

**Unitarian Universalist Church Of Muncie
Minutes of the Board Of Directors Meeting**

Wednesday, July 11, 2018

Meeting called to order at 6:35 PM

In Attendance:

Board: Mary Johnson Robey - President - Present
Caroline Sullivan - President-Elect - Present
John Bartlett - Vice-President - Present
Jennifer Hollems - Treasurer - Absent
Jerry McKean - Past President - Absent
Brandon Mundell - Secretary - Present
Seth Carrier-Ladd - Minister - Absent
Julia Hemeyer - Community Minister - Present

Guests: Lisa Cox
Nicole Kaplan
Lynn Sousa
Ben Ewing

Motion to approve the July 11 Agenda

Moved - John Bartlett
Second - Caroline Sullivan
Discussion - None
Vote Yes - 3
No - 0
Abstain - 0

Motion Passed

Motion to approve the June 13 Minutes

Moved - Brandon Mundell
Second - John Bartlett
Discussion - None
Vote Yes - 3
No - 0
Abstain - 0

Motion Passed

Reports

President - Rewrite of the Investment & Development Committee did not occur. Attended General Assembly. Take away was that our congregation is not all that different from others. For future attendants, many opportunities for cost reduction are available.

Vice President - See Attached Report

Treasurer - See Attached Report

Minister - See Attached Report - Edit typo to "Strack" instead of "Attack"

Unfinished Business

Introduction - Membership Coordinator

Electronic vote to hire Jennifer Carey to the position of Membership was requested by the Minister, the President of the Board and a representative of the Membership Committee on June 30, 2018.

Motion to hire Jennifer Carey to the position of Membership Coordinator

Moved -

Second -

Discussion - None

*Electronic Vote Compiled and Recorded July 2, 2018

Vote Yes - 5

No - 0

Abstain - 0

Motion Passed

Introduction - Feedback Policies & Procedures

Motion to table the adoption of the Feedback Policies and Procedures to the Policy & Procedure Manual until next meeting.

Moved - John Bartlett

Second - Caroline Sullivan

Discussion

- Change Point #10 to read "The person or committee will respond to all feedback"

- Spelling Error in Pont #9 - Correct to "route"

Vote Yes - 3

No - 0

Abstain - 0

Motion Passed

Introduction - Child Safety Policy

John was to convene a task force in the fall and report back to the board with a recommendation.

Moved - No Motion

Remains on Old Business

Introduction - Pokagon Funds

John is the 2018 board liaison between the Board of Directors & the Pokagon Committee

Moved - No Motion

Remove From Agenda

New Business

Introduction - Childcare Coordinator

The Board received requests from the Minister & Director of Religious Education to hire Kendra Georgesen to the position of Childcare Coordinator.

The Director of Religious Education requests a change of the age requirement from 25 years of age to 21 years of age in the job description for the position of Childcare Coordinator.

Motion to amend the Job Description for the position of Childcare Coordinator from 25 years of age to 21 years of age

Moved - Brandon Mundell

Second - Caroline Sullivan

Discussion - None

Vote Yes - 3

No - 0

Abstain - 0

Motion Passed

Motion to hire Kendra Georgesen for the position of Childcare Coordinator.

Moved - John Bartlett

Second - Caroline Sullivan

Discussion - None

Vote Yes - 3

No - 0

Abstain - 0

Motion Passed

Introduction - Preschool Daycare Proposal

Nicole Kaplan presented a proposal for preschool and daycare as a ministry of UUCM. The reason for the idea, is that searching for a preschool in the Muncie community that met their family's needs and desires in a preschool and they were not able to find one. Other local pre-school programs are faith oriented and offer either play-based or preschool prep. There is no blend of both styles of early childhood development and an inclusive learning environment available in the local community.

Questions:

Q - Would this be an auxiliary organization or committee of the church and why?

A - Auxiliary Organization. It is believed that an LLC, separate from the church could be formed that would handle payroll and taxes and donate proceeds to the church in lieu of a set lease payment.

Q - Cost of insurance? Who would cover?

A - The church would pay this out of the proceeds donation that the LLC would make to the church.

Q - Legality? Licensure?

A - Not planning on pursuing licensure up front, but would work toward that goal in the future.

Q - Capacity?

A - 15 students in the pre-school & 8 students in the nursery (0-3 years) is capacity with a holistic approach to educational environment changes for the students.

Q - How does full-day care work?

A - Pre-school classes from 9:00 AM - Noon. Doors open with free play from 7:30 AM - 9:00 AM. Child care available until 5:00 PM.

