

First Unitarian Society of Chicago
Minutes of the January 2020 Board Meeting

Board Members Present: Kristin Faust, Board President
Cindy Pardo
Amos Biggers
Margie Gonwa
Grace Latibeaudiere-Williams
Ellen LaRue
John Martin-Eatinger (telephonic)

Others Present: Rev. Teri Schwartz, Senior Co-Minister
Rev. David Schwartz, Senior Co-Minister
Beth Moss, Director of Religious Education
Liz Harris, Treasurer
Kristina DeGuzman, Secretary

Opening Words by Margie Gonwa

Opening words were provided by Margie Gonwa.

Check-In - Kristin Faust

Those present shared joys and concerns.

December Minutes

Cindy moved to accept the minutes of the December meeting; Margie seconded the motion, which carried.

DRE Report - Beth Moss

Beth's written report was distributed, and she provided highlights.

The holidays, as usual, was a time of low RE attendance due to families being out of town when children are out of school. Beth has endeavored, as staffing allows, to continue to meet the needs of children who attend on Sundays when there isn't RE because high attendance is not expected. Additionally, Beth tries to cycle through different types of Time for All Ages: kinesthetic, auditory, and interactive, to address different learning styles.

Two teachers signed up for OWL training. Finding someone who is both willing and right for the position is difficult, and it is a huge time commitment. In addition to the two new teachers to be trained, another trained teacher is returning.

Beth met with Revs. David and Teri to discuss the effect of the Borja estate on the RE program. They anticipate that having dedicated RE space and increased staffing will promote stability in youth and family programs which in turn will help with family retention.

Beth's yearly goals include continuing to provide a high quality curriculum, including adjustments to the high school program to better meet the needs of high school students; she continues to receive positive feedback on the middle school curriculum. Additionally, Beth hopes to provide more family events and more service projects.

Ministerial Intern Report - Monica Kling-Garcia (in absentia)

Monica's report was distributed electronically and physically, and Rev. Teri provided highlights.

Monica is having a great time! Her report includes an overview of her current studies and her experiences in Transylvania. She will be at church for MLK Sunday.

Treasurer's Report - Liz Harris

Written reports were distributed.

Liz is happy to report that the church is at a pivotal point in its development. The transfer of endowment funds from E-Trade to Bernstein has been completed. Notably, at the time the church made the decision to invest with Bernstein, the endowment was at \$960,000, but by the time the transfer occurred it was at \$1,000,000, which is the minimum for Bernstein; they had initially agreed to work with us with less than the minimum.

The church has engaged a new financial secretary, and one of the distributed documents describes the new set of duties and tasks.

In terms of income, the church is tracking well. Halfway through the year, revenue is at 44%, and total operating income is at 51%, which puts the church in a good position moving into the second half of the year.

The Capital Campaign balance sheet shows that the church is a little shy of the projected pledge income for 2019, having collected \$243,000 versus the \$332,000 projected. However, because of the investment money from Fenn, plus a loan from the general endowment, the church is in a good position to complete the project and repay the loan. Virginia Pace, who has been assisting with this project, projects that at this point the church may only need to use \$212,000-215,000 of the Fenn money.

Liz spent a fair amount of time working with the new financial secretary, and the result is that there are going to be additional changes made to the balance sheet. For example, under assets the balance sheet had not had in the past a category of accounts receivable for pledges, so that will be added, in addition to other, smaller changes. The new financial secretary has also recommended that the church consider depreciating its fixed assets, so that will be raised and discussed in April. She hopes to get the books cleaned up by March and then move into a regular monthly operation.

Liz would like to step down as treasurer, but is prepared to continue working with the finance committee. The committee is willing to consider splitting the duties of the treasurer. Kristin has asked Liz to create a list of her duties and tasks. She noted that we have a strong finance committee with everyone handling different matters, and who are willing to take over some treasurer duties but no one who is able to take on all of them.

It was noted that the position of treasurer is specified in the bylaws, and that the treasurer must be a volunteer, and thus cannot be the financial secretary because the treasurer is an officer of the congregation and, for checks-and-balances reasons, must be someone other than the financial secretary and be a member of the congregation.

Good Relations Committee Update - Grace Latibeaudiere-Williams

Grace distributed her written report and provided highlights.

The committee continues to feel enthusiastic, energized, and committed. At the last meeting, they continued to work on their second major document, the Conflict Resolution Policy, focusing on a diagrammatic description of whom to contact in the event of various conflicts and issues. They worked off of a model that another church had offered for adaptation. As they worked through it, they decided to create two different charts, as there was a distinction between singular problematic or offensive incidents which would be handled under the good relations policy, versus issues that are more disruptive and ongoing which would be governed by the disruptive behavior policy.

