



Unity Temple Unitarian Universalist Congregation Annual Meeting
Sunday, December 15, 2019 at Unity Temple at 12:30pm
All Congregation Annual Meeting Agenda

[UNITARIAN UNIVERSALIST LEADER'S PRAYER](#)

With gratitude and grace we lead forward to answer the call of our faith, we move happily together into the unknown, we open ourselves to growth, we go forth to begin the change to our corner of the world, we covenant together to transform the world through love and we are moved by Spirit to accomplish good works with compassion and love for all. ~ Kirk Bogue

Agenda

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| 1. Call to order | David Willard |
| 2. Report from Administrative Team | Rev. Alan Taylor |
| 3. Unity Temple Community Center Update | David Willard |
| 4. Proposed Amendments to Unity Temple ByLaws | David Willard |
| 5. 2019 Financial Report; 2020 Proposed Budget | Lynne Hensel |
| 6. Sunday Collection Recipient Ballot | David Willard |
| 7. Elections | |
| • Candidates, Board of Trustees | Teresa Powell |
| • Candidates, Nominating Committee | David Willard |
| | Julie Willoughby |
| 8. Recognition of Outgoing Board Members | Rev. Alan Taylor |
| 9. New Business | David Willard |
| 10. Adjournment | David Willard |

All members are urged to attend as a quorum of 20% of eligible voting members is required to conduct business. Only those members who have fulfilled the requirements of membership (as described in Article IV of our Constitution and Article IV of our Bylaws) and have returned a financial commitment or an alternative gesture of commitment (as described in Article IV, Sec. C of our Bylaws) will be able to vote at the annual meeting. Friends of the congregation who are not eligible to vote are welcome and shall be given the courtesy of the floor. For voting members unable to attend the annual meeting, absentee ballots will be made available for the purposes identified in Article V, Sec. F of our Bylaws.



OUR VALUES

Connection + Transformation + Justice + Acceptance

OUR MISSION

Welcoming All

Inspiring Compassion

Nurturing Wonder

Serving Community

OUR ENDS STATEMENTS (Goals)

WELCOMING ALL

- We foster a culture of radical hospitality.
- We build relationships with people across boundaries of race, class, and other identities that divide us.

INSPIRING COMPASSION

- We cultivate caring communities for one another.
- We bear witness to love and pain in the world, and respond, individually and collectively, with acts of compassion.

NURTURING WONDER

- We nurture and celebrate a sense of wonder within everyone.
- We create opportunities for spiritual deepening, questioning, and growth.

SERVING COMMUNITY

- We act in partnership for justice.
- We live our faith in service.



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. 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 2/3 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 2/3 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 2/3 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.

Proxy for Collection Plate Beneficiaries: In accordance with our Unitarian Universalist fifth principle, Unity Temple values the use of the democratic process and encourages all members to attend our Annual Membership Meeting. While we are not prepared to offer this for all Annual Meeting matters, members who cannot attend the December 15, 2019 Membership Meeting may vote for collection plate beneficiaries by proxy. They can do this by designating a UT member who will be at the meeting to vote in their absence. The member who cannot attend must notify the UT Board of Trustees in writing via email (president@unitytemple.org) or regular postal mail of their designated proxy voter by December 13th, 2019. At that time, they will be provided with the list of potential beneficiaries and instructions for how to prepare their proxy.



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. Eligibility

Membership is available to any person, 18 years or older.

B. Requirements

Any person who has an understanding of and affirms the principles and covenant of the Unitarian Universalist Association (UUA) and the mission and vision of Unity Temple Unitarian Universalist Congregation may become a member by completing the Pathway to Membership class, making a pledge of financial commitment or an alternative pledge of commitment which supports the annual operating budget and by signing the membership book in the presence of a minister or president of the congregation, and the membership director. Members are asked to renew financial support annually. Financial waivers are available to those experiencing financial difficulty. Requests may be made annually on the financial commitment form. Such requests shall be reviewed and approved by a minister. Completing the class is optional for those transferring from Unitarian Universalists congregations.

C. Alternate Pledge of Commitment

In the event a financial commitment is not able to be made, a person may offer a donation of time, energy, talent and/or material that would otherwise offset a cost in the current operating budget. The request must be submitted in writing and include the area for which the service shall be rendered. The alternate gesture of commitment waiver shall be granted for a single year and is subject to review and approval upon renewal request by the minister, president of the board of trustees or director of administration.

D. Voting Eligibility

Any person who has satisfied the requirements for membership and is in good standing for at least thirty days prior to the time of voting shall have full voting privileges. The secretary of the board shall be responsible for certifying voting eligibility.

E. Good Standing

A member is deemed in good standing if he/she has met the financial commitment or has an active waiver with or without an alternate pledge of commitment for the current calendar year.

F. Lapsed Membership

If a member is not in good standing for voting eligibility for 18 months, and has not communicated a desire to

terminate or continue membership, the member shall be deemed to have lapsed membership. Such members shall be notified by first - class mail, or other means, as determined by the membership director of their status.

