Unitarian Church of Evanston
Minutes of October 16, 2013
Board of Trustees Meeting

The regular monthly meeting of the Board of Trustees of the Unitarian Church of Evanston was held on Wednesday, October 16, 2013 at 7:30 pm in Room 3 of the Church.

Trustees Present: Mike Takada, President, Shirley Adams, Vice President, Claudia Dancing, Janet Hartmann, Jane Kenamore, Kathy Monk, and Sarah Vanderwicken

Trustees Unable to Attend: Brian Nielsen and Tom Ticknor

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

1. Welcome and reflection – Rev. Bret Lortie

2. Call meeting to order – Mike Takada called the meeting to order at 7:35.


Jane moved the acceptance of the Consent Agenda. Unanimously approved.

4. “Escalating Inequality” – Request to support consideration of “Escalating Inequality” as a new Congregational Study/Action Issue for 2014-2018 – Mike Takada & Sarah Vanderwicken (10 minutes)

(See “BOT_endorsement_of_CSAI.doc” and “Congregational Study Action Issue Proposal_Sept2013.doc”)

a. Sponsoring congregation: First Unitarian Church of Portland, Oregon
b. Letters of support welcomed by the UUA Commission on Social Witness
c. UCE BOT to support inclusion of “Escalating Inequality” for consideration as a new Congregational Study/Action Issue?

(See Appendix)

5. Policy Review and Revision – Janet Hartmann (10 minutes)

(See Appendix)

a. Approve a new guideline for addressing UCE member concerns expressed to or observed by a board member

Janet presented background on how this policy revision originated from discussion at the August Board meeting.

Sarah inquired about adding a New Business section to the Board’s monthly agenda. Mike and others explained the procedure to get new business type items on the agenda, i.e., suggesting a topic(s) for consideration to the Executive Committee that meets prior to each Board meeting.
After additional discussion, the Board unanimously approved the revision.


Shirley and Sandra will present a final report and recommendations to the Board at the November Board meeting.

7. Executive Team highlights

   a. Ministers’ updates

       In addition to the written reports which appear below, Bret shared a draft of a short adapted document based on the Covenant of Engagement. He plans to include the document in an upcoming sermon.

       Connie presented a pamphlet of fall semester opportunities for Adult Religious Education.

   b. EOD update and Dashboard presentation – Sandra Robinson

       As an addendum to the EOD report, Sandra emphasized the importance of the two November fund raisers, the Junior Mance Concert and the Serendipity Auction, and encouraged board support and attendance at the events.

       In addition, Sandra presented information on the updated and revised version of the Dashboard.

   c. Treasurer’s report – Jane Kenamore

       Jane reviewed and answered questions concerning the Cash Balance and Profit/Loss Statement.
8. **UCE 2nd Service: Next Steps – Rev. Bret**

   a. Putting the Covenant of Engagement into practice when interacting with concerned members. Bret emphasized the importance of interacting with members of the congregation using the Covenant of Engagement.

   b. “Town Hall – Part 2” Nov. 17th after service; Need 2 Trustees to assist Bret with preparations. Mike, Shirley, and Connie will assist Bret with the second Town Hall meeting preparations.

9. **Introduction to UCE Financial Statements – Chris Isely**

   Chris reviewed and explained the UCE Financial Statements and his role as UCE Financial Secretary.

   Several questions were asked by board members and answered by Chris as to the specifics of his responsibility and the procedures he uses. Of particular interest to the Board was the concept and use of Retained Equity. Chris indicated that Retained Equity will gradually increase “over the years.”

   Chris also indicated that a Financial Audit may be appropriate in the near future.

10. **2013/14 Board Goals – Tasks & Assignments**

   Board members volunteered to assume responsibility for various goals as listed below. Other Board members will make selections in the near future.

