



Unity Temple Unitarian Universalist Congregation Annual Meeting
Sunday, December 14, 2014 at Unity Temple at 12:30pm

All Congregation Meeting Agenda

1. Call to Order	Steve Kelley	12:30
2. Receive Minutes from 2013 Annual Meeting Reports	Steve Kelley	12:35
3. Presentation on Unity Temple Preservation	Unity Temple Restoration Foundation	12:40
4. Report from Administrative Team	Rev. Alan Taylor	1:45
5. Recognition of Outgoing Board Members	Rev. Alan Taylor	1:50
Action Items		
6. Elections Board of Trustees Nominating Committee	Alison Price	1:55
7. Vote on 2015 Operating Budget	Ed White	2:05
8. Vote to Select Recipients of Sunday Collection	Steve Kelley	2:15
New Business		
9. New Business	Steve Kelley	2:25
10. Adjournment	Steve Kelley	2:30

All members are urged to attend as a quorum of 20% (119 people) of eligible voting members is required to conduct business. Only those members who have fulfilled the requirements of membership and have returned a financial commitment or an alternative gesture of commitment (as described in our Bylaws) will be able to vote at the annual meeting.



Guidelines for Participating in the Annual Meeting

A list of members will be available immediately before the meeting, to validate voting status. Friends, and members who are ineligible to vote, are still given the courtesy of the floor. (The term “members” used hereafter refers to assembly members and is not intended to exclude friends from speaking.) The guidelines for the conduct of corporate meetings of Unity Temple Unitarian Universalist Congregation are based on *Robert’s Rules of Order, Revised*. The summary of rules below is intended to assist members in understanding how to participate in the meeting. It is not intended to be a definitive replication of Robert’s Rules. There are two ways to bring business to the assembly: 1.) The Chair specifies an action and announces that, if there is no objection, the action will be considered adopted. This is called general or unanimous consent. However, if a member says, “I object”, a motion to take action is necessary. 2.) By motion and vote (explained below).

Obtaining the Floor: To obtain the right to speak, a person must be the first one to stand up when no one else has the floor and address the Chair by title (Mr./Madam Chair). The Chair will recognize the person by name, giving that person the right to speak. Once that person has the floor, s/he cannot be interrupted by another member (with certain exceptions such as “Point of Order”).

Motions: A motion must be made before debate on any issue can occur. A member wishing to make a motion must first obtain the floor (see above). Another member then rises and, without waiting for recognition, says, “I second the motion.” (The name of the seconder is not announced and is not recorded in the minutes.) Once the motion is stated by the Chair, it is the property of the assembly, and the mover cannot withdraw or modify it without permission (see below).

Debate: A member must obtain the floor (see above) in order to speak. A member who makes a motion is first entitled to the floor. In the case of a report of a committee, preference is given to the person making the report. No member may speak to the same motion more than twice, and no longer than ten minutes at a time, unless permission to extend is granted by a two-thirds vote. No member may speak a second time to a motion until every member choosing to speak has spoken. If an amendment is offered, that presents a new right to debate.

In debate, a member must confine him/herself to the question before the assembly, and avoid personalities. Remarks are addressed to the Chair or to the assembly as a whole, NOT directly to another member. Speaking without first obtaining the floor, or speaking directly to another member, will be ruled out of order by the Chair.

Amending a Motion: The motion to amend requires a second, is debatable, and it may be amended itself (once only). The amendment must be germane to the original motion. Words can be added, inserted or struck; or an entire motion on the same subject can be substituted. An amendment is adopted by majority vote. Once an amendment is adopted, debate resumes on the motion.

Committing or Referring a Motion: This motion sends a pending motion to a committee or to the Board. A second is required, and the motion is debatable and amendable.

Dividing a Motion: A motion may be divided into two or more motions, but each motion must be capable of standing on its own. The motion to divide requires a second, is not debatable, and is amendable.

Tabling a Motion: To lay a motion on the table is remove it from consideration, until consideration resumes at an unspecified time. It requires a second, is not debatable, and requires a majority vote. Later in the meeting a member may obtain the floor and move that the motion be removed from the table (requires a second, is not debatable, requires majority vote to pass). Since UTUUC does not meet quarterly, if the tabled motion is not taken from the table at this meeting, it expires when the meeting adjourns.

