

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, March 11, 2020**

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: Mike Sullivan, Nicole Kaplan

**Motion to approve the March 11 Agenda as amended**

Moved – John

Second – Mary

Discussion – Add a discussion of the COVID-19 virus and add Board’s Role in the Ministerial  
Evaluation Process

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the February 16 Minutes as Amended**

Moved – Jennifer

Second – Caroline

Discussion – Friendly amendment regarding Caroline Sullivan being willing to serve on the  
Interim Minister Committee.

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

Minister – See Attached Report

### Unfinished Business

Introduction – Clarification of Handling Technology After Seth is Gone on April 29<sup>th</sup>, 2020

Rev. Seth has shared the plan that he has created for the transition. Mary suggests that we have a point technology person and also identify a backup person just in case our point person is not available to carry out the duties. Should possibly consider both a Board and Staff person or perhaps an appointed Technology Manager from the congregation. Document and keep all passwords on file in case of an unplanned transition. Basically, no one person should hold the ability to access the church's technology.

Introduction – Facebook Policy

Postpone for time constraints needed for later discussions in the agenda (COVID-19)

Introduction – Interim Minister Committee

**E-Mail Motion to nominate Brandon Mundell, Caroline Sullivan, Jamie Butterbaugh, Diane Hill, and Jerry McKean to the Interim Minister Search Committee. The committee will review applications, interview potential candidates, and make a recommendation to the Board of Trustees on who to hire.**

Moved – Mary

Second – Caroline

Discussion – There are members of the congregation that may not be comfortable with the appointment of Jerry McKean based on his past leadership of the congregation. Response that the actions of the Board of Trustees are made as a group, using the democratic process. The choice of Jerry may be a case of selecting the same people over and over. The criteria was selected to favor persons with a long relationship with the church.

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

New Business

Introduction – Fund-Raising Seed Money

Nicole Kaplan would Chair the Fund-Raising Committee. Nicole sees opportunities for fund-raising activities that we are not currently undertaking. The Chair and Committee would manage the recruitment of coordinators for the two major fund-raisers, Bazaar & Service Auction. The Chair would also work to coordinate all church fund-raising activities to prevent calendar and other potential conflicts. Denise Ewing is interested in serving on the committee as well. Mary Johnson Robey and Nicole Kaplan envision a request for \$200 of seed money to be added to the current year budget to be repaid by fund-raising efforts with a future request of \$500 annually in future budget years.

**Motion to add \$200 of seed money to the Fund-Raising Committee in the current (2019-2020) fiscal year budget**

Moved – Jennifer

Second – Mary

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

**Motion Passed**

Introduction – Dates to be finalized:

Budget Meeting – Week of April 13<sup>th</sup>? – Thursday April 16<sup>th</sup> 5:30 PM (To be Published)

Exit Interview with David Pyle – Monday March 30<sup>th</sup> 2:00 PM (Plan on 2-3 Hours)

Set a date for a potential Exit Interview with Rev. Seth – Wednesday, April 22 – 6:30 PM

Introduction – Organize Chat After Church March 15<sup>th</sup>

Introduction – COVID-19

How are we going to respond to this threat at this time?

At this time, many local churches are being aware and mindful, but have not changed the format of service.

When do we change our operations to close the church and move services to live streaming and staff to work from home status?

When, not if, do we make these decisions?

When do we ask committees to begin meeting virtually, Purchase a Zoom account or two to allow for simultaneous meetings. Cost is \$15 per month per account. Could be higher, if more than 100 devices are to be connected to the same meeting (think a Sunday service).

Currently we suggest some first steps, encourage no touching between congregation members, separate chairs form each other (less chairs in the sanctuary), do not share candles for lighting memorial candles.

How do we maintain connections?

**Specifics:**

Sunday March 15

Hold Sunday Service

Cancel Coffee Hour

Attempt to reschedule Sunday Chat for Sunday the 22<sup>nd</sup> using Zoom Virtual Meeting to model the technology to the congregation.

