

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, June 12, 2019**

Meeting called to order at 6:35 PM

In Attendance:

Board: President – Present  
President-Elect – Present  
Vice-President – Present  
Treasurer – Present  
Past President – Present  
Secretary – Present  
Minister – Present

Guests: 25

**Motion to approve the June 12 Agenda as amended**

Moved – Vice-President

Second – President-Elect

Discussion – Strike Nomination to the Nomination Committee. Add discussion of new PC for the  
Director of Religious Education.

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the May 8 minutes as proposed**

Moved – Past President

Second – Vice-President

Discussion –

Vote Yes – 3

No – 0

Abstain – 2

**Motion Passed**

## Reports

President – See Attached Report

Vice President – See Attached Report

President Elect – See Attached Report

Past President – See Attached Report

Motion to accept the Board of Trustees appointment to the Nomination Committee

Moved – Past President

Second – Vice-President

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

### **Motion Passed**

Treasurer – See Attached Report

Minister – See Attached Report

## Unfinished Business

Introduction – Committee on Ministries

Suggestion Sessions Report

Motion to accept the Suggestion Session Report to the congregation as amended by the minister

Moved – Past President

Second – Secretary

Discussion –

Motion to amend the motion to accept the factually correct Suggestion Session Report to the congregation within one month

Moved – Vice-President

Second – Past President

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

**Motion to Amend Passed**

Motion to amend the motion to factually correct the document within two weeks

Moved – President

Second – Vice-President

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

**Motion to Amend Passed**

Vote Yes – 5

No – 0

Abstain – 0

**Amended Motion Passed**

Introduction – Committee on Ministries Policy & Procedure Changes

Motion to accept the proposed changes to the Committee on Ministries Policy & Procedure Changes as amended below:

Moved – Past President

Second – President-Elect

Discussion – None

Motion to amend the section **Structure #3** to “the minister be an ex-officio, non-voting member”

Moved – Secretary

Second – President-Elect

Discussion – Why?

Vote

**Motion Withdrawn**

Motion to Strike section **Structure #3** from the proposed Committee on Ministries Policy & Procedure Changes

Moved – Secretary

Second – Vice-President

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

**Motion to Amend Passed**

Motion to amend **#2 Responsibilities** to remove “impartial” from the first sentence and amend “It does not advocate” to “It can advocate” in the beginning of the second sentence in the proposed Committee on Ministries Policy & Procedure Changes

Moved – Treasurer

Second – Vice-President

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

**Motion to Amend Passed**

Vote Yes – 4

No – 0

Abstain – 1

**Amended Motion Passed**

Introduction – Building Safety & Security Status

No meeting yet, no status report

Introduction – Board Minutes on the Website Status

No Status, done by June 30

New Business

Introduction – Board Retreat

Board members should send times available to meet for the board retreat to the President by this weekend

Introduction – PC for DRE

DRE requests a laptop style PC instead of a desktop.

Vice-President suggests a refurbished MacBook based on the needs and desires of the DRE

Motion to authorize a special expenditure of up to \$600 above what is remaining available in the Office Equipment & Software Budget Line Item

Moved – Secretary

Second – Past President

Discussion –

Vote Yes – 5  
No – 0  
Abstain – 0

**Motion Passed**

Introduction – Petition

Receipt of a petition to request a Special Congregational Meeting for the purpose of removing the minister

Motion to Schedule the requested Special Congregational Meeting for August 18, 2019

Moved – President

Second – Past President

Discussion – Why not earlier?

Try to maximize the number of congregation members that attend

BSU faculty may have summer commitments

This schedule drags this out a long time

We need to start the healing process

Vote Yes – 2  
No – 4  
Abstain – 0

**Motion Failed**

Motion to Schedule the requested Special Congregational Meeting for August 4, 2019

Moved – Secretary

Second – Vice-President

Discussion –

Vote Yes – 4

No – 2

Abstain – 0

**Motion Passed**

Board Action Assignments

Opening & Closing Readings for July meeting –

The secretary and Past President will complete the board minutes for inclusion in the church records by June 30, 2019

Board members should send times available to meet for the board retreat to the President by this

weekend

Secretary – E-Blast No Later than 19<sup>th</sup> of July

Secretary – 21<sup>st</sup> and 28<sup>th</sup> – Pulpit Announcements

Past President – Bylaws

Vice-President – Contract & UUA Guidelines

Treasurer – Finance

President – Will contact the Petitioners to communicate that the board will transmit a special e-blast regarding the special meeting on the target date of July 1. Petitioners can communicate separately to avoid any confusion or board endorsement.

