



Second Unitarian Church of Chicago
Board of Trustees
Meeting Minutes
January 14, 2015
Approved February 11, 2015

Chair's Welcome

- Shared recitation of the covenant (see below)
- Check-in led by Adam

Trustees present: Darrin Weatherspoon, Susan Zeigler, Jim Redlich, Kimberly Bares, Monica Drane, Roger Wykes, Karen Fort, Molly Rossow

Staff present: Rev. Adam Robersmith, Jen Duston, Andrew Zallar, new Congregational Administrator

Darrin called the meeting to order at 7:11pm. The Board recited the shared covenant and then participated in both a check-in and introductions for the new Congregational Administrator, Andrew Zallar.

Motion to approve minutes from December meeting made by Jim and seconded by Karen. Motion carried with two abstentions.

Motion to approve the agenda, with the correction of the meeting minutes reflected to be December, rather than November, made by Jim, seconded by Molly.

Staff Reports Review and Discussion

- Office Administrator's Report – written report submitted by Jen. Jen provided an update on the chimney repair work. She also reported that our new membership number is 210. We discussed the UUA's Fair Share Congregation costs on a per member basis, which is roughly \$87/year.
- Minister's Report – Adam reported that the holidays and services went well. He will be writing an article for the Anvil to let people know that he will be taking his sabbatical next year. No sabbatical minister candidates have been identified.
- DFD's report – written report submitted. No questions.

Finance Review and Discussion

- Treasurer's Report: - Jim Redlich – Pledges were down in December. We are ahead by approximately \$9,000 for the year thus far. The Special Gifts Campaign raised \$8,261.05, which is about \$740 short of our goal of \$9,000, but far greater than what we raised last year. Jim expects to have a draft budget for the Board to review at the February meeting. For the regular Stewardship Campaign, Jim is continuing to look for volunteers to head the campaign. The Finance Committee meets again on January 25. The mortgage has now been correctly amortized to 15 years versus 17 years, as they had incorrectly calculated. Jackie D., Finance Committee Chair, will be stepping down from the committee due to health issues. The Board discussed ways in which new leaders could be identified and how best to support Jim with the work of the Finance Committee and recruitment.

Congregational Health

- Council Report: - Roger Wykes submitted a report. There was no meeting in January due to inclement weather. We do not have a snow removal service. The Board discussed options for replacing the service we had last year. The Board clarified that the Sunday Services Committee will continue to be responsible for planning 1 service/month while Adam is on sabbatical. Jim is currently soliciting all committees for input into the budget for next year. David G., the coordinator of the Night Ministry work, is stepping down; a replacement for him needs to be identified in order



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to continue this important ministry. The Board asked Roger to communicate to the Social Justice Committee that they will be asked to identify a replacement, while using a reflecting and structured process to look for people that, for example, enjoy cooking, are organized and like discrete, ongoing projects. The Board asked that David create a task list and monthly flow so that a transition can be as seamless as possible, including potentially a month overlap to ensure that the work continues as well as it has under David's stewardship. The Board discussed Council's inquiry about adding to the pledge card a pledge or sign-up for time commitments. Adam responded that the new membership software should be able to accommodate this need.

- Board Document Management Project Update – Molly – Molly has moved everything that she can access. She has written a list of procedures, created folders and sub-folders, and created passwords. Molly will share the site and documents shared thus far.

- New Member Updates (as of July 1, 2014): Darrin
 - **New Members 9** (0 in December).

Monica made a motion, seconded by Susan, that the Board go into Executive Session. Motion carried. Monica made a motion, seconded by Jim, that we exit Executive Session. Motion carried. Monica made a motion, seconded by Molly, that we authorize an expenditure in the amount of \$1600 for Jen Duston upon her departure, in recognition of her many contributions to the 2U community and as a goodwill gesture to ensure that her compensation was fair and equitable. Motion carried. The Board talked about the best way in which to publicly acknowledge her and our appreciation.

Governance and Policy

- Monica reminded people to sign up for monthly board chat, board welcome, and periodic new member orientation session on "governance".

Old business

- The bathroom renovations should begin later this spring.

New business

- There was no new business.

Adjourn – Monica made a motion to adjourn, seconded by Roger. Motion carried. The meeting adjourned at 9:13.