



*First Unitarian Board Meeting –December 17, 2015*

**Board Members Present:**

Arianna Lambie	President
Joan Pederson	President Elect
Kris Barker	Secretary
Margot Horn	
Finley Campbell	2 <sup>nd</sup> Alternate
Joan Staples	
Jim Proctor	

**Others in Attendance**

Rev. David Schwartz	Co-Minister
Rev. Teresa Schwartz	Co-Minister

The meeting began at 7:10 pm with Chalice Lighting, opening words by Arianna and check-in of the members of the Board of Trustees.

**I. Recap from the Congregational Meeting and Vote**

The Congregational vote was unanimous in support of the Board's proposal to place \$293,096.80 in a Building Reserve Endowment Fund and \$50,000.00 in a Building Research Fund. David especially wanted to acknowledge Arianna's leadership and dedication in making the process a huge success. Arianna worked tirelessly for the last two months to make sure everyone who wanted to participate in the process was provided an opportunity to do so.

- Joan P. moved to open a Building Reserve Endowment Fund for the \$293,096.80. The terms of the fund will use the language as described in the Fenn House Proceeds Proposal for Congregational Vote (see attached).
- Jim seconded the motion.
- Motion passed.

**II. Discussion of Bylaws Relating to the Board of Trustees**

Joan P. led a discussion on the proposed changes to the Bylaws pertaining to matters of the Board and specifically affecting the work of the Nominating Committee. She emphasized that the focus of her committee is to simply the document so that any layperson would feel confident reading and understanding it. Joan reviewed four area:

- 1) Change to President and Vice President, replacing President and President-Elect.
  - a) Joan S. reminded the Board that a Leadership Training program is an important aspect of these changes and that we need to be sure that Leadership Training is present in church policy. Everyone agreed that

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after the Bylaws have been updated, we need to review the policy book so that these support the Bylaw changes.

- 2) Size of the Board of Trustees- reduce the size of Trustees from nine to seven, and the number of alternates from two to one.
  - 3) Size of Nominating Committee-reduce the size of the committee from five members to three.
  - 4) Councils, Committees, and other Organization-simplify Article VII. Replace this section with one that is briefer.
    - a) Allowing the board to establish committees and other groups.
    - b) Allowing the board to delegate this authority of other groups of the congregation
    - c) Allowing the board to delegate to the congregation the election of certain positions.
    - d) Reserving certain authority to the congregation
- Finley moved that the Board of Trustees accept the December 17 draft of the Bylaws Committee as concepts endorsed for future clarification.
  - Margot second.
  - Motion was passed.

### **III. Capital Campaign Discussion**

- David and Teri's consulted with four area ministers who have lead successful Capital Campaigns. They all recommended hiring a Capital Campaign consultant because with a consultant we will raise the amount of money determined is feasible. The next step, before we engage a consultant, is to do the work of 'WHY' are we having a capital campaign. The consultant will help us with the 'HOW' and maybe some of the 'WHAT', but only the larger congregation can answer the question of 'WHY'? The 'WHY' helps us to determine the 'WHAT'. It is an iterative process; the 'WHY' and 'WHAT' will inform one another. We will need leaders from the Board and others from the Congregation to help us get the answers.
- The planning of the 'WHY' and 'What'- the current leaders of the Strategic Planning Committee (David, Teri and Kris) may be the obvious choice to help lead the process. They will need to develop a strategy for collecting information from the congregation about the 'WHY'.
- Evaluation of the Building- Arianna has met with the Property Committee to understand their proposal for a Building Evaluation. They propose hiring architect Errol Kirsch and Elera Engineering. Errol will provide the schematic details for many of the projects that the Property Committee has been considering for years. The projects include both energy efficiency upgrades and other necessary functional and structural repairs. These details will then be given to Elera Engineering to detail the savings that various projects will save the congregation over time. Errol Kirsch sent Arianna a proposal for \$16,590.00 to do his portion of the work. Elera Engineering will be providing Arianna with a proposal as well.
- Joan P. moved to authorize the parties already familiar with our buildings to develop the Building Evaluation. We encourage Arianna to poll the Board over

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the holidays should the entire financial package be ready to consider so that work can begin as soon as possible.