### Visitor Questions –

Does the discussion of the maximum attendance amount to a violation of the bylaws?

- Response that the scheduling was a judgement call made by the board regarding the concerns of the congregation.

- Will the names of the petitioners be published? Response – Yes, it is public information.

Will there be a time limit for responses at the congregational meeting

- Encourages time limits to allow for better participation.

- How did the petition happen without knowledge of the congregation? Asks the petition group provide in writing, the reasons for the petition.

Is arbitration a possibility if the congregation overrides the board.

Is it possible for us to work together to avoid an irreconcilable split. How can we come together?

There was no work done after the Listening Sessions

How long did the Listening Sessions take for report – 6 Weeks

How long for the Suggestion Sessions? About a year. the President takes full responsibility for the delay

Advocates beginning the healing now by avoiding the us and them. What does it take to begin the healing sessions. Response – Board should follow through with any ideas that the Board should undertake. Try to engage the diversity of the congregation. Activities to start healing.

Why did the congregation not undertake healing activities during the sabbatical. Why wasn't something done before instead of now.

Financial. The congregation accepted the Lily Grant regarding the sabbatical.

What is the urgency? It is the urgency of the petitioners, not the board. What is our legal obligation?

Would it be possible for the petitioners to meet with the Minister & negotiate with the Minister for withdraw of the petitioners? Minister responds that he is open to any meeting? Response is that petitioners may, but cannot provide information at this time.

With the resignation, will there be a new contract? – President responds, no. The board could, but it would not need to be ratified by the congregation

Would suggest the congregation hire a mediator to undertake the negotiation between the minister, the petitioners and the board.

Joys & Concerns - Include for internal reference, delete for public distribution

Executive Session – Yes

**Meeting Adjourned - 10:30 PM**

Next Regular Meeting – July 10, 2019 – 6:30 PM

**President's Report**  
**June, 2019**

**Board Assignments:**

The president & Secretary will complete the absentee ballot.

An absentee ballot was created and used at the May Congregational meeting.

**Other Activities:**

- Met with the Sabbatical Minister on a weekly basis including the Presidents' meeting the end of May.
- Data input for auction.
- Presided over the May Congregational meeting.
- Attended webinar on Auctria, the auction software used by our church.
- Presented Roots & Wings class after church on May 12. We had three attendees all of whom have been visiting the church.
- Met with the Minister, Past President, President-Elect to discuss impending petition for a Special Congregational meeting.
- Met with the UUA, MidAmerica Region representative, to discuss impending petition for a Special Congregational meeting.
- Attended Executive Sessions meetings which included two separate meetings and one at May Board meeting.
- Acted as Greeter on Sunday mornings several times.
- Attended Congregational picnic.
- Attended Finance Committee meeting to review designated funds. Report is delayed until July Board meeting due to time limitations in June.
- Met with the Minister for weekly meeting.
- Met with a variety of congregational members about the Minister's resignation and Board response.
- Met with petition group on June 5.

**Future:**

Leaving June 13 for GA and whale watching.



**President Elect Report**  
**June, 2019**

1. Meeting with the Sabbatical Minister, President and Past President on May 29th for the presidents meeting.
2. The board met in executive session twice in addition to board meeting.
3. The board met with petitioners June 5th.
4. My partner and I are attending GA in Spokane next week.

**Vice President's Report**  
**June, 2019**

Program Council

- Property Maintenance
- The committee met with a friend of the congregation to discuss his proposal to fix the pot holes in the church parking lot. It is our understanding that he will present it to the church board.
- The committee has set a committee work day
- The primary issue that the committee has been working on is to determine why the water bills for the church have been too high. To date the following has been done.
  - o Called the water company and requested a service call to determine if our water meter is working correctly. The service technician indicated that the meter was good and that we had a water leak somewhere within our system.
  - o Brought in a plumber to locate the leak and it was determined that it was in the water line of the office boiler.
  - o Moved the choir risers and podium (with help) to locate the leak but found no evidence of one. He also checked out the offices and the return lines and still found no evidence of a leak.
  - o It appears that the leak is sending water down instead of up and we do have a possible site. However, we will not be able verify that location until it stops raining

Hospitality

- Going well. Early coffee setup for Service Auction Sunday went without issue.

