

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, September 11, 2019

Meeting called to order at 6:30 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: Mike Sullivan, Lisa Cox, Jamie Butterbaugh, Holly Hannauer

Motion to approve the September 11 Agenda as amended

Moved – John

Second – Mary

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Motion to approve the August 14 & August 24 minutes

Moved – John

Second – Emily

Discussion – In Aug. 14. Clarification of open membership and attendance at Worship Associate and Pastoral Associates meetings.

Vote Yes – 4

No – 0

Abstain – 1

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

Year-end financials are complete from the Accountant

Office Supplies were lower than budgeted due to less postage costs

Property Maintenance was over budget due to higher electricity and water service charges

Committee expenses were less than budgeted

Checking account balance is healthy and will increase following some transfers from sabbatical costs that were paid from the general account.

T-Shirt sales are off to a start. Will use new UUA logo image.

Pledge surplus for 2019-20 may exist, finance committee will present a recommendation to the Board of Trustees for consideration and potential adoption at the Fall congregational meeting.

Property insurance premiums are higher due to a three-year reevaluation. We need to understand the level of value and replacement cost of the church building. Also need to understand the impact of a higher deductible.

Music Director has been accruing the annual budget allotted for professional expenses for use every two years. We may need to manage this through a designated fund to smooth the budget.

Minister – See Attached Report

Conversation with the minister's mentee that was postponed by the sabbatical

Unfinished Business

Introduction – Reconciliation/healing/moving forward

Build trust and fellowship. Per the UUA resource person, this work will be difficult with the minister still in service.

Maybe: Something social justice

A quarterly Board of Trustees Town Hall

A property cleanup day – October 2019 Fellowship Activity

Martin Luther King Day Of Service
“Winter Formal” dance in the sanctuary

Continue to communicate the role of the Minister until the end of the resignation period

Introduction – Status of safety/security committee

Report from Vice-President

Introduction – Long Range Planning Task Force

Task force is full

New Business

Introduction – Stewardship Goal

The Finance Committee has established a pledge goal of \$285,000 and transmitted it to the Stewardship committee

This represents a 6.5% increase

Potential Ideas:

Staff Compensation Increases

Search Committee

Property Maintenance Fund

Other ideas by November 1 please

Introduction – Over Ear Microphone Battery Packs

Motion to acquire the wireless microphone equipment per the submitted quote

Moved – Caroline

Second – Mary

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Conflict of Interest Policy

Table

Introduction – Committee on Ministries Ministerial Evaluation

From the bylaws Article X, Section 3, Number 4 regarding Evaluation of the Minister, the President asked a representative of the Committee on Ministries to speak on the subject:

Evaluation was tasked to the Committee on Ministries for the past couple of years. It was delayed in one year due to the Listening Session process, then delayed the next year due to the Sabbatical, and delayed now due to the minister's resignation.

The board has changed the task for the Committee on Ministries and dropped the ball on the evaluation process.

What is the desire evaluation process and schedule? The only language that we have is every 3-5 years per the minister's contract.

Suggest that the process be designed and tested to use as a practice run.

Perhaps based on a 360-type evaluation with additional data gathering from individuals who will be named in the report, although not attached to individual comments. With all of the information compiled by the Committee on Ministries and then presented to the Board of Trustees for use in guiding the church and minister.

How will the individuals be selected? The minister should probably be involved on some level. Attempt to get a good cross-section of the congregation and individuals who have direct interaction with the minister on a regular and prolonged basis.

If the Board of Trustees commits to this process, the Committee on Ministries will only be able to handle this task and not other responsibilities, i.e. reconciliation. Also, the Board of Trustees will need to commit to utilize the product of the process.

How would the Board of Trustees utilize the information presented in the report? Goals for the minister, etc. For this time, the end product may be useful for exit interviews and for us to understand how our process may need to be tweaked.

Motion to ask the Committee on Ministries to develop an evaluation procedure and suggested policy for future evaluations of the Minister. Task the Committee on Ministries to implement an evaluation of the minister. Setting a goal that the Committee on Ministries submit the finished evaluation report to the Board of Trustees in March of 2020. The Board of Trustees anticipates the report of its completion can be presented to the congregation at the May 2020

Congregational meeting.

Moved – Emily

Second – John

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Security at the Bazaar

Hiring an off-duty police officer for on-site security at the bazaar.

Booth chairs were not unanimous in their support of the idea.

Deposits of significant cash on hand

Active Shooter potentials

Bazaar Chairs request the hiring of a security guard for the Bazaar

Motion to hire a security person for the bazaar

Moved – Mary

Second –

Discussion –

Vote Yes –

No –

Abstain –

Motion Withdrawn

Board Action Assignments

Opening & Closing Readings for September meeting – Emily, Opening – Jennifer, Closing

Submit a paragraph to the President for the Splinters from the Board article by Sunday, September 15 to allow for compiling and review before sending to publish on the following Wednesday

The Bazaar Chairs will report back to the Board of Trustees regarding the options for security

Visitor Questions –

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

Stephanie Dillinger – Last treatment options for lesions on the brain, next step may be surgery.
Stephanie is concerned about this development.

Liz Lowe – Psoriasis medication may not be working. There will be a gap between treatment methods.
Making her participation in activities difficult.