Q - Schedule conflict with Outreach and other church programs? Notification for families of preschoolers about those?

A - Parents will be informed that other groups will be sharing the building with the pre-school & daycare students.

Q - Outdoor Fencing?

A - Covered in proposal.

Q - Marketing?

A - Social Media based.

Q - Timeline for opening?

A - Before primary school year begins at local school systems.

Q - Would the board need to enter into a contractual lease with the LLC?

A - Perhaps.

Motion to table this proposal pending a special meeting to be held as soon as possible.

Moved - Brandon Mundell

Second - Caroline Sullivan

Discussion

- New plan of LLC structure

- Potential schedule of the special meeting.

Vote Yes - 3

No - 0

Abstain - 0

Motion Passed

Board Action Assignments

Brandon Mundell will work with Nicole Kaplan in the next few days with respect to the preschool proposal.

Brandon Mundell will also attempt to contact the Property Maintenance Committee, the Director of Religious Education, the insurance agent and the coordinator of Outreach.

John Bartlett remains willing to convene a task force for the Child Safety Policy

Mary Johnson Robey continues work on the rewrite of the Investment & Development Committee.

Visitor Questions

Lisa Cox - Concerned with the lack of transparency issues before congregation. Concerned about the impact of the preschool proposal on the use of the shared Religious Education spaces.

Ben Ewing - Question about whether the Child Coordinator compensation is already in the budget - Yes

Joys & Concerns

None

Executive Session

No

Meeting Adjourned - 8:25 PM

Next Meeting - August 8, 2018 - 6:30 PM

President's Report

July 11, 2018

1. Sanitizer has been installed and is working.
2. I attended several meetings with Seth in conjunction with Jerry McKean, Joel Tisken.
3. \$100 was authorized in matching grant to Iris Chalk to help her attend the Midwest UU Leadership program this summer.
4. Sent email to Grounds Vision task force to ask for update. Have not heard from them yet.
5. Met with Nichole Kaplan and Elizabeth Carrier-Ladd to discuss Preschool Daycare proposal. See Agenda.
6. Met with Jerry McKean to develop agenda for Onboarding meeting and attended onboard meeting with Caroline Sullivan, Brandon Mundell, and Seth Carrier-Ladd. Meeting was held to review By-Laws, Policy and Procedure Manual, major issues currently facing Board, and discussion of current church environment.
7. Met with Laura Janney to help me understand UUCM & Outreach relationship. Indicated to Laura we would like to write a letter of agreement. She agreed. We'll prioritize this with other Board work to accomplish this year. Laura forwarded child safety policy of Outreach to me and John Bartlett for review in light of UUCM child safety policy review.
8. Continuing work on Suggestion Session report with Steve Chalk.

Vice President's Report
July 11, 2018

1. Hospitality has transferred back to serving at the back of the sanctuary, which as been well received. Several people have offered to rejoin hospitality since we have gone back to one service. Also we started using the new dishwasher/sanitizer. The dish washing feature is BEST THING SINCE KIRK'S SLICED BREAD!!!!
2. Program council didn't meet in June because I was putting Sarah on a plane and we couldn't agree on another time to meet. July probably won't happen either as the church is out of commission next week with floor cleaning. Jean Filson said Sunday that she would be stepping in to cover reporting for Fellowship.
3. I am looking to convene a task force on the Youth Safety Policy when Nadine returns from her summer trip to Williamsburg, VA. See agenda
4. Adult Discussion Group has invited me to present a topic in August.
5. Working with some of the Pokagon people to get something to keep the retreat organized so we don't get to the same point every June.

Treasurer's Report - 7/10/2018

2017-18 vs. Budget

We believe that we will be able to cover all of the bills this summer (the lean season).

Total pledges and loose offerings are about where we expected them. (Income and Expense)

But, I am concerned that loose offerings ended at \$3428 vs. \$5500 in the budget. We budgeted \$4400 for 2018-19. I wonder if \$3400 is more realistic?

Remember that the 2017-18 budget included \$274,000 for pledges, but the actual pledged amount is \$262,000.

- In addition, there are a few people who stopped paying their pledges and did not pledge again for 2018-19. The stewardship committee is following up with them.

Fundraising was \$24,862 vs. \$25,800 in the budget. This is partially due to the fact that we budget for a summer rummage sale that we don't hold. The budget for that was \$1200 for 2017-18. We budgeted \$600 for that for 2018-19.

