

**UNITARIAN UNIVERSALIST SOCIETY OF GENEVA**  
**FINAL BOARD MEETING MINUTES**  
**September 12, 2017**

The meeting was called to order at 7:05 PM by Nancy Christensen, vice president. In attendance: Nancy Christensen, Eric Jonke, Bob Swanson, James Carroll, Brian Doyle, Gail Tattersfield, Kathy Cornell. Rev. Dr. Lindsay Bates, ex officio, and Christine Imielski, Congregational Administrator. Craig Moore was out of town and Jean Pierce was unavailable due to Lou Pierce's hospitalization. Social Justice Team representative: Bill Scown. Minutes were taken by Kathy in Craig's absence.

- I. Board statement of our purpose was read by all.
- II. Nancy shared a reading by Mark Balletini. She mentioned that she is also sharing the sentiment of this reading at her place of work.
- III. Board members shared personal updates.
- IV. Regular reports  
Prior Meeting Minutes (Secretary)  
Finance (Treasurer)  
Councils (VP's)  
Sr. Minister  
Congregational Administrator  
Comments on Council reports – None. Bob moved and Brian seconded to accept all reports as submitted. Passed.
- V. **Final planning for Board-catered dinner** to be held at the home of Bob and Mary Swanson on Saturday September 16<sup>th</sup>. Several changes in assignments of dishes: Eric volunteered to bring a vegetarian entrée and Brian will bring an entrée. Board members will arrive at 5:15pm. Thirteen guests are expected. Gail and George will bring a cheese and bread board. Nancy will be out of town camping with the YRUU group. Jean Pierce will be invited to come as she is able, as our guest.
- VI. **175<sup>th</sup> Anniversary Celebration / Book Release Party** will be held in the Common Room on Sunday September 17<sup>th</sup>, 7-9pm. All are invited; press releases have been sent and the public is invited. The editor of "Lighting the Chalice," Don Brod, and the authors/contributors will be on hand to sign copies of the book, which will be available for purchase at \$10 each. The book includes much history of UUSG, focusing on the years since the 150<sup>th</sup> Anniversary book was published, "Pulpit and Pew Tales."
- VII. **Board Forum will be held on Sunday September 24<sup>th</sup>** immediately following the second service. The topic will be the Interim Minister Process. Brian will put together the introductory overview of the process – what to expect. Jean will moderate the Q&A if she is available and if not, we will step up. Brian will be using the UUA / Janus Workbook as his guide. Discussion followed, with these points:
  - a. Lindsay is formally not part of this process.
  - b. Gail has been looking into the task force and has learned that part of the Interim's job is to shake us up and look at everything – the big picture. She asked if the board makes up the task force for the interim search.
  - c. Brian asked if there is an interim team continuously during the 2-year period. The board will lead the task force.
  - d. The UUA gives us three qualified interims to choose from. The task force selects one.
  - e. At the forum, we will ask attendees to share their input and questions.
  - f. Lindsay explained that in January the board should get guidance from the Midwest Office of the UUA regarding the question of whether to hire one interim for two years, two different interims, or an interim for one year with the option of renewing for a second year.
  - g. Lindsay stated that we want a skill set, not a personality.

- h. Notes at the forum should be taken by Craig as board secretary. If he is not available, others will accommodate.

**VIII. Old Business**

- a. Financing of the proposed security system was discussed. Roger Tilbrook and Kathie Noll have committed to contributing toward the initial costs.
- b. Bob reported that the Finance Committee unanimously agreed to recommend against this project at this time due to the additional annual expenses of ~\$1,000 to operate and maintain the system once it is installed. Their concern was based partly on the actual operating budget for this year and the uncertain level of giving while we have our interim(s), a time when many congregations shrink in size at least temporarily.
- c. Christine indicated, when asked, that she and Lisa feel safe in the building. They do not answer the door if they don't recognize the person(s) there.
- d. Improvements have been made to the computer and wi-fi system, and other measures can be made in changing the code on the door, not sharing the code outside the board and select congregational leaders. We have switched internet providers to allow faster/better internet connection, but more improvements to the wi-fi-system and network infrastructure overall still need to be completed.
- e. Kevin O'Neill, chair of the Facilities Team, has indicated that there are also other projects (infrastructure) for use of restricted funds if made available.
- f. Nancy asked if the doorbell could ring downstairs during youth activities, etc. That can be arranged.
- g. The proponents of the proposed security system are the Tech Team and the ERT Team
- h. It was mentioned that since we cannot afford to print the Order of Service any longer, we are not in a position to take on additional expenses at this time.
- i. Eric moved and Nancy seconded to approve the proposed security system as presented. The vote was unanimously No.