Postponing a Motion Definitely: A motion cannot be postponed from one Annual Meeting to another and so does not apply to our situation.

Postponing a Motion Indefinitely: This removes a motion from the assembly's consideration without a direct vote on it. It requires a second, is debatable but not amendable, and requires a majority vote. It can be reconsidered only if the vote was affirmative.

Withdrawing a Motion: A mover may withdraw a motion before it has been stated by the Chair. However, if a motion has already been stated by the Chair, the mover may obtain the floor and ask permission to withdraw the motion. The Chair can attempt to obtain consent, or will ask for a vote.

Point of Order: If a member feels a rule is being violated, they may rise at any time and, without waiting for recognition, say "point of order." The Chair will then ask them to state their point.

Closing Debate: This has traditionally been referred to at UTUUC as "calling the question". If a member wishes to close debate on a motion, s/he must obtain the floor (see above). If the motion is seconded, a vote is taken immediately (no debate) and the Chair will ask all those in favor to rise. A two-thirds majority is required to call the question, which means debate must cease and a vote on the motion being considered must be taken. Note: Simply shouting "call the question" from one's seat may be an informal expression of a desire to proceed to vote, but it does not constitute obtaining the floor and the member will not be recognized by the Chair.

Voting: Most motions require a simple majority to pass. A majority is more than half of the votes cast by legal voters. Votes may be taken by voice, by rising, by ballot or by roll call. For motions requiring a two-thirds vote, persons will be asked to rise.

Abstentions: Voting members have the right to abstain from voting; however, the chair does not call for abstentions nor do members have a right to announce that they have abstained. Abstentions have no effect on the calculation of the vote.

Adjournment: A member obtains the floor and moves to adjourn the meeting. It requires a second, is not debatable and, if passed by majority vote, the meeting is ended.



A list of members will be available immediately before the meeting, to validate voting status. Friends, and members who are ineligible to vote, are still given the courtesy of the floor. (The term “members” used hereafter refers to assembly members and is not intended to exclude friends from speaking.) Below is a full definition of “Membership” from our Bylaws.

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ARTICLE IV

Membership

A. Requirements. Membership is available to anyone meeting the requirements, regardless of gender, sexual orientation, race, ethnicity, socioeconomic status, lifestyle or family circumstances, physical or mental handicap, or any other attribute subject to bias and prejudice in society at large. Any person in sympathy with the purpose and programs of Unity Temple Unitarian Universalist Congregation may become a member by making a gesture of commitment as outlined in Section B below, and by signing the membership book in the presence of the minister or president of the congregation, a member of the board of trustees, and an authorized representative of the membership committee. The board of trustees has the option to require participation in such orientation programs as the board deems appropriate.

B. Gesture of commitment. The gesture of commitment required for voting privileges shall be a pledge of financial commitment for the next fiscal year and, for those members who have been members of Unity Temple prior to the current fiscal year, a financial contribution of record within the past twelve months, or an alternative gesture of commitment. The alternative gesture of commitment shall consist of the donation of time, energy, and/or material. A person who desires to make this alternative commitment must so request. Such a request may be approved by either the minister or the president of the board of trustees, or their designee.

C. Voting rights. Any person who has satisfied the requirements stated above for at least thirty days prior to the time of voting and is at least sixteen years of age shall have full voting privileges. The secretary shall be responsible for certifying voting eligibility.

D. Termination of membership.

1. A member may resign by submitting a letter of resignation to the secretary of the board of trustees.
2. If a member has not fulfilled the requirements for voting eligibility for the Annual Meeting for two consecutive years, and has not otherwise communicated a desire to terminate membership, the member shall be deemed to have lapsed membership, and shall be so notified by first-class mail, or other means, as directed by the board of trustees. If the member does not respond by reinstating membership, said member will be removed from the membership rolls.

E. Reinstatement. Any person whose voting membership has lapsed may become a voting member again at any time by stating their intention in writing and satisfying the requirements described in Sections B and C above.

Unity Temple Unitarian Universalist Congregation
2013 Annual Meeting Minutes
Sunday, October 20, 2013

The meeting was called to order at approximately 12:37 pm and it was announced that a quorum was present.

