

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Sunday, February 16, 2020

Meeting called to order at 4:05 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: Mike Sullivan, Cindy Turner

Motion to approve the February 16 Agenda as amended

Moved – Mary

Second – John

Discussion – Add investment account management documents, childcare coordinator

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Motion to approve the January 8 Minutes

Moved – John

Second – Mary

Discussion –

Vote Yes – 4

No – 0

Abstain – 1

Motion Passed

Motion to approve the January 22 Minutes

Moved – John

Second – Jennifer

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 – See Attached Report

Unfinished Business

Introduction – Interim Ministry

Do we want to look at a candidate from the UUA?

Not choosing a UUA fellowshipped minister (interim or otherwise) does not mean that we are not a UU church.

According to the responses, it does not seem that in the past that we utilized the UUA resources available.

We should find out what is available through the UUA interim program and then be open to look at other possibilities.

It is better to have a failed search instead of someone that doesn't fit.

Do we want a full-time or part-time minister?

The general agreement is that we will need a full-time candidate.

We can communicate the financial constraints and environment in our community.

Sell Muncie as a great place to be, instead of apologizing for a place to settle for.

Who should be on the committee?

Should be an odd number (3-5). Should have board representation and other persons from the congregation.

Brandon and Caroline are willing to serve in this capacity as a Board representative. Emily would, quite possibly, be interested as well.

What do we ask for?

Town Hall Meeting on March 15th at 12:30 with smaller break-out groups

Motion to undertake a UUA search for a full-time interim minister candidate. To authorize the formation of a special Interim Minister Search Committee.

Moved – Brandon

Second – John

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

New Business

Introduction – Childcare Coordinator

Motion to hire Caraline Andros to the position of Childcare Coordinator per the Staff recommendation

Moved – Mary

Second – John

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Introduction – Fund Management

Motion to appoint Indiana Trust to manage the Ball Fund, Askren Account and 1859 Account

Moved – Jennifer

Second – Mary

Discussion –
Vote Yes – 5
No – 0
Abstain – 0

Motion Passed

Board Action Assignments

Next Meeting: Opening Words – John, Closing Words – Jennifer, Appreciation Activity – Caroline

Mary will convene the Nominating Committee and produce a list of candidates for the Interim Search Committee to the Board of Trustees

March 15th 12:30 PM (After Music Appreciation Sunday) – Schedule Town Hall with Smaller break-out groups to discuss desired qualities in an Interim Minister.

The Head of Staff will communicate the hiring of the Childcare Coordinator to the Staff and candidate.

Jennifer will work on developing the methodology for the Board of Trustees to utilize the data to be provided from future administrations of the Ministerial Evaluation methodology developed by the Committee on Ministries

Caroline will transmit the evaluation report from the Committee on Ministries to the Minister and schedule an executive session for the Minister and the Board of Trustees to discuss the results together.

Visitor Questions –

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

Executive Session – Yes

Meeting Adjourned – 6:30 PM

Next Regular Meeting – March 11, 2020 – 6:30 PM

President's Report
February, 2020

1. Met with social justice to discuss guidelines for UUCM affiliation for social events: Jerry McKean checking into policies of other churches
2. Met with Emily and staff about interim ministry
3. 2nd board meeting January 22nd
4. Contacted Steve Sherman re: bell that we will try to get in late July, early August
5. 2nd board "chat" with congregation about interim ministry January 26
6. Follow up chat
 - a. Wrote to past presidents with a list of questions; handed out to board Feb 9th
 - b. Wrote to some at the chat with other questions; handed out to board Feb 9th
More to come

7. Meetings with Seth—presidents and solo
8. Splinters, check signing
9. Finance committee January 13th
10. Checked with Christie about fall retreat refund
11. Met with Jamie Butterbaugh and Emily about CoM evaluations February 6th
12. Met with Nicole Kaplan about fundraising, future carnival February 10
13. Met with Mary JR, Jennifer PS, Christine Rothschild (new chair of auction) about service auction February 3rd
14. Met with Mary Johnson Robey about nominating
 - a. Contacted Karen Moorman about chairing Seth's farewell party after church April 19th—she said yes
 - b. Mary and I talked with Christine Rothschild about chairing service auction

