The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, June 18, 2014, at 7:00 pm in Room 3 of the church

**Trustees Present:** Mike Takada, President, Janet Hartmann, Jane Kenamore, Treasurer, Brian Nielsen, and Sarah Vanderwicken

**Trustees Absent:** Shirley Adams, Vice President, Kathy Monk, and Tom Ticknor

**Staff Present:** Rev. Bret Lortie, Rev. Connie Grant, and Sandra Robinson

**Guests Present:** Karen Courtright, Barbara Goshal, and Dick Whitaker

1. **Welcome and reflection** – Brian Nielsen

2. **Call meeting to order** – Mike @ 7:10 pm

3. **Check-in** – All Participants
   - “What spirit do you bring with you tonight?”

4. **Approval of the Consent Agenda** (May Board Meeting minutes, June ministers’ reports, June EOD report, June ISC report, May P&L, May B/S, June Treasurer’s Report, June Executive Committee Summary)**
   - Treasurer’s Report explanation made about amount that moves into contingency reserve.
   - Janet Hartmann made a motion to approve; approved unanimously

**Discussion Agenda**

5. **Board Approval Request: Endowment Request** – Mike & Bret
   - Proposal document is located in the 2014 June Board Meeting folder in DropBox.
     - 140613 UCE BOT Sound system proposal.doc.
       i. Discussion
       ii. Jane Kenamore made a motion to approve Executive Team request to upgrade the sound system; the motion was approved unanimously. **Action Item:** Mike will send the request Pat Ulmer & the Endowment Committee.

   - This is an interim solution with an eye toward a pre-policy based governance framework that provides conversations between Staff and Board sharing status, aspirations, etc.
     - **Commitment to Thrive Council** – Rev. Bret
       i. Request by board was made to have staff representatives present in the future; subsequent discussion focused on need/benefit of staff presence
       ii. CTC Charter was shared w/ group by Connie
       iii. Board inquired about a CTC statement of purpose; this would be part of end statements
       iv. More effective communication desired by board about role & purpose of CTC
       v. Deciding how to lift up and celebrate different aspects of CTC necessary to inform the larger membership
       vi. Board consensus for the need to rename the council/group & for self definition
vii. Board Interested in goals and hearing about accomplishments

7. **ISC leadership – Mike**
   Board Policy 1.8 (Aug., 2013) says ISC chair is appointed by Board President and the chair may serve as Treasurer. Document titled, ‘ISC Member Job Description’ (Rev. July 1, 2013) and posted online says two members from Board on ISC and ISC elects their chair.
   i. As a result of board discussion, at its next meeting the ISC will update the ISC Member Job Description to match the policy with regard to number of Board members who serve on the ISC and how the ISC chair should be selected.
   ii. Janet will update policy to including clarifying language about membership with a vote in July

8. **BOT Leadership & Liaisons – Janet**
   In advance of the July Board meeting at which officers will be elected and liaisons will be identified, we invite individual trustees to share their interests in leadership roles in the new church year.
   i. Shirley – President (elected)
   ii. Brian – Vice President (elected)
   iii. Sarah & Dick – SAC (liaison)
   iv. Barbara - Religious Education (liaison)
   v. Jane & Karen - ISC (appointment & liaison)
   vi. Jane – Treasurer (appointment)

9. **Elevator speeches – Mike (8:25 – 8:45; 20 mins)**
   Board members broke into 2 groups to share and develop “elevator speeches” on how they would explain the shift in UCE’s practice of governance to the general membership

10. **Board of Trustees Huddle – Group (8:45 – 9:00; 15 mins)**
   • Process observations by individual trustees; “How are we doing during the meeting?”

11. **Reconvene with Executive Team & debrief**

12. **Action Items – Janet**

13. **Snacks – Dick Whitaker**

14. **Closing Words – Rev. Bret**

15. **Adjourn – Mike 9:50 pm**
Appendix

Senior Minister's Report
June 12, 2014
Rev. Bret Lortie
Unitarian Church of Evanston

Highlights

THEME BASED MINISTRY FOR 2015: I've copied the theme based ministry schedule for the 2014-2015 church year on the right. Already we've aligned our Military Bridge Builder program with themes that bridge October and November. (See next sub-head.) Covenant group facilitators have been invited to join the program and seem excited about the extra resources they will have to use in their groups.