Stephen Kelley, congregation president, presided. Joan Suchomel served as parliamentarian.

Steve noted that the minutes of the annual meeting held May 19, 2013 were in the packet and had been approved by the Board of Trustees.

Action Items

Election of new trustees

Ian Morrison moved to elect as trustees Carrie Bankes and Beth Scanlan for two-year terms ending December 31, 2015 and Scott Fehlan, Alison Price and Larry Kameya for three-year terms ending December 31, 2016. The motion was seconded and carried.

1/1/14 to 12/31/14 Operating Budget

Ed White presented the operating budget for the period 1/1/14 to 12/31/14. Questions were taken. Ed White moved to accept the 1/1/14 to 12/31/14 operating budget. The motion was seconded and unanimously carried.

Reports

Administrative Team Report

Rev. Alan Taylor presented the Administrative Team report and recognized volunteers.

Vote on Alphawood Foundation Proposal

Ian Morrison updated the congregation on recent developments regarding the proposed gift from Alphawood Foundation. Scott Fehlan moved to ratify and approve the transactions with the Alphawood Foundation, Unity Temple Restoration Foundation and Frank Lloyd Wright Preservation Trust and other parties consistent with the description presented to the congregation at the October 20, 2013 meeting, and authorize the President of the Board of Trustees to take such actions and execute such documents as are necessary or desirable to implement these transactions. The motion was seconded. Jordan Rifis proposed an amendment to the motion to require unanimous board approval of the proposed transactions. Following questions and statements, including advice from Ed Malone, the congregation's legal counsel, that the proposed amendment would require an amendment to the bylaws following additional notice to the congregation, the proposed amendment was voted down. Following questions on the original motion, including a statement from a board member that the board of trustees would approve the transactions before the board president executed the documents, the motion was approved by a vote of 96 in favor, 2 against.

New Business

Ian Morrison moved to elect as members of the nominating committee for the 2014 calendar year Duane Dowell, Steve Bankes and Juliana Engel. The motion was seconded and unanimously carried.

Upon motion duly made, seconded and unanimously approved, the meeting was adjourned at 1:40 pm.



NOMINATIONS FOR UTUUC BOARD OF TRUSTEES - 2015

The Nominating Committee (Steve Bankes, Duane Dowell, Juliana Engel, Ian Morrison and Alison Price) is pleased to present the following members of our congregation as candidates for the UTUUC Board of Trustees. If elected by vote of the Congregation at the Annual Meeting on December 14, 2014, three of them will serve 3-year terms beginning January 1, 2015 and ending on December 31, 2017; and one of them will serve a 2-year terms beginning January 1, 2015 and ending on December 31, 2016.

Dan Crimmins (2 year term ending on December 31, 2016)

Dan Crimmins has been a member of the congregation since 2002, was appointed to fill a Board of Trustees vacancy in January, 2014, and has served as co-vice-president since that time. He has taught RE classes for 8th grade and the 9th grade Coming of Age program, and served on committees for the All-Congregation Retreat, Technology and Building and Grounds. Dan is interested in helping foster connection and communication as we continue to grow our congregation, engage in the community and undertake the preservation of our historic building. Dan works in the software development field, and lives in Oak Park with his partner Craig and two children.

Rob Bellmar (3 year term ending on December 31, 2017)

Rob Bellmar has been a member since 2007. He has been chair of the Membership Committee, and served as the coordinator of the Pathways to Membership classes and facilitators. He was a Team Captain on the Capital Campaign committee and has also participated in teaching RE classes and the monthly Rise up Singing. Rob also played for our Softball Teams, and has attended and participated in the Congregational Retreat. Outside of UTUUC, Rob is the EVP at Intercall and active with his family and youth coaching. As a UTUUC board member, Rob wants to help keep congregation together during construction, help with space issues outside of the construction if we continue to be a growth congregation. He also wants to help transition us to a large congregation but make the leap to help usher in engagement and volunteerism to support that growth. He lives in Oak Park with his wife Laurie Bellmar (also a member) and their 4 children.

