

Minutes of the Board of Trustees  
Unitarian Universalist Church of Muncie  
May 20, 2015

Attendance:

- ❖ Board: Nancy Behforouz, Bill Frederick, Jeff Hathaway, Mary Johnson Robey, Annemarie Voss, Sherry Ware
- ❖ Seth Carrier-Ladd, minister
- ❖ Susan Bossung

The regularly scheduled meeting of the Board of Trustees started at 6:33 pm at the Unitarian Universalist Church of Muncie with a chalice lighting and checkin. The meeting was presided over by president Nancy Behforouz. Mary Johnson Robey was recording secretary. All members of the Board were present which represented a quorum.

The minutes of the April 22, 2015, Board meeting were approved as presented. The agenda was approved with the date of the meeting corrected.

**Special Presentation:**

PMC – Roof, Boilers, etc; Bruce Craig

1. There is a new leak in the kitchen ceiling. Bruce Craig will report back to the Board at the next meeting on the following roof repair options:
  - Do nothing more than fix roof leaks as they occur;
  - Coat roof (approximate cost \$15-\$16 K);
  - New asphalt roof;
  - New membrane roof (approximate cost \$41-\$45 K; 25 year warranty.)
2. Bruce will get bids for replacing the front walk sign with a wooden sign which can be changed as needed; he will send the bids by email.
3. The boiler water line leak in the sanctuary should be repaired within a week of the initiation of the work; we are waiting on the contractor. Further discussion took place on the life span of copper pipes (approximately 50 years); heating options will need to be explored as an increase in leaks can be expected.

**Reports:**

1. President's Report, Nancy Behforouz
  - Solar panel grant was submitted; it is expected a decision will be reached in June.
  - Congregational meeting went well; all motions passed without modification.
2. Treasurer's Report, Jeff Hathaway
  - There was no monthly report;
  - The Finance Committee has looked into financial firms to provide accounting services to the church and recommend Swift & Associates. The accounting firm would create quarterly reports for the Board, answer questions, and "look things over" to make sure the accounts are correct. Christie Williams will work with the treasurer as the bookkeeper. The reports will include income/expense and balance sheets.

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**Motion:**

Jeff Hathaway made a motion seconded by Bill Frederick to hire Swift & Associates for accounting services to start July 1, 2015. The motion passed unanimously.

3. Minister's Report, Seth Carrier-Ladd

- Seth reviewed his monthly report which will be forwarded electronically.
- The mission & vision statement passed at the congregational meeting. It will now need to be integrated into the life of the church.
- Sarah Lyttle has resigned as the Membership Coordinator. A short term special committee will need to be formed to find a replacement.
- A no smoking policy needs to be passed.

**Motion:**

Annemarie Voss made a motion seconded by Jeff Hathaway to adopt the following policy: Use of tobacco products and any cigarette-like products, such as e-cigarettes, is prohibited in our building and on the church grounds. The motion passed unanimously.

- Seth's paternity leave will start soon. Guest ministers will preach on Sundays. Julia Corbett-Hemeyer will be available for pastoral care. Seth will be available for emergencies with contact through Christie Williams or the Board president. He will be back in August.

**Motion:**

Annemarie Voss made a motion seconded by Sherry Ware to appoint Vanessa Ament as our official church delegate to the General Assembly. Registration (\$405) will be paid by the church. The motion passed unanimously.

**Old Business**

1. Fund raising plans/ideas  
See motion below.
2. Finance Committee recommendations  
The Finance Committee wants to change their responsibilities to include the budget and long term financial planning and to drop fund raising.

**Motion:**

Sherry Ware made a motion seconded by Annemarie Voss to adopt the Finance Committee's recommendation to drop fund raising from their responsibilities and to create a Standing Committee (Fund Raising Committee) to raise funds for the church's operating budget. The motion passed unanimously.

Notes: There will be a rummage sale August 8 co-chaired by Annemarie Voss and John McKilip. Annemarie and Mary Johnson Robey will work up a description of the Fund Raising Committee for the Policy & Procedure Manual.

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3. Repairs and other building and property issues

Estimates:

- Piano - \$25-\$30K
- Projector - \$10K
- Roof - \$42K
- Heating system - ??
- Perimeter of property (sign, flag pole, etc) - ??

**Motion:**

Sherry Ware made a motion seconded by Bill Frederick to create a short term special committee to create an integrated landscape design plan for the outside of the church. The motion passed unanimously. Sherry will recruit people to be on this committee.

**Motion:**

Jeff Hathaway made a motion seconded by Annemarie Voss to request the Finance Committee create a long range financial plan. The motion passed unanimously.

Jeff was appointed to the Finance Committee and will communicate both motions to the committee. It is anticipated the immediate needs are the projector, roof, and piano.

4. Vice-President position

**Motion:**

Bill Frederick made a motion seconded by Sherry Ware to nominate Susan Bossung for interim vice president effective July 1, 2015, until the congregation officially votes at the congregational meeting in October, 2015. The motion passed unanimously.

5. Minister evaluation

The Board then went into executive session to discuss its evaluation.

**New Business**

A pot luck dinner will be held for the Board at Nancy Behforouz's home with Nancy providing ribs & BBQ chicken. The date will be set at a later time.

**Check out and adjournment**

A special Board meeting is scheduled for May 27, 2015, to finish the evaluation. A meeting is scheduled for June 7, 2015, with the Committee on Ministries, Seth Carrier-Ladd, and the Board at 12:30 pm to discuss the evaluations. The next regularly scheduled Board meeting is June 17, 2015.

The meeting adjourned at 8:52 pm.

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