

Minutes of the Board of Trustees  
Unitarian Universalist Church of Muncie  
March 16, 2016

Attendance:

- ❖ Board: Nancy Behforouz, Susan Bossung, Holly Hanauer, Mary Johnson Robey, Usha Shivaswamy, Sherry Ware
- ❖ Seth Carrier-Ladd, Minister
- ❖ Chuck Austin, Lynn Austin

The regularly scheduled meeting of the Board of Trustees started at 6:30 pm at the Unitarian Universalist Church of Muncie with a chalice lighting and checkin. The meeting was presided over by President Sherry Ware. Mary Johnson Robey was recording secretary. The entire Board was present which represented a quorum.

**Special Presentation**

**Recommendations from the Finance Committee for the 2016-2017 budget, Chuck Austin, chair**

Chuck reviewed the process the committee used to develop a proposed budget. The Finance Committee voted unanimously to approve option C. (See reports.) After Board action, the committee will recompute the budget. The budget will be discussed at an after church meeting in May and then again at the Congregational meeting, May 22.

**Motions passed electronically in February**

1. Nancy Behforouz made a motion seconded by Holly Hanauer to hire Christie McCauley for the childcare Coordinator position. The motion passed unanimously.
2. Usha Shivaswamy made a motion seconded by Holly Hanauer that a sexton's position, as stated in the job description, be created to work half day a week, at a proposed rate of \$15 per hour or approximately \$3,000 per year. Also, Usha moved that the request be sent to the Finance Committee for inclusion in the proposed budget for 2016-17. The motions passed.

It was suggested to have the Board president include all email motions on the agenda in the future.

The minutes of the Board meeting, February 17, 2016, were approved as amended.

The agenda for this meeting was amended to table discussion of the Policy & Procedure Manual and the Freezer Policy.

**Reports:**

President's Report, Sherry Ware

Sherry reviewed her report which was sent by email.

Past President's Report, Nancy Behforouz

- Jerry McKean has accepted the nomination for President Elect.
- Sharon Seager has accepted the nomination for Secretary.
- Judy Lowe is running the Service Auction.

Minutes of the Board of Trustees  
Unitarian Universalist Church of Muncie  
March 16, 2016

Vice President's Report, Susan Bossung  
The Program Council did not meet in February.

Treasurer's Report, Usha Shivaswamy

- Reports were sent electronically.
- The amount for the employee health insurance is incorrect; the accountant is looking into this.
- The process for moving money from TD Ameritrade to Indiana Trust (Ball fund) is complete.
- There is a discrepancy in the disability insurance paid for the minister.

**Motion:** Usha Shivaswamy made a motion seconded by Susan Bossung to authorize the bookkeeper to reimburse the minister for all of the past disability insurance payments incorrectly deducted from his pay for which the church is responsible per his contract. The motion passed unanimously.

Minister's Report, Seth Carrier-Ladd  
Seth reviewed his report which he will forward via email.

- The greeting time during the service has been reintroduced because of concerned feedback Seth has received.
- Christie McCauley has been hired as the child care coordinator.
- Pastoral Associates are now using Trello.

### **Unfinished Business**

1. Policy & Procedure Manual, tabled.
2. Revisions to the DRE & CYP Job Descriptions

Revisions to both job descriptions were forwarded via email. The changes reflect what is currently happening.

**Motion:** Nancy Behforouz made a motion seconded by Mary Johnson Robey to approve the revisions to the DRE & CYP job descriptions. The motion passed unanimously.

### 3. Committees:

- Fundraising – See Nancy's report above.
- Membership – Eleanor Johnson has agreed to be the coordinator starting now. Nancy is contacting others to be on the committee. The revised committee description is not posted yet. Annemarie Voss has agreed to be a consulting member of the committee.

### 4. Freezer Policy, tabled.

### 5. Pokagon Committee

Mary Johnson Robey reported Linda Hanson, Jan Mundell, Eleanor Trawick and Travis Drown have agreed to be members. Linda Hanson has agreed to call the first meeting.

### **New Business**

1. Childcare Staff Job Description

Minutes of the Board of Trustees  
Unitarian Universalist Church of Muncie  
March 16, 2016

**Motion:** Nancy Behforouz made a motion seconded by Holly Hanauer to accept the new childcare staff job description. The motion passed.

2. The Board agreed to try using Trello for Board business.

**Adjournment**

The next meeting of the Board is April 20, 2016, at 6:30 pm. The meeting adjourned at 8:44 pm.

Respectfully submitted by Mary Johnson Robey, Board of Trustees Secretary, Unitarian Universalist Church of Muncie