G. Inactive Membership

If a member shall be deemed to have lapsed membership and does not respond by reinstating membership, the individual will be moved to inactive upon annual review.

H. Termination of Membership

A member may voluntarily terminate membership by submitting a letter of resignation to a minister, board of trustees, or membership director. A member may be removed from membership for actions that threaten the safety and well-being of the congregation, as determined by a joint recommendation from the Congregational Safety and Well Being Committee and a minister, and a 2/3 approval vote by the Board.

I. Reinstatement

Any person whose voting membership has lapsed or is inactive may become a voting member again upon stating their intentions in writing and satisfying the requirements for membership as described. This does not apply for those whose membership has been removed because of threats to the safety and well-being of the congregation; those former members must petition no less than one year after removal to the Congregational Safety and Well Being Committee and a minister, and they subsequently make a recommendation subject to a 2/3 approval vote by the Board.



Unity Temple Unitarian Universalist Congregation
2018 All Congregation Annual Meeting Minutes
December 9, 2018, Unity Temple

In attendance: 118 members, quorum met

Board of Trustees: Karen Haskins-Brewer, Alec Brownlow, Bill Crozier, Anne Devaud, Clara Lewis, Erik Wise, Willa Schulz, Teresa Powell and Dave Willard

Administrative Team: Alan Taylor, Emily Gage, and Elizabeth Plummer

Parliamentarian: Joan Suchomel

- A. We have quorum
- B. Meeting called to order at 12:36
- C. Alec Brownlow, president of the board, introduction
 - a. Locking the doors to UT, exit by kitchen
 - b. Quick intro of BoT: Anne Devaud, Clara Lewis, Dave Willard, Karen Haskins-Brewer, Bill Crozier, Willa Shultz, Terri Powell, Erik Wise
 - c. Parliamentarian - Joan Suchomel
 - d. Review of Meeting Agenda
 - e. Review rules on how to participate in the annual meeting
 - f. How we're going to approach this meeting:
 - i. Motions / Amendments will be displayed and edited on large screen
- D. Minutes from last year's meeting approved by Board of Trustees
 - a. Note: Minutes do not need to be approved at this meeting
- E. Alan Taylor Greeting and Thanks
- F. 4 proposed amendments to our bylaws (started around 12:57)
 - a. Two thirds of the members must approve the change
 - i. Article 6 Board Members
 1. Amendments 1 & 2
 - a. Motion to Approve Kathy Clark (Seconded)
 - i. **Motion passes:** Unanimous
 2. Amendments 3
 - a. Motion to Approve Teresa Powell (Seconded)
 - b. Debate (We heard from: Dan Crimmins, Glenn Brewer, Joan Suchomel, Tom Barnes, Jane Ditelberg)
 - c. Hand Vote
 - i. Motion to approve **does not pass.**
 - ii. Article 8 Organizations
 1. Amendments 1
 - a. Motion to approve Ed McDevitt (Seconded)

- b. Debate (We heard from Dan Crimmins, Betsy Davis, Tom Barnes, Ian Morrison, Joan Suchomel, Jane Ditelberg, Marsha Borders, Nile Wendorf, Jane Ditelberg)
- c. Motion to approve **does not pass.**

iii. Adam Gill gave an update on 1019 building matters (1:36-2:31)

G. Lynne Hensel to present the 2019 Budget

- a. Financial Accomplishments
 - i. Paid off \$100K loan from Feb 2007 - emergency repairs
 - ii. Gift Acceptance Policy
 - 1. Jane Ditelberg and Jennifer Marling
- b. This year's budget will end +\$40,000.00
 - i. Less Insurance Costs, and a delay in hiring a maintenance person, prepaid 2019
 - ii. We started -\$68K
 - iii. Based on the assumption everyone pays their 2018 pledges
- c. Annual Fund Drive
 - i. Increase pledges by 5%
 - ii. 88% of goal
 - 1. 91% of goal last year
 - 2. Please get forms back
 - iii. Lynne went through 2018 vs. 2019 comparisons
- d. Budget Recommendation by the board
 - i. Budget deficit of \$54,667.00 - based on hitting 5% increased giving
 - 1. Primarily due to added personnel costs
 - a. Staff Person RE Assistant
 - i. There are 230 kids in the RE program
 - b. Raising all staff to midpoint
 - ii. Historically, we come out in the black
 - iii. Cut expenses / Raise revenue
 - 1. Revenue streams
 - a. Tours
 - b. Rental
 - i. Underperforming
 - ii. \$3000 in budget to get some consulting
 - c. Auction
 - i. \$30K last year
 - ii. Participate !!
 - d. Consider raising your 2019 pledge !
 - i. 360 pledge units
 - ii. \$152.00 per year
 - iii. \$3 week
 - iv. Lynne moves that we accept the proposed budget (Seconded)
 - 1. Voice vote - Budget has been approved. (2-3 nays)

