

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, August 14, 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 - sent
Jennifer Hollems - Treasurer – Present
Mary Johnson Robey - Past President - Present
Brandon Mundell - Secretary - Present
Seth Carrier-Ladd - Minister - Present

Guests: Mike Sullivan, Chuck Austin, Lynn Austin, Lisa Cox, Jeff Turner, Maggie Bartlett

Motion to approve the August 14 Agenda as amended

Moved – Mary

Second – Emily

Discussion – Accept the changes proposed by the President

Add discussion about Facebook Policy to Unfinished Business

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Motion to approve the July 10 & August 1 minutes

Moved – John

Second – Emily

Discussion –

Vote Yes – 4

No – 0

Abstain – 1

Motion Passed

Reports

President – See Attached Report

Vice President – See Attached Report

President Elect – See Attached Report

Attended the Black Expo and observed good participation from the UU Church, including a table identifying us to the larger community.

Past President – See Attached Report

Treasurer – See Attached Report

Feedback committee continues to hear that there are issues with the sound in the sanctuary. This is hard to quantify and solve, but we should keep this in mind.

Minister – See Attached Report

Over the ear microphones are now not working at all.
Water ceremony Sunday September, 8
New member signing this coming Sunday August, 17

Unfinished Business

Introduction – Report on Designated Funds

The Designated Funds Policy passed last February and was not added to the Policy & Procedure Manual. It has been sent to the Office Administrator at this time and will be included in the next update.

Motion to accept the amended Finance Committee recommendation for Designated Funds

Moved – Mary

Second – John

Discussion – We need to communicate the changes and availability of Designated Fund Accounts to the proper designees.

Vote: Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Ongoing Business

Minutes On Website – Working on editing to remove individual names and post soon. Current meeting minutes up within 5 days

Building Safety & Security Committee Status

Long Range Planning Task Force – The President-Elect will join and work on recruiting one more member

Feedback Committee – Add to pulpit announcement and OOS insert. Committee members may be losing commitment. The Treasurer will communicate with the members and will report back about the status. How long and how active should the board be in this matter in the future?

Facebook Policy – Where is the current Facebook Policy? Current plan was probably (unsure) to have the Minister moderate the Facebook account with the ability to delegate to some staff members. Original concept of this policy was to expedite the decisions. Is the procedure not explicit and specific enough, allowing subjective decisions? Delegate the task to the Office Administrator for the next month pending further plans.

New Business

Introduction – Committee Confidentiality

Is what is being said in committee meetings confidential and to what level? Pastoral Associates is confidential. Worship Associates and Pastoral Associates are Closed to open joining of members, but meetings are open to attend. Committee on Ministries during the Minister's report is considered confidential.

What is Confidential to the public?

What is Confidential to the Board of Trustees?

Have we set up a pattern where difficult conversations are not presented?

Conversations in the Committee on Ministries should not be confidential from the Board.

Talk about potential conflicts of interest in our community and how we should position ourselves.

Introduction – Healing Process

Perhaps start with small groups

Perhaps build to larger fellowship events

Board Action Assignments

Opening & Closing Readings for September meeting – Brandon, Opening – John, Closing

Emily will finish the introduction for the release of the Suggestion Session information... Do we want to send out the analysis that was originally attached? Discuss at board retreat.

The Treasurer and Past President will communicate the changes and availability of Designated Fund Accounts to the proper designees and remind the Finance Committee that an annual review be conducted and provide recommendations regarding the Designated Funds to the Board of Trustees.

The Vice-President will communicate to the Office Administrator the need for addition of the Designated Funds tasks to the Finance Committee Procedure manual.

The Secretary will try to post the past month's minute on the web within 5 days of the approval.

The Treasurer will communicate with the members of the Feedback Committee and will report back about the status.

Visitor Questions –

Confidentiality – Keep a mind on personal salary and pledging information.

Confidentiality – It is critical to have confidence in the individual. Rely on the integrity of the individuals. Creates distrust in the decision-making process.

Former member of the Communication Committee – May be inaccurate information that the timeliness of response was slow under the committee structure. The committee recommended that the moderator not be a staff member. September 2018 policy was passed. The communication committee did not support.

What is the confidentiality regarding the Pastoral Associates? If a congregation member approaches and shares with a member of the Pastoral Associates, it should be assumed that the information may be shared with the Minister(s)

Joys & Concerns

Executive Session – Yes

Meeting Adjourned – 10:30 PM

Next Regular Meeting – September 11, 2019 – 6:30 PM

President's Report
August 13, 2019

I cannot thank the board enough for its support and professional actions prior to and during the August 4th meeting.

I chaired an extra board meeting August 1st for the purpose of ensuring a smooth-running meeting on the 4th.