   **Unitarian Church of Evanston Board of Trustees**

   2013-2014 Goals

   1. In partnership with the Executive Team, undertake the appreciate inquiry process. (Claudia)

   2. Assimilate and implement the appreciate inquiry process and listening campaign into future planning. (Shirley)

   3. Refine process and policies on external communication. (Sarah)

   4. Partner with the Member Engagement committee to implement leadership development action items developed during 2012-2013 year. (Kathy, Sarah)

   5. Organize and institutionalize policy review as a regular board practice. (Shirley, Janet)
11. October Executive Committee Meeting, 10/2/13 – Summary

a. Review September minutes
b. Discussed new guideline for how to handle feedback from members or personal observations
c. Congregational Study/Action Issue request for Board of Trustees support
d. Discussed next steps toward adding another service and how to respond to member concerns

12. Parking Lot Items

- UCE financial audit
- Understand “distributions” per the Endowment Fund Agreement, page 2
  (http://ucevanston.org/wp-content/uploads/2011/05/UCE-Bylaws_approved-12-5-2010.pdf)
- Note to Compensation Advisory Group: consider revising policy and guideline to convene on a 3 year cycle versus annually.
- At next Congregational Meeting, approve minutes from 4/28/13 Special Congregational Meeting
  - Religious Education Board/BOT sunset potluck supper Oct. 20th

13. Action Items – Claudia Dancing

Claudia recorded the following Action Items:

- Add Michael Anderson’s MSC expenses to the September minutes,
- Mike Takada will send a letter of support to Dick Burke at the First Unitarian Church of Portland, Oregon,
- Board members are encouraged to support and attend the Serendipity Auction,
- Mike will inform Brian and Tom about next month’s 7 PM start time,
- Board members were encouraged to attend the Junior Mance concert,
- Board members were asked to contact Mike about which goal area responsibilities wish to assume,
- Mike will determine what reading in Governance and Ministry should be completed for the November Board meeting,
- Board members were asked to solicit various Evanston businesses to contribute to the Serendipity auction, and
- Sarah (snacks) and Jane (action items) were reminded of their responsibilities for the November Board meeting.

14. Snacks – Shirley Adams

Mike thanked Shirley for the evening’s snacks.

15. Adjourn – Mike Takada

The meeting was adjourned at 9:35.
BOARD OF TRUSTEES FEEDBACK HANDLING PROCESS

This guideline is intended to address the Board of Trustee’s dual role in serving as a governing board and providing oversight. The goal is that each board member can listen and affirm the concerns of congregants and assist them in navigating the appropriate channels of the organization.

**Frequency:**
Ad hoc

**Process:**
When presented with a concern a congregant or a group of congregants, a board member will:

1. Encourage the concerned congregant(s) to address the issue directly with the applicable staff member and assist them in identifying which staff member is responsible for the area of concern and that staff member’s supervisor on the Executive Team.

2. When this is not possible or has not resolved the issue, and the congregant or group returns to the board member, he or she will bring the concern to the Executive Committee through the board president. The Executive Committee will consider and refer as follows:
   - Issues determined to be individual concerns will be addressed directly by the appropriate staff member, supervising Executive Team member, or referred to the Congregational Relations Team.
   - Conflicts between two or more congregants will be referred to the Congregational Relations Team.
   - Issues determined to have broader significance but to be within the administration of the church, including but not limited to, worship, programming and scheduling, staff or volunteer performance, building maintenance, or rentals, will be addressed by the Executive Team who will keep the Executive Committee and Board informed of progress, resolution or barriers thereto, and conclusion through their monthly reports.
   - Issues determined to have broader significance but to be systemic or within the governance of the church, including but not limited to, strategy and vision, organizational structure, or budgeting of resources, will be put on the agenda for discussion at a board meeting. The board and staff will discuss the issue and reach agreement on any action needed.

The concerned congregant(s) and the board member who brought the issue to the Executive Committee will be informed of the channel to which the issue has been referred. During board meetings, board members will not bring up concerns that are not on the agenda.

The board recognizes that all concerns cannot be resolved and the process may be concluded without satisfaction by all parties. The board’s goal is that congregant’s concerns are heard and that the process of resolution or conclusion is transparent.
Title: Escalating Inequality

Issue: Upward mobility – the American Dream – has become a myth. Economic inequality has skyrocketed. King’s dream of justice and equality has fractured. Half of all Americans are impoverished or struggling, as the middle class shrinks and billionaires take the profits. How can we revitalize our covenant to the Common Good?

