

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, October 9, 2019**

Meeting called to order at 6:30 PM

In Attendance:

Board: Caroline Sullivan – President – Present  
Emily Wornell – President-Elect – Absent  
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: Lynn Austin, Chuck Austin

**Motion to approve the October 9 Agenda as amended**

Moved – John

Second – Mary

Discussion – Add software discussion under unfinished business

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the September 11 minutes**

**Minutes Approved**

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 – See Attached Report

### Unfinished Business

Introduction – Reconciliation/healing/moving forward

The Past President will forward a copy of the Harvest Feast script to the Secretary (Harvest Feast MC)

The President will coordinate with the President-Elect to communicate the reconciliation limits and activities

The President will coordinate with Katie regarding what animal organization to support in December

Introduction – Bazaar Security

Motion to hire a uniformed armed security guard for the bazaar

Moved – Mary

Second – John

Discussion – Mary has contacted a firm that is licensed and insured to provide security services. Cost for 7 hours at \$26/hour = \$182.00. Should we hire the guard? The main objective is to keep cash deposits secure. There is an issue about whether or not we should invite someone with a gun on to our campus. There are social justice issues regarding a person in a uniform looks like a police officer.

Vote Yes – 4

No – 0

Abstain – 1

### **Motion Passed**

Introduction – Software

The Director of Religious Education is not able to utilize the copy of Microsoft Office that we own. Microsoft is most-likely going to discontinue offering stand-alone copies after the 2019 edition. Microsoft Office 365 subscription is the product that is now recommended by Microsoft. We are making contact with Tech Soup which is a service for not-for-profits that will make the software less costly in the future.

An executive decision was made by the Head of Staff along with the Staff to purchase a single license before the discussion, so this is for future planning and use.

No action is needed at this time.

The minister suggest that we may look at the possibility of a Technology Policy that might address software issues and single platform integration.

### New Business

Introduction – Budget Adjustment

Discussion about sabbatical savings. We are not skipping our responsibility to accrue sabbatical funds.

Discussion that staff compensation be increased first and foremost

Motion to recommend a 3% cost of living increase for staff, \$2200.00 in Leave Coverage, \$1000.00 for Property Maintenance and \$500.00 for the UUA fair share contribution with the balance of the windfall held for future budgeting.

Moved – Brandon

Second – Mary

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

Introduction – Stewardship request for ideas on how to use increase

Parking Lot

UUA Fair Share Contribution

Search Committee

Interim Expenses

Building Stewardship

Cost Of Living Increases for Staff

Finding our church? Process

Restoring budgets that have been cut

Restoring staff positions

UU Summer Camp

Hiring someone to vision our social justice direction

Hiring a Social Justice Coordinator

### Board Action Assignments

Opening & Closing Readings for November meeting – Caroline, Opening – Brandon, Closing

Appreciation Activity – John Bartlett

The Past President will forward a copy of the Harvest Feast script to the Secretary (Harvest Feast MC)

The President will coordinate with the President-Elect to communicate the reconciliation limits and activities

The President will coordinate with the Social Justice Chairperson regarding what animal organization we are supporting in December?

Visitor Questions –

Is the Board of Trustees considering revisiting the concept of being a Program size church?

Discussion of this will probably be part of the visioning process for the church

Has there been any consideration of skipping the interim and going forward with a new minister?

It is best practice to allow time for grieving and reconciliation before undertaking a settled ministry to hope for success for all parties involved

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

Bill Frederick – Surgery Apprehension

Hal Caldwell – Shoulder Replacement – Successful

Stephanie Dillenger – Health Issues

Executive Session – No

**Meeting Adjourned – 10:30 PM**

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

**President's Report**  
**October 9, 2019**

Monthly tasks:

Sign checks

Splinters from the Board—thank you all for your input into September's report

Weekly Meeting with Seth

Two LONG phone conversations with congregants

Met with Finance committee Sept. 16<sup>th</sup>

Helped at soup lunch Sept. 15<sup>th</sup>

Reading and studying Congregational Leadership in Anxious Times by Peter Steinke

Additional board meeting Sept. 25<sup>th</sup>

I have been reading more on leadership development on the UUA website.

