



**Second Unitarian Church of Chicago
Board of Trustees**

March 9, 2016

Minutes

Approved April 14, 2016

Attendees

Trustee	Attending (Y/N)	Trustee	Attending(Y/N)
Susan Zeigler, Chair	Y	Darrin Weatherspoon, Past Chair	Y
Tom Denio, Chair Elect	Y	Roger Wykes, Council Chair	Y
Jim Redlich, Treasurer	Y	Karen Fort, Trustee	Y
Erin Rusmi, Secretary	Y	Molly Rossow, Trustee	N
Staff	Attending (Y/N)	Staff	Attending (Y/N)
Rev. Adam Robersmith	Y	Andrew Zallar, Congregational Administrator:	Y

Guests Present: Susan Frances, Kate Friedlob, Jill Althage, and Linda Marquis

Meeting Kick-off (5 minutes)

- Chair's Welcome – meeting called to order at 7:08pm
- Shared recitation of the covenant
- Check-in led by Adam
- Approve minutes from February meeting. Susan moved. Jim seconded. Approved unanimously.
- Review agenda

Guest Presentation #1 – Susan Frances (10 minutes)

- Susan requested that the congregation sponsor her as a student preparing for ministry with the UUA.
- Karen moved to sponsor Susan Frances as a seminary student from Meadville Lombard. Tom seconded. Approved unanimously.

Guest Presentation #2 – Nominating Committee (20 minutes)

- Linda, Jill, and Kate presented on their experience at the UU leadership workshop and their perspective on the role of the nominating committee and leadership development.
- They proposed a change in the bylaws: three year terms for a leadership development committee with a function of nominating and a broader approach (or two years with the option to stay on a third year). The committee will be a committee of a minimum of five (Adam recommends six, half elected and half appointed) and staggered terms (one elected and one appointed joins the committee each year).
- Jim and Tom will put together a motion and send it to the board and nominating committee for approval. It will be out by Saturday morning. Jim recommends looking at the creation of the endowment committee.
- Jill is willing to stay on another year.

Staff Reports Review and Discussion (30 minutes) – Andrew, Adam, Raquel (in absentia)

- Congregational Administrator's Report
 - We're ahead of our space sharing goal!
 - Andrew created a comprehensive list of all space sharers (on board google docs)
 - Started canvass, slow start but hopefully will pick up.
 - Still working on getting remaining revenue from fall fast
 - Met with Buildings and Grounds, getting quote for loft electric and airflow repairs
 - Hired Roger Esparza's brother and sister as backup event sextons – long term goal is to add to list for people to help with weddings and events



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- AmazonSmile account – boosting awareness – donates 0.5% of all purchases to 2U
- Working on leadership document (list of all positions and people who fill them)
- Software database survey narrowed down to three likely software options
- Minister's Report
 - All four aisles are 36" wide now (ADA accessible)
 - Seats arranged so they are 30" apart
 - We can't fit any more chairs in the sanctuary, approx. 170 seating capacity – if attendance grows we will need to do something about it or accept the discomfort
 - We have wheelchair cutouts that we are not filling in
 - We need to communicate to hospitality to ask people to move in and fill all seats. We can add additional chairs only in the back for standing room only.
 - Talked with Ashley Boyd about Black Lives Matter banner – found a place to print it – we need to do congregational education about it and make sure folks are informed. We hope to put it up before the May 29 social justice service. Board already approved at the June board meeting. Erin volunteers to help Adam and Andrew find historical record of 2U's support of social justice in the church google docs.
 - Adam is looking into Beloved Conversations curriculum (anti-racism/multiculturalism workshop) to collaborate with other churches.
 - Adam will email board description of Who Are Our Neighbors training and we will make a decision at the next board meeting
 - Andrew emailed the board info on a webinar on conflict management
 - Adam encourages the board to create a policy that three years is the maximum length of time one person can serve in the same position of leadership (including committee chair or member of a steering committee) – Susan will work with Adam on this
- DFD's Report
 - Raquel submitted a written report.
 - Adam is in touch with the LFD committee about new DFD search.

Update on Board Retreat Action Items (5 minutes)

- Update on Time and Talent survey (Susan)
 - Andrew will work with Susan about best way to get the survey out
- Update on Marketing Committee (Tom and Susan)
 - Waiting on Fundraising committee on April 3
 - Tom and Susan will brainstorm and pull in people from membership and other areas
 - There is a brainstorming document in the google docs!

Congregational Health (15 minutes)

- Council Report – Roger
 - Roger submitted a written report
 - Getting people to come to council meetings is a struggle. The Council's purpose is to facilitate communication among all committees and ministries of the church. The board brainstormed ways to increase attendance and buy-in.
 - Andrew suggested all council chairs submit written report if they can't be present, to keep the rest of council informed
 - Darrin suggests follow-up with Committee on Ministries to add accountability
 - Karen suggests holding Council meetings after church with committee meetings to begin after
 - Darrin suggested requiring at a minimum each committee chair submit a written report to the council



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- Tom suggested volunteer of the month to recognize people's contributions
- Karen suggested a shared calendar for planning events
- Adam and Roger will plan a meeting to strategize
- Committee/Other Church Group BoT Liaison updates
 - BIG – Tom – Lew will give the board a tour of the building in April (may take more than one session); work is going to start soon on electrical work in the loft and air conditioning in the sanctuary – in process of getting quotes
 - Fundraising – Susan
 - Fundraising Meeting moved to Sunday, April 3rd at 9:00 am
 - Nominating – Susan
 - Sunday Services Committee – Adam – we're keeping some of the changes made when Adam was away

Finance Review and Discussion (20 minutes)

- Treasurer's Report
 - Pledges came in low in February but we're still ahead in the long run
 - We're in good shape for rentals/space sharing
 - We've been holding back our fair share payment
 - Pledge canvass started, pledge parties haven't worked too well but still proceeding
 - Early pledges good (increased, but not the 21% increase we hoped for)
 - Finance committee meeting in March
 - In April Finance Committee will crunch the budget
 - The board may have an additional meeting on a Sunday in the end of April to finalize the town hall. Budget town hall – Sunday May 8, Board budget-approval meeting – Wednesday May 11, Annual meeting – Sunday May 14

Governance and Policy – no items

Old business

New business

Adjourn

- Tom motioned. Karen seconded. Passed unanimously. Adjourned 9:29pm.

2U Covenant:

We covenant to build a community that challenges us to grow and empowers us to honor the truth within ourselves. We will be generous with our gifts and honest in our communication, holding faithful to a love that embraces both diversity and conflict. Called by our living tradition, we will nurture spirituality within a vision of the eternal, living out our inner convictions through struggles for justice and acts of compassion.