Sunday Services – Transition to virtual. Not this Sunday, goal by Sunday the 22<sup>nd</sup> of March to be virtual. Continue this method until April 26<sup>th</sup> unless otherwise informed.

Membership Sunday – Reschedule for the Fall

Bridging Ceremony – If it can be virtual, good. If not, then we can cancel it. Check with the Youth Coordinator and the Youth.

Board Meetings – Will be held virtually (Zoom) and, when possible, advertised to the congregation to have the meetings remain as public and transparent as possible.

Committee Meetings – Transition to virtual after March 15<sup>th</sup>

RE – Consult with Nadine about how to transition by March 22<sup>nd</sup>

OWL – Consult with the DRE – Transition after March 15<sup>th</sup>, If possible

Youth Groups – Transition to Virtual

Overnights – All Cancelled March 15<sup>th</sup> – April 30<sup>th</sup> pending further information.

Staff – Close the building beginning Monday the 16<sup>th</sup> of March to all but those that require access. Staff will be paid regardless of the ability to complete work as a result of the restrictions.

Building Use – All reservations cancelled for the upcoming 3 month period.

Janitorial Service – Still required, may change pending advice from Property Maintenance

Farewell Event for Rev. Seth – Reschedule to July pending other information.

Service Auction – Will be held virtually.

Body Life (Markie Oliver) – Cancel from March 15<sup>th</sup> – April 30<sup>th</sup> pending further information.

Movie (Social Justice – Jerry McKean) – Cancel from March 15<sup>th</sup> – April 30<sup>th</sup> pending further information.

Connection Groups – Transition to Virtual after March 15<sup>th</sup> if meeting at the church. Choice is up to the group for a meeting at another site, with strong encouragement to hold virtual meetings.

Memorial Services – If the facility is closed, the facility is closed. The services will have to be postponed until we determine it is safe for us to reconvene.

External –

AWAKEN Dinner – The building will be closed, communicate with AWAKEN

Yoga (Monday) – Cancel

No Reservations for Building Use for the Next 3 months

**\* Discuss (via Zoom) how we work to keep our congregational connections going during the period of COVID-19 response.**

Introduction – Board’s Role in the Ministerial Evaluation Process

Proposal is a result of a meeting between Jamie Butterbaugh and Jennifer Hollems.

Do we need to specify issues of “freedom of the pulpit?” – Not necessary because of contract language.

Edit pronouns to “their”

Perhaps reword #8, while valid, to be less of a hammer

If the Board of Trustees is going to undertake this, they will need to budget time to complete the creation of all three sets of goals, as specified in the document, and to not put off or rush the process.

If and when this is officially adopted, it would become a policy in the Policy and Procedure Manual

### Board Action Assignments

Next Meeting: Opening Words – TBD, Closing Words – TBD, Appreciation Activity – TBD

Budget Meeting – Thursday 16<sup>th</sup> 5:30 PM (To be Published)

Exit Interview with David Pyle – Monday March 30<sup>th</sup> 2:00 PM (Plan on 2-3 Hours)

Date for a potential Exit Interview with Rev. Seth – Wednesday, April 22<sup>nd</sup> – 6:30 PM

Rev. Seth & Caroline will coordinate a special E-Blast regarding our transition to the COVID-19 preparedness plan.

Mary Johnson Robey will contact Christie first thing Thursday morning regarding who our contact with AWAKEN is and will communicate about the COVID-19 preparedness plan.

Rev. Seth will set up 3 Zoom accounts for use for virtual services, meetings & etc.

Emily may, hopefully, compile the Board's Exit Interview responses for submittal to David Pyle.