The committee also participated in a training webinar, which they found very helpful. Grace was particularly concerned with the development of the behavioral covenant, and it was affirming to the committee to hear from experts that the church is on the right path with an interactive process to develop the covenant with the congregation. The training stressed the importance of building trust between congregation and committee, and that the education of the congregation is an important role for the committee. Grace noted that this process is not a one-time thing, but a continuing engagement and operation that will require regular communication. Grace was also encouraged to develop a Dear Abby-type column with example issues and what to do when they arise.

Conflict-mediation training begins the following day, which includes a number of Board members among the 15 trainees. This training will set up the church to have ongoing expertise by having more people trained other than just the existing committee and board, which is vital. At this point, the committee has had three different training exposures.

The committee anticipates presenting on the congregational behavioral covenant in March.

A question was raised as to how those who are attending the training but not on the committee were to be used in the conflict-resolution process at the church. Rev. Teri noted a few different expectations for these trainees. The training is focused on how to self-regulate opinions and reactions in a conversation and maintain neutrality. These skills can be applied in a social context, but trainees will not be called upon to engage in conflict-mediation at a whim. The good relations committee would discern whether mediation would be appropriate for a given conflict, and if they think that someone who is not on the committee but who has been trained is the most appropriate person for that specific mediation, perhaps because of neutrality, or relationship, or non-relationship between the parties, such a person might be called upon to engage with the issue. Additionally, training non-committee members creates a pipeline of qualified future committee members, and by training people all at once the church can take advantage of economies of scale. Grace further noted that a high level of engagement by the leadership of the church is important to the process overall.

Kristin pointed out that from now until June 7, the calendar is full of activities, work, and commitments to conflict-resolution. The tentative timeline is that the committee will present at the June meeting.

Rev. Teri suggested that the Board set up a date in May for the budget meeting, and the committee agreed on May 28 for the budget meeting with the congregation, to be followed the next Sunday by the vote not the budget.

Kristin noted that the state of the congregation meeting was set for February 9 to be hosted by the Board, at which each of the committee heads gives a report.

Items for Discussion/Update

Borja Estate - John and Kristin

The ad hoc committee for the Borja Estate currently consists of Rev. David, John, Liz, Margie, Lin Orear, and Ellie Hall.

At the initial meeting the committee honed in on top areas of interest, then broke into smaller groups to further discuss and go into greater detail, with the goal of eventually assigning actual dollar amounts for proposed activities. The top areas of interest were marketing, religious education, conflict-resolution training, and the hiring of a membership coordinator. Members

were assigned different areas for further study. The committee has not yet reconvened, but Beth has met with Rev. Teri and Liz, and Liz distributed notes from these discussions to the committee. The committee plans meet in late January and to present to the board in February.

Cindy reported that her son, an attorney, has spoken with Margaret and now Margaret feels as though he has a better understanding of her role as executor of the Borja estate. Kristin received an email from Margaret with three questions for the church: (1) the transfer of the house; (2) how to sell the house and whom to sell it to, and (3) the method of disposing of the chattels. Kristin also spoke again with attorney Wallace Moy, and provided some background. He graduated from John Marshall law school and started as a general attorney. For the last 15 or so years he has represented real estate developers, and is currently focused on real estate transactions, both single-family homes and larger developments. He is currently in good standing with the Illinois bar. The church needs to hire an attorney, and the fees will likely run to a couple thousand dollars. Moy is willing to make a presentation at a Board meeting if the Board wishes to meet with him in person.

Cindy moved that the church hire Wallace Moy for the purposes of conducting the transaction with the Borja Estate; Amos seconded the motion, which carried.

Kristin noted that Moy feels the best practice is that the estate transfer the real estate to the church and then the church sells it to new buyers. The church and the estate need to work out who is responsible for disposing of the contents of the house. The sale will need to be voted on eventually, and there is a neighbor family who is current interested in purchasing the house. The house has been appraised twice for the same amount and the church could just set the sale price at that value and take an offer at that price; alternatively, the church could list the house with a broker in an attempt to get the most money, but it would entail broker fees.

Annual Pledge Committee

The Board is responsible for making sure the annual pledge campaign happens. The first step is identifying volunteers to run the campaign. Last year's campaign chairs were Margie and Lisa Martin-Eatinger.

