

# Prairie Circle Unitarian Universalist Congregation Grayslake, Illinois

---

## **Board Meeting Minutes — September 17, 2009 – 7:00pm**

The Board met at the Lake Villa District Library on September 17<sup>th</sup>, 2009, at 7:00 pm. Present: Steve King, Teresa Aguinaldo, Mike Merritt, Susan Bellmore, Diana Fox, Norine Fendrych, Elizabeth Harding, Laura Tomsy and Andrea Mills. Also present: Laura Franz, Joyce DeWitt, Rich Fendrych, Dayle Kozlowski, Jan Kirch, Tonia Becker VerShaw and Pierce Regnier.

### **Opening Reading & Chalice Lighting**

An opening reading was provided by Reverend Harding and the chalice was lit.

### **Approval of the Prior Month's Minutes**

Diana moved to approve the August minutes and Susan seconded the motion. The minutes were approved by the Board.

### **Committee Issues**

#### **Affirmation of Long-Range Committee Chair**

Mike motioned that Pierce be affirmed as the Chair of the Long-Range Planning Committee. Diana seconded the motion and it was passed unanimously.

#### **Social Action Committee – Diana Fox**

Diana asked for a clarification of the percentage of the loose plate collection that will go to social action on the second Sunday of the month. Mike explained that a change from 50 percent of the loose plate collection to 100 percent was approved by the previous Board to take effect in the new fiscal year.

Diana reported that the Social Action Committee would like the congregation to officially support the same sex marriage bill. We could support the bill financially or sponsor a forum at the church following a Sunday service. After discussion, the Board decided that we will invite a speaker to conduct a forum following a Sunday service but, as we do not have a clear process in our bylaws to help the congregation take stands on social causes or issues, the congregation will not support the bill financially. The speaker will be encouraged to provide an opportunity for attendees to the forum to donate to the cause individually. Reverend Harding will follow-up with the representative who contacted her concerning the bill.

Diana reported that the Social Action Committee would like to sponsor a family using resources from the second Sunday collection. This sponsorship would be in addition to our contributions to the Avon Township Food Pantry and PADS. The money collected would be used for goods and services (not cash gifts) for a specific use (clothing, food, electric bill, etc.). Diana has the professional connections to select a family. A family with children would be selected to enhance our ability to draw in the children of the congregation to also participate as pen pals, providing holiday gifts, etc. The Board was supportive of the concept and felt it was the prerogative of the Social Action Committee to make the decision concerning the charities we support with our second Sunday collection.

### **Third Sunday Committee Meetings and Post-Service Meeting Times – Laura Tomsy**

Laura requested that the third Sunday of each month be designated as a committee-free Sunday to allow committee members to attend adult education events. In addition, we would like committees who meet on the other Sundays to start their meeting no earlier than 10:45 and hold their meetings in the classrooms. There is a concern that conducting church business immediately after the service in the Barn could make visitors feel less welcome. Committee chairs should contact Laura to schedule a classroom. Meetings can also be scheduled on days other than Sunday. The committee chair should then forward the date, time and location of the meeting to Andrea for publication in the online calendar on the website. Laura and the nursery caregiver will have keys to the classroom.

### **Board Liaisons to Committees**

The Board liaisons to each committee were introduced:

Caring Committee – Susan Bellmore

Committee on Ministry – Steve King

Music Committee – Diana Fox

Worship Committee – Diana Fox

Social Action Committee – Norine Fendrych

Long Range Planning Committee – Norine Fendrych

Hospitality Committee – Teresa Aguinaldo

Membership Committee – Teresa Aguinaldo

Finance Committee – Mike Merritt

Religious Education Committee – Mike Merritt

A Liaison for the new Fundraising Committee will be assigned at the October Board meeting.

## Other Issues

### **Blue print for Church Responsibilities – Reverend Harding**

Reverend Harding presented an Organizational Development Model for the congregation (see the attached diagram and detailed explanation). There was discussion of the model including the following points:

- it's nice to have “marching orders” to help focus our goals
- we have to be careful that we do not take on too much and spread ourselves too thin
- this is a roadmap for the future and we will get there over time

### **Conversation with Committee Chairs**

Steve introduced the purpose of this meeting: to facilitate and encourage communication among the different committees. He would like to hear what each committee is planning for the future and what support they need from the other committees.