H. Sunday Collection Recipients

I. Nominating Committee (2:55)

- a. Committee : Dave Brumirski, Clara Lewis, Larry Kameya, Sharon Storbeck
- b. Kathy Clark made the motion to approve nominees

- i. Nominees: Kimberly Brumirski, Stephanie Kiesling and Julie Willoughby
 - ii. All approved (Unanimous)
 - c. New Committee: Darby Rosenfeld and Teresa Powell (Moves for the slate)
 - i. Kathy Clark will return
 - ii. Larry Kameya will return
 - iii. Alec Brownlow will join
 - iv. No additional nominations
 - v. Motion to approve slate (Unanimous)
- J. Alan - honoring Alec, Anne and Clara (3:01)
- K. Building Concerns for 835 Lake Street (3:05)
- L. New Business
 - a. Rich Sasso - **Informational:** Look into Unity Temple not paying (historically) our full dues to the UUA
 - b. Joan Suchomel
 - i. *"I move that the board be required, prior to the next annual meeting, to review bylaws Article 10 Section F, Budget, to determine whether to recommend amending the bylaws to strike language requiring that the Board propose a budget in which projected expenditures do not exceed projected revenues."*
 - ii. Unanimous
- M. ADJOURN (3:23)

Respectfully submitted,
David Willard
Secretary, Unity Temple Board of Trustees

ByLaws Amendments : January – December 2019

In 2019, the Board of Trustees reviewed our congregational bylaws. The review resulted in four proposed amendments, each voted upon and approved unanimously by the board. Details on those bylaws are below.

Congregational Approval of Proposed Amendments to ByLaws

Article IX, Section A. of the Constitution charges that proposed amendments to the bylaws must be submitted in writing to members of the congregation attending the corporate (annual) meeting. Further, Article IX, Section B. of the Constitution instructs that “for the proposed amendments to become effective, two-thirds of the members who are eligible to vote and are either present at the corporate meeting or have voted by absentee ballot must approve the change.”

For members attending the corporate meeting, a ballot for bylaws amendments will be made available upon sign-in. For members NOT attending the corporate meeting, an absentee ballot for bylaws amendments is available below. Absentee ballots can be submitted via any one of the following ways:

- A ballot box to be made available at the Welcome Table beginning Sunday, December 1.
- Drop-off to Unity Temple Community Center. Please enclose in an envelope clearly marked ‘ByLaws Absentee Ballot’ (must be received no later than noon on December 13)
- Mailed to Unity Temple Community Center, 1019 South Blvd., Oak Park, IL 60302 (must be received no later than December 13)
- By email to president@unitytemple.org (must be received by December 13)

ByLaws Amendments: January-December 2019

PROPOSED AMENDMENT #1

ARTICLE VI – Board of Trustees

E. Officers

As currently written

Congregational officers shall be the president, one or more vice presidents, secretary, and treasurer. At the first meeting after the start of the fiscal year, the board of trustees will elect from among the trustees a president and/or one or more vice presidents. At this same meeting, the board will appoint a secretary and treasurer. Unless they are elected trustees, the secretary and treasurer shall be ex officio and shall have no vote at board meetings. Except with respect to members elected to the board of trustees in the years 2010, 2011 and 2012, no one may serve as an officer for more than three consecutive years, after which a year must intervene before reelection or reappointment. Officers serve at the pleasure of the board and may be removed by board action at an official board meeting.

Approved change

(Approved by the Board of Trustees, October 8, 2019)

ARTICLE VI – Board of Trustees (shown with strikethroughs)

E. Officers

Congregational officers shall be the president, one or more vice presidents, secretary, and treasurer. At the first meeting after the start of the fiscal year, the board of trustees will elect from among the trustees a president and/or one or more vice presidents. At this same meeting, the board will appoint a secretary and treasurer. Unless they are elected trustees, the secretary and treasurer shall be ex officio and shall have no vote at board meetings. ~~Except with respect to members elected to the board of trustees in the years 2010, 2011 and 2012,~~ ~~n No one may serve as an officer for more than three consecutive years, after which a year must intervene before reelection or reappointment.~~ Officers serve at the pleasure of the board and may be removed by board action at an official board meeting.

ARTICLE VI – Board of Trustees (shown without strikethroughs)

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Rationale:

- a) Removal of outdated language.
- b) *Ex officio* appointed officers have specialized skills which may make it desirable for them to continue for more than three years in some cases. Since elections are held annually and the board votes on these appointments each year, the need for a term limit in the bylaws for *ex officio* officers may be counterproductive.
- c) Since Board members may only serve for three years (from Article VI.A: Three members shall be elected at each annual meeting to serve a three-year term.), no elected trustee would be able to serve as an officer for more than three years. The language is redundant.

