

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, April 8, 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

Motion to approve the April 8 Agenda as amended

Moved – John

Second – Emily

Discussion – Add discussion of the SBA programs and perhaps recommendation of partial donation of stimulus check to churches and other charitable causes for congregation members.

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Motion to approve the March 11 Minutes

Moved –

Second –

Discussion –

Vote Yes – 5

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

MutualBank to Northwest Financial transition

Text message regarding pledge statements

SBA Loans – Payroll Protection Program (Up to 2.5X monthly payroll that may be forgivable)

Should consider to cover shortfalls from potential lost pledges, service auction,

Motion to apply for the SBA Payroll Protection Program Loan (Forgivable)

Moved – Mary

Second – Emily

Discussion –

Vote Yes – 5

No – 0

Abstain – 0

Motion Passed

Minister – See Attached Report

Unfinished Business

Introduction – Interim Minister Committee

The committee has completed the application and will submit it on the earliest possible publish date of Thursday April 9, 2020. Minister applications will be released to congregations on May 4, 2020.

Introduction – COVID-19 Impacts on UUCM

Many committees are working to make our virtual transition as smooth as possible.

Pastoral Associates is working to contact all members and friends during the stay at home order

Membership is contacting guests that attended physical service just before the transition that have not attended the virtual service to let them know that they are welcome to attend our virtual service

We need and appreciate John Bartlett and other tech-savvy people who will and are helping congregation members with tech support for the Zoom meetings and etc.

Rev. Seth suggests that we be creative in hosting some activities to help keep the connective time of the church going (pre and post service times, visiting in the parking lot, post meeting conversations, etc.)

Idea: Connecting older congregation members and younger ones for conversations

Idea: Connect people making masks to congregation members who may need them

Rev. Seth is interested in assisting, however does not have time resources to participate in creation and organization of these activities.

There are many good ideas and resources available. The key is to make sure that ideas have good follow-through to ensure potential success.

Caroline and Emily will spearhead these efforts.

How to manage Rev. Seth's farewell and departure given that there is a low likelihood of in person gatherings before his actual final day. Rev. Seth has attended a webinar regarding this and has forwarded some suggestions to the board via e-mail.

Series of Zoom meetings seems to be the most amiable solution at this point, but can be discussed further.

Perhaps contact Karen Moorman to discuss her ideas (Assigned to Mary)

How are all the Zoom meetings going?

Pretty well, some minor glitches, but decent performance so far.

Need to get hosting privileges to congregation members (i.e. Adrienne Gruver for RE on Sunday)
John Bartlett and Rev. Seth will be working on this.

Consideration of longer-term commitment to Zoom

Learning about security features and developing best practices for Zoom

Discussion of how to handle Service Auction. Many churches are cancelling because of COVID-19 and potential financial stresses for congregation members.

New Business

Introduction – How To Manage/Organize Congregational Meeting

Sunday May 17th at this point

We need to identify and test a voting system. Also a method to make voting available to those without technology access.

Brandon will work on the voting system and start with contacting Katie Frederick and Kristin Smith to see how they handled the voting for the Special Congregational Meeting.

Motion to postpone the congregational meeting until June 14th to develop a plan for accurate voting.

Moved – Mary

Second – Emily

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Nominating Report

President-Elect – Ben Strack

Still to Do:

Nominating Committee

Investment & Development

Internal Financial Review (Suggestions: Lynn Austin, Kelsey Brasell, Ron Moore, Jim Vincent)

Introduction – Letter Sponsored by Morning Discussion Group for UUA Consideration

The morning discussion group is requesting that the Board of Trustees send a letter to the UUA recognizing that science is essentially important regarding the COVID-19 situation and response. Encouraging the UUA to make a public stand on the side of the truth of science.

Suggestion to perhaps publish in the UU World magazine
Further suggestion that the statement should be more public

Communicate that not all religious organizations are relying on faith to make it through the COVID-19 situation and response

We know that there are churches who are still meeting and relying on faith.

