

**Second Unitarian Church of Chicago**  
**Board of Trustees**  
December 10, 2014  
Meeting Minutes  
Approved January 14, 2015

**Trustees Present:** Darrin Weatherspoon, Jim Redlich, Kimberly Bares, Monica Drane, Karen Fort, Molly Rossow

**Trustees Absent:** Susan Zeigler, Roger Wykes

**Staff Present:** The Rev. Adam Robersmith, Jen Duston

**Guests Present:** None.

The meeting was called to order at 7:06pm. Darrin welcomed those present to the meeting and asked Adam to lead the recitation of the covenant. Check-ins were shared. Karen made a motion, seconded by Molly, to approve the minutes from the November meeting re-distributed by Darrin on December 10, 2014. Motion carried with one abstention. Monica made a motion, seconded by Karen that the agenda distributed by Darrin via e-mail on December 10, 2014 be approved. Motion carried.

**Staff Reports Review and Discussion**

- Office Administrator's Report – Written report submitted. The cleaning service contract had an annual renewing provision that was unknown and it renewed automatically without notice. Therefore, we will keep the service through March and Michael, the new Sexton, will adjust his hours and duties accordingly. We are ready to make a decision on membership software; the cost will be about \$200 more than budgeted, which was \$400. The lights in the elevator are not working and an electrician is working on repairing them. The annual membership purge is underway in order to give the UUA an accurate membership number for our fair share dues calculation. Membership is estimated at 214-215.
- Minister's Report – Written report submitted. New member, Adam Higgins, has joined the BIG committee. The Nominating Committee still needs a member. Hospitality also needs members. Adam usually teaches in the fall and has not taught anything thus far. He is anticipating offering "Intercultural Communications" in the spring, if there is interest, and will teach "Making Peace with Your Religious Past" in the summer.
- DFD's report – Written report submitted. Raquel has found two people from the congregation that are willing to work as attendants in the Green Caterpillar to replace the regular attendant who left abruptly.
- 2U Office Administration Recruitment Update

**Finance Review and Discussion**

- Treasurer's Report: - Jim Redlich – We are in the black! The Finance Committee chair is unable to attend meetings for personal reasons for the next several months; the committee feels comfortable proceeding and will reach out for support, if needed. The budgeting process will begin in earnest in January. Special Gifts Update - as of today we're at **\$4,215.25**. The number of donations so far is 24, plus about \$100 in cash that's not attributable to an individual donor. Amounts range from \$20 to \$600. Pledge Co-chairs need to be identified. Adam, Judy Corbeille and Monica will work on identifying possible co-chairs. Jim reported that Devon Bank approved us for a 17 year amortizing loan rather than a 15 year amortizing loan term. Given that the Board authorized a 15 year amortization, the Board directed Jim to have Devon Bank draw up new paperwork to reflect the correct amortization terms of 15 years.

**Executive Session**

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- Monica made a motion to go into Executive Session for personnel matters; the motion was seconded by Karen. Motion carried.
- Karen made a motion, seconded by Jim, to come out of Executive Session. Motion carried.
- Karen made a motion, seconded by Monica, to increase Raquel's annual salary from \$19,050 to \$20,750, along with the cost of associated benefits based on an excellent performance review. The increase would begin January 1, 2015. This will also bring her more in line with the UUA's Fair Compensation guidelines.
- The Board discussed Adam's sabbatical next fall. Monica made a motion, seconded by Karen, authorizing Adam to begin reaching out to area clergy to publicize the half-time contracted Sabbatical Minister position. It is anticipated that the Sabbatical Minister would serve for 5 months.

**Congregational Health**

- Building Infrastructure and Grounds update – Monica
  - Front door refinishing rescheduled to spring due to weather.
  - Monica will follow-up with NPL if the \$800 check doesn't arrive soon.
  - Thanks to Jen for all of her efforts related to BIG!
  - Monica will continue to work to try to resolve the handicapped parking issue. She will attend the January SELVN meeting unless we have any success before then (which is doubtful given the holiday).
- Council Report: None.
- Social Justice: The committee has a report, called, "The Hammer," which provides an update on their activities.
- New Member Updates
  - 2 new members in November

**New business**

- No new business.

**Adjourn**

- Jim made a motion to adjourn the meeting, which was seconded by Molly. Motion carried. The meeting adjourned at 9:07pm.