PROPOSED AMENDMENT #2

Article VI – Board of Trustees

F. Duties of the Treasurer

As currently written

5. The treasurer shall serve on the Finance Committee and shall be responsible for providing monthly financial reports to the board of trustees and the congregation. The treasurer also will be responsible for ensuring that an annual report for the previous fiscal year is included in the notice of the annual meeting. This report will be audited and certified by persons the board designates. The board of trustees is responsible for congregational monies and properties and shall oversee the issuing of payments. The board of trustees and treasurer may delegate each of its respective duties specified in the paragraph to staff or volunteers, provided that any delegation by the treasurer is subject to board approval. Bond may be provided at the congregation's expense for the treasurer, volunteers and staff who have been assigned financial duties at the congregation's expense. In account books that are the property of the congregation, the treasurer or staff shall keep a full and accurate record of finances and financial transactions, as set forth in Article X.

Approved Change

(Approved by the Board of Trustees on October 8, 2019)

Article VI – Board of Trustees

F. Duties of the Treasurer (shown with strikethroughs; new language is in bold)

5. The treasurer shall serve on the Finance Committee and shall be responsible for providing monthly financial reports to the board of trustees and the congregation. **On an annual basis the treasurer will bring a recommendation from the Finance and Investment Committee as to the nature and need for a financial review or audit. Included in the recommendation will be a description of the scope of work to be completed, its projected cost, and preferred vendor. The board shall review this recommendation and modify as appropriate. The treasurer will ensure that the prior year financial statements are available at the time** ~~The treasurer also will be responsible for ensuring that an annual report for the previous fiscal year is included in the notice of the annual meeting. This report will be audited and certified by person the board designates.~~ The board of trustees is responsible for congregational monies and properties and shall oversee the issuing of payments. The board of trustees and treasurer may delegate each of ~~its~~ **their** respective duties

specified in the paragraph to staff or volunteers, provided that any delegation by the treasurer is subject to board approval. Bond may be provided at the congregation's expense for the treasurer, volunteers and staff who have been assigned financial duties ~~at the congregation's expense~~. In account books that are the property of the congregation, the treasurer or staff shall keep a full and accurate record of finances and financial transactions, as set forth in Article X.

Article VI – Board of Trustees

F. Duties of the Treasurer (shown without strikethroughs or bold print)

5. The treasurer shall serve on the Finance and Investment Committee and shall be responsible for providing monthly financial reports to the board of trustees and the congregation. On an annual basis, the treasurer will bring a recommendation from the Finance and Investment Committee as to the nature and need for a financial review or audit. Included in the recommendation will be a description of the scope of work to be completed, its projected cost, and preferred vendor. The board shall review this recommendation and modify as appropriate. The treasurer will ensure that the prior year financial statements are available at the time of the annual meeting. The board of trustees is responsible for congregational monies and properties and shall oversee the issuing of payments. The board of trustees and treasurer may delegate each of their respective duties specified in the paragraph to staff or volunteers, provided that any delegation by the treasurer is subject to board approval. Bond may be provided at the congregation's expense for the treasurer, volunteers and staff who have been assigned financial duties. In account books that are the property of the congregation, the treasurer or staff shall keep a full and accurate record of finances and financial transactions, as set forth in Article X.

Rationale:

In addition to typographic changes, this revision more clearly explains the duties of the treasurer to define a recommended method for annual audit or financial review to be presented to the board. An annual audit is not legally required. It can cost upwards of \$15,000 per year. These changes build in other types of financial review and oversight, in keeping with the Board's primary fiscal responsibility. In practice, the Finance and Investment Committee, including the treasurer, review UTUUC income and expenditures monthly. The Board of Trustees receives, reviews and approves the Financial report each month at the board meeting.

PROPOSED AMENDMENT #3

Article X, Financial Affairs

D. Gifts

As currently written

The board of trustees may authorize any officer or officers of UTUUC to accept or reject on behalf of the congregation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of UTUUC, and shall keep such records as necessary to ensure that any restrictions attached to gift are followed.

Approved Change

(Approved by the Board of Trustees on March 12, 2019)

D. Gifts (shown with strikethroughs; new language in bold)

The board of trustees may authorize any officer or officers of UTUUC to accept or reject on behalf of the congregation any contribution, gift, bequest, or ~~devise for the general purposes or for any special purpose of UTUUC~~, **devise in accordance with the UTUUC Gift Acceptance Policy** and shall keep such records as necessary to ensure that any restrictions attached to gift are followed.

D. Gifts (shown without strikethroughs or bold print)

The board of trustees may authorize any officer or officers of UTUUC to accept or reject on behalf of the congregation any contribution, gift, bequest, or devise in accordance with the UTUUC Gift Acceptance Policy and shall keep such records as necessary to ensure that any restrictions attached to gift are followed.

Rationale:

The Planned Giving Committee developed a specific policy for acceptance of gifts to the congregation, especially for non-cash gifts. The policy was approved by the Board of Trustees in 2019. The language of this proposed by-law change includes reference to the UTUUC Gift Acceptance Policy. (Copies of the policy will be made available.)