MILITARY BRIDGE BUILDERS: Following last Memorial Day's service in which the Church of the Larger Fellowship's Military Bridge Builder program was mentioned, the Peace and Justice committee met to consider bringing it to UCE. We have now scheduled it for the three weeks leading up to Veteran's Day, culminating with a worship service. The Executive Summary states: "The Unitarian Universalist Bridge Builder Kit was developed with the support of the Church of the Larger Fellowship, and through a confluence of interest by Unitarian Universalist ministers, military chaplains, as well as civilian and military members of our congregations.

"The Bridge Builder Kit is a curriculum supplied by the CLF that is presented by you and your congregation. This program was intended to serve the needs of congregations who seek to be more inviting and inclusive of military members and visitors. In developing this program, it became apparent that participants bring a variety of concerns and commitments. In its current form, the program has three objectives:

- Assist congregations, who so desire, in becoming more inviting and inclusive of military members, friends, and visitors;
- Assist congregations, who so desire, in understanding and reaching out to veterans of our local communities;
- And, fostering respectful moral discourse around the topics of peace and war."

SOUND: The Executive Team is right in the middle of purchasing a new mixing board (which includes advanced sound processing capabilities to combat difficulties with our room). Last month the Executive Team forwarded an Endowment proposal for two speakers. As soon as the Board votes on forwarding it to Endowment, and Endowment votes to grant the funds, we will be most of the way to solving this issue as best we can.

Worship Services Preached, May 15-June 14
5/18  The Ministry in Governance
5/25  Memorial Day
6/1  Religious Education Recognition Sunday (shared with Rev. Grant)
6/8  Flower communion (shared with Rev. Grant)

My Upcoming Sermons, June 15-July 14
6/15  The Quiet Man
6/22  It's Still Earth Day
7/6  Report from Providence

Inreach
5/26  Staff evaluations
6/7  Led program for Religious Education Board meeting
6/14  Led short program for Board of Trustees meeting

Outreach
5/19  Civil Air Patrol annual chaplain staff training
5/21  Met with Buddhist group for possible church program in fall
5/21  Consultation with Great Lakes Military Ministry
5/27  Taught moral leadership class to cadets
6/2  Meeting with Evanston mayor
6/3  Meeting with Chicago Area Liberal Ministers (elected president for 2014-2015)
6/4  Consultation with UUA Moderator regarding GA plenary announcement
6/12  Represented Community Renewal Society at 4th Ward minister's breakfast

Summer Schedule
June 30 - July 13  Connie, vacation/study leave
July 14 - 27  Bret, study leave
July 28 - August 3  Bret, vacation
August 4 - 17  Connie, vacation/study leave
August 24 - September 3  Bret, vacation

Planned out-of-town trips for 2014-2015

<table>
<thead>
<tr>
<th>Month</th>
<th>Vacation</th>
<th>Study Leave</th>
<th>Denomination</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 6-9</td>
<td></td>
<td>3</td>
<td></td>
<td>UUMA retreat</td>
</tr>
<tr>
<td>October 10-12</td>
<td></td>
<td>4</td>
<td>Boston</td>
<td></td>
</tr>
<tr>
<td>November 3-6</td>
<td>10</td>
<td>4</td>
<td>Prairie Group</td>
<td>California</td>
</tr>
<tr>
<td>December 26-January 4</td>
<td>5</td>
<td></td>
<td></td>
<td>UUMA institute</td>
</tr>
<tr>
<td>February 2-6</td>
<td></td>
<td>5</td>
<td></td>
<td>Lectio Divina study group</td>
</tr>
<tr>
<td>February 17-21</td>
<td></td>
<td>5</td>
<td></td>
<td>Austin</td>
</tr>
<tr>
<td>March 25-29</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

18 14  4

Addendum: Someone asked for clarification regarding time off for ministers at UCE. Our letters of call grant a month of vacation and a month of study leave—standard across the UUA. Study leave is professional development time for continuing education, spiritual retreats, professional obligations, etc. During vacation, if there is an emergency, the congregation may recall a minister to service at the congregation's expense. During study leave, if there is an emergency, the congregation may recall a minister to service at the minister's expense. A month of vacation plus an extra month for study is generous, and it also compensates ministers for working the required six-day weeks—which amounts to an additional 44 days a year (52 weeks-8 weeks off).
Therefore, compared with people who work five-day weeks and get two weeks of vacation, ministers get the equivalent of an extra two days off per year. In reality, your ministers are rarely able to schedule 60 days of time off, and it does not accrue year-to-year.

Report to Board of Trustees
June 18, 2014
Rev. Connie Grant, Minister for Lifespan Religious Education

1. At their recent retreat, members of the Religious Education Board heard a presentation by Rev. Bret on Policy Governance, with participation by Shirley Adams and Brian Nielsen. The retreat also including visioning around “what we want our children to experience at UCE by the time they graduate from our religious education program” and the first step in goal-setting for the RE Board for 2014-15 (expected to be finalized in July or August). When finalized, the resulting documents will be shared.