Amanda Sonneborn (3 year term ending on December 31, 2017)

Amanda Sonneborn has been a member of our congregation since 2011. She has served on the Personnel Committee and the Religious Education Committee since 2012. She has also been involved in the Capital Campaign Committee and she has taught various religious education classes. Through service on the Board, Amanda is interested in assisting the Church in continuing to grow its membership, while realistically managing its space limitations. She is an attorney, who lives in Oak Park with her husband, Peter Malecki, their two daughters, Sadie and Marin, and their three rescue beagles.

Kathy Clark (3 year term ending on December 31, 2017)

Kathy Clark joined Unity Temple in 2007, after moving to Forest Park from the south suburbs. She is a Pastoral Associate, and has been active on the Immigrant Task Force, as a Pathways facilitator, assisted with obtaining the wheelchair lift, and worked on the Capital Campaign. Kathy believes UT and the Board are confronting real but manageable challenges, with the urgent need being to locate space and maintain membership, programs, staff, and services during an expected period of time out of the building. Adequate space for RE must also be addressed, during this time and going forward. Communication with the congregation during these challenges will be paramount. She is a retired attorney with part-time work as a mediator for the Chicago Commission on Human Relations and consulting for fair housing agencies. Kathy is a Board member of West Suburban PADS. She has two children, a son in Skokie and a daughter in Tempe, AZ.

Unity Temple Unitarian Universalist Congregation

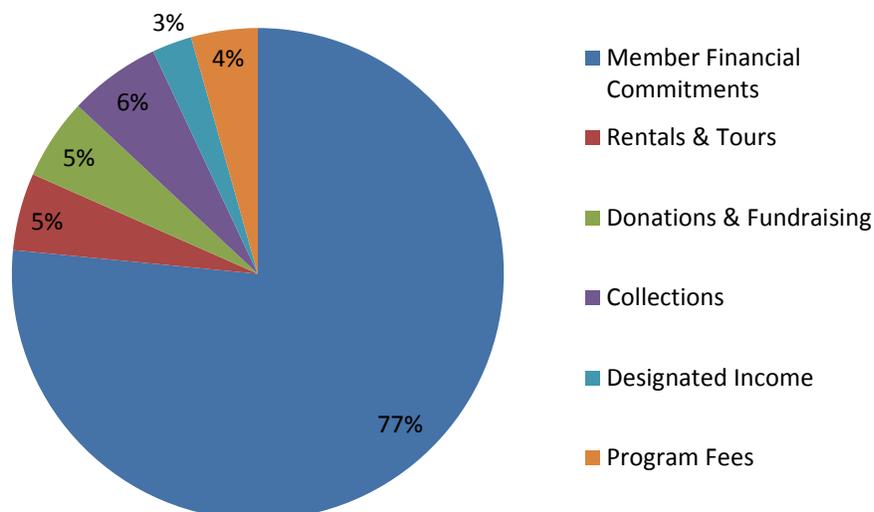
2015 Operating Budget

January 1, 2015-December 31, 2015

Categories		Categories	
INCOME		Designated Expense	
Donations		Outreach	
Financial Commitments	708,539	Collection Plate Donations	43,500
Identifiable Donations	6,000	Prevail of Illinois	3,000
Auction	34,000	UUSC	3,000
Sarah Clark Fund	3,000	Faith in Action	2,000
UUA/Mid America Dues Contributions	6,000	Community Assistance Fund	2,500
Total Donations	757,539	Total Collection Plate	54,000
		RE Social Mission	2,000
Earned Income		Total Outreach	
FLWT Tour Income	28,000		56,000
Rental Income	19,147	Program	
Total Earned Income	47,147	Ex Libris	3,000
		Women's Connection	9,000
Program Income		Men's Retreat	2,200
RE Registration	13,000	Congregation Retreat	10,000
OWL Registration	1,000	Total Program	24,200
Adult RE	500	Total Designated Expense	
YRUU	5,600		80,200
Music	17,629	Denomination	
Flowers	1,000	CAUUC (Chicago Area)	580
Membership	200	Mid America Region	8,670
Recreation:Softball	1,600	UUA (National)	22,620
Total Program Income	40,529	Chicago Marketing Initiative (CAUUC)	1,000
		Total Denomination	32,870
Designated Income		Office	
Outreach		Copier Costs	9,500
Collection Plate	54,000	Phone	6,800
RE Social Mission Collections	2,000	Paper & Supplies	5,000
Programs		Postage	2,200
Ex Libris	3,000	Technology Maintenance/Support	1,000
Women's Connection	9,000	Printing	600
Men's Retreat	2,200	Payroll Services	750
Congregation Retreat	10,000	Database	2,500
Total Designated Income	80,200	Software Licenses	900
		Web Hosting	1,500
Other Income		Computer Hardware	500
Miscellaneous	300	Off-Site Office Rent & Expenses	36,041
Total Other Income	300	Total Office	67,291
TOTAL INCOME	\$ 925,715	Maintenance & Repair	
EXPENSES		Cleaning Contract	5,400
Senior Minister		Carpet Cleaning	1,800
Salary & Housing	99,972	Gutter, Window & Drain Cleaning	1,500
FICA	7,648	Snow Removal	7,000
Pension	9,997	Landscaping	2,100
Health, Dental and Life Insurance	18,713	Projects & Equipment	3,500
Professional Expenses	9,997	Heating Maintenance Contract	1,300
Total Senior Minister	146,327	Gale House Maintenance	2,000
		Unity Temple Repairs	2,500
		Building Supplies	3,500
		Total Maintenance & Repair	30,600