Executive Session – Yes

Meeting Adjourned – 10:30 PM

Next Regular Meeting – October 9, 2019 – 6:30 PM

President's Report
September 11, 2019

- 1) Meetings with Seth: 8/21, 8/28 (with Emily and Mary), 9/4, 9/11
- 2) Met with finance committee 8/19
- 3) Informed the worship associates that I am taking a break until summer after fulfilling an October commitment
- 4) Had a long phone conversation with congregant about parking lot
- 5) Contacted Linda Gregory who is willing to serve on long range task force
- 6) Had a phone conversation with Lisa Presley 9/3
- 7) Talked with Lynn Sousa 9/6 about stepping in for Jennifer for the October 20 Congregational Meeting and he is willing to do so--the meeting date stands
- 8) Welcomed and thanked teachers at the teacher orientation 9/5
- 9) Organized the soup lunch for 9/15: soup donors, bread, fellowship committee help, childcare, advertising on eblast, blue insert and pulpit announcement. Brandon is organizing the ice cream part with help from Kirk who is purchasing cones and sprinkles
- 10) Continuing to read about leadership, governance, and church politics
- 11) There is always the on-going Splinters for the Unigram and check signing
- 12) There has been email contact with Ric Dwenger re: battery pacs for over the ear mics—to be discussed 9/11
- 13) Contacted Janay Sander after the all-president meeting about another session and have heard back once, answered, and am waiting to hear again.

Respectfully submitted

Caroline

**President Elect Report
September 11, 2019**

Board retreat: 8/17

Special board meeting: 8/25

President's meeting w/ Seth: 8/28

Spotlight regarding special board meeting: 8/18

Anti-racism taskforce: 8/28

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

Past President's Report
September 10, 2019

Board Assignments

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

Jennifer and I are reviewing the flow chart for this process. Due to scheduling conflicts we have not contacted anyone about the designated funds yet.

Other Activities

- Attended Board retreat 08/17/2019.
- Participated in anti-poverty dinner.
- Bazaar:
 - Working on publicity; met with Lisa Cox & Sue Errington
 - Gathering information from past bazaars; met with Lisa Cox plus Judy & Bruce Craig
 - Met with Christie Williams about special Unigram & eBlasts
 - Recruiting booth chairs; most positions are filled but need a few more people; working on it
 - Met with booth chairs about schedule, post bazaar rummage sale and security
 - Need to discuss security issues with Board
- Attended presidents meeting with Seth Carrier-Ladd.
- Met with youth group (only one person attended) and Nichole Kaplan; had meaningful discussion on how we proceed as a congregation

Vice President's Report
September 11, 2019

Program Council:

Working on identifying representatives for Adult RE, Fellowship, and Social Justice. Identified chairs are:

- Finance – Lynn Sousa
- Fundraising – (Bazaar) Mary Johnson Robey and Lisa Cox
- Membership – Kirk Robey
- Property Maintenance – Bruce Craig
- Religious Education – Elsbeth Fritz
- Stewardship – Holly Hanauer

Hospitality

- Coffee was ordered as we ran out of regular. Everything else seems to be running well.

Safety Committee

- I have sent an email requesting possible first meeting dates. The committee consists of myself, Jerry McKean, Phil Gift, and Markie Oliver. Trying to identify how to obtain more copies of the book we received at the workshop I attended last year. It appears to be out of print.

Webmaster

- Software updates have been installed.
- Corrected an issue with Elizabeth's podcast. Working on new pages for Stewardship and the Bazaar.
- Acquired a new MacBook for Nadine and helped her configure it.
- Acquired a new (to us) Cisco Wireless Access point for the back areas. I am working on configuring it now so that we can enhance network security.
- Promoted the Sept. 15 soup lunch/ice cream social with a short video of Brandon's ice cream churn.

Other activities

- Spoke with Lisa Presley about next steps
- Worked with Jan Mundell on ideas about the overall status of the Fall Retreat

Treasurer's Report
September 11, 2019

Prior Year – FY 2018-19

We ended the year with \$289,883 in pledges and gifts collected vs. \$264,000 budgeted. This could be related to timing of pledges coming in (lots of 2017-18 and lots of 2019-20 came in during the 2018-19 budget year).

After several corrections were made, all of our expenses were in line with the budget except for:

- Office which were below due to lower than budgeted postage, office supplies general, and office equipment expenses.
- Property Maintenance were over budget due to higher than budgeted electricity, and water expenses. We fixed this in the 2019-20 budget.
- Committee expenses were lower than budgeted due to lower than budgeted spending in pretty much all committees.

We ended 2019 with \$22,737 in checking, \$48,366 in the Designated Fund, and \$7377 in the Money Market Account.

Current Year – FY 2019-20

So far this year, we have received \$36,700 in pledges and gifts (including \$491 in loose offerings) vs. \$65,138 last year at this time (\$445 in loose offerings). (Income and Expense v Prior Year)

Dedicated offerings are slightly below last year with \$1844 v \$2014. (Income and Expense v Prior Year)

RE expenses are below last year due to timing. (Income and Expense v Prior Year)

Property maintenance expenses are above last year (\$12,164 v. \$9771) due to higher expense in repairs and upkeep (\$4,270 v. \$1302). This bucket includes expenses for carpet cleaning (which we do every year) along with some AC repair and light repair in the parking lot. (Transaction Detail by Account).

Our checking account balance is \$6,119 v. \$15,027 last year, and our Designated Fund balance is \$48,987 v. \$26,410. This is because money has not been transferred from the Sabbatical Fund to cover sabbatical expenses yet. When that is done (Christie is working on), the checking account balance will . (Balance Sheet)

Feedback Committee

On hold pending decisions by the board on how we want to proceed this year.

T-shirt sales

We started shirt sales this week. We sold 3 t-shirts so far. I will make a sign and set up in the hallway this week. We need someone to sell t-shirts at the bazaar since I will be taking money.

We need to pick the design from the 3 choices.