2. A member of the Religious Education Board, Julie Bernstein, has resigned after one year of a two-year term. In keeping with the By-laws, the vacancy will be filled for 2014-2015 by majority vote of the remaining members of the RE Board.

3. Application of theme-based ministry to religious education programming for adults is being explored by Crackerbarrel and Learning Associates. Themes will also lend themselves to worship experiences and educational opportunities for children and youth.

4. This summer, activities for children in kindergarten through sixth grade (as well as childcare for younger children) will be provided by our paid childcare workers during the worship service. Children’s summer attendance has typically been very low (a dozen or less) regardless of content or staffing. Nevertheless, an organized activity is planned each week.

My upcoming schedule:
Ministry Days & General Assembly, June 23-28
Vacation, June 30 – July 13
Vacation, August 4 – 17
Preaching July 20, July 27, Aug 3

Executive Operations Director Report
Board of Trustees Meeting - June 18, 2014

Building and Grounds
HVAC Roof – Two of three bids received to date. Third bid expected this week. I will meet with Dick Whitaker, to review bids and make a decision by early July to accomplish installation this summer.
**Rain Garden Dedication** – Beautiful honoring of Bill Fischer. Important moment in the life of UCE as Mayor Tisdahl and Debra Shore reflected on the example we are setting on environmental efforts -in keeping with environmental priorities of the City of Evanston and Metropolitan Sanitary District.

**Lighting** – Improvements to lighting in tunnel and other areas of UCE are in motion. Large lights on the exterior sign will be replaced with smaller versions. Large ones will light the front of our building. Unruly landscaping will be removed with grass seed planted.

**Signage** - I have submitted an application for light pole banners on Ridge Avenue. Quotes have been sought for fabrication of the banners. I have spoken with Department of Streets who are in charge of the program. I will consult with a designer who can ensure a well phrased very short message/image for these banners.

**Storage Area** – Garbage area will be rebuilt with 10 x 8 shed built next to it. The shed will house snow blower, salt, garden tools, hoses and other outdoor items. Space opened in the large interior storage area will be dedicated to soup kitchen shelving.

**West Entrance** – New carpet squares will be installed in the next few weeks. The existing carpet is 24+ years old and showing extreme wear. New rubber insulation seals are being replaced in the doors.

**Electric Unit Outside of Lobby** – Lattice and gates have been replaced.

**Fundraising**

**Rentals** continue to be strong. I signed a new annual contract with North Shore Chamber Orchestra and am writing a renewal contract for our weekly Bayit After School Program for 2014/15. Rental income as of 5/31: $ 47,878 --currently $20,878 ahead of our budgeted goal of $27,000 for fiscal year 2013/14.

**Rummage Sale** – In excess of $3,000 over budget after expenses - huge success in many ways.

Music Concert – Rescheduled for Saturday, October 11 at 7 p.m. featuring Fred Simon and Sweet Pepperika. The event will be jointly promoted, tickets will be sold at UCE and net proceeds are anticipated at $2500.

**Administration**

**Staffing** – Our office/RE assistant position has been vacated. Sylvia Cornell resigned and left on Sunday, May 18. Executive team is reviewing staffing needs and will proceed with a replacement plan in the weeks ahead.

**Communications:** Changes are occurring with the newsletter. It will now be sent in a more accessible, shorter format to be in the hands of members and friends weekly. More details will follow in a communication from staff.
Technology: A sound leveling board will be installed in the existing sound system that will enable our sound crew to adjust sound levels more accurately. Equipment was purchased and will be installed during July. There has also been a request to the board for Endowment for funds to purchase new speakers for the sanctuary. These two components, we have been advised, will dramatically improve quality of voice projection in the sanctuary.

Outreach

Outreach: a) Organized UCE Dance party in celebration of Marriage Equality – 3 couples from outside UCE attended as well as many from UCE. B) Connected with Mayor Tisdahl and organized meeting with Bret and myself. She offered a number of suggestions on how we might have deeper social justice connections in our community. Ideas were welcomed by staff. We will be meeting with City representatives soon to explore opportunities.

