

UNITARIAN CHURCH OF HINSDALE
BOARD OF TRUSTEES MINUTES
Thursday, January 11th, 2024 –
Time: 07:00 PM Central Time

A. Call to Order/Welcome Visitors

7:05 p.m. Board Members: Mike Pabian, Bob Daniel-Wayman, David Mrazek, Dave May, Karen McDowell, Susan Stephens, Karin Janowski
Church Staff: Rev Beth Johnson, Pam Fodor

B. Check-in and feathers

C. Approval of Board Minutes

Karen moves to approve. Karin seconded. Dec. 13, 2023 minutes approved as amended.

D. Finance Discussion – Dave May

Dave provided several statements to the Board. Our income to date is where it should be. Pledges are in line. Annual fundraising is beyond expectations. Acoustic Renaissance rental amounts will show it in proper place. Rents are a bit behind, but several checks are pending so should be close. Perpetual Fund looks good.

Expenses are running in line with the budget – a bit under. Payroll is under, Admin costs are over. We will look at several line items in the spring, such as internet and phone. The budget may be set too low. Home and Garden total is a bit over, but subject to episodic things.

a. Budget Updates

b. Updates on items from last month:

Regarding the Minister's Discretionary fund, a deposit was made around Christmas.

c. Monarch pay issues. Our deal ended at the end of last year. Pam researched a new company called PayChex. It is cheaper than Monarch, so that's nice.

Budget Process - STRATEGIC GOAL/END: Dave made a schedule for the creation, review and delivery of the 2024 budget to the congregation. On a related note, Bob stated that Fred Zimmerman offered to do his magic show for the spring fundraiser. The Stewardship Circle will need to decide if we should have more fundraisers this year if we are ahead with funding. Concerns about donation fatigue.

In Dave's LEAD meeting with the Finance Circle, it was brought up that budget information should be updated to the congregation on a more frequent basis. Bob mentioned that we could include several items of import not just budget information. Rev Beth related that periodic messaging that highlights church financial health and services can be used to remind the congregation about pledging; "If you are new, see how the church works and realize that you can pledge to keep making good things happen."

E. Staff Check In

a. Minister's Report

Rev. Beth spoke about her aspirations for the coming year- creating an adult RE class. Employee files are being updated and review processes will be carried out. She will be offering support for the pledging process with feedback from the Stewardship Circle. The goal is to transition Pam from leading the Pledge and Auction events and having her be a consultant. A Chair for each area will be created, ideally. Payroll company has been switched to Paychex. The onboarding support was excellent. We have a new Administrator, Gail Hengels. The LEAD team meetings have been going really well. We will be changing cleaning companies. The new company's bid on the high side, \$395 a week, so we will need to break down the scope of activities and need for overall cleaning. She is refining our UCH strategic goals.

b. DOP Report

Pam is mainly working with Gail, our new Administrator. She is making training sheets with passwords and other information that will be helpful for a variety of people.

Pam needs to know if the Annual Meeting is before the third week in May, May 19th because new members need to be instated forty days prior to the meeting. We decided on June 2nd to have the Annual Meeting

F. Other Business

a. Update on LEAD team – Susan stated that the LEAD team needs to set a date for meeting with the Board to report its findings and recommendations to get feedback before presenting for the Annual Meeting. Pam and Susan are meeting with the Community Circle. All the other circles have had LEAD sessions, except for the Home and Garden Circle. The Board will choose to meet at least one of the following days Sunday Jan 28, Joshi, Saturday Feb 3rd, and on Zoom Thursday February 1st.

b. Policy on Special Collections - Karin & Rev. Beth

i. Is there a written Policy Available? Karin and Rev. Beth looked at the bylaws but haven't written anything down. We'll bump this to next month.

c. Board planning retreat follow up – Bob Daniel-Wayman

i. Bob sent out update notes.

d. Nominating Committee Kick-off

i. Board members need to think about their intentions of remaining on the Board or not.

G. Write-Ins

Karin Janowski is still on the Endowment Committee and there is some confusion about what the process is in the office regarding check deposit protocol and writing of thank you letters to donors. The process could be streamlined. Karin will write the procedures down. Rev. Beth stated that our new Administrator can do these functions.

Karen McDowell encouraged everyone to attend on 1/21 for the Climate Change talk with Kent Taylor.

Dave has been trying to get the water heater replaced and wants to follow up. Bob asked Dave to contact Thom Brackett about the need for a new water heater. We need an estimate of the cost and the Board will approve it. Rev Beth will get together with Dave and Thom and nail all this down.

H. Executive Session

The Board will pay Pam Fodor her additional stipend paid to her while we didn't have an administrator. David Mrazek moved to continue payment. Karen McDowell seconded. Motion approved.

I. Adjourn

Mike Pabian moved to adjourn. Karin Janowsk seconded. Motion carries.
8:19 p.m. adjourned.