



Second Unitarian Church of Chicago
Board of Trustees
Meeting Minutes
March 11, 2015
Approved April 8, 2015

Trustees Present: Darrin Weatherspoon, Susan Zeigler, Jim Redlich, Kimberly Bares, Molly Rossow

Trustees Absent: Rogers Wykes, Monica Drane, Karen Fort

Staff Present: The Rev. Adam Robersmith, Andrew Zallar

Guests Present: None.

Meeting Kick-off

- Chair's Welcome
- Shared recitation of the covenant
- Check-in led by Adam

Molly made a motion, seconded by Jim, to approve the minutes from the February meeting. Motion carried.

Visitor(s) Presentations

- Elizabeth Harding was unable to attend the meeting to make a scheduled presentation requesting Community Minister Affiliation.

Staff Reports Review and Discussion

- Congregational Administrator's Report – Written report submitted. Andrew Zallar provided some highlights from his report regarding frozen pipes, snow removal and discussed installing fencing for the front yard to prevent irresponsible dog owners from letting their dogs use our yard. Molly made a motion, seconded by Jim, to authorize the Congregational Administrator to purchase fencing for the front yard, in an amount not to exceed \$500. Motion carried.
- Minister's Report – Written report submitted. Adam asked for feedback on the job description for the Contract Minister who will be providing ministerial services while Adam is on sabbatical. There was some discussion about the process that will be used to interview candidates and select the minister. Adam expressed his hope that longer-term planning and vision work be undertaken at the end of this current fiscal year to help kick off the next Board. Adam expressed his thanks to Andrew and Mary-Helen and the canvass/finance team. Adam talked about paying attention to attendance trends once the winter weather ends to ensure that our attendance continues to grow and people are welcomed and integrated easily into congregational life. Adam will be out from the 15th to the 23rd.
- Unauthorized Building Access Issue – There is a member of the congregation who has spent at least two nights in the building without permission, and is periodically in the building at other times when there are no other groups present/activities occurring. The member has been told that it is not permitted for them to be in the building alone/overnight. The Board affirmed Adam's communication, and agreed that further action may be necessary if the member continues to inappropriately access the building.
- DFD's report – Written report submitted.

2015 Pledge Drive Update

- General Update – Andrew provided a report. Packets are fully assembled and the first training session is tomorrow for canvassers. The last of the pledge letters for the canvass went out this morning. By Friday, everyone will have received their letters.



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Finance Review and Discussion

- Treasurer's Report: Jim Redlich – Written report submitted. Pledges were down substantially in Feb and there were large professional expenses in addition to Fair Share expenses. Income was \$8.93 ahead of expenses. Jim said that the process for keeping up with pledges is underway and that the canvass is going very well.

Congregational Health

- Council Report: Roger Wykes – written report submitted.
- VVC Position (Volunteer, Volunteer Coordinator) – Will K. has volunteered to serve as the VVC. The Board discussed how best to use this role, to what part of the institution it should be connected and the reporting structure. Adam suggested that we identify our most pressing volunteer need and begin work with that need rather than developing a laundry list of projects or tasks that may be overwhelming. Susan made a motion, seconded by Jim, that we create a volunteer Volunteer Coordinator position that will report to the Council Chair, be organizationally situated within the Committee Council. The position will be a trial basis, to be reviewed at the June board meeting. Motion carried.
- Building Infrastructure and Grounds
 - Request (Women's Restroom Remodel) – The Board discussed approving a draw of \$4,462 from the building fund. The fund has a current balance of approximately \$29,500. Molly made a motion, seconded by Kimberly, to allocate the \$4,462 to renovate the women's bathroom, and that if there is any income exceeding expenses at the end of the fiscal year, that a priority be adding funds to the Building Fund. Motion carried.
 - 2U Accessibility Discussion – The Board discussed the need to recruit volunteers to research building accessibility improvements and external funding sources. Improvements could include the elevator, an ADA-approved ramp in the sanctuary, a loop or FM headset for the hearing impaired, etc.

Committee BoT Liaison updates:

- Replacement of Hospitality Chair Christine H. needed as of June 1, due to work obligations. Recommendations provided by Christine. The Board suggested that Roger and Christine work together to identify a replacement.

Community Minister Affiliation request:

- Adam relayed the request from Elizabeth Harding to be affiliated as a Community Minister with 2U. Adam reviewed the general terms of the agreement, which are meant to protect, honor and respect the community minister, settled minister and congregation. Becoming affiliated is a necessary step that Elizabeth needs to take to complete her fellowship requirements with the UUA. The Board requested that Elizabeth attend the April Board meeting to make a personal presentation. Adam agreed to communicate that request to her.
- New Member Updates (as of July 1, 2014):
 - **New Members 12** (0 in February).

Governance and Policy

- Darrin asked Board members to please sign up for the Board welcomes.

Old business



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- The draft budget still needs to be finalized. It's anticipated that we will finalize the budget at the Board meeting in May.

New business – There was no new business.

Molly made a motion, seconded by Susan, to adjourn the meeting. The meeting adjourned at 9:32.