What is the most effective method?

Suggestion that we submit for publication in the op-ed section of local newspapers that there is a religious community that endorses science as the best response to COVID-19

It is important to take a stance. It also may be a potential outreach tool to people who may not know there is a religious community who relies on science in juxtaposition to faith

We need to state why we are taking the stance. Because we feel it is a moral issue.

Motion to have the UU Church of Muncie taking a public (website, FaceBook, Op Ed, etc.) stance regarding the belief that science, as opposed to religious traditions, is the best response to COVID-19. Also, to encourage other congregations and the UUA to join us in this stance.

Moved – Brandon

Second – Emily

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Stimulus Check Stewardship Suggestions

There is a sentiment that a suggestion for congregation members and friends to consider donating %25 of the Federal Stimulus Check that each of us is slated to receive to the UU Church of Muncie.

Caroline will contact the Stewardship Committee regarding this suggestion.

Board Action Assignments

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

Jennifer will work with the Office Administrator regarding the application for the SBA Payroll Protection Program Loan

Caroline and Emily will meet and spearhead the ideas for keeping congregation members connected

Mary will contact Karen Moorman regarding ideas for Rev. Seth Farewell Activity(ies)

John & Rev. Seth will coordinate regarding Zoom hosting privileges for congregation members

Caroline will send a letter to Ben Strack thanking him for all of his contributions to the virtual services.

Brandon will work on a good virtual voting system for the Congregational Meeting.

Brandon will work on the letter of our stance on science and work with Emily to polish and distribute it.

Caroline will contact the Stewardship Committee regarding the suggestion to donate a portion of their COVID-19 Federal Stimulus funds to the UU Church of Muncie

Visitor Questions –

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

Executive Session – Yes

Exit from Executive Session

Motion to appoint Emily Wornell (President-Elect) to be the Board of Trustees liaison to the Staff during the Head of Staff Transition between the departure of the Settled Minister and the anticipated arrival of a Transitional Minister.

Moved – Brandon

Second – John

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

Meeting Adjourned – 8:50 PM

Next Regular Meeting – May 13, 2020 – 6:30 PM (Probably Virtual)

President's Report

April 7, 2020

- Splinters for April
- Sign checks (in an empty church)
- Meetings with Seth and other presidents
- Work on interim minister application with committee—4 ZOOM meetings
- Exit interview with David Pyle and BOT
- Auction committee meeting deciding to postpone auction
- Attended two Worship Associates meeting
- Called random congregants just to check in
- Attended virtual choir
- In contact with Mid America and Transitions offices
- Attended church, connection group, chats with ZOOM
- Made arrangements for budget meeting
- Board meeting
- Virtual chat, virtual on line survey with Christie
- Cocktail hour sometimes before 5:00—just to see if you actually read these reports

Past President's Report

April 7, 2020

- Attended Board meetings 3/11, 3/15; chat with congregation 3/22.
- Attended presidents meetings 3/18, 3/25, 4/1.
- Personnel Policy Review Committee final report has not been completed.
- Met with the Nominating Committee to recruit candidates for President-elect, Nominating Committee, Development & Investment Committee, Internal Financial Review Committee; met with potential candidates; Ben Strack has agreed to be candidate for President-elect. Still working on other nominations.
- Met with Service Auction Committee; service auction has been postponed; committee will meet in July to organize if possible.
- Met with board and David Pyle, Midwest District, to review transition questionnaire.
- Attended Midwest district zoom class on zoom; got zoombombed.
- Called meeting at request of Caroline Sullivan & Emily Wornell to discuss how the members and friends of the congregation can be kept in touch; Those attending were Julia Corbett-Hemeyer (Pastoral Associates), Liz Lowe (Caring Committee), Kirk Robey (Membership), Seth Carrier-Ladd. John Bartlett (Hospitality) was unable to attend. Results:
 - PA will meet (2nd Tues of month) to organize contacting those listed in the directory; will coordinate with Hospitality, Caring Committee
 - Food insecure are being addressed by Feed Our Hungry Neighbors
 - Membership will contact those who have attended a service recently but are not members or well established friends to let them know we are still offering services and are available to help them if needed.
 - John Bartlett will be contacted to identify congregation members who may be able to provide tech support to members if they are challenged by Zoom and would like to participate in church services or other meetings.

