

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

Wednesday, February 13, 2019

Meeting called to order at 6:40 PM

In Attendance:

Board: Mary Johnson Robey - President - Present
Caroline Sullivan - President-Elect - Present
John Bartlett - Vice-President - Present
Jennifer Hollems - Treasurer - Present
Jerry McKean - Past President - Present
Brandon Mundell - Secretary - Present
Joel Tishkin - Minister - Present

Guests: Lisa Cox
Maggie Bartlett
Tania Said

Motion to approve the February 13 Agenda as amended

Moved - Mary

Second - Jerry

Proposed Amendments – Table Unfinished Business Item #7 – Disruptive Behavior Policy
Table New Business Item #1 – Congregational Meeting
Table New Business Item #2 – Inclement Weather Policy Revision

Discussion -

Vote Yes - 5

No - 0

Abstain - 0

Motion Passed

Motion to approve the January 9 Minutes as proposed

Moved - Caroline

Second - John

Discussion -

Vote Yes - 4

No - 0

Abstain - 1

Motion Passed

Reports

President - See Attached Report

Vice President - See Attached Report

Outreach is moving out of the UU Church Muncie to a space in the Muncie YWCA.

President Elect - See Attached Report

Past President - See Attached Report

Propose a Sabbatical drink tumbler fund raiser for the support of the church's work with the proceeds to the General Fund to cushion potential shortfalls in budget.

Treasurer - See Attached Report

Collections of pledges compared to expenses is even at approximately 63% of projections. The treasurer is still concerned about this because pledge receipts may be weighted to the beginning of the fiscal year and there may be uncollected pledges toward the end of the fiscal year.

Shortage of Fund Raising activities.

Minister -

Joel Tishkin will begin his Sabbatical Ministry service to the church in the pulpit this coming week.

Projector issues are being addressed.

Multi-Generation service is being planned.

Alice Bennett memorial service.

Keep renewal, restoration, and revitalization in our minds during the sabbatical.

Keep in mind that the sabbatical minister position is part time and please treat assignments as such

Unfinished Business

Introduction - Feedback Policies & Procedures Report

A consistent complaint is that congregants are unable to hear during the service.

Process will be addressed in the next board meeting.

Remains on Old Business

Introduction - Child Safety Policy Review Status

Remains on Old Business

Introduction- Building Safety/Security Status

Active shooter workshop will be offered. Advertise and encourage certain groups to attend, but will be open to all who are interested. Details forthcoming

Remains on Old Business

Introduction - Long Range Planning

Board members are expected to review the material and respond directly to Caroline Sullivan in writing.

Remains on Old Business

Introduction - Sabbatical Event Committee

First event this coming weekend.

Brene Brown workshop advertising will begin soon.

White River Cleanup

Canoe Trip - Splash Pad Daleville

Summit Lake State Park

Indiana Humanities Council Films on White River - Perhaps showings at the church

Introduction - Disruptive Behavior Policy Discussion

Table for next meeting

Remains On Old Business

Introduction - Designated Funds Policy

Motion to approve the Restricted & Designated Funds Policy as presented

Moved - Mary

Second - John
Discussion - None
Vote Yes - 5
No - 0
Abstain - 0

Motion Passed

Introduction - Nominating Committee

Service Auction

Committee on Ministries

Recommendations were sent to the minister, revised and accepted. The board accepted the revisions.

Motion to nominate Tim Hollems to the Committee on Ministries

Moved - Jerry

Second - Caroline

Discussion - None

Vote Yes - 4

No - 0

Abstain - 1

Motion Passed

Nominating Committee

Motion to nominate Kent Hanser to the Nominating Committee

Moved - Jerry

Second - John

Discussion - None

Vote Yes - 5

No - 0

Abstain - 0

Motion Passed

New Business

Introduction - Congregational Meeting

Table for next meeting

Move to Old Business

Introduction - Inclement Weather Policy Revision

Table for next meeting

Remains On Old Business

Introduction - Dedicated Offering, May 19, 2019, for Boston Bound Program

Motion to approve the request for a dedicated offering on May, 19 2019 for the Boston Bound Program

Moved - Mary

Second - Jerry

Discussion - Phil Gift sent a message to Luellen Smucker re Boston Bound and Appalachian Service Trip scheduling

Motion Withdrawn

Introduction - Hurley Goodall Bust Fund Raiser

Tania Said (anti-racism task force & Hurley Goodall Statue Project) presented along with Steve Robert via telephone.

The Delaware County Historical Society is in the process of erecting a statue of Hurley Goodall to be on display in Fireman's Park in downtown Muncie. This would be the first statue of an African American person to be erected in Delaware County.