Policies

<table>
<thead>
<tr>
<th>Past Due</th>
<th>December – Church Staff: Long Range Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy actions required in past but not completed and explanation</td>
<td>Executive Team and Chair of ISC report annually to board on 3-year plan annually, by 12/31</td>
</tr>
<tr>
<td></td>
<td>BOT decided to wait until the new Sr. Minister on board to discuss long range planning. not to be done by 12/31/13</td>
</tr>
<tr>
<td></td>
<td>January – Governance/ET – Bi-Annual State of the Church first report due to BOT at January Meeting – done at May, 2014 annual meeting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Future:</th>
<th>Budgeting – Staff Compensation Adjustments by 7/1 – done</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EOD ensures updated job descriptions on file for all employees. –done</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Present:</th>
<th>June – Staff Roles &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reviews to be completed by 6/30 and Goals on file...Bret and Sandra prepared to proceed – done</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Completed past two months</th>
<th>April: – Budgeting – Annual Surplus – BOT Thru ISC/Budget Working Group recommends budget with 1% surplus for approval at</th>
</tr>
</thead>
</table>
May Meeting.

**Governance:** EOD ensures accessibility of goals to membership—Accessible on file in EOD office, on computer server, website – done

**May -- Governance -- ISC**
Board President Appoints chair of ISC. – done
Budgeting: Budget Working Group/ISC Final budget for congregational vote – done

| Reviews: | Sign Ordinance policy adopted in 2005 by BOT forwarded to Janet Hartmann for review by board at future date |
| Policies identified as needing review or creation | |

ISC Report To the Board
June 12, 2014

**Stewardship:**
Martha and Kristen have not received word of any changes to the pledge total, since just before the Annual Meeting in May. The total remains $537,831 of the pledge goal of $540,000.

**Endowment:**
Endowment chair Pat Ulmer reports the balance as of March 31 is $222,235. A plea for donations to Endowment has recently gone to the membership.

**Information Working Group**
The IWG will convene this summer to discuss data management and topics that fall within information gathering and storage needs at UCE. This group is comprised of Sandra Robinson, Shirley Adams, Brian Nielsen, Martha Holman. Another member-at-large may join the group.

**Fundraising**
According to the May 31 P&L, the rummage sale has netted $23,990, nearly $4,000 over the budgeted income of $20,000. It is unknown whether or not additional expenses are outstanding.

**Music Fundraiser**
A concert has been rescheduled with Fred Simon and Sweet Pepperika for Saturday, October 11 at 7 p.m. Sandra and the group have met to discuss publicity, advertising and other details. The plan is to launch a publicity effort in early August. Both performers will provide their mailing lists and will also promote to their followers. The Church will offer tickets at $25 each. As in the past, the Church will have volunteer opportunities for those in financial need to
attend the concert. Sandra wants everyone to enjoy music at UCE and manage to have a profitable music fundraiser. She anticipates that the concert can net $2,500.

Rental
Rentals continue to be strong. Sandra has signed a contract for another year with North Shore Chamber Orchestra, and she is writing a renewal contract for the weekly Bayit After School Program for fall 2014–spring 2015.

Rental income as of May 31 is $47,878 with an additional $1,033 received yesterday. We are currently $20,878 ahead of our budgeted goal of $27,000 for fiscal year 2013-14.

Chris Isely, Jane and Sandra will meet closer to the end of the fiscal year to determine the amount to move forward into 2014-15 budget that has been received for deposits and payments for the next fiscal year.

Chris advises that the excess rental money will likely bring us well over our budget and 1% reserve by the end of this fiscal year (ending June 30). Surplus above the budgeted 1% reserve will to the Contingency Reserve Fund that will be accessible for emergencies.

Budget Working Group
The Budget Working Group is on hiatus.

UCE Treasurer's Report
June 15, 2014

Income:
Thanks in large part to the rental income, which is 183.4%, or $20,638 above the year-to-date budget, our total income stands at 98.5% of the YTD budget. Successful fundraisers (Serendipity, rummage, and fall concert) have also contributed to the healthy income level.

Net pledge income is 93.3% of the YTD budget, compared with 92% last year. Chris just sent out a reminder that pledges are due by the end of the fiscal year on June 30, so we expect members to respond accordingly.

Expenses:
Year-to-date expenses are at 94.8% of budget. Last year, we were just under that, at 94% of budget.

Bottom Line:
Our YTD net income is a magnificent $26,419, or 726.5% above the YTD budgeted total of $3,636.
Chris expects to end the year with a surplus above the budgeted 1% savings of $8,816. If that happens, any net income over $8,816 will be added to the Contingency Reserve Fund that currently totals $33,776.