Vice President's Report
April 8, 2020

For the past month I have worked on the following items:

Webmaster:

- Kept the website up to date
- Changed the online calendar from building use to Zoom rooms
- updated software plugins as necessary
- converted a sermon (more coming) from Zoom video to audio for the podcast page
- Worked on a set of Zoom instructions
- Worked with various members and friends on setting up and using Zoom
- administered some Zoom sessions
- conferred about various solutions for security measures

Contacted several members to check-in on how they are faring

Attended the exit interview meeting with David Pyle

Program Council:

- Fellowship – Beth Gonser
 - o Jean comes back in April
 - o No events
 - o May 17 Congregational Meeting
- Finance – Lynn Sousa
- o Budget is almost ready for submission to Board
- Fundraising – Nicole Kaplan
 - o
- Membership – Kirk Robey
 - o Two new members in late February
 - o No Roots & Wings or New Membership Service had been planned until May, but maybe with ZOOM?
- Property Maintenance – Bruce Craig
 - o Workdays cancelled – snow & virus
 - o Parking lot lights repaired
 - o Stoves need to be checked for temp (postponed until church reopens)
 - o Janitors continuing to be paid and only work when needed
- Religious Education – Elsbeth Fritz
 - o Meeting wasn't held this last month
 - o Story time 3 days a week on ZOOM
 - o Children's chapel being worked on
 - o Personnel Policy task force
- Social Justice – Jerry McKean
 - o 2nd film wasn't as well attended, but still had several guests
- Stewardship – Holly Hanauer
 - o At 264,700 of 272,000 goal
 - o Need two members for next year

Treasurer's Report
April 7, 2020

Currently we have \$18,694 in our checking account vs. \$6,808 last year. (Balance Sheet)

So far, \$202,858 in pledges has come in or 70% of the full year goal of \$289,883. We are 77% of the way through the year. I don't know if that means we are behind, or if pledges will come in later. (Income and Expense)

Our operating expenses are on track at \$85,801 or 76% of the full year amount.

There are a lot of unknowns including: how will unemployment, market changes, and shelter at home effect our pledges, how will the market changes effect our income and dividends, how much will loose offerings go down since we can't use cash, etc.

We do know for sure that our fundraising income will be down. The Service Auction leaders and the Fundraising Committee have announced that they service auction will be moved to fall due to not having in person gatherings. This means that the income from that event will not come in this fiscal year (which ends June 30). So, that means we will reduce our fundraising by (estimated):

\$5,000 budgeted for the Service Auction
\$4,500 additional fundraising budgeted

So, this will lead our budget to be \$9,500 short all other things being equal. We just don't know that all other things will be equal.

Other notes:

- Caroline is reminding Jim that he has \$3,731 in the Music Discretionary Fund to spend as he sees fit
- We have \$809 in the Flaggpole fund to be used by the social justice committee, probably in the 2020-21 fiscal year due to the shutdown.
- Cathy will combine the Pastoral Care account and the Caring Fund when she does the Q1 books.

The requested, austerity, and recommended budgets are ready for discussion at the 4/16 Board meeting. We will present the budget for questions (via zoom) to the congregation on 4/26.

Christie is sending out pledge statements tomorrow and we were thinking about including something like this statement.

Let me know your thoughts tonight.

I hope that this reminder finds you safe and healthy in this difficult time!