**IX. Restricted Funds Policy for all new funds**

- a. Kathy will research and will present wording for how to handle unused funds that have been donated for specific purposes. She will present to the Board for approval. General practice is that donors can request to have their gifts refunded if they will not be used for the intended purposes.
- b. Brian asked how to handle if there are funds left over after a project has been completed? If funds remain unspent after a period of X years? Could the Board have discretion of extending the 2 or 3-year period?
- a. Possible "Sunset Clause" for restricted giving.

**X. Time and Talent Form**

- a. At Councils meeting, most participants wanted to keep this to one page.
- b. The Board can recommend things to delete or edit.
- c. Bill Pokorny indicated that on REALM, the Welcoming Team and Stewardship Team, etc., would use this form.
- d. Brian asked who receives it – Committed members? New people?
- e. Would the form be more appropriate for those already involved?
- f. Brian suggested possibly having more open-ended questions rather than a checklist.
- g. Eric suggested possibly asking "Tell us about yourself. What kinds of things do you enjoy doing?" List possibilities in more general terms.
- h. Brian added, the best way to get someone involved is to personally ask them. (Kathy concurs.)
- i. The present form has been around for years; we could use this for the 5-year member or include with the annual fund (canvass) materials.
- j. Lindsay agreed, talking with people one-on-one and following up personally, especially with new people, is the best. (Kathy concurs.)

- k. Brian said that his wife, Kathy, got involved in LRE because of Jenny Montgomery's pitch, plus the exercise of asking everyone involved in a team to stand up during services.
- l. Kathy will propose including an abbreviated form in the annual fund materials.

**XI. New Business**

- a. A decal for Youth Outlook was suggested for one of the outside-facing windows – Nancy
- b. Bob moved and Brian seconded that a decal be displayed on one of the building's outside-facing windows. Motion passed unanimously.
- c. A question was raised regarding a Committee for Fundraising – per Lindsay's Annual Report
  - i. Where would a fundraising brainstorming committee come in?
- d. Kathy indicated that an Estate Planning Seminar is now in the works, with the presentation to be given by a well-qualified attorney who is a former colleague of Pat Ward. This is a very important new opportunity that we need to start incorporating.
- e. Brian supported the importance of the planned giving aspect of fundraising. Also he pointed out that it would be better to recruit more people for the Stewardship Team, making it stronger and more vibrant. (Kathy concurs.)
- f. Brian proposes that the board focus on
  - i. Stewardship Committee
  - ii. Pledge Drive
  - iii. Estate planning/planned giving  
(Kathy concurs.)
- g. Bill Scown seeks congregational input regarding yard signs to be displayed on our Third Street property. These signs are similar to those used in campaigns and are not restricted by the City of Geneva.
  - i. He brought two examples of corrugated yard signs; they could say Come as You Are (etc). Two sizes are possibilities: 2 ft x 4 ft at \$100 each and regular yard signs at \$20-30 each. A possibility: a large sign with our Seven Principles, plus a variety of smaller signs that could be changed/rotated.
  - ii. Bob suggested that we should approve as a policy that the Communications Team bring proposals for signs to the board.
  - iii. Two or three statements of objectives:
    - 1. Inform the community of: our name; our principles; something interactive to engage people in what a sign says.
  - iv. Inform – Inspire – Engage
  - v. Bob moved and Nancy seconded that the board charge the Communications Team with the task of coming up with ideas for signage. Motion passed.

Meeting was adjourned at 9:00 PM.

Respectfully submitted by Kathy Cornell (substituting for Board Secretary Craig Moore)  
October 10, 2017