Margie noted that the job requires a fair amount of work, with a large number of people to contact in a concentrated period of time, and involves creating fun activities and frequent communication, such that perhaps three people would be a better format for the campaign chairs than two. While in the past, the campaign chairs have recruited a cadre of 6-8 additional congregants to assist in contacting families, the work of training and assigning people is difficult and the previous year the chairs decided against it. Rev. David noted that past strategies have included having many campaign workers each with a few contacts, having a small number of works with long lists of contacts, giving Board members these responsibilities, and phone banking events. Margie noted that last year's launch event with a pledge table worked well in making the campaign feel less transactional. They also floated the idea of a recurring annual

pledge option for “sustaining members” who will give the same amount each year and do not need to be contacted during annual campaigns.

The campaign is slated to begin in late February to early March.

Suggested campaign chairs included Lorraine Richardson, Lisa Martin-Eatinger, Margie, Tim Arehart, and Edison Ellerberg.

Board Greeters - Kristin

Bobbi Lammers Campbell requested that the Board take responsibility for Sunday services greeting once a month, which requires at minimum one person but preferably two. It would make sense for the Board to do this on the same Sunday as that month’s Board first forum.

John volunteered for February 16, and the Board agreed to continue with sign-ups once a month.

Disruptive Behavior - The board went into executive session to discuss a disruptive behavior issue.

Nature of Racism Class - Kristin and Grace

Finley Campbell requested to schedule a nature of racism class at the church on Wednesday, January 22. Previously, the Board had decided not to hold the nature of racism class until it had a slightly different curriculum that allowed for different points of view. The Board declined Finley’s new request. Just prior to the meeting, Finley had emailed Kristin to say that the class was a UUMUAC class, and asked for an explanation for the Board’s decision.

Kristin noted that the church does allow unaffiliated organizations to use our space on occasion if they are in keeping with our values. Kristin requested the Board’s input. It was pointed out that UU is part of the organization’s name and that this class appears to be an end around the Board’s previous decision, and that if the content of class is the same, it will likely have the same result as the previous class. In order to make a new decision, the Board would need to know more about the nature of the group and the content of the class, given that the class has the exact same name. It was also pointed out that the church does not usually provide rationales to outside organizations that it decides not to lend space to. It was decided that the Board is familiar with the content of the class and the church is not interested in hosting it. There was further discussion of the content of the previous class, with input from Board members who had attended it. Possible avenues for communication about the Board’s decision were discussed.

Ministers’ Report - Revs. Teri and David Schwartz

The ministers’ written report was distributed.

Rev. Teri provided updates. The storm windows on the stained glass have been installed. Mediation training is coming up soon. She recommends that a congregant be in charge of organizing the peace circles to develop the themes and timing, possibly someone from the good relations committee. Currently there is not a high level of engagement or ownership from the people who were trained or the congregation, so empowering or lifting up someone by the committee as a part of the larger good relations work seems in order. It should be someone who is a member and has been trained. Although Rev. David and Monica are trained, it would be far more effective a congregant to take the lead. It was pointed out that Rev. Jason's ministerial involvement was key to starting the peace circles; however, when he departed the program lost momentum. Rev. David suggested that a member of the good relations committee convene the peace circle team in order to ground the peace circles in the larger work of the good relations committee.

The ministers will be taking Deborah Pope Lance's online training; the ministers' written report has a description of the training.

The written report also discusses the Committee on Ministry, with an outline of what the committee does and does not do. It was noted that having the committee over the years has been a useful tool for the congregation. The Board would still make decisions about evaluation and compensation; while the committee would not have this evaluative role, they can be consulted as an unofficial think tank on the ministry and as a liaison between the ministers and the congregation.

There are no updates on the current situation with the Little People's Learning Center.

Upcoming Board Events - Kristin

Kristin noted that conflict mediation training will be the next day, and food will be provided, including lunch on Sunday.

The Pardos are donating a Keurig machine for small meetings with reuseably K-cups.

Closing words were offered by Margie

Report on Capital Projects
Progress through December 16, 2019
Richard Pardo

Summary: This report is intended to be a complete statement of the Capital Campaign Construction Projects through Mid-December 2019. The report contains a summary of our understanding of the budget, schedule for all activities, and a statement of the major project status for the four major activities: Parish House Renovation, Pennington Center Upgrades, Electrical System Renovation, and the Ramp Installation and Stair reconfiguration between Pennington Center and Parish House. In summary these four activities are in various stages of completion – only the Ramp work has not started at this point. The ramp was scheduled to begin on December 20; however, the Little People's Learning Center has extended their operation to December 23. Therefore, the stair work will be rescheduled into January, after the holidays, whereby the stair entry and exit will be shifted to the NE stair in the Pennington Center for all tenants.