### Visitor Questions –

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

### Executive Session – Yes

### **Meeting Adjourned – 9:50 PM**

Next Regular Meeting – April 8, 2020 – 6:30 PM (Probably Virtual)

**President's Report**  
**March 10, 2020**

Meeting with Seth

Splinters

Meeting with Mary JR and Christine about service auction

Publicity arrangements for Chat on the 15

Corresponding with UUA folks, regional and transition office about interim and exit interview

Working on exit interview, reading book about church culture

**President Elect Report**  
**March 10, 2020**

Worked through the Exit Interview paperwork



## **Past President's Report**

**March 10, 2020**

- Attended the stewardship service
- Offered Roots & Wings class with Kirk Robey; attended new member signing
- Met with Personnel Policy Review Committee; final report will be made at April Board meeting
- Conferred with the Nominating Committee to recruit members for the Interim Minister Search Committee; motion has been made
- Met with Service Auction Committee; worked on developing donation form which will be available March 15
- Met with Nicole Kaplan in regards to the Fund Raising Committee; she will be attending Board meeting to discuss plans
- Reviewed COVID 19 virus information for discussion with Board
- Worked on exit interview material

**Vice President's Report**  
**March 10, 2020**

Worked on Seth's exit interview questionnaire

Continued to keep website software up to date and create weekly podcasts

Helped finish the video section of the Powerpoint for Iris's sermon.

Was sick during the week of the Social Justice film, so I was not able to attend.

Program Council was cancelled due to my father-in-law's heart procedure that day, but I received a report from Property Maintenance:

- Property Maintenance Committee Activity  
The committee meet on February 18<sup>th</sup> and discussed the following.
  1. Location of 3<sup>rd</sup> bell. The church will be receiving a 3<sup>rd</sup> bell from Steve Sherman. The downtown church had 3 bells and the smallest one fell through the floor and was damaged when the bells were being removed. Steve took the bell and was able to repair it and kept it when he left Muncie. His family no longer wants it so it will be returned to us this spring. The PMC needs to find a location.  
DO ANY OF YOU HAVE SUGGESTIONS FOR ITS PLACEMENT? It is the smallest of the bells and should be placed somewhere that is permanent.
  2. Planned out a workday. It is set for March 14 from 9-12 with March 21 being a rain day.

Activities

1. Christie Williams contacted me about extremely high water and sewage bills that the church has been experiencing. I contacted both Indiana American Water and the Muncie Sanitary District and told them about our boiler leak. They indicated that they would adjust the bills once they received evidence of the leak, Christie sent them the repair invoices we have from Lemans.
2. Repaired one of the toilets in the women's bathroom.
3. Removed bazaar items from the walkthrough and took them to the bazaar storage barn.

One last thing! I found a Peace Flag in the bazaar signs box and want to know if any of you want it. The purpose of the bazaar is to make money so I do not think political signs should be displayed in any of the booths. The sign needs a home!

Bruce Craig

Stewardship Committee report

March 9, 2020

Pledge totals as of this date are \$ 264,877, with 90 pledges in.

The two Stewardship Sunday services were very well-received. We heard many positive, even enthusiastic comments from people. We were also pleased with the pledge total from Giving Sunday, around \$210,000, and additional pledges came in pretty steadily in the next couple of weeks. We sent a couple of group e-mail reminders to remaining pledging households, which brought in a few more. Caroline has sent letters to a few people to encourage them to pledge. We will be calling people who have pledged before with another reminder; there is the potential to reach \$272,000 if those pledges come in.

Our committee desperately needs more members. Holly and Bea are returning next year. Nan and Katie are going off. (They were so generous in remaining on for this year!) We plan to continue with the current campaign model for at least another year, since it seems to be working, and we'd rather not reinvent the wheel. Perhaps this will help potential new members feel like joining us - it's really not that hard!! (Plus you get to see cute grandbaby Felix videos at each meeting!)

Holly Hanauer, chair

**Treasurer's Report**  
**March 10, 2020**

We currently have \$31,365 in our checking account vs. \$11,838 last year at this time. (Balance Sheet)

We have raised \$194,6734 in pledges vs. \$270,937 budgeted for the year. We are 70% of the way through the year, and we have raised 72% of pledges and loose offerings. (Income and Expense v Budget)

Our investment accounts are growing - The Ball Fund is \$91,350 vs. \$75,735 last year at this time. The Templar fund is up to \$233,288 vs. \$200,057 last year, Crosley is \$63,913 vs. \$53,326 last year, and Askren is \$13,589 vs. \$11,673 last year. (Balance Sheet)

