

**First Unitarian Church of Chicago  
Minutes of December 21, 2017 Board Meeting**

**Trustees Present:**

Joan Pederson	President
Jim Proctor	Vice President
John Eatinger	
Christine Harrell	Alternate
Joe Harrington	
Margot Horn	
Dennis Koehn	

**Also Present:**

Rev. Teri Schwartz	Senior Co-Minister
Rev. David Schwartz	Senior Co-Minister
Thom Thomas	Student Minister
Beth Moss	Director of Religious Education
Julie Larson	Secretary

John took photos of the trustees and of the full board team in Hull Chapel. Joan called the meeting to order at 7:10. Julie offered opening words and Christine lit the chalice, followed by check-in by all present

Board meeting agenda started at 7:30.

**1. RE Report by Beth Moss**

Beth reviewed the RE report.

The motion to accept by Joe, seconded by John, was unanimously approved.

Additional comments:

Teri: Difficulty finding teachers on a consistent basis. Recruitment has been happening but beyond parents volunteering, the congregation needs to be involved.

Beth: A number of people have expressed interest, but the follow thru hasn't happened yet. She is reaching out to many people to set up a more complete roster of teachers.

**2. Membership Coordinator:** offered by David. David, Margot, Christine and Tim Arehart met to evaluate 11 resumes from the 77 submitted, 5 were chosen, and interviews will begin in January.

**3. Capital Campaign:** Joan, Jim, David and Teri are meeting with congregants with concern about specific items in the Capital Campaign. The Leadership team is in development, with five of the seven vice-chairs filled. Planning for a Visioning Retreat, for discussing ideas and priorities involving membership and the building, is underway.

**4. State of the Church Meeting:** Joan discussed the agenda for the meeting, revising last year's agenda by:

- Adding the capital campaign
- Adding the student minister/ministerial intern
- Removing communication, leadership development and survey
- Including a handout for the finances section to help improve comprehension

Timetable will be strict to avoid running long and losing audience. Set the date as Sunday, February 11.

Break 8:13-8:20

### Updates from Priority Teams

**5. Policy on Misrepresentation Report** offered by Joan. Joan and Joe fleshed out the policy, each discussing the process of doing so.

- Additions:
  - David: in first paragraph, add "include, but not limited to" among the list of who is an official in the church
  - Add "becomes known to the board of trustees" to the 3-month limitation, to minimize loopholes

The motion to accept with changes by Margot, seconded by Joe, was unanimously approved. The complete approved policy appears as an appendix at the end of this document.

**6. Policy Team:** Beth found numerous examples of other churches' policies regarding security. The policy team will present a draft for First U at a future board meeting.

**7. Spiritual Adventures:** Jim: The follow-up survey about the October 29 Conversation on Race has been sent out again and resubmitted, and half a dozen have been returned. There will be a follow-up.

**8. Communications:** Margot: Meeting dates for the team are being set up for January. Suspension of monthly brunch.

**9. Belonging:** Margot: The monthly brunch is suspended, with opportunities to interact over food being provided by the return of the third-Sunday Soup Lunch.

**10. Social Justice Council:** Margot is attending meeting in January, Christine did in December and will be reporting to Joan.

### Consent Agenda

**11. Approval of Minutes:** Minutes of the November meeting will be distributed after the meeting and acted on in January.

**12. Senior Ministers' Housing Allowance for 2018** This allowance must be set by the Board before January 1. Motion to set the allowance at 75% of salary was moved by Jim, seconded by Joe, and unanimously approved.

**13. Senior Ministers' Report:** David read the report in its entirety. With time for discussion limited for this meeting, David hopes to have much more discussion about the tensions arising from the June 2017 special congregational meeting at the January meeting.

The motion to accept by Joe, seconded by Margot, was unanimously approved.

**14. Student Minister's Report:** Thom described his activity of the past month. The Soul Matters group that he co-leads with Barbara Randolph has eight members and meets twice a month

**15. Treasurer's and President's Reports:** The Treasurer's report is being generated by the church office. Joan is writing a job description for the treasurer's position.

Meeting ended at 9:30 with closing words by Julie.

APPENDIX: Full text of the policy adopted during the meeting (see agenda item 5)

#### **POLICY ON MISREPRESENTATION**

Individuals may represent themselves as holding responsible positions of First Unitarian Church of Chicago only if they actually hold those positions. These positions include but are not limited to called and contract ministers, duly hired staff members, elected and duly appointed officials, and elected and duly appointed delegates of the congregation.

Misrepresentation may be intentional or unintentional. It can occur in many ways, including but not limited to the following examples:

- A written or spoken self-identification or self-description by any person that falsely includes any of the above positions.
- The failure by any person to promptly correct a written or spoken identification about themselves that falsely includes any of the above positions.
- The failure by any person to mention pertinent information needed for understanding their actual relationship with the congregation (if any). (For example, some congregations in other denominations have voluntary positions called "lay minister" for members who assist in serving communion. For such a person to claim to be a "minister," omitting "lay," would be a case of misrepresentation.)
- Behavior by any person that is likely to lead others to mistakenly think that the person holds any of the above positions, without immediate action to correct that mistaken impression.

The aims of the Board of Trustees in adopting this policy are

- Rebuilding right relationship between an offending person and the congregation, while
- Promptly halting potential and actual damage to the congregation and/or its reputation due to an act of misrepresentation.

Intentionality is an important element of misrepresentation as addressed by this policy, which is not intended to address honest mistakes. Nonetheless, even honest mistakes must be addressed promptly, either by the persons who make them or by leadership of the congregation when such an incident is brought to its attention.

#### **Implementation**

A three-person ad hoc committee appointed by the Board of Trustees will investigate each allegation of misrepresentation. Its investigation will include a meeting or other conversation with the person who was alleged to have misrepresented themselves, unless that person refuses to participate. The committee will notify the Board, the

ministers, the Director of Operations, and the offending person of its findings as soon as possible, and not later than three months after the alleged misrepresentation becomes known to the Board of Trustees.

Any person whom the committee finds has intentionally misrepresented their position in the church becomes ineligible to serve in any of the positions listed above for two years after the first offense and for ten years after the second offense. During periods of ineligibility, members of the Board, the minister(s), and/or others affected by the misrepresentation will work with the offending person to rebuild right relationship between them unless the person is unwilling to do so. After the third offense the person will be permanently barred from church premises and their membership in the congregation will be terminated.

This policy does not constrain the congregation or other entities from pursuing additional remedies, such as legal action in the event of fiduciary misconduct.