Parish House: The Parish House Advisory Team (PHAT) has been meeting regularly with our architect, Errol Kirsch to finalize selection of the kitchen appliances, cabinet choices, bathroom and lounge fixtures and cabinets and eventually the floor choices for the final product. The kitchen appliances and cabinets have been selected and will be ordered for delivery in January. Last week radiators that will be in the new kitchen area were relocated and also their valves were replaced with pneumatic control valves to allow them to be integrated into the new control system. The schedule has slipped somewhat but we still expect to have all work completed in January 2020 except for the new HVAC system (the internal ductwork will be installed now, but the full system will not be completed until spring, 2020).

Pennington Center: Installation of all large windows has now been completed. Final interior painting of the windows will be completed in January. An independent company performed water leakage tests and air infiltration tests on three of the window sets (each in a different room). An initial small leak was found, but that leak was immediately repaired and retested. Thereafter, the window company duplicated the gasket repairs (made in the first of three windows tested) into the remaining 19 windows, thus completing the installation. The delivery of the small windows did occur on December 2 and installation of those small windows began the week of December 2 (one in Rev. David's office, one in the second-floor hallway, and four in the northeast stairwell) of which 3 of the windows are being remade due to a dimensional error, and will be installed in January. Storm windows bids are being obtained for the basement windows of the room now used as a costume storage room in the Pennington basement (old Garden Room kitchen) as well as the two windows in the basement bathrooms (on the north side). We will delay the commitment to procuring and installing these windows for now since they were not part of our original cost estimate. The major activity left in Pennington Center is to install 'central' air conditioning in the building. Our anticipated schedule for the AC installation is shown in the schedule section below.

Sanctuary and Hull Chapel 'Storm Windows': Repairs to the existing Sanctuary windows are complete and installation of the Sanctuary storm windows got underway in December. Installation of storm windows over the East window is now complete. The week of December 9 saw work on the North window set and then the south window set.

As of mid-December, the storm windows for the circular windows on the north wall are all in place as are the storm windows for the 3 circular windows over the chancel (including the 'rose' window). One of the circular sections on the south side are now in place. Some of the flat panels are delivered for the remaining main sanctuary windows, but the others are out being 'heat treated' to make them tempered glass. Completion of the remainder of the storm windows is expected to begin on January 6, 2020 – weather permitting. At this point, no storm window work has occurred for Hull Chapel. If weather permits, installers think they can complete work in January.

Electrical Work: The switchover to a temporary power configuration took place Saturday morning, November 9, as previously reported. Work continued on this project and now the new feed path into the building has been installed and some of the new interior panels in the boiler room are in place. The next stage of work is to complete the panels required to provide 'permanent power'. Inspection by ComEd has been done. All electrical work is expected to be completed by a Com Ed sub-contractor, who will install the new service and the meter; therefore, completing the permanent, new overhead power to the building. Doing so will allow the contractor to distribute circuits into the Parish House. All electrical work is expected to be completed by late January 2020.

Ramp between Parish House and Pennington: Design work on this activity is complete. As stated in the Summary, the ramp was scheduled to begin on December 20; however, the Little People's Learning Center has extended their operation to December 23. Therefore, the stair work will be rescheduled into January, after the holidays, whereby the stair entry and exit will be shifted to the NE stair in the Pennington Center for all tenants.

Budget Status:

Phase V of the fund-raising activity was restarted in late November. Joan Pederson has agreed to 'chair' this activity. We met to review our previous list of past members and community connections and get the process underway on December 3. The list identified 52 possible 'pledge units' (individuals, couples, businesses). Letters to these Phase V 'units' were sent out on December 9 and 10. We have verbal commitments for \$25,250.00 from three 'units' so far and we are working to secure those commitments along, with others, in writing. At this point the budget number below do not include these donations.

The overview of project costs as of December 2019 is shown in the table below. This may need revision as we go forward, but at this point it appears that we need approximately \$83,250 from other sources to complete these present projects.

Total pledged to Capital Campaign + Schug bequest + Green Sanctuary contribution	\$1,101,526.00
Allowance for uncollected pledges for CC contributions (Approximately 7% of CC pledges)	\$-70,000.00
Net funds for Capital Projects and fundraising	\$1,031,526.00

Project costs paid or authorized to date	\$845,635.76
Current estimate of costs to complete projects (sum of present retention and assumed remaining costs) ¹	\$398,343.74
Total CC Project Costs + fundraising costs	\$1,243,979.50
Amount to be permanently funded from Fenn House Proceeds ²	\$187,453.50

Project costs do not include interest owed to the general endowment. The project has been well-managed and costs have been maintained within the initial estimated budget to date.

