

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, August 12, 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
Barbara Coeyman – Interim Minister – Absent (Begins Position August 15, 2020)

Guests:

Motion to approve the August 12 Agenda as amended

Moved: Ben

Second: Caroline

Discussion – Add to Ongoing Business: Boiler Repair, Add to New Business: Bazaar

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Motion to approve the July 8 and July 19 Minutes

Moved: Ben

Second: Jennifer

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

There may be a discrepancy in the reporting of pledges for FY 2020/21, due to significant early pledge receipts of approximately \$90,000. The result may be a lower number reported during the upcoming year, but is not problematic overall.

The Sabbatical expenses and Lilly Endowment grant reimbursement accounting have now been completed.

Minister – See Attached Report

Unfinished Business

Introduction – Policy Concerns

The Interim Minister's position on hiring members to staff positions is that this is not a good idea.

Introduction – Technology Grant Purchases

The grant funds do not need to be spent

Introduction – Sun Grant Match

The matching funds were raised outside of our congregation's involvement. Communication to the chair of the Social Justice Committee was made to remind them of the funds available to them to be used at their discretion.

Introduction – IT Changes

The changes have been made with regard to the departure of the settled minister and the former Youth Coordinator.

The website pages and email accounts for the new Interim Minister and Youth Coordinator are ready to go when appropriate.

Introduction – Appointments to the Nomination Committee

Adrienne Gruver and Joe Kaplan have agreed to be appointed

Motion to appoint Adrienne Gruver and Joe Kaplan as the Board of Trustees Appointments to the Nominating Committee.

Moved – Ben

Second – John

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – COVID-19 Task Force

The task force has met and has formulated and implemented a mission statement.

Bazaar planning was a topic of discussion.

The task force would like to operate as an advisory body and make recommendations to the Board of Trustees for the actual decisions.

Would like to share information by using links to the cited research in lieu of retyping all of the information. (Location of testing sites, factual mask information, etc.)

What is meant by “Contact Tracing Service”? The task force is available in the case that a congregation member or friend had participated in a church activity and tested positive to assist in understanding and communicating the potential exposure.

We are not providing this in a professional manner. Use the language “We are monitoring activities”

Would our insurance policy/agent require waivers for participation at church activities?

The Board of Trustees would like to have specific recommendations from the COVID Task Force. Especially with regard to “group events” Also, the Board of Trustees would request an in person or written report from the COVID Task Force on a monthly basis so decisions can be made with the most current information.

Introduction – Personnel Policy

The Personnel Policy Committee would like to recommend the addition of explicit language in the handbook regarding the No Smoking Policy.

Motion to approve the addition of explicit language regarding the No Smoking Policy to the Staff Handbook that concurs with the language in the Policy and Procedure Manual.

Moved – Ben

Second – John

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Each hiring recommendation committee should have a representative from the Personnel Policy Committee. (This is our policy, but we have not been following this recently)

We need to have a discussion regarding Staff members volunteering for the congregation. We would like to have this discussion with Rev. Barbara present and advising before the Board makes a decision.

Introduction – Heating System Repair

It has been determined that the heating system will require some jackhammer work in the sanctuary to be repaired. If the cost overruns the Building Maintenance Committee's available budgeted funds then the Board of Trustees would need a special meeting to approve funds to be available for this project.

The President will coordinate with the people responsible for the sanctuary setup to minimize the disruption.

New Business

Introduction – Bazaar

The estimate for a modified bazaar is to raise funds of approximately \$5000 instead of the budgeted \$13,000.

The committee is, at this point, wanting to communicate to the Board of Trustees what the potential plan might be, but also wants to stress that the plan must be fluid.

The bazaar would be done virtually using the Auctria Software platform.

A go-no go decision would be made by September 30, 2020

Mary will join the Board of Trustees at next month's meeting for an update.

Introduction – Compensating Ben Strack for his work with Sunday Service Technology

The board received a letter from Jennifer Parks-Strack regarding the level of volunteer work that her husband, Ben Strack has taken on.

The board recognizes that their leadership on this topic may have been lacking.

There is a disparity in how we view and/or compensate our volunteers (Bruce Craig for Property Maintenance, John Bartlett, etc.)

The effort that Ben has set forth for the past 20 weeks was and is extraordinary and may not be easily compared to our more traditional volunteer positions.