**President Elect Report**  
**October 8, 2019**

I attended both board meetings

I attended the lunch/ice cream social

I attended the Mabon Feast at the church and met new church members

I had meetings with 2 different members

I emailed the long range planning committee and scheduled our first meeting

**Vice President's Report**  
**October 9, 2019**

Hospitality

- Will need someone on 4<sup>th</sup> Sundays to help lift trays out of the washer as Tom has hurt his back

Helped Brandon with Ice Cream Social Ice cream machine

RE – teaching Middle School class (watched Forrest Gump as part of “Popcorn Theology” curriculum)

Helped keep things on track for Pokagon Retreat planning

Sights and Sounds have new over ear microphone transmitters and receivers – WORKING MUCH BETTER!!!!

Attended both Board meetings

Program Council

- Adult RE – committee is in need of members and direction to get moving again.
- Fellowship – Jean Filson
  - June – Julia’s service snacks for volunteers (lots of socializing after the service)
  - August 4 – served refreshments
  - Sept 15 – Soup luncheon (ran out of soup! Need more vegetarian options)
  - Harvest Feast – Nov 23
  - Xmas tree trimming
  - Xmas Eve reception
- Finance – Lynn Sousa
  - Working on designated funds policy
  - New budget number
- Fundraising – Lisa Cox (Bazaar)
  - Booth chairs assigned
  - Consignments getting assigned
  - Publicity
  - Security?
- Membership – Kirk Robey
  - Entire committee has been turned over
  - Judy Roepke, Margaret Reeder (maybe Annemarie Voss & Jennifer Hollems)
  - Get older members to interact with them
  - Thinking about how to reintegrate people who have left
- Property Maintenance – Bruce Craig
  - Community work day planning
  - Grounds need help
  - Bradford sign gone
  - New parking lot bulbs
  - Water bill – leak in the boiler system near font entrance, need to cut concrete
  - Sewer lines cleaned out through whole church (again for Bazaar?)
  - Boiler replacement is still on radar

- Religious Education – Elsbeth Fritz
  - Kickoff dinner & training
  - OWL 7-9
  - Children’s offering
  - Service project – Heffer Intl - Vote
- Social Justice – Katie Williams (via email)
  - Bruce Rothschild, Luellen Smucker, Wayne Meyer, Jerry McKean, Katie Williams
  - Holding Movie Nights each month beginning in January
  - Reviving the Anti Racism Task Force – defining purpose
  - Tree planting – looking for places to plant trees
  - September’s dedicated offering group had to be cancelled, October is to Back to School Teachers’ store
  - White River cleanup on 9/21
  - Looking at other events that the church could be doing (CROP Walk, Anderson Suicide Walk, Autism Walk, etc.)
- Stewardship – Holly Hanauer
  - Started meetings in August
  - 2 lay led services in February
  - Educational tidbits – awareness “word game”
  - Foster a culture of giving beginning with our youth



**Treasurer's Report**  
**October 8, 2019**

***Current Year – FY 2019-20***

So far this year, we have received \$73,326 in pledges and gifts (including \$997 in loose offerings) vs. \$262,000 in the full year budget. We are 27% of the way through the year, and we have raised 27.7% of our pledges and gifts budgeted. (Income and Expense v Prior Year)

Dedicated offerings are at 18.6% of the budget for the full year, so behind expectations. (Income and Expense v Prior Year)

Expenses are in line with expectations. The music director shows that twice the budget has been spent. Our account will be moving money into the designated fund from last year's budget to cover this expense as decided on by the board in September. Some expenses such as RE, are below budget, but this is just a timing issue.

Property maintenance expenses are above expectations (\$17,063 or 35% of the full year budget) due to higher expense in repairs and upkeep (\$4,275 v. \$4500 budgeted for the full year). This bucket includes expenses for carpet cleaning (which we do every year) along with some AC repair and light repair in the parking lot. The Property Maintenance budget isn't the same every month, so this isn't necessarily a bad sign. (Transaction Detail by Account).

Our checking account balance is \$11,412 v. \$7488 last year, and our Designated Fund balance is \$48,151 v. \$26,322 last year. 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 go up and the designated fund down. (Balance Sheet)

***T-shirt sales***

Shirt sales this week and will continue at the Bazaar. Denise Ewing's sister did a mock-up of our t-shirt design.

**Minister's Report**  
**October 8, 2019**

- worship –Volunteer Dedication Ceremony was held Sunday, September 15
- worship – attended October Worship Associates meeting
- administration – October Unigram published
- administration – led weekly staff meetings
- pastoral care – attended October Pastoral Associates meetings
- pastoral care – attended to church's pastoral care needs, including several pastoral appointments
- UUA – mentor conversation with Preliminary Fellowship mentee
- UU Minister's Association (UUMA) – attended Heartland Chapter fall UUMA retreat, closed out my two-year term as Chapter President