



**Second Unitarian Church of Chicago**  
**Board of Trustees**  
November 9, 2016  
Minutes  
Approved December 14, 2016

**Attendees**

Trustee	Attending (Y/N)	Trustee	Attending(Y/N)
Susan Zeigler, Past Chair	Y	Dana Hill, Treasurer	Y
Tom Denio, Chair	Y	Mary-Helen Steindler, Council Chair	Y
Dan Lewis, Chair Elect	Y	Susan Richter	Y
Erin Rusmi, Secretary	Y		
Staff	Attending (Y/N)	Staff	Attending
Rev. Adam Robersmith	Y	Andrew Zallar, Congregational Administrator:	Y

**Meeting Kick-off**

- Our Chair, Tom Denio, welcomed us to this board meeting.
- We shared in a recitation of the covenant.
- We checked in.
- Susan Z. motions to approve the October minutes with edits. Dan seconds. The board unanimously voted to approve the October minutes.

**Important Dates**

- Saturday, Nov 12, "Sustenance for the Work of Our Hands" at Palatine UU – Countryside – Kim Warman is going. Tom Denio may go too.
- Thanksgiving Dinner at 2U Nov 24 – It may or may not happen this year. Imani volunteered to co-host but is not able to host by herself. We will continue advertising in the order of service and pulpit announcements. Adam will check with Judy about regular attenders who may be interested in co-hosting.
- Sunday, November 20 – Holiday Decoration after service
- Music Sunday and Cookie Sale – Sunday, December 11
- Susan Z. proposed a toiletry drive for her work – a housing program for people living with HIV, she is open to starting this Sunday or in early 2017.

**Staff Reports Review and Discussion**

- Minister's Report
  - Adam proposed starting the strategic planning team soon. The next step is to choose a team. This timeline will work well with the social justice timeline.
  - Adam is pleased with Amanda and Alicia
  - We are doing Beloved Conversations (racial justice curriculum together with other churches) next fall instead of this winter, due to other congregations' schedule. If we want to do it now, we can do it by ourselves (it will be more expensive because we are not splitting the cost) or with another non-UU church. Erin will ask the rest of the social justice team. We can also look into other programs for winter if we are doing Beloved Conversations next year.
  - We were getting advertising from other UU churches that paid to have sermons on the radio several years ago. This program is not happening anymore, so the free advertising is no longer happening.
  - Adam is putting Spiritual Friendships and Making Peace with Your Religious Past adult religious education classes on hold until winter or spring.
- Congregational Administrator's Report



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- Breeze Software – non-members are not viewable on Breeze to anyone except Andrew. This was a problem for inviting people to the Cubs game viewing. Andrew proposes giving the board full access to Breeze information minus financial contributions.
- Rental Updates – October income was high – almost 75% space budget reached for the church year July 2016 – June 2017
- The Susans are working on collecting outstanding balances from the Spooktacular.
- We met our Spooktacular Fundraising goal!
- Andrew plans to track data and keep a history of fundraiser revenue to build upon.
- TV Fundraiser was a success.
- Tupperware fundraiser last Sunday.
- We got our first Amazon Smile donation last week.
- Next Marketing/Fundraising meeting Sunday, November 20.
- Finance committee had a meeting a couple weeks ago.

#### **Congregational Health / Activities**

- Council Report, Mary-Helen
  - Council did not meet, due to the World Series.
  - Mary-Helen is discussing budget items individually with committee reps. Budget items need to be in by Thanksgiving.
- Social Justice re Rev Aaseng's workshop -- Rev Adam
  - We ended up with a leadership team at the end. Jill Althage, Erin Rusmi, Kim Warman, and David St. John.
  - People plan to do one on ones.
- Fall Fest Update – Susan Z and Susan R
  - Take aways – it was fun!
  - Results – We sold 95 tickets.
  - Timing – It's been in October, early November, and December. October works well.

#### **Finance Review and Discussion**

- Treasurer's Report – Dana
  - Attendance down from last year's average. Week two was marathon Sunday and Adam was not preaching – both factors typically decrease attendance. Week three was the same attendance as last year. Week four was the week after Fall Fest, which is always low.
  - Next year, Adam will send out an email that the Marathon route does not negatively impact traffic to church anymore, to encourage higher attendance.
  - Pledge income is relatively on budget. Letters are going out to people who are behind on their pledges.
- Finance Committee Meeting Oct 30 – Dana
  - Discussed flexibility of extra income to go to the board's discretion instead of the building fund.
  - Next meeting is November 20.
- Special Gifts – Tom
  - Tom Clowes volunteered to help.
  - Tom Denio is pursuing a match as we did last year.
  - Goal = \$15,000
  - Andrew suggested changing the language.
- Canvass Chair recruiting – MHS and Tom



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- Tom will talk to the Haileys.
- Tom recommends Monique Hanson.

**Building & Grounds Update**

- BIG Meeting Nov 6 - Tom
  - Roof was inspected today. The roof is less secure and subject to wind damage due to shingling. Roofers will be back tomorrow to patch. The west side of the roof will need to be redone within five years per Steve Hier. Cost estimate is roughly \$40,000 to \$50,000.
  - Tuck pointing needed.
  - Wood triangles have rot and will need to be replaced.
  - Costs are adding up. Capital campaign needed.
- Lew Harding's Proposal
  - Lew and Steve believe 20% of rental income needs to go into the building fund every year. We overspend and don't budget enough for building repairs each year.
  - Adam and Tom discussed several options for structuring this proposal and adjusting the percentage.
  - We can set a standard, intent, or board policy and have the option to change our plans if money is needed elsewhere to pay staff, etc.
  - Andrew pointed out inconsistency with how we deal with surplus in other categories.
  - Lew will meet with the Finance Committee. The decision will be made closer to the end of the fiscal year (fiscal year ends June 2017).
- Capital Campaign Need
  - Finance Committee wants us to begin planning for a capital campaign. Tom discussed the value and cost of hiring a consultant.

**Board Retreat Follow-Up: Areas for Planning**

1. **Strategic Plan (6 members)**
  2. **Social Justice**
  3. **Capital Campaign**
  4. **Two Services**
  5. **Marketing & Fundraising transition**
- Adam discussed emotional truths and how having a strong strategic planning group can help figure out how it all fits together

**New Business – no new business**

**Adjourn**

- Erin motions to adjourn the meeting. Susan Z. seconds. The meeting is adjourned with a unanimous vote.