Grounding: Our UU tradition places its faith in people to create a more loving community for all, guided by “justice, equity, and compassion in human relations”. Challenging extreme inequality has now become a moral imperative, just as prior generations have led movements from abolition to civil rights and marriage equality.

Topics for Congregational Study:
• What do the numbers show about the expansion of extreme wealth and increase in struggling households?
• What are the lessons to be learned from the history of economic inequality and other movements for economic justice dating back to the last Guilded Age.
• How are social classes formed and what practices will help us transcend class barriers in our congregations and communities?
• What do recent studies say about the indirect social outcomes of growing economic inequality? These include hidden effects on hierarchy, discrimination, segregation, minorities, physical and mental health, education, violence, punishment, political polarization, and public services.
• What are the root causes of the new inequality? For example, corporate globalization, “free trade”, outsourcing, privatization, corporate welfare, tax shifting and evasion, predatory lending, bailouts, monopolistic industries, disempowerment of labor, excessive money in politics, “externalizing” social and environmental costs, “free market” / libertarian ideologies, and financial deregulation.
• Examples of where to begin: Reduce money in politics, ensure living wages, and prevent debt servitude. Ensure access to opportunity through good healthcare, quality education, and stronger public services and social networks. Build a more just tax structure, amend trade agreements, prevent financial industry chicanery, and strengthen worker organizing. Develop a deeper understanding of classism.
• Distinguishing between the moral, social, economic, political, and sustainability implications of inequality, can we imagine a new strategy for the Common Good - “caring and sharing” on a societal level?

Possible Congregational / District Actions:
• Collect current and historical resources on inequality, both written and online.
• Enlighten yourselves via discussion / film / study groups on the effects, causes, and history of inequality.
• Develop a variety of spiritual experiences to inspire UUs to transcend barriers of class.
• Organize action agendas on select issues, networking with other congregations and allied secular and interfaith groups. Collaborate, as feasible, with UU organizations like state Legislative Networks, UUJEC, and UUSC.
• Join to develop a vision of the common good that animates a movement toward sustainable well-being for all, to reduce demands on the earth’s resources, and to nourish the soul by sharing life’s essentials.

Related Prior Social Witness Statements:
GUIDELINES FOR UNITARIAN CHURCH OF EVANSTON

BOARD OF TRUSTEES FEEDBACK HANDLING PROCESS

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Approved by UCE Board of Trustees
Date:
To be reviewed, modified and reapproved on or before:
Senior Minister's Report - October 12, 2013
Rev. Bret Lortie, Senior Minister

Summary
I'm happy to report that this month, following the town hall meeting on the second service transition, has felt more routine. In other words, we are settling into our work through regular meetings and are getting "down to business." I have enjoyed many one-on-one talks with congregants and committee chairs regarding their ministries. Following our Board startup workshop with the Region, things have felt more settled. This is a good thing.

Two-Service Transition
We will be hosting a second town hall meeting in November, tentatively 11/17 after church, to discuss what success and "thriving" will look like. I envision some long-term congregational goals will emerge from our discussion.

Sound System
One thing that's been on many people's minds is the sound quality in the sanctuary. To give a quick update on what's been done to correct this, we have:

- contracted with a sound engineer to "tweak" our system settings and EQ
- purchased a new headset microphone (from minister's professional expenses)
- purchased a wireless receiver and podcast recorder to replace broken equipment (from budget)

The sound engineer reported that our equipment, including hung loudspeakers, are in good shape. To be forward-looking we might consider installing a remote console so our sound personnel do not have to be in the back corner where the sound is unrepresentative of what's being heard during the service. The engineer also noted that considerable improvement will be made by isolating the exhaust fans and installing some acoustic panels. Neither of these projects are financially feasible this year.

