

**Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, July 10, 2019**

Meeting called to order at 6:35 PM

In Attendance:

Board: Caroline Sullivan - President - Present
Emily Wornell - President-Elect - Present
John Bartlett - Vice-President - Present
Jennifer Hollems - Treasurer – Present
Mary Johnson Robey - Past President - Present
Brandon Mundell - Secretary - Present
Seth Carrier-Ladd - Minister - Present

Guests: Many (Guenther Cartwright, Lynn Austin, Chuck Austin, Jamie Butterbaugh, Bill Miller, Annamarie Voss, Susan McGrath, Lynn Sousa, Bea Sousa, Eleanor Johnson, Michael Doyle, Linda Hanson, Denise Ewing)

Motion to approve the July 10 Agenda as amended

Moved – Mary
Second – John
Discussion – Postpone Designated Funds & Healing
Vote Yes – 5
 No – 0
 Abstain – 0

Motion Passed

Motion to approve the June 12 minutes as amended

Moved – Mary
Second – Emily
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

Treasurer – See Attached Report

Minister – Staff instructed to not engage regarding the Special Congregational meeting unless directly asked about direct experience in working with Seth.

Seth offers to deliver a short message at the beginning of the Special Congregational Meeting, if asked to by the Board of Trustees.

Question about moderation of the messages regarding the Special Congregational Meeting and the order of release. Suggests to turn off comments so the posts are informational only.

Unfinished Business

Introduction – Suggestion Sessions Report

Suggest to send out the “Suggestions Organized By Theme” section of the report with a brief preface.

Perhaps formatting to make the language different. Emily volunteers to write the preamble.

Motion to send out the “Suggestions Organized By Theme” section of the Suggestion Sessions Report with a short introduction written by the board by next Tuesday July, 16.

Moved – Jennifer

Second – Emily

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Ongoing Business

Child Safety Policy

Minutes On Website

Will be up when John returns and Brandon can coordinate with him
Building Safety & Security Status
Childcare Coordinator

Temporary Haley Mayfield

Disruptive Behavior Policy

Suggestion that this could be a product of the healing process, keep tabled for that time

Long Range Planning

Table until August

Feedback Committee

Collection may have been sporadic? Nothing new in Trello for Jennifer to report. People have to be able to trust the process and it may not be working? Check in with the committee to receive their input. Bea Sousa, Kirk Robey, Ben Ewing, Steve Chalk, Nan Barber. Jennifer will check in and as for an evaluation of the process.

Committee on Ministries

Description was accepted and the policy & procedure manual will be updated accordingly.

New Business

Introduction – Hells Bells

Motion to accept the generous offer to return the third bell from the downtown church to our congregation.

Moved – Mary

Second – Emily

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Board Retreat

Board members should communicate with Caroline regarding any items for consideration at the board retreat.

Food – Restrictions – Gluten Free and Dairy Free

Introduction – Special Congregational Meeting

Virtual Voting – Kristen Smith is willing to set up the availability of this option for the Special Congregational meeting. Participants will be able to hear (audio only) and participate in the meeting remotely via a virtual connection with a provision for anonymous voting.

Concern: This idea has just been presented today, so we are learning. If the technology fails, any online participation will become null and void. Are we defining what “being present at the meeting”? The board can interpret the spirit of the bylaws.

Motion to approve Virtual Voting for Congregational Meetings

Moved – Mary

Second – Emily

Discussion – The Vice President indicates that we might need to visit a bylaws change on this topic.

Vote Yes – 4

No – 1

Abstain – 0

Motion Passed

Deadline Dates – All met

Food – Very light snacks, coffee available whole meeting, funded with putting out a basket. Cindi Marini is the 1st Sunday hospitality coordinator.

Who Runs Meeting – Do we need a moderator Emily

Rules to govern meeting

Perhaps a circle arrangement for the meeting, with the pro and con mike in the center?

Motion to accept the rules of procedure for the special congregational meeting as discussed

Moved – Emily

Second – Mary

Discussion – None

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Board Action Assignments

Opening & Closing Readings for August meeting –

Emily coordinate Suggestion Session introduction

Caroline will contact Christie about the direct US Mail list of members from the Office Administrator TOMORROW before the vacation begins.

Jennifer will check in with the Feedback Committee members to learn about their input on the effectiveness of the procedure.

Brandon & Jerry will complete the board minutes for inclusion in the church records by June 30, 2019

John will update the Committee on Ministries Description as amended and accepted at the June meeting in the Policy and Procedure Manual

Mary & Caroline will coordinate to recruit a Bazaar chairperson

All board members will be in contact with Caroline regarding items for consideration at the Board Retreat by August 1st.

Unassigned? Facebook Policy Review of notes and update to make the policy on the web accurate.

Visitor Questions –

Eleanor Johnson what is the purpose of the Special Congregational meeting.

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

Executive Session – Yes

Meeting Adjourned - 10:00 PM

Next Regular Meeting – August 13, 2019 – 6:30 PM

Vice President's Report
July, 2019

Submitted the approved Youth Safety Policy to Christie for publication which she has not had time to do yet.

Posted the Board minutes to the website that Jerry sent to me. Reminded Brandon I still need his.

Researched and sent Board the governing documents regarding Seth's resignation.

Performed website maintenance.

Eleanor Trawick reported that Adult RE needs to be refilled and reenergized. This will be important as we seek programming options for the healing that needs to occur.

I worked Sights and Sounds for a wedding.

Working on clarifying who is responsible to make sure AC and house lights are off after service (they were left on one week last month).

Treasurer's Report July, 2019

End of 2018-19

Our accountant, Cathy, has several changes to make to the 2018-19 fiscal year, and this will be done in early August after Christie's vacation. So, several of the numbers look off, but we shouldn't worry because they should be corrected by then.

We have collected \$286,917 vs. \$260,000 pledged for the fiscal year. Our loose offerings came in below budget at \$2933 vs. \$4,000 budgeted. (Income and Expense vs. Budget)

Thanks to the amazing Service Auction committee, and the wonderful people of our church, we made \$14,677 on the service auction vs. \$5,000 budgeted. This has allowed us to exceed our fundraising goal (\$28,666 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. Cathy will fix those at the end of the fiscal year. (Income and Expense vs Budget).

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)

All in all, water and sewer were up \$700 vs. last year, but \$3936 over the budget. Electric bills were up \$500 vs. last year but \$2501 vs. the budget. 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 Mary Johnson Robey and Kirk Robey).

Our current balance in our Checking account is \$21,142 thanks to the Service Auction! (Balance Sheet vs. Previous Year).

The designated fund (currently \$48,466) will be going down as we make the following changes:

- Money should have been moved for the piano fund - the paperwork was misplaced (could be my fault), but it has been re-sent
- 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 after all receipts are turned in

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:

- Fixing the sabbatical balance on the balance sheet and in income and expenses
- 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 Cathy take a look.

Past President's Report
July, 2019

Board Assignments

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

Sent email to Lisa Cox on June 12, 2019 referencing above.

Other Activities

Attended UUA General Assembly;

Had several conversations with members of the congregation about the petition and subsequent special congregational meeting;

Had email conversation with Kirsten Smith about virtual attendance at special congregational meeting since August 4 meeting comes during summer vacation time. Told her I would bring the idea to the attention of the Board;

Had conversations about congregational healing.