

## Second Unitarian Church of Chicago

### Board of Trustees

September 16, 2015

### Minutes

Approved October 14, 2015

**Board of Trustees present:** Susan Zeigler, Tom Denio, Jim Redlich, Erin Rusmi, Darrin Weatherspoon, Karen Fort, Molly Rossow

**Absent:** Roger Wykes

**Staff present:** The Rev. Emmy Lou Belcher, Andrew Zallar

**Guests present:** Curtis Smith, Kate Friedlob, and Linda Marquis (Nominating Committee)

#### Meeting Kick-off

- Chair's Welcome – Susan called the meeting to order at 7:05. The Board recited the covenant and Susan led the check-in.
- Tom made a motion, seconded by Karen, to approve the August Board meeting minutes. The motion carried.

#### Visitor Presentations – Nominating Committee

- Linda Marquis, Curtis Smith, and Kate Friedlob presented on the Nominating Committee's work and recommendations going forward. They recommend the creation of a new Leadership Development Team, separate from the Nominating Committee, which is responsible for identifying and nominating members for leadership positions at 2U.
- Linda, Curtis, and Kate provided an overview of their upcoming "Nuts and Bolts: Skills for Leadership" workshop, which will be led by members of the Nominating Committee and Hannah Hill. The workshop is targeted toward people already interested in leadership and those who are new to 2U and looking to lead either now or later. They also advised that they would like to look at systemic challenges in leadership development at 2U, in addition to presenting the workshop.
- The Nominating Committee will table at the Involvement Fair for the workshop and for leadership. They stated it would be helpful for Council to put together a comprehensive Involvement Fair brochure, which would include all committees of the church, not exclusive to those present at the Involvement Fair. This brochure could be used not just for this year's and future Involvement Fairs, but also as a part of the welcome packet for new members.
- Linda brought up a concern about the lack of record-keeping and continuous need to reinvent the wheel for Nominating Committee tasks. The board's new system for storing on Google Docs, and the possibility for similarly archiving and organizing Nominating Committee documents, were discussed.
- The need for a long-term policy for nominating and training was discussed. Representatives from the Nominating Committee suggested that we reevaluate term lengths. Emmy Lou is in favor of three-year terms.
- We discussed the need for more interest in leadership.
- The Nominating Committee asked that Andrew and the Council work together to complete the Time and Talent Survey. Andrew is working on software needed to create an online version. 2U used to use a paper survey, with sections written by all committees in the church, which many people found helpful. We considered the option of creating a paper survey to use until the online option is ready. The board gives approval for the Nominating Committee to explore options and start creating and distributing the survey if they decide to do so.

#### Staff Reports Review and Discussion

- Congregational Administrator's Report
  - There is a Buildings, Infrastructure, and Grounds (BIG) Committee meeting this Sunday, September 20, at 12pm. Jim will be present to represent the board.

## Second Unitarian Church of Chicago

### Board of Trustees

September 16, 2015

### Minutes

Approved October 14, 2015

- Andrew rekeyed some doors, there are now new locks and keys for certain doors, and he had discussed tiered keys with Adam before he left for Sabbatical. This is to solve the problem of many church keys missing and unaccounted for.
- Andrew is working on the sexton search, updating the job description, and hoping to start interviews next week for a new hire in late October – early November.
- Building rentals have been steady.
- Minister's Report
  - Emmy Lou notes that as we grow to a program-size church (as opposed to a pastoral-size, or minister-centered) governance and behavior, we will need documents with job descriptions and procedures that successive committee chairs and members can access - say from goggle docs or the web site. This information should not rely on word of mouth or a past chair's home copies to be transmitted.
- DFD's report
  - Raquel submitted a written report.

#### Board Retreat Discussion

- Karen, Roger, and Emmy Lou have volunteered to help Susan with content planning.
- The theme will be "How do we use this time of stability to mobilize our community toward necessary change?"
- Susan will create and distribute a task list for board members to sign up via email.

#### Updated Bylaws

- Jim compiled updates that were approved by the board last year and the full bylaws and put them together into one document.

#### Congregational Health

- Board-Appointed Nominating Committee Member
  - Susan is working on calling candidates for the fifth Nominating Committee member position
- COM – Intern Stipend
  - Paying an intern stipend is not a requirement, but Adam had looked into it before leaving for Sabbatical. The board discussed whether or not to continue pursuing this.
  - If we paid an intern stipend, the UUA would match the amount paid by 2U.
- Committee/Other Church Group Board of Trustees Liaison Updates
  - Emmy Lou will be the Sunday Services Committee liaison.

#### Finance Review and Discussion

- Jim reviewed the Treasurer's Report
  - We are in great shape financially now because people have paid their pledges early. Pledges get paid unevenly and we need to keep that in mind going forward.
  - Next month we can put \$3,000 back into the reserve.
  - Karen Fort will run the Special Gifts Campaign.
  - The Fundraising Committee is the Fall Fest Committee. Kimberly Bares is our point person. Jim spoke his concern that our Fundraising Committee focuses on one event and advocated that we need a longer-term strategizing committee for fundraising.
  - Fall Fest 2015 will be November 14.
  - Jim presented the new pledge cards and the board approved them with minor changes.
  - The Endowment Committee needs two new members. Jim and Tom will come back with two names at the October board meeting.

## Second Unitarian Church of Chicago

### Board of Trustees

September 16, 2015

#### Minutes

Approved October 14, 2015

- Updates to the 2U Personnel Handbook are in process. It needs to mention that there is currently no unemployment insurance coverage and that 2U is an at-will employer. Jim will send out changes and we will email our thoughts and any suggested changes.
- Jim volunteered to do more Google Docs document archive work. Previously he did this with the finance documents and would like to continue for other documents. The board agrees that Jim will make decisions about Google Docs, including access for committee chairs.

#### **Governance and Policy**

- Andrew and Susan are working on the sexton job description.
- We will try Latino Union for applicants and put an ad on NPO.
- There are two sexton positions: the events sexton and the janitorial sexton. These can be two separate roles filled by two different individuals, or one person can be hired to do both.
- We discussed the pros and cons of hiring a person vs. using a service.
- The board previously voted to pay the sexton no less than \$15/hour.
- Andrew, Susan, and Darrin have agreed to interview applicants.
- The board discussed the possibility of including a bequeathment request on the back of the order of service. Several board members felt uneasy about this idea and the board advises against it. The board supports other ways of getting the message out there, including mailing letters to members, announcements in the Anvil and on the announcements section of the order of service insert, and announcements during church services.

#### **Old business**

- There was no old business.

#### **New business**

- There was no new business.

#### **Adjourn**

- Darrin made a motion, seconded by Molly, to adjourn the meeting. The motion carried. The meeting adjourned at 9:09pm.