

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, July 8, 2020**

Meeting called to order at 6:35 PM

In Attendance:

Board: Emily Wornell – President – Present  
Benjamin Strack – President-Elect – Present  
John Bartlett – Vice-President – Present  
Jennifer Hollems – Treasurer – Present  
Caroline Sullivan – Past President – Present  
Brandon Mundell – Secretary – Present  
Seth Carrier-Ladd – Minister – Absent (On Leave)

Guests:

**Motion to approve the July 8 Agenda as amended**

Moved: John

Second: Caroline

Discussion – Add to Ongoing Business: Technology Grant, Appoint Two Members to the  
Nomination Committee, Add to New Business: Sun Grant, Board Reports

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the June 10 Minutes**

Moved by chair for approval

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

**Motion Passed**

Reports

President – See Attached Report

Vice President – See Attached Report

Worked on the network line – It is working from the walkthrough to the sanctuary  
Worked on Zoom Polling for the congregational meeting – Some success

President Elect – See Attached Report

Past President – See Attached Report

Treasurer – See Attached Report

Minister – See Attached Report

### Unfinished Business

Introduction – Facebook Policy

The President and Vice-President have proposed a Facebook Policy for review, discussion and approval

Focus on appropriate moderation instead of appropriate use.

Would this be better to apply to social media in general, instead of just Facebook?

Perhaps revisit this in the near future to discuss application to other platforms

#### **Motion to approve the proposed Facebook Policy.**

Moved – John

Second – Jennifer

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

#### **Motion Passed**

Introduction – Personnel Policy

The Past, Past-President was working on this and communicated that the policy was adequate for now.

May need to add language about conflict of interest

There is a general feeling from the Board of Trustees that there is work to be done

## Introduction – COVID Task Force

The Task Force is concerned about:

The sinks in the restrooms (other fixtures can not be easily changed)

Ventilation

Multiple Services

No Religious Education

That the Board may be pushing for reopening

They are going to meet again in August

## Introduction – Building Use During Shutdown

Communicate that at this time, we can not give a solid yes or no whether the building will be available at a future date, so we must err on the side of no.

Essential work are exclusions: Office Staff, Service Production, Property Maintenance?

Should we keep a hard line?

Should we delegate this to the COVID-19 Task Force?

No to the 2021 Wedding Request

The President suggests that we take a hard line until the COVID-19 Task Force convenes for guidance.

The Past President will communicate with Susan Bossung regarding the board's feelings and direction about the relationship between the Board and COVID-19 Task Force.

## Introduction – Tech Needs For Staff

Potential needs for the new Youth Coordinator

Keep this discussion on the table as we understand needs

Include working on a regular plan for replenishment of computers as part of the larger discussions with the Interim Minister

Sights & Sounds needs new/more monitors and video cards for the computers. The tech grant proceeds can probably cover the video card, but there is a need for two computers for the current streaming and production.

## Introduction – Technology Grant

Ben is not sure how the funds should be administered and accounted for

The Board has already authorized the application for the grant and trusts the authors (Ben Strack and Emily Wornell) to administer the spending of the funds responsibly.

The board has authorized the funds for the grant match (Approximately \$500) as part of the approval of the application.

#### Introduction – Nominating Committee

The board needs to appoint two members to the Nominating Committee

Perhaps ask: Janay Sanders, Adrienne Gruver, Joe Kaplan

#### New Business

#### Introduction – Changes In Zoom Procedures

a. FAQ Meetings Waiting Room and Passcode Requirements, July 2020

We just need to be aware that hosts will need codes to open up the Zoom rooms and that all meetings will probably require that the waiting room feature be used.

John will work with the Office Administrator to facilitate this running change.

#### Introduction – Sun Grant

Second Harvest Solar Panel Grant (Sun For All Grant) grant opportunity for organizations serving underprivileged populations. Wayne Meyer is asking for assistance with the match process of the grant.

Perhaps suggest the unused flag pole money may be appropriated for this instead.

Refer Wayne back to the Social Justice Committee to make this decision. The board delegates the responsibilities for this type of decision to the committees (that is why they have budgets). The board reminds and encourages the Social Justice Committee to use some or all of the funds remaining in the flagpole designated funds for this use.

#### Introduction – Board Reports

Are the board reports being submitted adequately satisfying the requirements in our governance documents.

Perhaps move away from the list format. Perhaps encourage a little more narrative writing or a positional check-in instead of a list of the tasks assigned and accomplished.

Perhaps discuss this at the Board Retreat with the new Interim Minister

### Board Action Assignments

Next Meeting: Opening Words – Ben, Closing Words – Ben

Brandon will contact the Interim minister regarding a policy concern.

Ben will work on administering the technology grant purchases.