Remember, you can always mail your payments to the church office, but if you prefer to pay from your bank account without a check, please contact Christie to make arrangements. If you are struggling financially as a result of this crisis, we understand. Please call Christie or I to talk about your pledge.

We look forward to a time that we can all be together in one room again. In the mean time, take care!

Jennifer Hollems, Treasurer

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Minister's Report to UUCM Board of Trustees

March, 2020

Rev. Seth Carrier-Ladd

Worship:

- Transition to virtual worship on Zoom has gone very well overall – it's been a lot of work
- Tremendous thanks and appreciation to Ben Strack for expertise and many volunteer hours behind the scenes that has helped it all go so smoothly
- Thanks and appreciation also to Jim Helton, who has made the transition to recording all of our Sunday music for us with aplomb
- I showed up to assist this past Sunday's service (April 5th, my Sunday off this month); much thanks to Michael Doyle for being our guest speaker
- Attended online UUA worship webinar on ideas of how to do virtual worship creatively on March 25th
- I'm working closely with the Worship Associates, Ben, and Ric Dwenger from Sights & Sounds to make sure that we have a smooth hand-off at the end of the month

Pastoral Care:

- Pastoral care continues in the pandemic, with both ministers and the Pastoral Associates engaging with folks electronically and via the phone
- Offered a drop-in pastoral care session on Zoom on Saturday, March 21st

Administration:

- April Unigram published
- led weekly staff meetings (several on Zoom)
- met with Caroline weekly in President-Minister meeting
- met with Presidents
- signed us up for and organized our Zoom accounts
- worked with Christie to create Zoom calendar for all church Zoom events while building is closed

UUA:

- mentor conversations with both Preliminary Fellowship mentees
- attended webinar addressing how ministers and congregations are handling farewells for ministers who are leaving during the pandemic

MARCH, 2020
COMMUNITY MINISTER'S REPORT
REVEREND JULIA CORBETT-HEMEYER

① PASTORAL COMMUNITY MINISTRY

- Met with my spiritual directee via Zoom. This went well technologically on both ends despite both of us being relative Zoom “newbies.”

② OTHER COMMUNITY MINISTRY

- My March *StarPress* column focused on the Covid-19 pandemic (no surprise here).
- I called both Indiana Senators Todd Young and Mike Braun to urge them to support the Families First Coronavirus Response Act.
- I also participated in Faith in Public Life’s initiative to let Trump know that people of faith oppose his plan to lift or modify physical distancing guidelines by Easter, which the group identifies, I think correctly, as the “Easter massacre.”
- There are also several community people I keep up with.

③ UUCM MINISTRY: PASTORAL CARE

- Not surprisingly, our need for pastoral services is increasing.
- Provided resources for our Pastoral Associates team as well as for staff members as I came across things that appeared helpful
- I continue to tweak my Zoom drop-in chats. Seth suggested canceling the Tuesday morning one to focus attention on the Thursday one. I’m also trying out having some more structured activities. Someone in a UUMA group I was in suggested that simply holding the space open right now is important, even if sometimes no one shows up. I’m inclined to agree with that.

④ UUCM MINISTRY: OTHER

- My March Unigram column focused as well on the Covid-19 pandemic.

⑤ MINISTRY IN THE LARGER UU COMMUNITY

- I participated in one of the collegial support Zoom calls that the UUMA is hosting.

⑥ PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY

- Learned to use Zoom to attend church services, staff meetings, Pastoral Associates meetings and for individual appointments.
- I’ve now used Zoom to participate in UU Ministers Association online events—a proverbial case of necessity being the mother of invention. Since I needed to learn it for UUCM, I’ll expand how I use it to enable me to participate more widely in things in the denomination going forward.

- I participated in a Zoom conference on how to make online Zoom spaces more enriching and powerful that was presented by Regional. This would have been more useful if it hadn't assumed people were way more conversant with Zoom than I am. I was far in over my head!