Other items

- ASP trip is planned to go to McCreary County, Kentucky the week of July 7-13.
- Attended several executive session meetings
- Attended meeting with petitioners
- Reconfigured the Church's WiFi – NEED TO DISCUSS SECURITY
- Completed maintenance on Church website.

**Treasurer's Report**  
**June 12, 2019**

Overall, things look good heading into the end of this fiscal year and our lean summer time. It looks like we should have enough money to make it through the summer!

We have collected the full amount of pledged money this year. We are thankful to the Sabbatical Minister who followed up with several people who were not fulfilling their pledges. (Income and Expense vs. Budget)

Thanks to the amazing Service Auction committee, and the wonderful people of our church, we made \$14,467+ on the service auction. This has allowed us to exceed our fundraising goal (\$28,455 vs. \$25,200 budgeted). We have moved the t-shirt sales to the fall due to summer attendance and other priorities. (Income and Expense vs. Budget)

As we have discussed many times, building loose offerings and building use money are down in addition to dedicated offering income (dedicated offerings don't affect the budget because they are in and out). Next year's budget accounts for all of this.

I think there are issues with what has been put into the Minister's housing allowance, the minister's insurance, and the minister's tax expense line items. In addition, the sabbatical expenses will be \$2,000, this year, like every year. We incur the expense when we accrue for the sabbatical (\$2,000/year). It goes into an accrued liability on the Balance Sheet. The accountant will fix those at the end of the fiscal year. (Income and Expense vs Budget).

The community expenses are over budget by \$350. (Income and Expense v Budget). I am following up with the Office Administrator.

Because our membership coordinator left, and we decided not to re-hire for that position, we spent well less than budgeted (\$1613 vs. \$3056 for the full year budget). (Income and Expense vs. Budget)

We found the leak that was leading to higher than expected water bills. It was water going to the boiler that heats the office. There is a plan to move boilers around and heat the office a different way. That should save us lots of money, and we will get a credit from the sewer company. All in all, water and sewer were up \$700 vs. last year, but \$3300 over the budget. Electric bills were up \$500 vs. last year but \$2200 vs. the budget. We are investigating the increase with AEP. Our budget for next year more correctly reflects the expected spending. (Income and Expense vs. Budget and Income and Expense vs. Prior Year)

Committee expenses were below budget as committees looked to be fiscally responsible. Membership spent \$199 vs. \$300 budgeted, and Stewardship spent \$237 vs. \$550 (thanks to their amazing work and to food donations from members).

Our current balance in our Checking account is \$18,350 thanks to the Service Auction! (Balance Sheet vs. Previous Year).

The designated fund (currently \$18,351) will be going down as we make the following changes:

- Money should have been moved for the piano fund - following up with Indiana Trust to see where we are with that.
- Sabbatical money should all be spent and accounted for by June 30. Then, in July we will transfer over the next \$2,000.
- Money from Boston Bound will largely be spent as they leave for Boston tomorrow morning.

We took money out of our investment funds to cover a couple of things this year:

- Ball fund - used \$6,000 in growth to cover sabbatical minister since we did not actually save the \$2,000 we were accruing each year. The Ball Fund went from \$86,666 last year to \$82,782 now. (Balance Sheet)
- The Crosley fund - we took \$1900 out to pay for refrigerator repair. The Crosley fund went from \$58,160 last year to \$58,385 right now (Balance Sheet).

Cathy will make the following changes at the end of the year:

- Sabbatical balance both on the balance sheet (as a liability) and on the income statement (as expense) both need to be adjusted. We incur the “expense” in the year it is accrued (the \$2,000 per year). So, there are not extra expenses this year. When the accountant makes our end of year adjustments, the accrued sabbatical will be 0, and the expenses for 2018-19 will be \$2,000.
- There are issues with how insurance is being shown. That will be re-created and fixed.
- I think there are also issues with the minister’s housing costs. I think that should be \$15,000, and I will have the accountant take a look.

Feedback Committee:

- Worship:
  - 1) Liked having more time for greetings during service (3/3, 4/21)
  - 2) Ask WA to encourage people to use name before spoken joys and sorrows
  - 3) Liked chair arrangement and content of service on 4/21
  - 4) Sermon too long and song too long after sermon on 6/2
  - 5) Concerns were expressed about sound quality, and no resolution has been found as it is difficult to replicate and figure out. Suggestion that the podium mike is better than the wearable mike. (12/2, 12/18, 3/25)