Worship Services in September

<table>
<thead>
<tr>
<th>Date</th>
<th>Minister</th>
<th>Service Title</th>
<th>Theme</th>
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<tbody>
<tr>
<td>10/1/2013</td>
<td>BL</td>
<td>From Generation to Generation</td>
<td>Making room for millennials</td>
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<tr>
<td>10/20/2013</td>
<td>BL</td>
<td>Building cathedrals</td>
<td>Church growth</td>
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<tr>
<td>10/27/2013</td>
<td>BL</td>
<td>150 Years in Evanston</td>
<td>History of our church</td>
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Rites of Passage
Mary Schumaker, October 12
Luella Moser, October 19

Inreach


Outreach
Luncheoned with Evanston Interfaith Clergy Association and will host next meeting in January. Met with clergy from First Unitarian church, Third Unitarian church (regarding CAUUC), Meadville Lombard (regarding Great Lakes ministry), and UUMA cluster. Attended annual UUMA retreat in Racine, WI. Will participate in Springfield march for marriage equality on 10/22.

**Expected Out-of-Town Dates 2013-2014 (unchanged)**

<table>
<thead>
<tr>
<th>Month</th>
<th>Vacation</th>
<th>Study Leave</th>
<th>Denomination</th>
<th>Location</th>
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<tr>
<td>September 14-15</td>
<td>2</td>
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<td>Chicago</td>
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<td>October 5-6</td>
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<td>Lake Geneva Retreat</td>
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<td>October 7-10</td>
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<td>UUMA Retreat</td>
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<td>November 4-7</td>
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<td>5</td>
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<td>Prairie Group</td>
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<td>November 25-29</td>
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<td>6</td>
<td>Family Thanksgiving in Austin</td>
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<td>December 26-January 4</td>
<td>10</td>
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<td>Family Xmas in Los Angeles</td>
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<td>January 23-24 (ten.)</td>
<td>2</td>
<td>Military ministry conference</td>
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<td>February 19-23</td>
<td>5</td>
<td>6</td>
<td>Study retreat in Tulsa</td>
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<td>March 20-24</td>
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<td>5</td>
<td></td>
<td>Austin, Texas</td>
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<td>April 2-6</td>
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<td>5</td>
<td>Trauma response board meeting in NY</td>
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<td>June 29-30</td>
<td>6</td>
<td>10</td>
<td>General Assembly</td>
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<td>July 1-14</td>
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<td>Paris</td>
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<td>July 15-24</td>
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<td>Chicago</td>
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**Report to Board of Trustees - October 16, 2013**

**Rev. Connie Grant, Minister for Lifespan Religious Education**

1. An informational meeting for parents is tentatively scheduled for November 3, to discuss logistics of having two religious education sessions beginning in January.

2. A listing of adult religious education programs for the fall, every Tuesday evening plus some additional times, is on the UCE website. (I'll also pass out hard copies of a brochure at the BOT meeting.) Currently I'm offering a credo-building workshop, with fourteen people registered.

3. I attended the CMWD ministers’ chapter meetings in Racine last week (as did Bret). The workshop topic was sexual health and safety in congregations, presented by Rev. Debra Haffner of the Religious Institute. We hear that the UUA is planning a “safe congregation” certification similar to Welcoming Congregation or Green Sanctuary. We anticipate updating safety policies and procedures at UCE.

4. “Our Whole Lives” sexuality education for 7th & 8th graders will be offered on Sunday evenings, 11 sessions December – May.

5. I will be out of town from October 23-28 for my son’s wedding in Florida. I'll be checking email infrequently during that time.

**Executive Operations Director Report – Sandra Robinson**

**Wednesday, October 16, 2013 Board of Trustees Meeting**

**Fundraising**
**Major Music Fundraiser:**

Publicity has been in full swing over the past two weeks for the Junior Mance Trio concert on Saturday, November 2, 2013. Flyer distribution, press releases, personal contact, posters—extensive internal and external outreach.

Need assistance from board: Purchase tickets and pass the word to friends and fellow congregants.