PROPOSED AMENDMENT #4

Article X. Financial Affairs

F. Budget

As currently written

After receiving a recommendation from the administrative team and the finance committee, the board of trustees shall recommend to the congregation for adoption at each annual meeting a proposed annual budget in which projected expenditures do not exceed projected revenues. Such a proposed budget shall be sent to the members who are eligible to vote with the same advance notice as is required for bylaw changes (Article V.C. Constitution). If amendments to the proposed budget are presented on the floor of the annual meeting, no vote shall be taken on any amendment until all proposed amendments have been moved, seconded, and discussed.

Approval of the annual budget shall require a two-thirds majority vote of those present who are eligible to vote if the projected expenditures exceed the projected revenues.

Approved Change

(Approved by the Board of Trustees on March 12, 2019)

F. Budget (shown with strikethroughs)

After receiving a recommendation from the administrative team and the finance committee, the board of trustees shall recommend to the congregation for adoption at each annual meeting a proposed annual budget. ~~in which projected expenditures do not exceed projected revenues.~~ Such a proposed budget shall be sent to the

members who are eligible to vote with the same advance notice as is required for bylaw changes (Article V.C, Constitution). If amendments to the proposed budget are presented on the floor of the annual meeting, no vote shall be taken on any amendment until all proposed amendments have been moved, seconded, and discussed.

Approval of the annual budget shall require a two-thirds majority vote of those present who are eligible to vote if the projected expenditures exceed the projected revenues.

F. Budget (shown without strikethroughs)

After receiving a recommendation from the administrative team and the finance committee, the board of trustees shall recommend to the congregation for adoption at each annual meeting a proposed annual budget. Such a proposed budget shall be sent to the members who are eligible to vote with the same advance notice as is required for bylaw changes (Article V.C. Constitution). If amendments to the proposed budget are presented on the floor of the annual meeting, no vote shall be taken on any amendment until all proposed amendments have been moved, seconded, and discussed.

Approval of the annual budget shall require a two-thirds majority vote of those present who are eligible to vote if the projected expenditures exceed the projected revenues.

Rationale:

When projected expenditures exceed projected revenues, budget approval requires a two-thirds majority vote, a high bar of approval for any budget. We think it is in the best interest of the congregation to be completely transparent and fiscally conservative in our estimates. Due to our inability to accurately predict revenues and expenditures during the past few years of transition, we have submitted an unbalanced budget. The congregation has approved deficit budgets to address ongoing challenges but has ended each year in the black. The Board and the Finance and Investment Committee are working hard to get us back to a balanced budget. The two-thirds majority vote is a method to assure that any approved deficit budget has met with the approval of a super-majority of those present who are eligible to vote.

**All Congregation Meeting :: December 15, 2019
ByLaws Amendment Ballot**

Please circle your answer for each proposed amendment

PROPOSED AMENDMENT #1 :: ARTICLE VI – Board of Trustees :: E. Officers

Approve

Disapprove

PROPOSED AMENDMENT #2 :: Article VI – Board of Trustees :: F. Duties of the Treasurer

Approve

Disapprove

PROPOSED AMENDMENT #3 :: Article X :: Financial Affairs :: D. Gifts

Approve

Disapprove

PROPOSED AMENDMENT #4 :: Article X. Financial Affairs :: F. Budget

Approve

Disapprove



Nominations for UTUUC Board of Trustees 2020

The 2019 Nominating Committee consists of Alec Brownlow, Kathy Clark, Larry Kameya, Teresa Powell, and Darby Rosenfeld. In preparation for the All Congregation Annual Meeting, the Nominating Committee is pleased to present the following nominees for three-year terms to the Unity Temple Board of Trustees:

Candidates for 2020-2023 Term

Aisha Ellis

Aisha is a mother, singer and an animal lover. She was born in Iowa and moved to Chicago to become a teacher. She has dedicated herself to working with children and spent ten years teaching in North Lawndale. After staying home to care for her two boys for about six years, she now teaches at a Jewish preschool. Her passions include caring for others, making jam, and advocating for issues and people. Aisha is a member of the Unity Temple Choir, the Worship committee, and writes the cards to those who share during Holding Each Other in our Hearts, among other things. Aisha is a resident of Chicago where she lives with her wife Lori, their 2 boys Henry and Abraham and their 2 dogs. Her family joined Unity Temple in 2007. She would like to be a voice for all members and their different perspectives as she represents them on the board.

