

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

November 14, 2017 Meeting

Minutes

Approved December 12, 2017

Trustee	Attending	Trustee	Attending
Tom Denio, Past Chair	N	Dana Hill, Treasurer	Y
Dan Lewis, Chair	Y	Mary- Helen Steindler, Council Chair	Y (by Skype)
Tom Clowes, Chair Elect	Y	Susan Richter	Y
Joyce Haeckel, Secretary	Y		
Staff	Attending	Staff	Attending
Rev. Jennie Barrington	Y	Andrew Zallar, Congregational Administrator	Y
Guests	Attending		
Steve Hier	Y	Janice Stashwick	Y
Earl Wood	Y		

Meeting Kick-off

Dan Lewis opened the meeting at 7:04 pm with a shared recitation of the covenant. This was followed by check-in of those present. Tom Clowes moved that the minutes of the October 10, 2017, BOT meeting be approved. Sue Richter seconded; motion passed. Dan suggested that the agenda item regarding the ADA audit and installation of a new door be moved to the top so that Steve Hier, Janice Stashwick and Earl Wood could make their presentation first.

ADA Report and New Door

Steve Hier provided the ADA Checklist for Readily Achievable Barrier Removal and an ADA Compliance Existing Conditions Assessment Report prepared for Second Unitarian by Markus Keller of Accurate Inspections and Consulting. He highlighted some problems mentioned in the report having to do with railings, lighting, signage and elevator inspections. Steve recommended that the Board consult an attorney regarding liability related to ADA compliance issues. He also suggested that we address any safety issues immediately and approach any improvements with a broader understanding of what is needed or desired for ADA compliance.

Janice Stashwick provided information on the AIM Certification Program prepared by the UUA, which she thought would be pertinent to churches concerned about ADA compliance and other accessibility issues. She recommended that we separate the door opener installation from other ADA projects. We have funding for the door opener now, but not for the other projects.

Steve recommended we include railings and lights that are near the door with the installation of the door.

Dan asked Earl to secure new quotes from the vendors that have submitted bids for the installation of the ADA compliant door opener. Dan and Andrew also recommended we ask the contractor to get permits for the work.

Tom Clowes moved that we authorize the installation of an ADA compliant door opener for a cost not to exceed \$5000 without further approval of the Board. Mary-Helen seconded. The motion passed.

Dan suggested the executive committee (Tom Clowes, Tom Denio, Dan Lewis) review the ADA audit along with Steve's recommendations and AIM Program information and come to the next meeting with specific recommendations for further action. Mary-Helen asked that other Board members be made aware of when they meet so that they might also attend.

Andrew said he would see if the sextons would be interested in doing some of the safety projects and also suggested that some 2U members might be willing to help with them.

Important Dates – Dan highlighted the important dates listed in the agenda and noted that the Christmas Eve Service would begin at 4pm this year.

Staff Reports

Minister's Report:

Rev. Jennie submitted a written report. She also referred to her article in the current Anvil about the general timeline for the the search process. Appraisals by the BOT and Rev Jennie will be prepared in February, September and June 2018. She will meet with the Transition Team the third of December. She also said that the Strategic Planning Committee could issue a report a few weeks before the Annual Meeting.

Director of Faith Development Report – Alicia Obando submitted a written report.

Congregational Administrator's Report:

Andrew submitted a written report with information on space sharing activity, financial situation, status of building and grounds projects, membership status and general information on his recurring activities. Mary-Helen said that a concern was expressed at the recent Council meeting about the difficulty of scheduling events around the outside space rentals.

Congregational Health & Activities

Mary-Helen reported on the recent Committee Council Meeting. John Broome, adult RE chair, will try to restart small groups. The young adult group needs new coordinators. The Music Committee now has members. People who want to make announcements Sunday morning should let Rev. Jennie know by the end of the previous Friday.

Board Retreat Follow Up

Dan led a discussion of the status and next steps for implementing the theme of joy and hope that was chosen at the BOT retreat. He has written an article for the next Anvil and will attend the Council meeting to discuss how we can create hope and joy in our programs. Rev. Jennie suggested that multi-generational involvement is important. Some ideas suggested were: do more whole-congregation events that do not involve raising money and scheduling a labyrinth activity. Dan asked us to think about how we presence joy and hope for ourselves so that we can share it with others

Beloved Conversations – Item deferred until Tom Denio could be present.

Building and Grounds Update

Andrew reported that a number of projects are being completed but some will be deferred to spring. Computer and phone service has been updated and the library computer is set up. Arrangements have been made for snow removal.

Nominating and Leadership Development Committee/Adult RE

Harvest the Power workshop is scheduled for December second.

Finance Review

Dana Hill submitted a written Treasurer's Report that adopted and incorporated the "BOT Metrics Report" October 2017, the "Monthly Budget Report" October 2017 and the "Balance Sheet As Of October 31, 2017" as prepared by Andrew. Pledging is still down, but is better. Attendance in October was up an average of 12%. Space sharing is up. This not only provides rental money, but also introduces visitors to 2U as a welcoming space.

Preparations for the Special Gifts Campaign are under way. Letters will be sent to people who might be willing to provide a match for other donations. Tom C. and Dan Lewis will lead the campaign. It was suggested that this campaign be renamed, perhaps to celebrate abundance.

Barbara and Allen Hailey and Mark Williams have agreed to chair the 2018 Canvass.

Old Business

Sue reported on the fall fundraiser. More than \$10,000 was raised through the raffle and auctions. Over \$4,000 was raised for the Fund-A-Need. Some money still needs to be collected, and Susan Zeigler is helping to do that.

Tom C. provided a written report on ideas for the Teach-in follow up. A second Teach-in will be scheduled. A ceremony will celebrate the re -hanging of the Black Lives Matter banner and systemic racism will be a sermon topic. The BOT agreed that a proposal to consider the adoption of the Eighth Principle be presented at the 2018 Annual Meeting and that conversations with 2U members about this would be held before the meeting.

Mary-Helen proposed that 2U join the Lakeview East Chamber of Commerce because doing so would enable our participation in neighborhood festivals and would help us to promote events. Annual dues are \$200. Tom C. moved that we join Lakeview East Chamber of Commerce, Sue R. seconded. Motion passed.

Adjournment – Tom C. moved we adjourn, Dana seconded, all agreed. The meeting was adjourned at 9:55pm.

Respectfully submitted,

Joyce Haeckel, Secretary