**Serendipity Auction:**

Efforts in many areas of coordination have been underway for some time now. The auction is planned for Saturday, November 16. Business donations are coming in nicely. Volunteers, set-up, food, donations from congregants and plans for the evening are in good shape.

Need assistance from board: Donate items and make reservations to attend.

**Building and Grounds**

- East entrance floor skim coated and indoor/outdoor carpet tiles which match west entrance installed.
- Second rain garden complete – to be named Bill Fischer Rain Garden
- Carpets in lobby, room 2 and 3 cleaned
- Working with plumber and engineer to review flushing mechanisms as part of Green Sanctuary storm water management efforts
- Ongoing review with Frank Boudart, electrician, for plans to replace lighting in Office, Rm. 2 and 3 during this fiscal year.
- Johna VanDyke and Frank Boudart have met with me to devise a plan for upgrading lobby lighting and ceiling tiles
- A list of priorities is in progress. We have aging annex, green sanctuary projects and upgrades for the building which will require funding over the next few years, including drapes or shades which are 30 years old, lighting fixtures, plumbing upgrades, review of kitchen appliances among others

**Rentals**

- Rentals are healthy with $15,469.80 collected to date toward a budget of $27,000 for the fiscal year
- C.A.R.E Animal Shelter CARE Faire here the Saturday after Thanksgiving
- Working with the Bayit after care program to balance their classroom needs with our RE classroom needs

**Dashboard**

- Working with UCE member to transfer data and create dashboard, which will be easier for updates and additions as we move forward. The graphs and information are very similar, slightly expanded and improved, This will be presented to the board on Wednesday at the BOT October meeting.

**Communications**
Ongoing upgrades to the website take place weekly to refine information and make it more accessible and easy to use.

Carli Magel working closely with me to promote Junior Mance Concert and Serendipity Auction.

EOD preparing final summary of Ministerial Search Committee expenses to file in Congregational Record which can be referenced in future search process.

Technology

- New smart tv purchased for Room 7 religious education classroom
- New recorder for sermons to be purchased. Current one is malfunctioning
- Second lavaliere microphone for sound system to be purchased to enhance sanctuary sound quality

Policies

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<tr>
<th>Past Due</th>
<th>· No policy work past due at this time</th>
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<tr>
<td>Policy actions required in past but not completed and explanation</td>
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| Past: | Budgeting: Compensation Advisory Group Board President by 9/30 selects serving board member to chair four individuals. |
| Policy actions completed in past month | Work is underway by the CAG with reports to be ready in November for ISC. |
| | The newly appointed BOT shall develop goals-no later than August 31….now approved |
| | EOD ensures accessibility of goals to membership-pending Board approval of goals |

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<tr>
<th>Present:</th>
<th>· No Policy activity required Nov.</th>
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## Future:
Policy actions coming up

- Church Staff: Long Range Plan
  Executive Team and Chair of ISC report annually to board on 3-year plan annually, by 12/31

## Completed past two months
- Guidelines for Election of BOT Officers
- Multiple policy changes related to the new Sr. Minister as Chief of Staff – discussions throughout June and July - voted on at August meeting.
- Guidelines for Election of BOT Officers—voted at August meeting.

## Reviews:
Policies identified as needing review or creation

- Sign Ordinance policy adopted in 2005 by BOT forwarded to Janet Hartmann for review by board

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### ISC Report To the Board
**October 2013**

#### Policy

Janet and Jane are working on a policy and procedures for ad hoc committee budgeting, spending, and reporting same. Drafts will go to the Board for the November meeting.

#### Stewardship:

Co-chairs Martha Holman and Kristin Larsen report that they are finalizing their team and laying plans for the campaign, which they hope will be bigger than ever in UCE history! Next month they will present a definitive list of team members. So far, they report with great pleasure that John and Linda LaPlante have agreed to co-chair steward recruitment for the campaign. Martha and Kristin want to recruit an additional 10-15 stewards this year, many from the newer, younger members of UCE.