June Executive Committee Meeting
June 5, 2014
Attending: Bret, Connie, Michael, Janet, Shirley

1. Endowment request for sound system improvements. Bret wrote the request to Endowment for money for sound system improvements: one to the system itself for around $2K and one to upgrade our speakers for around $10K. The $2000 will come out of operations budget. The second is hopefully to be funded by endowment plus small part from operations if needed. Bret has one bid of $7800. Michael checked on the number available for this year: A total of $10,866.17 was available for 2014. $3100 was requested for the installation, so $7766.17 remains. Bret would talk to Sandra about revising amount requested or, if necessary, utilizing building fund and paying back with an 2015 request, all of which would need to be presented to board for approval of request and discussion of any competing endowment requests needs.

2. Chris Isely provided an outline of previous capital campaigns and a possible timeline for a future campaign. We agreed to provide to the board for discussion in July after Chris is notified we are providing to all (Bret or Sandra conveying info).

3. The BOT retreat and new member training. We looked at last year’s agenda and divided up similar tasks for this year.

4. Monitoring schedule. Commitment to thrive is on the June board meeting calendar. Bret will ask Eileen for a report informing the board of the status of the CTT and its component committees.

6. GA delegate slate. Michael agreed to send out the slate of those going to GA and those we know want to participate off-site. BOT will approve before the board meeting by email vote.

7. ISC and Budget Working Group. Shirley had a question about this after conversations with Jane K. We found a policy (1.8) specifying that the BOT chair appoints ISC chair from the board. Shirley will meet with two board members who are on ISC about the leadership of the ISC for 2014. Note: after this meeting, Shirley found the ISC job description info that says the ISC elects its own chair. We should resolve when writing policies describing councils.

8. Religious Education board has concerns about their role being diluted under Policy Governance. We will educate them about Ends related to RE (congregation wide development) and invite their collaboration on policies related to RE. Bret, Brian and Shirley will meet with them during their retreat on Sat. June 7.

9. Intern: Meadville Lombard has a new model for designing and administering internships. It includes a 3 year commitment. It has some advantages over the traditional model. Bret will describe it to the board at the retreat and conduct at least one meeting regarding the new model.

10. Shirley reported she is willing to serve as president and is waiting to hear from Brian his willingness to serve as VP. We reviewed the Guideline process for board election of officers, by which at the June retreat we will invite anyone interested in serving to make it known and that the vote will be taken at the July meeting.

11. Audit possibilities. We will ask Sandra to review the options for us: exchange/ pro bono /trade rental space for an audit/full fee.

12. Role of Executive Committee. Discussed possible changes to this committee and how it functions. Agreed it helps immensely to create the BOT agenda and to screen issues raised for those appropriate
for board attention. It alerts us to items needing attention before the meeting. It gives staff feedback when issues arise between BOT meetings and facilitates their resolution when a full board meeting is not possible per Policy 1.7. (Examples: RE board issues and intern project.)

12. June 22 town hall - we never got to this (Shirley forgot to mention it....)

End of meeting at about 9:15pm.

submitted,
Shirley Adams

UCE BOT Request for Endowment Funds
June 2014

Summary
Over the past few years our congregation has struggled with a variety of sound system issues. Some of these are related to the acoustics of our building and outdated equipment. Some seem to be "ghosts in the machine," where dramatic changes occur to the quality of sound in the middle of worship services with nobody touching the controls. Any way one looks at it, we are due an update. We cannot wait until the next capital campaign and this upgrade is outside the scope of the operating budget.

After consulting with six sound engineers, it is clear that we need to replace our thirty-year old speakers and some core equipment in the sound cabinet. The latter items, costing less than $2,000, are being covered out of the operating/building budget and should be installed before the end of July. Regarding the speakers, we have one bid for $7,800 and are seeking two competitive bids (although it is unlikely that anything will come in much lower since most of that cost is for the speakers themselves).

This UCE BOT Endowment request is for $7,766 (the amount remaining for 2014) to go toward loudspeaker costs. The difference ($34) as well as some ancillary costs for a lift ($700) and unanticipated items (not to exceed $500) can be covered by the operating budget. The Executive Team can allocate operational/building funds for appropriate uses up to $5,000 without Trustee approval.

Information on the speakers: we plan on replacing our three hung speakers with a single-point "line array" system. Aesthetically, there will be a trade off between the new and existing speakers. The new speakers will need to be hung a little lower; however, there will be only one speaker which can be painted a light color to blend with the sanctuary decor. Therefore, we will be trading three black speakers that hug the ceiling with one that drops down a little lower for effectiveness. There's no way around the drop — the way things are now we have sound bouncing off the ceiling, beams, and walls. Lowering the new speaker will put the sound more directly into listeners' ears. The high quality of the new speaker will deliver a clarity that is state-of-the-art.