

**Second Unitarian Church of Chicago
Board of Trustees
August 8, 2017 Meeting
Minutes**

Approved September 12, 2017

Trustee	Attending	Trustee	Attending
Tom Denio, Past Chair	Y	Dana Hill, Treasurer	Y
Dan Lewis, Chair	Y	Mary-Helen Steindler, Council Chair	Y
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		
Earl Wood	Y		

Meeting Kick-off

Dan Lewis opened the meeting at 7:02 pm. He suggested the Agenda be revised so that the first order of business would be Earl Wood's presentation of the proposal for the installation of a handicapped accessible door opener. Board members agreed. This was followed by the shared recitation of the covenant. Dan then welcomed Second Unitarian's new Interim Minister, Jennie Barrington, to 2U and to the Board meeting. This was followed by check-in of those present. The minutes of the July 11, 2017, Board of Trustees meeting were approved.

Presentation by Earl Wood

Earl Wood submitted four estimates for the installation of a handicapped-accessible door opener on the east main door of the church. All contractors were asked to submit estimates that would meet the following criteria: 1) The opener and accessories be ADA building code compliant, 2) The opener have automatic stop and reverse feature for safety, 3) The estimate includes the option for hard-wired or remote activator. Earl recommended the remote option.

Estimates were received from: Stanley Access Technologies; Suburban Door Check & Lock Service, Inc.; R.O.N. Locksmith; and DSI (Door Service, Inc.). Of the estimates submitted, Earl preferred Door Service, Inc., which quoted a price of \$3,977. This does not include the cost of electrical installation. He suggested we have Nelson Electric handle the electrical work.

Board members agreed that this is a project we should pursue and discussed how this would be paid for. Mary-Helen moved that we move forward with investigating the funding for installing the ADA accessible door opener. Dana seconded. Motion passed. The Board thanked Earl for his informative presentation.

Important Dates

Dan highlighted important dates on the calendar: Retreat for Beloved Conversations on September 22-23; Involvement Fair on September 24; and Fall Fest Saturday on October 21.

Staff Reports

Minister's Report: Rev. Jennie Barrington submitted a written report which included estimates for clergy monthly housing allowance. Mary-Helen moved that we approve the estimates for clergy monthly housing allowance as specified in Rev. Jennie's report. Dan seconded. Motion approved.

Congregational Administrator's Report: Andrew submitted a written report that included information on space sharing, meeting with the Finance Committee, updates on work on buildings and grounds (including new roof issues and landscaping funding sources), meeting with Fundraising/Marketing group, and recurring activities. He asked the Board's guidance on a request for space-sharing by Refugee Recovery. Board members generally agreed, but asked Andrew to find out more about the group before proceeding. Andrew also said he would like to get more involvement with Breeze, especially with photographs. Dan said he would lead the effort, but that he would need others to help with doing this after church. He suggested a month-long process, perhaps starting Homecoming Sunday.

Congregational Health & Activities

Mary-Helen submitted a written Committee Council Meeting Report. The Council will work on plans for the September 24 Involvement Fair at its September meeting. Mark Williams said that the Hospitality Committee has been working on ideas to make 2U more hospitable and welcoming. The Music Committee needs volunteers. Laura McKee has joined the Sunday Services Committee.

Dan said the Strategic Planning Committee has interviewed him and Tom Denio and Tom Clowes regarding issues we need to address. They are in an information-gathering stage.

Nominating and Leadership Development Committee

Dan will meet with this committee and bring a list of leadership positions that need to be filled.

Finance Review

Dana Hill submitted a written Treasurer's Report along with the BOT Metrics Report, the Monthly Budget Report and the Balance Sheet as of July 31, 2017, which were prepared and distributed by Andrew Zallar. He said attendance was up 67% last month and that pledge income and space sharing income were up. \$1,089 (20%) of space sharing income was put into the building fund. He also discussed the possibility of a capital campaign in the near future.

Building and Grounds Update

Tom Denio said the Building and Grounds Committee still needs a new Chair. Work scheduled includes painting, HVAC tube elevation, tuckpointing. Some painting will wait until roof damage is repaired.

Old Business

Dan Lewis reported that Kimberly Bares, Cheryl Pattin, Kate Friedlob, and Sally Harding have agreed to serve on the Interim Transition Team. Several others have been contacted and are still trying to decide. The Team should have at least five members, but could include seven.

Tom Denio reported on the status of Beloved Conversations. The Retreat is scheduled for September 22 and 23, but a location has not been determined. Two facilitators are needed for each group of 10-12 members. The groups meet for eight sessions at their own churches following the retreat. We still need facilitators and group members. Andrew said \$1400 has been sent to Meadville-Lombard--\$800 for the curriculum and \$600 for one group.

New Business

Dan said he will be meeting with the Leadership Development and Nominating Committee to request their help in filling some leadership positions. The committee is currently short one member.

Plans for a BOT retreat were discussed. It was decided that a retreat could be helpful, allowing members to discuss goals and priorities for the coming year. All agreed that Saturday evenings would probably work best and Tom Denio said he will set up a Doodle to get input on possible dates.

Tom Clowes asked about follow-up on ideas of conducting a racial audit and consideration of an Eighth Principle.

Adjournment

The meeting was adjourned at 9:45 pm.

Respectfully submitted,
Joyce Haeckel, Secretary