15. Wrote email invitations to February 16th stewardship celebration to those not currently pledging
16. Contacted David Pyle Mid America region about exit interview
17. Contacted Keith Kron about possibility of developmental minister without interim (none available)
18. Bruce Craig about cold minister's office and leak—once water district has proof of repair bills and leak estimates, our water/sewage bill will be reduced. Bruce and Christy working together on this
19. Much contact with Lisa Presley about interim ministry

President Elect Report
February, 2020

- 1) Mtg with staff and Caroline re: interim minister and communication with the board
- 2) Special board meeting
- 3) Townhall w/ congregation after church
- 4) Presidents' mtg w/ Seth, Caroline, and Mary
- 5) One-on-one mtgs w/ several congregants
- 6) Mtg w/ Caroline and Jaime (COM) re: Seth's evaluation and new evaluation process
- 7) Mtg and work w/ LRP committee
- 8) Phone mtg w/ Lisa Presley re: interim

Past President's Report
February, 2020

Attended presidents' meeting with Caroline, Emily, Seth.

Attended new member signing in January & co-taught Roots & Wings with Kirk Robey in February.

Working on data input for service auction. Attended initial meeting.

Personnel Policy Committee met to review current policy; set goals.

Vice President's Report February, 2020

In the past month:

Second Board meeting to discuss interim.

Second town hall meeting to discuss interim

Recruited Eli Butterbaugh to help the hospitality team on 4th Sundays (Tom Low needs to drop off because of back problems and lifting the dishes out of the dishwasher/sanitizer)

Working on hospitality handbook with instructions for teams on Sunday mornings.

Worked with Stewardship to make the podcast.

Helped promote the Social Justice film series events.

Worked with John Taylor to get the solar panels back on the network so they are reporting

Program Council

- Fellowship – Beth Gonser
 - Xmas Eve
 - Decorating the church for Xmas
 - Took down decorations (Jan 5)
 - Feb 16 – Stewardship lunch
- Finance – Lynn Sousa
 - Budget requests
- Membership – Kirk Robey
 - Two new members (signing Sunday, Jan 19)
 - Roots and wings class
- Property Maintenance – Bruce Craig
 - Xmas trees up and down
 - Finalized snow removal contract
 - New sensors for water to send alarm installed
 - Boiler inspection good except office – Now fixed with replaced valve and tank – off while water leaks (will fix it in summer)
 - Bought radiative heaters for offices
 - Wheels on the service carts for the kitchen
 - Sam Harris laid new gravel in the parking lot
 - Solar panels back on the network
 - WiFi power outlet has been added to the list
 - Concrete block cracks
- Social Justice – Jerry McKean
 - Film Jan 23 - 4th Thursday every month – “Reluctant Radical” 7 PM
 - Film Feb 27 – “Making a Killing” 7 PM
 - Designated offering – February – A Better Way

- Building use policy – doing business with companies that follow our values
- Stewardship – Holly Hanauer
 - Finalizing plan for pledge drive
 - 8% increase in pledge drive to meet \$17,000 additional to cover
 - Cost of living for staff
 - Consultant for reconciliation
 - Interim minister costs for moving/salary
 - Search committee
 - Post cards but not any other physical mailings (looking at those who don't attend regularly and need the mailers)
 - Inserts in OOS and eBlasts
 - Forms available online and in church

Treasurer's Report
February, 2020

Current Year – FY 2019-20

Our Pledges and Gifts are right on budget. So far this year, we have received \$166,135 in pledges and gifts (including \$2090 in loose offerings) vs. \$166,613 budgeted (\$1599 loose offerings). There are several people who are behind on their pledges, and many of those pay in one lump sum, and we believe they are still on track. A few seem to be behind their normal giving, and we probably need someone to follow-up. How should we handle that? (Income and Expense v Prior Year)

Our Bazaar raised \$15,565 vs. \$13,000 budgeted! Other fundraising is lagging since we planned for \$7500 in "misc. fundraising", and we have brought in \$459 for t-shirt sales (this is wrong on the report – working to correct it). (Income and Expense v Budget)

Our interest and dividends are ahead of budget. We earned \$4,959 in interest and dividends vs. \$4,132 budgeted. (Income and Expense v Budget)

Dedicated offerings are at \$5,598 vs \$6,457 budgeted. Building use is up (\$495 vs. \$307 budgeted), but we can't count on that continuing.