We have raised about \$400 on misc. fundraising vs. \$7500 budgeted this year. T-shirt sales at the Bazaar were incorrectly counted as bazaar sales instead of t-shirt sales, and this will be fixed in the future. (Income and Expense)

Our Interest and Dividends are \$4,959 vs. \$6,720 budgeted for the full year, so we are ahead of schedule on that, too. (Income and Expense)

Dedicated Offerings are still lagging (\$6032 vs \$10,500 budgeted for the full year - 57.6%) (Income and Expense)

Youth Groups have spent \$2,265 vs. \$2,250 budgeted for the full year. (Income and Expense)

Choir and music library shows \$201 spent, but this should be paid out of the Designated Fund. (Income and Expense)

Child care and Nursery is above budget (at 84.2% of full year - \$3,382 vs. \$3,900). This looks like it will be over budget for the year. (Income and Expense)

Office Equipment and Software is above budget (\$2,419 vs. \$1,767 budgeted). This is because of Nadine's computer. (Income and Expense)

Water and sewage are above budget, as are repairs and upkeep. We thought we budgeted enough for water and electric, but we are above budget right now. (Income and Expense)

The Pokagon group would like to start a designated fund for Pokagon which makes sense because they collect money one year which will be used for the next year. Mary is working on a form to create a designated fund. We were refunded the money from last year when Pokagon cancelled, but the church is not refunding it to individuals unless they ask. Most people have wanted it carried over to next year.

The Finance Committee met to start work on budgeting for next year. We will have a request budget, an austerity budget, and a recommended budget after our 3/16 meeting. We need to schedule an extra board meeting to discuss the budget and come up with a budget to present at the April meeting. Key dates: April 26, budget presentation to the congregation, May 17, Congregational Meeting.

I met with Jamie Butterbaugh and came up with a draft of the Board process for reviews.

Denise Ewing is interested in serving on the Fundraising Committee.

# Minister's Report to UUCM Board of Trustees

March, 2020

*Rev. Seth Carrier-Ladd*

## Worship:

- everything going well
- Stewardship Sunday Part II on 2/16 was a success – nice job Stewardship Committee!
- services with guest preachers (Iris Chalk 2/23, Rev. Sarah Gettie McNeill 3/1, Jerry McKean 3/8) went well by all accounts

## Pastoral Care:

- continue to meet w/folks and make visits; Pastoral Associates continue to be engaged
- Pastoral Associates meeting 3/10 – discussed preparations for coronavirus

## Administration:

- March Unigram published
- led weekly staff meetings
- met with Caroline weekly in President-Minister meeting

## UUA:

- mentor conversations with both Preliminary Fellowship mentees

## Other:

- I was on Study Leave for two weeks, about half of the month between board meetings, so less to report this month

**Community Minister's Report**  
**March 16, 2020**

① PASTORAL COMMUNITY MINISTRY

- Meetings with my spiritual directee are on hold until I return from Florida in March.

② Other COMMUNITY MINISTRY

- My February *StarPress* column was on how current and proposed government policies negatively and disproportionately impact vulnerable populations. Not news to any of us, likely, but to the larger Muncie/ECl community, probably! I focused on the need to ask preliminary “metaquestions” such as “Who are we? Who do we want to become? Are we willing to do what it takes to become what we want to be and need to be?” Answering these is necessary if we are to move forward in any meaningful way.

③ UUCM MINISTRY: PASTORAL CARE

- I'm tending to pastoral care needs as best as I can while I'm away. Sometimes a phone call or even an email can be helpful.

④ UUCM MINISTRY: OTHER

- My February Unigram column concerned crawling out of a funk and nodded slightly to our monthly theme of resilience.

⑤ MINISTRY IN THE LARGER UU COMMUNITY

- I've joined the Clergy Letter Project, which involves a quite-significant number of UU-affiliated clergy, along with clergy from other denominations ([www.theclergyletterproject.org](http://www.theclergyletterproject.org))

⑥ PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY

- In the line of self-care, I've read a couple of really good novels!
- We've also enjoyed our time at the UU Fellowship of Vero Beach.