² \$300,000 from Fenn House and \$250,000 from the General Endowment were made available to cover these costs. The entire \$250k will be paid back to the General Endowment (with interest) and a portion may be paid back to Fenn House with pledges received in 2020 / 2021.

Schedule:

An updated schedule is shown here. Parish House work is delayed about one month as is the new electrical building feed. Other projects are completing about as planned.

I am showing more flexibility for the electrical main feed work to reflect our uncertainty with Com Ed and the city on inspection schedules for the work. The slow response of ComEd has lengthened the schedule into January 2019.

Small windows in Rev. David's office and in the second floor hall are now installed. That still leaves the northeast stairwell windows to be install. A dimensional error force 4 delivered windows to be returned to be rebuilt.

The start of installation of the Sanctuary Windows began in December and continued through December 11. The storm window installation for the east window over the front sanctuary doors is complete. Circular window sections on the north side and on the three circular windows over the chancel are (including the rose window) in place now. Installation of the remainder is planned for January, weather permitting.

Project Name	8/1/2018	9/1/2018	10/1/2018	11/1/2018	12/1/2018	1/1/2019	2/1/2019	3/1/2019	4/1/2019
Parish House									
Demolition and preparation for work	Yellow bar								
new wall for CM & Aki's place		Yellow bar							
new bathroom construction			Yellow bar						
new kitchen construction				Yellow bar					
kitchen appliance installation/painting					Yellow bar				
HVAC						Yellow bar			
Parish House Advisory Team (PHAT)			Yellow bar	Yellow bar	Yellow bar	Yellow bar			ext. compress.
Parish/Pennington ramping			Green bar	Green bar		Green bar			
Pennington Windows, AC, Insulation									
Window construction	Blue bar								
Install Large Windows		Blue bar							
Small windows in NE stairwell & Rev. David's Office						Blue bar	Blue bar		
Window 'hand' list activity									
Install AC									ext. compress.
Install Insulation		Blue bar							
Window interior painting							Blue bar		
Building Main Power Panel			Purple bar	Purple bar	Purple bar	Purple bar			
Sanctuary & Hull Windows									
measure & order windows	Red bar	Red bar							
deliver & install East Windows					Red bar				
repair present windows			Red bar						
install remaining 'store' windows					Red bar	Red bar	Weather	Dependent	Installation

Schug Ministerial Intern Report for the Board

January 2020

For the majority of the month of January, I have been out for Intensive classes at Meadville Lombard Theological School. Two or three times a year, there are periods of time called “Intensives” at Meadville, where everyone travels from wherever they are (be it in a different state or a different country) for the classroom time. This is where I am from January 9th - January 25th. During Intensives, a standard three-credit course is in class for five days (Monday-Friday) from 9am - 5pm (with breaks). This means that if you are taking three classes, you are in Chicago for three weeks. These classes are aptly named - they are indeed intense!

Leading up to Intensives, I have been doing work for these classes along with my internship here at First Unitarian. For some classes, this means that it functions like an online course - weekly I have articles or chapters to read, a video chat with a small group on said readings, and reflections posted on a shared discussion board. Other classes don't have weekly assignments, but rather one or two reflection papers and a whole semester's worth of reading to do before we all gather in Chicago.

Below are brief summaries from the syllabi of the three classes I am taking this semester. The content of these classes I believe are relevant to working in a congregational setting like this one. I look forward to bringing back what I have learned to First U!

Respectfully submitted,

Monica Kling-Garcia

Congregational Studies January 9th-10th

Congregational Studies will provide a Student Minister with a unique experience to learn about ministry through the lens of real interaction with an actual congregation in their internship. During the Spring term, each Student Minister will choose an area of congregational life for further and deeper analysis during the Leadership Studies Year (year two of internship).

RE for a Changing World January 13th - 17th

This cornerstone RE course provides religious professionals with a comprehensive, integrated, overview of the past and present impact of RE philosophy, methods, controversies, and human and faith development in a multi-racial, multicultural world.

UU History and Polity January 21st - January 25th

The purpose of this course is to provide a general introduction to the history of Unitarians and Universalists in Europe and North America. Along the way, the class will examine how polity - the way our congregations and associational structures organize themselves - has been influenced by evolving beliefs and how these structures have, in turn, affected belief.