The proposed project is to secure funds to donate on behalf of the church to a fund administered through the Delaware County Historical Society for the maintenance of the statue. A \$500 donation to the fund would secure a bust for public display of our congregation's support of the installation and ongoing maintenance of the statue.

The president inquired about the connection between the UU church and Mr. Goodall. Many connections were indicated by board members and guests.

The concern was raised about whether the funds should be remitted in one lump sum by the church or through individual donations.

Tania & Jennifer Hollems will coordinate with the Office Administrator regarding collection of funds and

the logistics of handling the transmittal. A spotlight announcement will be made from the pulpit on Sunday the 17th.

Motion to support the Hurley Goodall Statue Maintenance project. If the project is successful in raising the \$500 goal, the intention would be to place the honorary sculpture of Mr. Goodall's bust on display in the church.

Moved - Jerry

Second - John

Discussion - None

Vote Yes - 5

No - 0

Abstain - 0

Motion Passed

Introduction -

Motion to invest \$10,000 of the Piano Maintenance fund in an a fund managed by indiana trust with a portfolio similar to our other investment funds. Proceeds from dividends and interest to the general fund.

Moved - Jennifer

Second - John

Discussion - The board keeps discretion to move the funds

Vote Yes - 5

No - 0

Abstain - 0

Motion to amend to allow the investment to compound.

Moved - Brandon

Second - Mary

Discussion - None

Vote Yes - 5

No - 0

Abstain - 0

Motion Passed

Introduction - Committee on Ministries

Ministerial Review

Due to the timing of the sabbatical, the review must be postponed to the next board. The process of evaluation of the minister by the Board of Trustees must begin on July 1, 2019.

Board of Trustees

Committee On Ministries

Minister Self Review

Committee on Ministries

Appointed by the Board of Trustees and agreed upon by the minister

One immediate opening to be filled due to resignation

One ending this church year due to end of term

The committee will submit a list of potential candidates to the Board of Trustees

The Board of Trustees expects to approve this list for submission to the minister for his agreement. (Electronic approval by the Board of Trustees is acceptable and expected)

Introduction - Sanctuary Congregation

Caroline will forward this request to the Social Justice Committee

Board Action Assignments

Opening & Closing Readings for March meeting - Caroline Sullivan

Jennifer Hollems will coordinate with Tania Said and the Office Administrator regarding the handling of funds for the Hurley Goodall Statue Maintenance Fund project.

Jennifer Hollems will contact the Property Maintenance Committee regarding water consumption and excessive billing.

Mary Johnson Robey will communicate the message to pledging units reminding them to continue to give generously to fulfill their pledge commitments for fiscal year 2018/19 via the March Splinters From The Board message in the Unigram.

Jennifer Hollems will make a Pulpit Announcement in late March or early April reminding them to continue to give generously to fulfill their pledge commitments for fiscal year 2018/19

Each board member should read and respond in writing to Caroline for the Long range planning committee

Mary Johnson Robey & Jennifer Hollems will follow up with designated funds clarifications.

Board will review necessary board appointments to committees for the May Congregational Meeting

Add Suggestion Session Information to the Agenda for the February Board of Trustees meeting.

Respond to each suggestion, if possible.

John will follow up regarding status of Janitorial contract and relationship

Visitor Questions

Lisa Cox fund raising events geared toward raising funds and building community.

Provide a copy of the minutes and reports to guests.

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

Bill Miller went to the hospital after a laceration from the car door following a concert

Mary Robey was in attendance at a dinner party at the Trawick-Oliver Residence

Liz Lowe is well and back at it nearly full capacity

Executive Session – Yes

Meeting Adjourned - 9:30PM

Next Meeting - December 13, 2018 - 6:30 PM

Congregationa Meeting - May 19

President's Report
February 13, 2019

Board Action Items:

Consult with Development and Investment re investments being in line with our community's values. Jennifer Hollems and Jane Duckworth met with Indiana Trust to discuss several issues. Jennifer will include in her report.

Mission for task force to develop disruptive behavior policy. Will present at Board meeting.

Contact stewardship committee to communicate Jennifer Hollems is available to them regarding any information. Not sure what this one is about but stewardship committee did a great job of organizing the stewardship Sunday events.

Rest of the month:

Developed designated funds policy with Jennifer Hollems and presented to Finance Committee. They approved and send to the Board for final approval. List of designated funds was reviewed and comments offered.

Revised inclement weather policy and present at this meeting for approval.

Participated in development of sabbatical leave taking ceremony and participated in ceremony

Wrote Splinters from the Board article on generosity.

Offered Roots & Wings class in place of Seth/Joel.

Met weekly with minster(s).