Ed McDevitt

Ed is a long-time UU who served on the Board of the Unitarian Church of Hinsdale and was president two terms. He and his wife Judith live in River Forest and joined UTUCC in 2013. Ed is an active volunteer, both in the community and at Unity Temple, where he sings in the choir, is a member of the Schubert Festival Committee, the Community Center Front Desk Team, which he coordinates, and regularly participates in Program Council and the UTUUC Auction. He also was a member of the team that formulated Unity Temple's Planned Giving program. He is on the Docent Council of the Chicago Architecture Center and recently headed an organization whose purpose was documenting Chicago's public art. Ed believes the most pressing issues facing the Congregation are long-term sustainability of our finances and ongoing upkeep of the Temple building. He is also interested in the sustainability of the Music Program and its leadership. He will bring experience and knowledge to the Board and work to continue a vibrant experience in our services and programs.

Rich Pokorny

Rich joined the congregation with his wife Ellen Wehrle in 1980, initially teaching RE classes for several years. He has served several times on the Fund Raising team, was a member of the Unity Temple Board many years ago, and has also served on the Personnel Committee. He is active in church retreats and the softball team, attends Adult Ed programs, Mindfulness, and tries to take in as much as he can from our congregation. Rich is currently involved with Faith In Action. He has a bachelor's degree in Sociology, 40-year career in manufacturing, and is attending courses in Community Organizing and Interfaith Leadership. Rich would bring long membership experience to the board and a dedication to expanding our membership and enhancing the racial justice work of our congregation.

Other Candidates

At least one week before the annual meeting, all other persons wishing to be included on the ballot for trustees must submit to the nominating committee a petition with signatures of at least ten voting members and a statement of willingness to serve.

2020 Nominating Committee

Appointed by the Board: Julie Willoughby and David Willard

Slated by the Appointees (to be approved by congregational vote): Alec Brownlow, Larry Kameya, and Darby Rosenfeld

Additional candidates for the nominating committee may be nominated from the floor at the annual meeting, so long as the candidate has given prior consent and is a voting member.

Unity Temple Unitarian Universalist Congregation
2020 Proposed Operating Budget
1/1/20-12/31/20

Categories	Budget 2020
INCOME	
Donations	
Financial Commitments	977,299
Identifiable Donations	5,000
Auction	43,250
Sarah Clark Operating	4,000
UUA/Mid America Dues Contributions	18,000
Total Donations	1,047,549
Earned Income	
FLWT Tour Income	53,000
Rental Income	26,750
Total Earned Income	79,750
Program Income	
RE Registration	11,000
OWL Registration	1,500
YRUU	1,400
Music	7,000
Flowers	1,100
Davison Intergenerational	300
Recreation:Softball	1,500
Total Program Income	23,800
Designated Income	
Outreach	
Collection Plate Donations*	65,500
RE Social Mission Fundraising*	500
Programs	
Ex Libris	1,500
Women's Connection	18,000
Men's Retreat	7,000
Schubert Festival	45,000
Congregation Retreat	15,000
Total Designated Income	152,500
Other Income	
Miscellaneous	1,000
Total Other Income	1,000
TOTAL INCOME	\$1,304,599

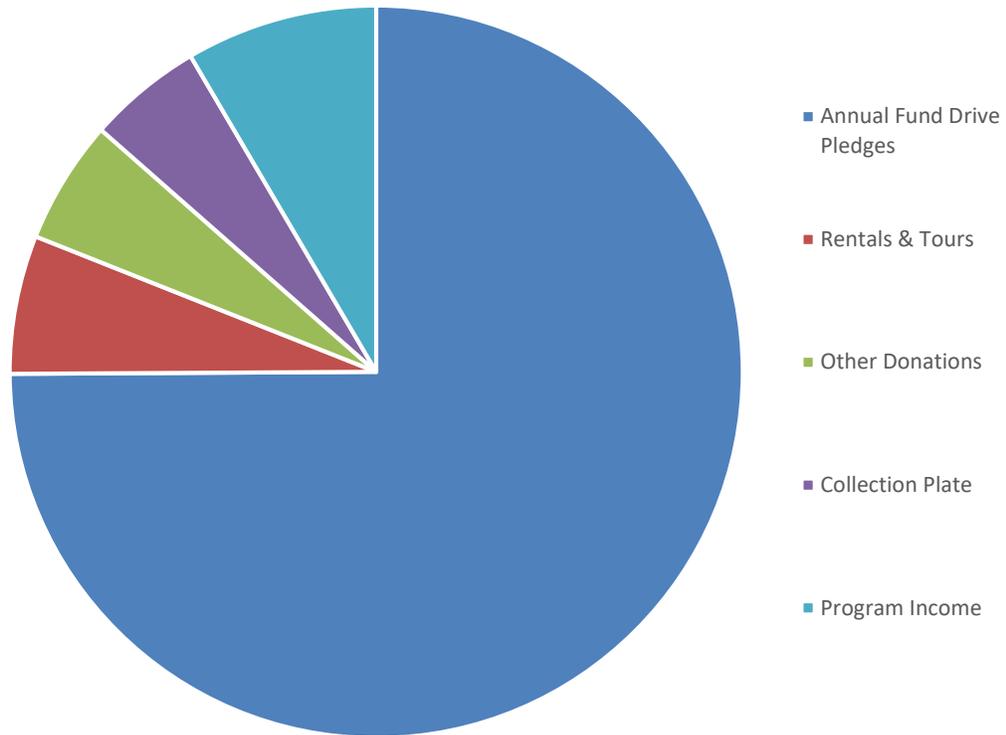
Categories	Budget 2020
EXPENSES	
Senior Minister	
Salary & Housing	120,224
FICA	9,197
403B Contribution	12,022
Health, Dental and Life Insurance	25,532
Professional Expenses	12,022
Total Senior Minister	178,998
Minister of Faith Development	
Salary & Housing	100,516
FICA	10,052
403B Contribution	7,419
Health, Dental and Life Insurance	8,489
Professional Expenses	10,052
Total Minister of F.D.	136,527
Additional Staff	
Salaries & Benefits - Ministry/Membership	86,729
Salaries & Benefits - RE	56,408
Salaries & Benefits - Music	96,167
Salaries & Benefits - Faith in Action	19,940
Salaries & Benefits - Intern Ministers	3,000
Salaries & Benefits - Administrative & Support	261,969
Total Staff	524,213
Worship & Music	
Choir & Music	9,500
Vocal Music Scholarship Program	4,000
Sarah Clark Music Program	3,000
Worship Supplies & Expense	4,300
Summer Services	4,000
Piano Tuning/Organ Maintenance	720
Total Worship & Music	25,520
Religious Education	
Religious Ed - Curriculum	500
Religious Ed - Supplies	2,500
Religious Ed - Recognition	3,000
Religious Ed - OWL Program	3,500
Religious Ed - Summer Assistants	1,800
YRUU	1,700
Adult RE	2,500
Total Religious Education	15,500
Programs	
Membership Development	3,100
Committee Budgets	8,515
Coffee Hour: Coffee & Supplies	1,800
Lay Leadership Development	1,500
Total Programs	14,915