Minister of Faith Development				Utilities			
Salary, Housing & Insurance			80,725	GH Gas			3,200
FICA			5,608	GH Electricity			1,500
Pension			7,697	GH Water & Sewer			1,500
Insurance - Life & Disability			512	UT Gas			13,000
Professional Expenses			7,331	UT Electric			7,000
Total Minister of F.D.			101,872	UT Water & Sewer			2,000
Additional Staff				Leased Office Utilities			1,900
Salaries & Benefits - Ministry/Membership			60,381	Security Systems			6,000
Salaries & Benefits - RE			24,544	Total Utilities			36,100
Salaries & Benefits - Music			64,972	Resource Development			
Salaries & Benefits - Social Action			13,180	Annual Fund Drive			500
Salaries & Benefits - Sabbatical Minister			11,765	Auction			500
Salaries & Benefits - Admin.			146,728	Total Resource Development			1,000
Total Staff			321,570	Administration			
Worship & Music				Loan Payments			14,000
Musicians			1,500	Credit Card Fee			3,500
Choir			6,700	Auto Pay Processing			1,200
Bell Choir			2,000	Insurance			21,500
Vocal Music Scholarship Program			4,129	Board Meetings & Expense			1,000
Worship Expense			3,000	Financial Audit			6,000
Worship Supplies			1,000	Legal Fees			4,000
Summer Services			2,700	Advertising/Marketing			3,000
Piano Tuning/Organ Maintenance			300	Interfaith Membership Dues			600
Total Worship & Music			21,329	Nominating Committee			100
				Total Administration			54,900
Religious Education				TOTAL EXPENSES			\$926,130
Religious Ed - Curriculum			1,800	Transfer to investment portfolio			7,085
Religious Ed - Supplies			2,500	Transfer from portfolio earnings towards mortgage			-7,500
Religious Ed - Training			1,500	TOTAL OUTLAY			\$925,715
Religious Ed - Recognition			1,700	BALANCE			\$0
Religious Ed - Background Checks			200				
Religious Ed - OWL Program			2,000				
Religious Ed - Summer Assistants			1,600				
YRUU			7,700				
Adult RE			500				
Total Religious Education			19,500				
Programs							
Membership Development			3,535				
Committee Budgets			4,935				
Coffee Hour: Coffee & Supplies			1,600				
Flowers			1,000				
Lay Leadership Development			1,500				
Total Programs			12,570				