Expenses are in line with expectations. Worship Associates are above last year due to their repair/replacement of microphone parts (\$3492 vs. \$2314). Child care and nursery expenses are up, which means we have more kids needing more care!

Property maintenance expenses are above last year (\$40,389 vs. \$32,245 budgeted for the full year) due to higher expense in repairs and upkeep (\$6715 vs. \$2767) and water and sewage (\$4570 vs. \$3075 budgeted). This bucket includes expenses for carpet cleaning (which we do every year) along with some AC repair and light repair in the parking lot (Income and Expense v. full year budget).

Our checking account balance is \$19,520 v.\$13,533 last year. (Balance Sheet). All investments are up – Ball fund to \$91,350 from \$75,735, Askren \$13,589 vs. \$11,673, Templar \$233,288 vs. \$200,057, Crosley \$63,913 vs. \$53,326 (Balance Sheet).

The Restricted and Designated Funds section of the Balance sheet (p. 2) has several things to note:

- Minister's Discretionary Fund -\$159 – I don't know why this is negative. I am following up with Christie
- Piano Maintenance shows balance of \$12,471, but \$7,471 has been transferred to an investment account. I have asked Cathy (our accountant) to update this next time she makes changes.
- Overcoming Poverty Dinners – this is for the Feeding our Hungry Neighbors Taskforce to use. I am following up with Bea to see when they plan to spend this.

- Flagpole fund (\$809) and Anti-racism task force (\$26). I will let the social justice committee know this is available to spend so they can start figuring out what they want to do with it.
- Caring Fund and Pastoral Care fund – I have asked Cathy to combine these under Pastoral Care fund next time she makes changes.
- I have asked Christie if she knows what “special collections” are.

There is one Restricted and Designated Fund category that I would like to look more into. The Boston Balance is currently \$4659. Last year at this time, it was \$4476, and they went to Boston in between. Did we not spend any of this fund? If not, why not? Did we spend some and then raise more? It seems like we should have a lower balance now that BB is a few years away. I do understand that they want to plan for the future, but how much is enough?

Minister's Report to UUCM Board of Trustees

February, 2020

Rev. Seth Carrier-Ladd

Worship:

- everything going well; Age of Reading Ceremony held on 1/19/20
- Stewardship Committee did an excellent job with first Stewardship Service, this past Sunday, 2/9/20
- upcoming: 2nd Stewardship Sunday this Sunday, 2/16/20; Iris Chalk preaching on 2/23/20

Rites of Passage

- Served as officiant for Elsa Reichle's Memorial Service 1/18/20

Pastoral Care:

- continue to meet w/folks and make visits; Pastoral Associates continue to be engaged

Administration:

- February Unigram published
- led weekly staff meetings
- met with Caroline weekly in President-Minister meeting, as well as Presidents meeting with Emily and Mary
- Completed certification process with Tech Soup, which will allow us to get discounts on software and hardware moving forward
- Prepared and submitted budget requests to Finance Committee in conjunction with staff

UUA:

- mentor conversations with both Preliminary Fellowship mentees

Other:

- Attended MLK Day of Service at 2nd Harvest Food Bank Warehouse

Time Off:

As previously discussed, I have/had 4 weeks of study time left to take between Feb. 1 and April 30th. In addition to the time I have already notified you I will be off, I have taken/will take these 4 weeks as follows:

1 week – Monday, Feb. 3rd – Saturday, Feb. 8th + Sunday, Feb. 16th (I assisted the Stewardship Committee in leading the service on Sunday, Feb. 9th)

1 week – Monday, Feb. 24th – Sunday, March 1st

1 week – Monday, March 23rd – Sunday, March 29th

1 week – there are really no other good Sundays/weeks for me to take off, so instead of taking one consecutive week off, I will take 5 individual days off over the course of the next two months, tentatively scheduled to be:

Monday, Feb. 17th

Monday, March 9th

Monday, March 16th

Monday, March 30th

Monday, April 6th

I plan to stick to that schedule as much as possible, and, knowing that the demands of ministry and pastoral care often vary day-by-day, I will make adjustments if needed.