Social Activities were \$1360 v \$2700. We budgeted \$1100 for 2018-19, so that should be fine.

- Social activities expenses were \$125 vs. \$1100 budgeted.

Social Justice Income was down - \$1548 vs. \$3000

Expenses were down \$1146 vs. \$3000

Insurance was above expectations - minister's insurance was \$10,820 vs. the budgetd amount of \$9142.

Staff leaving saved us money for this year - the membership coordinator was \$1859 vs. \$3914

- In addition, child care expenses were less due to the coordinator leaving, but also due to not needing as much childcare. They were \$1859 vs. \$3914 budgeted

Office expenses were \$4782 vs. \$5880 budgetd. We cut \$1000 from the budget for 2018-19, so that should be fine.

The Property Maintenance expenses were \$46,208 vs \$51,941.

- But, the difference can be completely explained by paying off the loan (saved \$5628)
- We cut \$1000 from the property maintenance budget for 2018-19.

The designated fund is \$10,000 less than last month because money collected for the service journey and coming of age were transferred out to pay for expenses incurred in those programs. (Balance Sheet)

Minister's Board Report

July 2018

submitted by Rev. Seth Carrier-Ladd

Worship

- Second half of June worship went well, closing with the Flower Ceremony and then the Mural Dedication.
- July Sunday services and first week of August are coordinated by the Worship Associates, with a focus on the second of our six sources:
"Words and deeds of prophetic people which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love."
- Bea Sousa and Iris Chalk are the co-chairs of Worship Associates for the 2018-2019 church year. Please contact them if there are any concerns about or issues with the summer services.
- I will return to the pulpit on Sunday, August 19th.
- Our themes for 2018-2019 are as follows:

September – Vision	February – Trust
October – Sanctuary	March – Journey
November – Memory	April – Wholeness
December – Mystery	May – Curiosity
January – Possibility	June – Beauty

Minister's Summer Time Off

- I will be out of the office July 1st through August 12th, returning to the office on Monday, August 13th, and to the pulpit on Sunday, August 19th.
- My time away breaks down as follows:
 - July 1st-July 14th – Study Leave (2 weeks)
 - July 15th-August 4th – Vacation (3 weeks)
 - August 5th-August 12th – Study Leave (1 week)
- Board President Mary Johnson Robey will contact me in case of an emergency while I'm away.
- I will not be checking my e-mail during my time off (at least not anymore, I've had to on a couple of occasions so far).

- Rev. Julia will be providing pastoral care coverage while I am away, with the support of the new Pastoral Associates.

Meetings

- Long Range Planning – met with most of the Long Range task force on Thursday, June 14th. We will be moving ahead with our next meeting and the work starting in August.
- Friday, June 29th – Met with the youth who went on the Service Journey, as well as Elizabeth and Nadine, to discuss their next steps in the fall of sharing their experience with the congregation.

Staff

- We bid Joel farewell on June 15th. He did a great job for us, and I very much enjoyed serving as his supervisor. It seems that overall hosting an intern was a very positive experience for the church.
- Membership coordinator – hired Jennifer Carey. Oriented her on Sunday, July 8th. She should be good to perform her duties in my absence, with guidance from the Membership Committee, until I return.
- Request to Board adjust Childcare Coordinator job description to reflect minimum age of 21 (see attached documentation), and then approve the hiring of Kendra Georgesen for the Childcare Coordinator position. Please notify our Director of Religious Education, Nadine Tringali, of the outcome of your decisions on these two matters.

Programming

- A new fellowship/affinity group has formed, in the vein of the Women’s Connection group, this one titled “Moms of Pre-Schoolers” or MOPS for short. I received a notification from Nicole Kaplan that the group had created itself and had their first meeting. Their initial members list is as follows:
 - Nicole Kaplan
 - Denise Ewing
 - Annie Devine
 - Jennifer Parks-Attack
 - Elizabeth Carrier-Ladd
 - Meghan Bennett
 - Eleanor Johnson (as lactation support)

Pastoral Care

- Rev. Julia and I led a training/retreat for the new Pastoral Associates on the afternoon of Saturday, June 23rd. The new Pastoral Associates group is up and fully available to provide pastoral care to the congregation. We will continue to train them further over the course of the

year, and do a full public introduction to the congregation in August or September, at the beginning of the next church year. The current Pastoral Associates are:

- Nikeya Riferson
- Carolyn Cooley
- Joe Kaplan
- Ron Burton (the beekeeper, not Mona Burton's husband)
- Mary Johnson
- Liz Lowe