- Jim seconded.
- Motion carried.

#### **IV. Canvass Preparation**

- Ideas for a canvas chair. The Canvass is the Board's responsibility and we are very late in putting together a Canvas Team.
- The ideal type of person to lead this venture is someone who can inspire the congregation to give and is not afraid to talk about money. The person should also be able to organize a complex task, meet hard deadlines and delegate well.
- Arianna with start a conversation over email about potential candidates.

#### **V. Consent Agenda**

1. November Meeting Minutes
  - a. Finley moved that the minutes be approved as written.
  - b. Jim seconded.
  - c. Motion carried.
2. Reports- Highlights
  - a. Ministers- Notes on the Capital Campaign is the most important piece of the report. They encouraged all Board members to read their detailed report.
  - b. DRE-The Board remarked how wonderful the Holiday Pageant was on Sunday. We had 42 children participate and a large choir. David offered a big thanks to Kathy Szokes for the costumes and remarked on the collaboration between Laura and Jeff who are both a pleasure to work with.
  - c. Finance- Cash position is good. Staff is being very good about their spending. Keep being prudent.
3. Minister's Declaration of Housing Allowance
  - a. Joan moved that the Board approve the Ministers' declaration of housing allowance as \$98,495.00, the annual combined church income per the contract.
  - b. Finley Seconded.
  - c. Motion carried.

#### **VI. Items for next Month**

- Schug Renovation Task Force would like to come to Board meeting next month for closure.
- Refreshments in January- Margot

#### **VII. Give- A-Way the Basket December 20, 2015**

We have room on the schedule to do two Give-Away-the-Baskets the month of

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December. Arianna proposed donating to the Chicago Area Chalice Connection Fund. This group of dedicated young UU adults are raising money for a staff person.

- Finley moved that the December 20, 2015 Give-Away-the-Basket be earmarked for the Chicago Chalice Connection.
- Joan P. seconded.
- Motion Carried.

The meeting adjourned at 9:31 pm.

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December 7, 2015

The Board of Trustees  
The First Unitarian Church of Chicago  
5650 S. Woodlawn Avenue  
Chicago, IL 60637

Dear Board of Trustees,

We are submitting this declaration of housing allowance for your approval as follows:

Annual combined church income as per contract:

Salary and Housing Allowance	\$85,850
Declined health and dental insurance premiums paid as salary	<u>\$12,645</u>
TOTAL SALARY	\$98,495

We will declare the total 2015 salary of \$98,495 as housing allowance.

Sincerely,



Teresa Schwartz  
Senior Co-Minister



David Schwartz  
Senior Co-Minister

## **Fenn House Proceeds Proposal for Congregational Vote**

Available funds: \$343,096.80

- Place \$293,096.80 in a building reserve endowment fund.
  - This will be invested the same way our regular endowment fund is.
  - This may be used in one or a combination of four permissible ways, as deemed appropriate by the board after congregational input.
    - For a building emergency
    - To supplement the funds raised by the capital campaign to fund congregational goals defined by the capital campaign committee.
    - To front the costs of our capital campaign initiatives, allowing for congregants to spread their capital contributions over three years. After all capital contributions are collected, money borrowed from this special endowment would be repaid.
    - To be transferred to the regular endowment. This will happen automatically to any remaining funds after January 1, 2021.
- Place \$50,000 in a building research fund.
  - For funding research on building needs, energy efficiency improvements, payback periods, and revenue estimates, as well as other capital campaign planning expenses.
  - These include but are not limited to:
    - A comprehensive evaluation of building priorities
      - This may be done in-house at a small cost or by hiring an engineer, for which we will investigate bids. The board and property committee are pursuing options.
    - Hiring a capital campaign consultant to help plan our capital campaign
    - Paying for building emergencies
  - These do not include:
    - Operating expenses
    - Lending money for operating expenses
  - Money remaining in this fund after initial research is complete will be reallocated by the board toward a building fund for architectural fees or ongoing property maintenance and improvements.
- The board is planning for a capital campaign launch date in the fall of 2016.
- If, prior to the capital campaign, research indicates a clear money-saving priority with relative urgency, the board will vote to spend a portion of the building reserve endowment fund on such a measure.