activity soon, but for now please hold the morning of Saturday, January 21, for a mini-retreat that includes our work together on the appraisal plus the development of a Board covenant of healthy relations. It will be more interesting than it sounds!

Connie's Report:

On Thanksgiving Day, dinner will be served at 5:00 for any UCE members and friends who wish to share food and the company of others.

I'll be taking vacation time from December 8 – 14, celebrating the holidays with my family in Phoenix.

Christmas Eve services will be held at 5:00 and 9:00.

Executive Operations Director Report - Sandra Robinson

Financial Management and Fundraising

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

Expense Control: Ongoing efforts are made to maintain expense control. The monthly financial reports are reviewed with an eye on areas that need attention in order to reach the end of our fiscal year with a surplus, per budget.

Rentals: Interest in rentals at UCE continues. Rental income was under budget in October, as rentals historically slow during the late fall. However, we have received \$3000 this week for deposits on spring rentals. So, the month of November will be over budgeted income. I just signed on this week a new rental. The Mitchell Museum of the American Indian spring fundraiser will be held here. This week a contract was signed with a good repeat rental, Kingsley School, and for two additional Moms of Multiples resale events – spring and fall. C.A.R.E. Fair (Evanston Animal Hospital) will be here the Saturday after Thanksgiving.

Serendipity Auction: The auction takes place on Saturday evening. This year, for the first time, the Auction Team is using a software program for automation. So far the results of this effort have been good. I have worked with Tom on parts of the automation that needed staff attention, as well as assistance on procuring business donations, and logistics for setting up and running the auction. We expect around 130 people for this family fundraising event.

Music Fundraiser: The Junior Mance concert has been rescheduled to Saturday, January 14, 2012.

Many opportunities are unfolding in promoting this event. I have divided the effort into four areas of marketing: Evanston community, many of Junior's friends and music comrades...ETHS, youth who are in the music program, particularly Jazz....UCE community....and the Chicagoland Jazz community at-large. I will assign tasks to a variety of volunteers and staff who will assist me in accomplishing a successful fundraiser. I will look to each of the members of the Board of Trustees to buy tickets, attend, and show your support for this important event for UCE.

Information Working Group: We will reconvene in January to review the further study by Brian Nielsen of one of the software packages and will review the report of on our current software.

So far, our current software has worked nicely to provide all information needed by the Pledge Drive Team.

Pledge Drive Assistance: Cate Bellifiore has been volunteering on Wednesdays and has been inputting information that has been so useful in putting together the pledge drive sheets that will be needed by the visiting stewards. Carli Magel, under my supervision, has been providing lists and letters for the Pledge Drive Team.

Staffing: The Executive Team, per our UCE policy, will provide the Integrated Stewardship Committee a three-year staffing plan. We continue discussion 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, per policy.

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:

Annual fire extinguisher inspection complete

Multiple handyman projects complete, including repair of Room 3 and Room 10 folding doors and the cabinetry in Room 6.

Repair of the caulking on the northwest sanctuary wall bent to prevent winter seepage.

Replacement of parking lights will take place this week. We have had difficulty finding a reasonably priced source for replacing the bulb.

Lower Level Dehumidification Project: Dick Whitaker and I have met twice to review the bid documents. The lowest bid contained a product Dick and I were concerned about because of the ozone affect it could have in the lower level. That equipment has now been replaced in the bid document, but does not appear to be comparable to the product of our second highest bidder, Ytech, our furnace installer. Dick and I have called each provider to ask questions and will make a decision next week. Work will commence shortly after.

Communications/Office Management/Technology

Website: Judith and Eileen developed a Survey Monkey for our UCE Website so that we can get a sense about how they use our website and to identify ways in which we can assist them for better usage. We continue to make improvements. This week we will post photos of the ministers, the ministry team and the executive team with verbiage to accompany each photo.

Dashboard

Copies of the dashboard will be distributed at the board meeting on Wednesday.

Interior 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

The newly formed Compensation Guidelines Group, comprised of Trudi Westwood, Jinny Niemann, Irv Badr, and myself in an administrative support capacity, has met. This group will continue its work on developing 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. After final review and approval by the Executive Team, these guidelines will be reviewed and approved by the Integrated Stewardship Committee.

Printed Materials

New stationery, business envelopes, window envelopes and business cards have been printed. 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

A new Congregational Leadership brochure was put together by Eileen Wiviott and Judith Ramey with overview by the Executive Team. We believe this brochure has captured the names of those in lead positions and their various. We believe this will serve as a useful guide for the board members, congregants and guests, and will be posted on the website, available at the membership table and by request.