Categories	Budget 2020
Designated Expense	
Outreach	
Collection Plate Donations*	56,500
Housing Forward*	3,000
UUSC*	3,000
Faith in Action*	1,500
Community Assistance Fund*	1,500
Total Collection Plate	65,500
RE Social Mission Collections*	500
Total Outreach	66,000
Program	
Ex Libris	1,500
Women's Connection	18,000
Men's Retreat	7,000
Schubert Festival	45,000
Congregation Retreat	15,000
Total Program	86,500
Total Designated Expense	152,500
Denomination	
CAUUC (Chicago Area)	606
UUA and MidAmerica Region	34,855
Chicago Marketing Initiative (CAUUC)	1,212
Total Denomination	36,673
Office	
Copier Costs	6,734
Phone & Internet	7,956
Paper & Supplies	4,000
Postage	2,200
Technology Maintenance/Support	2,600
Payroll Services	1,344
Database Support Fees	2,328
Software Licenses	1,400
Web Hosting	2,744
Computer Hardware	1,000
Mortgage @ Community Center	63,624
Total Office	95,930
Maintenance & Repair	
Carpet Cleaning	3,000
Gutter, Window & Drain Cleaning	3,800
Snow Removal	5,880
Landscaping	4,380
Climate Control Maintenance Contract & Parts	13,505
Gale House Maintenance	5,000
Community Center Maintenance	2,500
Unity Temple Maintenance	8,500
Supplies(Gale House, Unity Temple and Comm. Ctr.)	8,500
Total Maintenance & Repair	55,065

Categories	Budget 2020
Utilities	
Gale House Gas	2,000
Gale House Electricity	700
Gale House Water & Sewer	500
Unity Temple Gas	7,400
Unity Temple Electric	24,000
Unity Temple Water & Sewer	2,600
Comm. Ctr. (gas, electric, water and garbage)	8,400
Security Systems	4,740
Total Utilities	50,340
Administration	
Credit Card & Auto Pay Processing Fees	8,440
Insurance (UT, Gale House & Workers Comp)	19,675
Insurance-Community Center building	9,384
Board Meetings & Expense	500
Background Checks	1,900
Legal Fees	2,000
Advertising/Marketing	5,000
Interfaith Membership Dues	600
Nominating Committee	100
Total Administration	47,599
TOTAL EXPENSES	1,333,779
BALANCE	\$(29,180)