Emily will add Board Report format & frequency to the topics for the Board Retreat.

Emily will contact Wayne Meyer regarding the available funds and spending mechanism for the Sun Grant match.

John will coordinate with the Office Administrator and monitor the upcoming changes within the Zoom meeting platform. (Also explore changing of passwords for rotation of responsible parties)

Caroline will work on nominations for the Board appointments to the Nominating Committee (Suggestions from the board are: Janay Sanders, Adrienne Gruver, Joe Kaplan)

Caroline will communicate with Susan Bossung regarding the board's feelings and direction about the relationship between the Board and COVID-19 Task Force.

John will post the revised Facebook Policy

### Visitor Questions –

### Joys & Concerns -

### Executive Session – Yes

### **Meeting Adjourned – 9:15 PM**

Next Regular Meeting – August 12, 2020 – 6:30 PM (Virtual)

**President's Report**  
**July, 2020**

Attended congregational meeting

Attended 2 staff meetings

Had meetings with members of the board to discuss concerns, questions, and on-going projects

Worked with John to revamp the Facebook policy

Meet with Rev. Barbara and the majority of the board

Wrote Splinters article

Met with congregant to discuss potential project and UUCM's position as social justice leader in Muncie

Had phone conversations with congregants for various matters

**Past President's Report**  
**July, 2020**

- board meeting plus extra meetings to plan for congregational meeting
- led congregational meeting (thanks for everyone's help)
- established COVID team: Susan Bossung, Lisa Cox, Bruce Craig, Susan Taylor, Jeff Turner;  
Susan Bossung will lead
- attended Leadership webinars
- contacted people to donate to service auction
- splinters for the Unigram
- signed grant application and checks
- hosted incoming interim minister Rev Barbara Coeyman for two nights; organized her schedule while she was here plus attended a board meeting with her and four others

**Vice President's Report**  
**July, 2020**

- Attended special face-to-face meeting with Interim Minister Barbara Coeyman on her visit to Muncie
  
- Worked on website by upgrading PHP version and Wordpress Software version.
  
- Worked with Emily on updating the Facebook Policy
  
- Worked on getting the network cable to the camera equipment working (still not working properly).
  
- Working on documentation for Zoom hosting for congregants who are using the Zoom meeting rooms after July 19 (more to come on this topic)
  
- Spoke with various congregants to maintain ties to the church during the COVID-19 pandemic.



**Treasurer's Report**  
**July, 2020**

End of Fiscal Year July 1-June 30, 2020

Note: The books are not done for 2020, so these numbers are not final.

Our current checking account balance is \$75,423 vs. \$20,171 last year at this time. This is partly due to the \$30,000 PPP loan that we received. (Balance Sheet Previous Year Comparison)

The Designated Fund shows a balance of -\$159 in the Minister's Discretionary Fund and -\$1,738 in the Sabbatical Fund. I am working with Christie and Cathy to figure out why. (Balance Sheet Previous Year Comparison)

Pledges seem to be running well above expectations at \$321,023. It appears that this is because \$92,917 came in already for the 2020-21 year. That seems like a lot, so I have asked Christie to look into it. (Income and Expense vs. Budget)

Fundraising continues to have a shortfall due to not having the Service Auction or other spring fundraisers. We knew this, and fundraising has resumed including an online Service Auction starting this week.

Investment Income exceeded expectations, even in this difficult year (\$6778 vs. \$6720 budgeted).

The Minister's Life insurance continues to appear over budget (\$891 vs. \$449). Christie is looking into this - it is most likely just entered wrong into the system.

The Minister's Expenses appear to be under budget (\$5,338 vs. \$6050 budgeted). There are probably more expenses to enter.

RE Expenses are below budget (\$3,759 vs. \$6,200 budgeted). While a few more may come in, this is likely to end the year below budget.

Workers comp insurance went down saving us about \$190.

Office Administrator's insurance came in at \$5,521 vs. \$7,487 budgeted. Checking with Christie on why this is.

We are below budget on office expenses unless more is to be entered including a savings of \$535 on Unigram and Bulletins (due to zoom rather than in person).

Property and Maintenance came in \$4,000 over budget (\$53,524 vs. \$49,055 budgeted). This is primarily due to higher than expected repairs and upkeep (parking lot light repairs, AC repairs, boiler repairs). But, electricity, fuel, and water were also over budget.

Committees came in well under budget (\$391 vs. \$929 budgeted if you don't include the Pokagon refund). This is due to savings on membership (\$100 vs. \$300 budgeted), Committee on Ministries (\$0

vs. \$50 budgeted), Stewardship (-\$51.53 vs. \$329 budgeted), and Caring Committee (\$19 vs. \$50 budgeted).