Executive Operations Director Goal

My 2011-12 goals were submitted to the UCE Executive Committee earlier this week.

8. Announcements and New Business

None

9. Action Items and Process Observer

Action Items:

Janet and the Transition Team will develop a procedure to respond to the Timeline, perhaps to explore the various feelings of congregational members.

Robb Geiger and Claudia Dancing will contact the Nominating and Recruiting Committee concerning the Search Committee process as outlined by Connie. They will present a detailed report at the December Board meeting.

Mike Tracy will contact Board members who are consistently absent from Board meetings.

The Executive Committee will present a formal motion concerning Policy-Based Governance at the Board December meeting.

Process Observer: Kathy positively commented on the reports presented on key items by the various Board members.

10. Adjourn

The meeting was adjourned at 9:28..

ISC Report to the Board of Trustees

Michael Anderson, Chair

I want to thank vice-chair Robb Geiger for running the October meeting of the ISC in my absence. Our next face-to-face meeting is scheduled for Tuesday, January 10th. At that time we will be reviewing the first draft of the new 2012 budget.

Robb announces that the Fair Share campaign is underway. We are encouraging board members who have not yet done so, to make sure they have made their contribution to the campaign. Our goal, again this year, is \$8,500 and we really need to meet that goal.

The Serendipity Auction gets underway this weekend and we're anticipating a very successful auction with net receipts of \$26,000. For the first time, the Auction will be using an automated process.

Working Group Updates

Annual Pledge Drive (APD): Jean Butzen (chair), Sandy Danforth, Harry Hirsh. Jean Butzen, APD chair, met with board last month to provide information about the drive and solicit support for their key goals. Jean reports strong support from board members.

Their goals for the 2011-2012 Drive:

Increase the pledge base by 5%, from \$462,000 to \$485,000

Raise \$15,000 in matching gift funds

Raise the number of households increasing their pledges from 40% to 50%

Increase the number of households who turn in their pledges on time from 66% to 80%

Strategies which will be used to meet these goals include:

APD will make every effort to canvass the entire church membership.

The pledge drive campaign will be Feb. 26 to Mar. 25th, four weeks long. During this time period the sole fundraising focus will be on the APD. There will be a “black-out” for all other fundraising activities during this time frame.

Budget: Marc Rolfes (chair), Michael Anderson, Robb Geiger, Harry Hirsch, Chris Isely, Sandra Robinson.

Chair Marc Rolfes expects to have the working group staffed and up and running by December. The first draft of the 2012 budget will be presented to the January 10th meeting of the ISC. In preparation for that work, Marc will ask the Executive Team to submit budget numbers for staff positions; this will coincide with their work on the three-year staffing plan. He will also be sending memos to all UCE committees asking for their budget requests for the next fiscal year.

Education and Communication: Barbara Butz (chair), JoAnn Schalk. Barbara Butz informed ISC that, again this year, she will spear-head the Financial Peace University program. The very popular program is set for early 2012 and registrations are already coming in.

Endowment: Barbara Butz (chair). Barbara Butz, chair, has announced that Endowment, at the request of the BOT, will disburse approximately \$6,500 to fund ministerial transition expenses in 2011-2012.

Capital Campaign: Sandy Danforth (chair). Chair Sandy Danforth reported on pending projects. Exterior coating on sanctuary is a major item and focus (approximate cost: \$48,000). We need to get revised bids, but want to get started this fall. Other projects include: lower level humidity control, glass covering for stained glass panels at the east entrance, HVAC units on the wing, and projects and materials for our music program

Fundraising: Sandra Robinson (chair). Sandra will be presenting a written report to the Board.

Information (formerly Record Keeping): Sandra Robinson (Chair) Brian Nielsen, Tom Carlton, Rhiannon Wilk, Peggy Bocard. The ISC is preparing for an audit/compilation of our books this year. Nancy Owens, chair of the audit committee, is leading this effort. As the first step in that process—Sandra has worked with Chris Isely to develop a document for ISC review: UCE Financial Management Policies (Revised Oct 10, 2011).

Agenda for October Executive Committee

1. Check in or opening reflection by Janet
2. Policy-based governance (further discussion)
3. Search Committee Process

4. Ministers' end of year reports

5. Three year staffing report

6. New business

7. Adjourn