#### **Committee on Ministry – Steve King**

The COM's purpose is to evaluate the minister but also counsel, coach and advise the minister. The COM requests feedback on the minister and the work of her ministry from the other committees. The COM would appreciate this feedback on an ongoing basis and not just when a formal survey is conducted. Reverend Harding shared the importance of giving direct feedback to her. She welcomes these conversations and considers them an important part of her ministry.

#### **Worship Committee – Tonia Becker VerShaw**

The Worship Committee would like to work with the COM and the Music Committee on a regular basis. They would also be very interested in feedback from our visitors from the Membership Committee.

Tonia began a discussion on the communication between members of the church. There was a discussion about whether or not the membership is aware of the role of each committee.

There was discussion about the role of the minister and the boundaries that are required because of her part-time status. Reverend Harding expressed her willingness to support the congregation and Steve cautioned us to be fair to her and remember her part-time status.

#### **Membership Committee – Rich Fendrych**

The Membership Committee would like to suggest the following changes:

- committee chairs to take responsibility for greeting visitors and discussing the work of their committee with visitors
- more attention to the wearing of nametags

- two orientation sessions for new visitors and two introduction to UU classes for new member during this church year
- turn over of the process of sending welcome cards to each visitor to Andrea
- a change to the visitor recognition portion of the service so that Greeters and other congregation members introduce visitors rather than asking the visitors to introduce themselves
- non-Membership Committee members serving as greeters on Sunday
- the use of postcards announcing church events mailed to visitors as well as members or friends who have not been at church recently
- process for seeking input from former members or visitors who do not return about their experience
- approval of Board meeting minutes within ten days of the meeting, e-mail with the minutes sent to each committee chair and publishing of the minutes on the website within 14 days of the meeting
- members of the Membership Committee to attend the monthly Board meeting and RE meeting to gather information and share ways that the membership Committee can be supportive

### **Religious Education – Laura Franz**

Laura reported that she appreciates this meeting because the RE Committee often touches each of the other committees. They have made this communication a practice and appreciate the cooperation of the other committees.

### **Caring Committee – Jan Kirch**

Jan requested the help of all the committee chairs in forwarding concerns that they hear of to the Caring Committee so that they can provide support to members of the congregation.

### **Music Committee – Joyce DeWitt**

Joyce reminded us that “music can go anywhere.” She would be happy to work with any other committees and has a special interest in working with the Religious Education Committee.

### **Social Action – Norine Fendrych**

The Social Action Committee often works with the Religious Education Committee and this has worked well. What they need most from the other committees is help recruiting the congregation to invest their time in Social Action events.

### **Hospitality – Teresa**

The Hospitality Committee will continue working with any interested committee especially the Membership Committee.

### **Finance Committee – Mike Merritt**

The Finance Committee is most in need of additional members. Also, Mike cautioned that each committee needs to be careful what they spend and encourage fundraising since we will probably need to dip into our reserves sometime during this fiscal year.

### **Long Range Planning – Pierce**

Pierce appreciates the five year plan that the congregation developed and is eager to work toward expanding it to a ten year plan.

### **Fundraising – Dayle Kozlowski**

Dayle invited each committee to work with her on the calendar for their events. The Fundraising Committee will work closely with the Social Action Committee since a portion of the money raised is set aside for social action causes. Dayle encouraged the committee chairs and all committee members to participate in the scrip program since there is the potential to earn significantly more income.

## **Summary of Follow-Up Actions**

Reverend Harding will arrange for a speaker to provide a forum on the same-sex marriage bill after church on an upcoming Sunday.

Diana Fox will follow up with the Social Action Committee on the idea for the congregation to adopt a family.

Committee chairs will no longer schedule meetings on the third Sunday of the month to allow their members to attend adult education events. Committee chairs will also refrain from starting any meeting following a service prior to 10:45. In addition, these meetings will not be held in the Barn. Committee chairs will work with Laura Tomsy to schedule the use of a classroom and will send meeting information to Andrea Mills for inclusion in the online calendar.

## **Closing Reading and Adjournment**

Steve moved to adjourn the meeting and Teresa seconded the motion. The next board meeting will be held at 7:00 pm on October 22, 2009, at a location to be determined.

Respectfully Submitted,

Andrea Mills  
PCUUC Administrator