#### Endowment:

Endowment chair Pat Ulmer reports that they currently have $193,560 in the Endowment account. They are making plans for a special Endowment Day on Sunday, October 27. At that service they will introduce the new Endowment slogan, "Keep UCE," with some humorous new posters. Focus will be on preserving the wonderful aspects of UCE, including some of the quirkiness, too. In addition, a Committee representative will give a brief talk, an insert in the order of service will describe the
Fund, and the Committee will distribute small buttons with the new logo. They will also provide flowers for the service and a post-service cake. Finally, the Nellie Brough plaque has been updated to include the seven new members’ names, who have included the Endowment in their estate plans, and the new plaque will be on display. The Committee acknowledges invaluable input from Martin Dawson and Ally Hunter, both former employees of Leo Burnett.

Finance:

Chris has changed his reporting schedule, so he will be able to distribute the P&L and Balance Sheet to the EOD and treasurer a week prior to the Board meeting. The new schedule will enable the treasurer to post the financials by Friday prior to the meeting.

Fundraising:

Sandra has been working with Tom Hempfling and Shirley Adams on all details of the Serendipity Auction. Business donations are coming in nicely, as are donations from church members and friends. We lost one vacation home and gained a new one this year. Publicity efforts have been in place, including a new poster in the lobby on Sunday and Tom will be at a table at the back of the sanctuary to assist members in making their donations and promoting the event.

Junior Mance Trio tickets will be on sale in the lobby each Sunday during October. The tickets are $30 General Admission, $50 (premier) front three rows and $100 (20 available) for premier + private reception after concert. During the week of October 10 (Junior’s 85th birthday) and Sunday we offered $20 tickets to seniors 65 and over and to students in celebration of Junior’s birthday and the 75th Anniversary of his career beginning as a youth.

Publicity efforts are extensive, including a sponsorship by WDCB providing multiple jazz radio spots, as well as a ticket giveaway for their major pledge drive this week. All area publications have received press releases and flyers have been distributed to each of the Evanston business districts: Main Street, Dempster Street, Central Street and downtown to coffee shops, grocery stores and other public places. We are placing an ad in the Roundtable which is distributed to Evanston households. Howard Reich of the Tribune has warmly responded to the information sent him. He did a lovely article last time Junior was here.

Budget Working Group

Budget Working Group will begin work on the budget at the beginning of December, as soon as the Compensation Advisory Group submits their report to the ISC.
Membership Director and Social Action Coordinator Reports
October 11, 2013

Membership
· Sixteen new members joined between the end of August and September.
· We have another Intro to UU and Orientation Class scheduled for October/November with a joining date of December 7th. We are adding an additional, condensed membership class on December 1st as well.
· New Member Committee will be mentoring new members, keeping in touch with those they attended membership class with throughout the year, inviting to special events and conducting one-on-one conversations with them.
· Member Engagement reviews the membership list, looking to those who have been members for longer that 2 years. Also, planning to conduct one-on-one conversations with members, especially those who may be drifting away or haven’t become engaged.
· 24 new people expressed interest in joining covenant groups since the sermon and program fair on September 22nd. I have placed 18 people and am working on the others.

Social Action Council
· One-on-one Congregational Listening Campaign was a success. 13 listeners conducted 78 conversations.
· We discovered two areas with high interest and potential for new focused activity – mentoring/education funding reform and economic equality
· Community Renewal Society Annual Membership Assembly – 21 UCE member present. We endorsed their platform and agreed to work specifically to support the fight for a fair tax in Illinois.
· Prisons and Restorative Justice programming began Wednesday, October 6th – almost 50 people present. Many volunteer opportunities offered.
· Engaging and Empowering for a World Made Whole, our Social Justice Empowerment Program is Saturday, October 19th. We need participation from as many as possible.
· Upcoming March on Springfield for Marriage Equality October 22nd – 20 people going from UCE and connecting with other UU’s – UU Action Network
· SAC is looking to better coordinate our calendaring, focusing on highlighting areas at strategic times of the year: Transgender Awareness, Economic Inequality – Beyond the Kitchen Door, Thirty Days of Love (MLK – Valentine’s Day), Earth Month.
· A sub-group will work on keeping website information more current, including social action calendar.