

**First Unitarian Church of Chicago
Minutes of January 17, 2018 Board Meeting**

Trustees Present:

Betty Holcomb	President
Christine Harrell	Vice President
Julia Elizabeth Harris	Treasurer
Joe Harrington	
Ellen Larue	
Beverly Bennett	
Kristen Faust	

Also Present:

Rev. Teri Schwartz	Senior Co-Minister
Rev. David Schwartz	Senior Co-Minister
Beth Moss	
Julie Larson	Secretary
Evan Freund	
Jason Leyton	

Absent:

John Martin-Eatinger
Amos Biggers

Meeting began at 7:20 with opening words and chalice lighting by Betty.

2. General Topics

Betty opened the meeting discussing the sabbatical, finances and internal conflict, and that the board has to tend to the congregation.

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2. RE Report

Along with the written report, Beth highlighted the following:

- High turnout for RE in the past month
- The Pageant went great
- The Clothing Fund Drive was a success
- The Teens are helping Midwest Workers United with a food drive
- Outlined the plans for RE in 2019

No motion to accept RE Report

3. Treasurer's Report

Liz reviewed the Treasurer's Report with handouts: the balance sheet, income statement and financial commitments. There has been a consolidation of assets to make it easier to understand. Still down \$24,000 from last year in annual pledges.

Transactions to end of February: ETrade account and others will be consolidated, with transfers starting February 5 (committee meeting). Updated financial statements reflecting consolidation will be presented at the February board meeting.

Discussion:

Kristen spoke about monitoring the rehab project and how funds are allocated.

Liz: it's up to the board to decide whether Liz is part of the discussion.

Kristen: there needs to be a monthly allocation report and a regular accounting with funds allocated and funds paid to see if there is a gap.

Teri: the Fenn House funds will be used as interim funding source if there is a shortage of funds for the CC, these monies will be need to be reimbursed.

Kristen: what is the approval of invoice payment?

Betty: after committee approval, forwarded to Betty to for her to sign off on to make payment. She needs the committee to have done the legwork as she is considering any invoice sent to her to be preapproved and she is only signs off.

Kristen: there needs to be checks and balances continually to make sure funds are available.

Motion for sources and uses report for the rehab monthly. Finance committee present monthly report project budget for the Capital Improvement project, that the budgeted specifically include S & U and the committee present the checks and balances in a monthly report.

The motion to accept by Kristen, seconded by Beverly was unanimously approved.

Beverly: in addition to the newsletter with monthly allocation, report to the board spelling out expenditures/money available on a monthly basis.

4. Ministers' Report

After handout, David highlighted a Capital Campaign discussion with Mike Knowles and Richard Pardo on allocation priorities, in order of importance:

1. Pennington house windows
2. Parish House renovations, planned to be done by the end of summer. Parish house will be shut down for the duration.
3. When the dance school and preschool both on break, power panel will be changed.
4. West side of Pennington windows replaced, east in 2020.
5. Accessibility between Pennington and Parish House.
6. Sanctuary house windows.
7. between May and August, there will be 2 bathrooms available as the others will be closed off.

Annual Pledge Drive: there is a \$50,000 gap, \$27,000 are regular donors that haven't pledged. Working with Richard Pardo to cut \$23,000, if the other \$27,000 isn't raised that will be addressed. There has been cuts to the building budget to address the shortfall. The board must take charge in the \$27,000 missing donations or there will be severe cuts, including staff. There may be an endowment withdrawal, which must be voted on by congregation. As of now, the congregation is not aware of the shortfall, and that needs to be addressed too, so there is not pushback.

Discussion:

Teri: Who is going to pursue the unpledged money. It's up to the board to pursue, not waiting any longer. For the Capital Campaign, the funds must be pledged by the end of June, whether collected or not.

Betty: the board must take on the ownership of the annual pledge deficit, and that there will be a staff cut without the money coming in. For \$27,000, the ask is targeted to specific people. What is the deadline for ending fundraising, what will be the cuts made if the money is not raised? A group of 20 people to be asked to make up the shortfall. Jim, Lisa, Christine, Betty and Kristin will be the point people to contact for the \$27,000.

Capital Campaign phases 3 & 4 will be held as group meetings. Reception planned.

Everyone is agreed on the plan and how to be executed, it just needs to be executed. Needs to be action. This is ownership of the board. These asks will most likely be the beginning of February. Teri mentioned a draft communication to the congregation about missing pledges. Talk to Jim and Lisa about the draft to strengthen the reasons for the money.

Kristin: ask Jim and Lisa who were the most successful fundraisers for the CC. Ask them to step in.

Date for all fundraising for annual to end: contact people by February 1st. Done with the drive February 28. Is raising \$27,000 even feasible for the last quarter. Budget for 2019-2020 is formulated in May, presented in June. But cuts may be made for the 4th quarter now.

Discussion:

- Kristin: borrow from next year and cut the next year's budget to pay for this year's final quarter, or take from the endowment if the money is not raised. There will be the money that has not been transferred (normally) from the endowment to the Beverly Bank do to the lack of treasurer last year. There are CC monies still sitting in the money market account, there are other funds also. The budget can be met with these funds, if the 27,000 is not raised.

Motion to cut the budget by \$22,848 to balance this year's budget.

The motion to accept by Kristin, seconded Ellen was unanimously approved.

Break 8:30-8:40

5. Miscellaneous Topics for Discussion

Betty: pledge drive volunteers: John Sephere does not want to be chair but will be on committee. 3 have been contacted and said no. Margie Gonwa is going to be approached. Christina Deguzman may be approached, even though she's on the CC committee Suggested to ask Jim and Lisa for recommendations.

Cheryl Wegner and Cindy Pardo are auction chairs.

February 10 congregational meeting will also include Allen Harden's ordination and celebration.

The motion to accept by Ellen, seconded Beverly was unanimously approved.

Conflict discussion (re one congregant) with other Unitarian churches will help to set up a conflict workshop, with all the churches attending. Lisa Lisa Presley has two dates available in October. earlier than that runs into a number of conflicts. Note that this is a general conflict resolution workshop, not just about one individual.

Jason Leyden: is it more advantageous to have this meeting while he is here as opposed to when David and Teri are back? This needs to have more discussion.

CAUUC representative needs to be chosen (Chicago Area UU Council) by the board.

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Closing words Betty 9:06

Following meeting. Evan gave an update on the guideposts for the social justice committee and additional actions.