President Elect Report
February 13, 2019

I missed the long range task force meeting because of miscommunication but if I understand correctly, the goals are to finish the questions and compile answers. That may be the goal for this year, I will check with Margaret Reeder and can update tonight.

I tried watching the Webinar about the new process taking the place of fair share and all I can say is HELP, MARY AND JOHN. I finally got the last half hour but it just appeared and have no idea what I did or didn't do. It involves downloading ZOOM and all my questions were answered but I just couldn't get it. I will check what I heard with sheet Mary sent us. Time was spent on defining operating and capital expenses as the 6.75% is just on operating expenses. Supposedly notes will be sent out.

Mary and I are attending workshop next week on ways to recruit volunteers.

Vice President's Report
February 13, 2019

Convened Youth Safety Task Force on January 15. Good discussion. Tim Hollems has made a first pass at editing the most comprehensive policy that we looked at to possibly meet our needs. It has been distributed to the group and is being looked at for revisions. Meeting again later this month to discuss what needs revised.

Hospitality kept moving along even with snow issues.

Stewardship was very successful in their two week pledge drive. Over \$200,000 pledged thus far.

Met with Social Justice. They have dedicated offering planned out until June. Boston Bound is presenting in May and Appalachian Service Project is presenting in June.

Sights and Sounds has been having issues with the projector. A couple of us suspect the bulb is bad. We still have some issues with the over the ear mic that Seth normally uses. Joel had the same issues during Alice Bennett's funeral.

Treasurer's Report - 2/13/2019

We have collected 63% of our pledges so far this year, and we are about 63% of the way through the year. So, this seems like it should be fine. But, I am concerned because last year at this time, we had collected \$192,503 vs. \$166,283 this year. About \$14,000 of last year's was Bridge the Gap, but that still leaves a gap between 2017-18 and 2018-19 of \$12,220. We had budgeted pledges to be down \$4,000, so part of that was expected. (Income and Expense vs. Budget)

Several other income categories are down vs. the budget and/or vs. last year. Our Bazaar income was \$13,989 vs. \$16,600 in the budget. We also budgeted \$3,000 for misc. Fundraising, and I don't think we have a plan to raise that. We do have \$5,000 planned for the service auction. Despite a "market correction" in December, income from investments remains above our projections (\$6,131 vs. \$5,590). (Income and Expense vs. Budget)

Dedicated offerings remain down vs. the budget (\$6421 vs. \$14,000 for the full year budgeted). We are at 46% of the budget 63% of the way through the year. This does not impact the budget, but it does indicate that people are giving less in general.

Most expenses remain in line with expectations. The few that are not inline are:

- RE supplies - \$1361 vs. \$6200. This is a timing issue.
- Owl is under budget and has a credit balance. They are going to request the money be transferred to the designated fund as soon as we have a process. That will allow them to continue the program in the future.
- Music Director Professional Expenses (\$0 vs. \$750 budgeted). Jim saves this money for 2 years, then goes to a conference. The board will just need to approve that when it comes up - we discussed it last year.
- Unigram Expenses (\$919 or 46% of the budget). This may be a real savings as people switch to the e-mail version.
- Electricity is \$3712 vs. \$4,000 budgeted for the full year.
- Water is \$3444 vs. \$1848 budgeted.

Our current balance in our Checking account is \$8877 vs. \$31,505 last year. (Balance Sheet vs. Prior Year).

Our investments are currently down (as of the end of December), but have rebounded most of the way this quarter. (Balance Sheet vs. Prior Year and conversation with Indiana Trust).

Investment Portfolio

Jane Duckworth and I met with Indiana Trust to discuss a couple of things. We talked to them about moving our investments toward socially responsible investments. They will provide us with more detailed information.

Right now, the stock portion of our portfolio is invested in Index Funds, meaning we're basically invested in the whole market. This keeps our fees low and provides the same or better return than our previous investments. What they suggest is that we consider investing in ESG (Environmental, Social and Governance) funds. This is different to the way things were done in the past. These portfolios don't entirely exclude any sector of the market, but they attempt to buy more of the stocks in companies and industries that are positive socially, environmentally or from a governance. Indiana Trust will get us information on this option. Fees will be higher, but they may not be enough higher to preclude this option if that's the way we want to express our values. Our advisor, Martin, has his money invested in these funds.

Piano Maintenance Fund

Currently the Piano Maintenance Fund has \$12,471 in it. We don't anticipate needing any of this except for tuning, for 5 years or more. So, we are looking into investment options so that we can earn interest on our money. Our recommendation is to invest \$10,000 of that amount.

We talked with Indiana Trust who recommended a portfolio similar to our regular portfolio, but in a separate fund.

We also talked with Mutual Bank about their recommendations, and they suggested a CD earning 1.75%.