Preparations for August 4th meeting—looking at my computer, there was more involved than evident on my calendar:

- Communication with Katie F, Kirsten S, Matt C and Ric D re: virtual voting
- Communication and clarification with Haley Mayfield re: childcare
- Communication with Nicole Kaplan re: childcare and food
- Communication with Kirk Robey re: food
- Communication with Beth Gonser re: fellowship committee serving food
- Communication with Emily Wornell re: moderating
- Communication with John B, Matt, and Ric about mic set up
- Communication with Brandon re: voting
- Communication with Christie re: everything
- Communication with Lisa Cox re: her role in meeting
- Communication with Bruce Craig regarding meeting rules.

I sent email thank you notes to those involved (some belated for sure).

I met with Seth for weekly meeting August 7th.

I corresponded with Keith Kron, transition coordinator at UUA, concerning timetables of securing an interim minister.

I have spent hours on the computer at the UUA website reading about effective leadership, board meetings, and board retreats.

I have had email and phone communication with Janay Sander regarding her facilitation of our board retreat.

I contacted Margaret Reeder, Jennifer Parks-Strack and John Taylor about continuing to serve on the Long-Range Planning Task Force—they all said yes.

President Elect Report
August 13, 2019

I have had 2 face-to-face meetings with members of the congregation, and a phone call with 2 others. I have reached out to another member who I know is unhappy with me regarding the Special Congregational Meeting but have yet to hear back.

I completed my on-boarding process with Seth, Mary, and Caroline.

I attended special board meetings as preparation for the Special Congregational meeting.

I acted as moderator for the Special Congregational Meeting.

I've spent considerable time re-reading the church By-Laws and Policies & Procedures manual both to better understand specific issues and to better familiarize myself with them.

I have spent considerable time researching board-ministerial relationships, ministerial transitions, and board dynamics, including conversations with ministers and board members both inside and outside the UUA.

Vice President's Report
August 14, 2019

Organized the UUCM group working in southeast Kentucky for the Appalachian Service Project trip. Kent Hanser, Maggie Bartlett, Sarah Bartlett, Riley Taylor, Sophie Taylor, Anna Dillinger, Ben Kempf, and I traveled, toiled, sweat, and had a great time helping people in one of the most impoverished counties in the country.

Assisted in looking at the HVAC issues in the sanctuary. Bruce Craig has verified that the condensing unit has a down compressor. As of late last week, the vendor was waiting on parts.

Two additional issues were identified along with the HVAC.

1. The rod catch at the top of the left door in the sanctuary going out to the condensing unit (the double doors back by "The Sower") does not always catch and the rod must be played with to make it catch. If it does not catch THE DOOR IS UNLOCKED.

2. The two boilers that are the original boilers to the building (50+ years) are in need of replacement. Bruce is getting quotes on replacing one or both of them so that we are not in danger of losing them and coming into no heat in the building. When we get this quote, I suggest that we decide what to do and start a special funding drive to get them replaced.

Submitted the revised Committee on Ministries description to Christie for inclusion in the Policies and Procedures manual.

Completed numerous Website software updates and kept the Podcast page up-to-date (Still need Board Minutes from the last year).

Attended all meetings, special meetings, and special congregational meeting.

Talked with several members & friends about specifics for the special congregational meeting.

Working on a better WiFi solution for the church as the current WiFi is still flaky.

Helped Nadine acquire a MacBook, however, the power button is being replaced, so she still does not have it in her hands (BUT SOON!!!!)

Treasurer's Report
August 13, 2019

We are in good shape right now. Our checking account balance is \$20,062 vs. \$18,830 last year (Balance Sheet)

Pledges and loose offerings are down vs. last year (\$30,589 vs. \$51,494). (Income and Expense Report)

Most of our expenses are in line with last year, although salaries and summer RE expenses look lower, that is because of timing. (Income and Expense Report)

As a result of lower income and similar expenses, our net income is \$7,669 vs. \$25,270 last year.

Our accountant is finalizing the end of year books. I will present the final version at next month's board meeting.

Feedback Committee: I have feedback from the members of the feedback committee. They haven't gotten many people to stop by. It seems to be because 1) people don't know about it, 2) we haven't been able to the sound concern and 3) they don't trust the process or the Board. We should consider the future of that committee, how to change it and how to advertise it as part of the healing process discussion in the retreat.

Past President's Report
August, 13 2019

Board Assignments

Mary & Caroline will coordinate to recruit a Bazaar chairperson

Mary & Lisa Cox will co-chair the 2019 Bazaar.

Other Activities

- Participated in onboarding for Emily Wornell.
- Attended special Board meeting, July 16.
- Attended Anti-Racism Task Force meeting,
- Attended Muncie Black Expo luncheon with other members of the congregation.
- Met with Board President, Caroline Sullivan; attended special Board meeting Aug 1.
- Meetings with Lisa Cox about Bazaar. We are currently collecting information from past Bazaars and approaching past booth chairs to solicit their help this year.