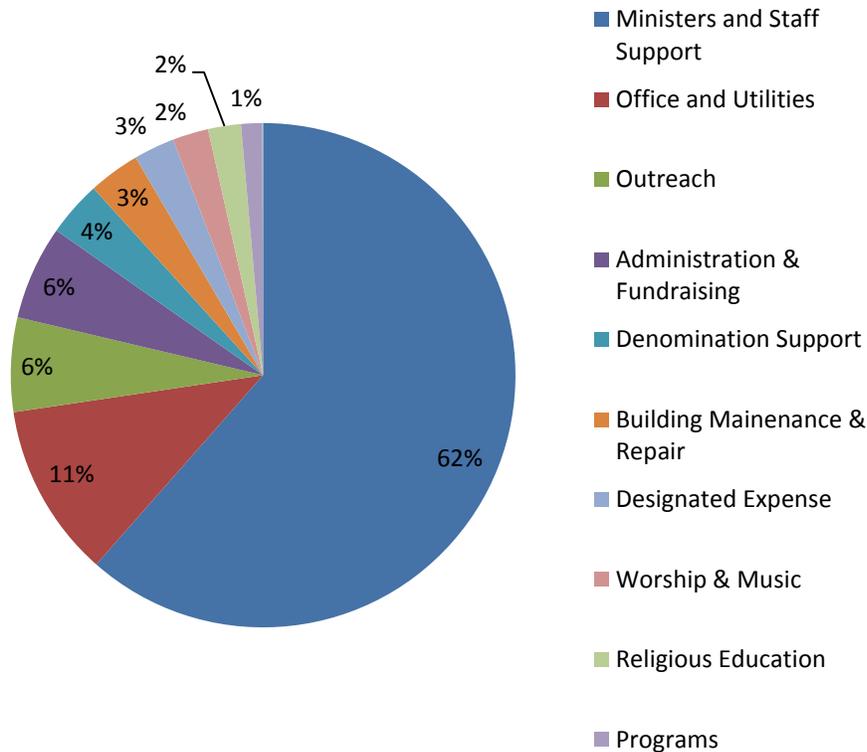
2015 Income: \$925,715



2015 Operating Budget – Income Fact Sheet

- The operating budget recommended by the Finance Committee is based on a 1.9% increase of member pledges over 2014. Financial pledges from members make up 77% of our operating income.
- 5% of operating income is earned income from the Frank Lloyd Wright Trust tours and income renting Unity Temple (weddings, special events) and Gale House (Alcuin Montessori School) Income from renting Unity Temple and Gale House Unity Temple Rent for weddings and special events is predicted to decrease this year because of restoration to the building during the second half of the year.
- Donation income includes auction revenue, dues contributions and grants. The member auction will be held in February 2015.
- Designated revenue is income that is earmarked for use when received. This includes the Sunday collection – designated to the charitable recipient – as well as programs such as Ex Libris, Women’s Retreat, Congregational Retreat, etc.

2015 Expenses: \$925,715



2015 Operating Budget – Expense Fact Sheet

- Two staff members, Tina Lewis, Membership Director and Lori Radder, Faith in Action Coordinator, are significantly below the UUA midpoint salary guidelines. Therefore both Tina and Lori are receiving salary increases to bring them closer to midpoint. Additionally our adult hourly staff members who are receiving less than \$15 an hour will receive an increase to bring them that hourly rate.
- The amount budgeted for our contributions to the UUA and the MidAmerica Region represent 65% of the UUA's fair share recommendation.
- Loan payments include the interest portions of payments on our commercial loan at Community Bank (\$108,753 as of 10/31/14) and our line of credit with our investment advisor, Ziegler Wealth Management (\$101,659 as of 10/31/14).
- The transfer to the endowment is in accordance with congregation policy to contribute 1% of annual pledge commitments to the endowment. The transfer from the endowment is in accordance with the policy to use 3% of the earnings of the endowment to make payments on the commercial loan (the budget reflects only the interest portion of these transfers).

Staff Salaries include the following personnel:

Ministry:

Senior Minister (full time)
Minister of Faith Development (full time)
Sabbatical Minister (15 hrs/week from Jan – March 2015)
Membership Director (full time)

Education:

Youth Coordinator (10 hrs/week)
Preschool Coordinator (10 hrs/week)
Nursery Coordinators (Sunday morning only)
Nursery Assistants (Sunday morning only)
Summer RE Coordinator (10 hrs/week - summer only)
Childcare Providers (as needed)

Music

Music Director (25 hrs/week)|
Accompanist (10 hrs/week – 10 months)

Administration:

Director of Administration & Development (full time)
Finance and Office Manager (25 hrs/week)
Administrative Assistant (20 hrs/week)
Publications Coordinator (15 hrs/week)|
Sextons (as needed)
Rental Manager (commission)

Social Action:

Faith in Action Coordinator (15 hrs/week)