* Pass-through funds

2020 Projected Income :: \$1,304,599



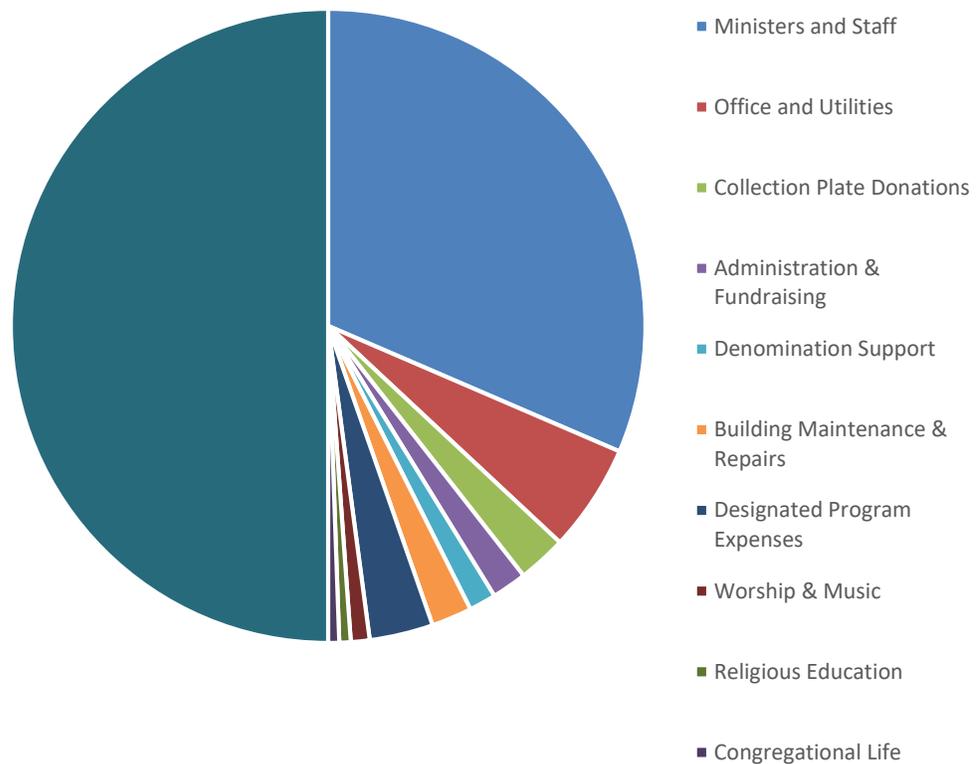
Quick Income Fact Sheet

Earned income refers to rental and tours income from the revenue generated by renting out Unity Temple for weddings and events and the kick off of a rental program at the Unity Temple Community Center. Also included in this line item is the revenue generated through our partnership with the Frank Lloyd Wright Trust to conduct public tours of Unity Temple Monday - Saturday.

Donations includes annual pledges, auction revenue and sponsorships, dues contributions and financial gifts from non-members and members who do not make pledges in advance.

Program income and designated income are earmarked for use when received. This includes the Sunday collection which is designated to the charitable recipient, RE and OWL registration, music and Schubert Fest, softball, Ex Libris, and the Women's, Men's and All Congregation Retreats.

2020 Projected Expenses :: \$1,333,779



Quick Expense Fact Sheet

Denominational support is for CAUCC and their marketing initiative, the combined UUA/MidAmerica region, and the Community of Congregations. The amount budgeted for our contributions to the UUA/MidAmerica region represents 63% of the UUA's fair share request of UTUUC.

Building maintenance and repairs and office and utilities represent our expected overall expenses for all three of our buildings. Unity Temple, Gale House and the Unity Temple Community Center (UTCC). This cost covers annual systems maintenance, gas and electric, insurance, irrigation, snow removal and supplies, and the mortgage for the UTCC.

Ministers and staff salaries were adjusted in the 2020 budget to either meet the UUA's new recommended midpoint + of salary or to the minimum + of the UUA's new salary recommendations. Hours were also increased for the Music Director, the Faith in Action Coordinator and the RE Assistant.



2020 staff salaries include the following personnel

Full time:

Senior Minister – Rev. Alan Taylor
Minister of Faith Development – Rev. Emily Gage
Director of Operations – Elizabeth Plummer
Director of Membership and Engagement – Tina Lewis

30 hours per week:

Music Director – Marty Swisher

28 hours per week:

Finance and Office Manager – Tracy Zurawski

20 hours per week:

Database and Finance Assistant – Ron Elling
Building Engineer – Darren Lewis
Faith in Action Coordinator – Rev. Colleen Vahey
Religious Education Coordinator – Val Ridenour
Rental Manager – TBD

15 hours per week:

Publications Coordinator – Jeanne Calabrese

Hourly - per week:

Accompanist (10 hrs/week – 10 months) – Peter Engel Storms
Youth Coordinator (10 hrs/week) – Justine Urbikas
Preschool Coordinator (10 hrs/week – 9 months) – Kathy Valdivia
Nursery Coordinators (7 hrs/week – 12 months) – Bianca Taylor
Nursery Assistants (Sunday morning only) – 3 paid :: staffing rotates weekly
Security Guard (5 hrs/Sunday morning only) – Sean O’Shea
Sextons (as needed) – Ben Muciek and Vance Owca

Summer only:

Summer Minister (summer only) - TBD
Summer RE Coordinator (summer only) – Juliana Engel Storms