Between the lines of the letter was the message that Jennifer would like to have her husband back for the family on Sunday mornings.

There is a plan for future workings of Sunday Services that would relieve Ben in the upcoming weeks and months.

Motion to compensate Ben Strack at the rate of \$125 per service for the past 20 weeks for a total of \$2500.00 for the services rendered for production of Sunday Worship Services.

Moved – Emily

Second – John

Discussion – Would be best to receive an invoice from Ben Strack for the work performed.

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

Introduction – Communication regarding the Youth Coordinator Position

The Board of Trustees may need to communicate the environment left by the departing Youth Coordinator to the newly hired Youth Coordinator.

The President will communicate with the incoming Interim Minister regarding how to address this from a supervisory role.

Introduction – Long-Term Plan for Technology Volunteers

Table until September Meeting

Board Action Assignments

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

Emily will contact Rev. Barbara and the Office Administrator regarding the Office Administrator's request to hold the COVID Task Force meeting during the working hours of the Office Administrator and the difficulty this presents to working volunteers from the congregation. The alternative would be to offer comp time for a meeting outside set hours and it seems that the Office administrator would be amenable to this plan.

Emily will coordinate with the Property Maintenance Committee, the Office Administrator and the Sanctuary team regarding the HVAC repairs to the sanctuary floor.

Emily will contact Rev. Barbara regarding communication with the newly hired Youth Coordinator.

For next month's agenda: Old Business: Bazaar Update – Mary Robey, Staff Volunteering, Long Term Plan for Technology Volunteers.

Visitor Questions –

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

Executive Session – No

Meeting Adjourned – 9:33 PM

Next Regular Meeting – September 9, 2020 – 6:30 PM (Virtual)

Treasurer's Report
July, 2020

A couple of key notes:

- Christie and the Accountant don't have the final end of year stuff done for 2019-20, so our numbers are not finalized yet.
- I am working with Seth and Christie on the final accounting of the Sabbatical fund from his time off.
- I have e-mailed Christie to get a final 2019-20 pledge list so I can see how we ended up (it's by person, so we can see how close we were to the pledged amounts).
- The budget amounts are off in Quickbooks, and I need to fix them (my fault). They are close!

2019-20 Fiscal Year:

A large amount of 2020-21 pledge money came in this summer in the last fiscal year. Some always comes in early, but I am guessing (I don't have the details yet) that some of our big donors paid ahead to ease the stress. \$92,917 came in early!

We have taken in \$10,532 in Dedicated Offerings and paid out \$6,790. So, we have close to \$4,000 still to pay out.

There are still some corrections to be made on the minister's insurance line items (probably assigned to the wrong bucket - Cathy will fix with end of year stuff). Also, we can transfer money over from the designated fund to pay for the music that was purchased.

2020-21

So far, we have brought in \$21,026 in pledges or 7.7% of the budget vs. being 11% of the way through the year. But, as I said, a LOT of people prepaid in the previous year.

The Service auction total has not yet been included. They did a great job! They hit \$5,000 under very difficult circumstances!

We will need Cathy's help with the PPP loan forgiveness documents, so our accounting services will run a little over. But, it is worth it.

We currently have \$75,342 in our bank account vs. \$19,793 last year due to 1) PPP loan funds 2) Prepayment of pledges.

JULY, 2020

COMMUNITY MINISTER'S REPORT

REVEREND JULIA CORBETT-HEMEYER

As I did in June, here's what's been new and different in this month.

① PASTORAL COMMUNITY MINISTRY

- I've expanded the focus of my posts to our public Facebook page to include UU-informed commentary or current events as well as addressing pastoral concerns that arise for people from the pandemic. I've fallen a bit behind, so I need to step up the frequency of these.
- I've been doing all I can think of to do to encourage community-wide compliance with the use of masks.

② OTHER COMMUNITY MINISTRY

- My June *StarPress* column ran very late in the month and so there wasn't a July column.
- I've chosen to use our public Facebook page to share communications from the UUA nationally and regionally as appropriate, especially to lift up a UU perspective on current events. I've also posted them on our Facebook group since not all in our congregation will have seen them.
- My decision last month to change the role I will play in my book brought with it some inevitable grief and a sense of loss, but it continues to feel very right to me, and freeing.

③ UUCM MINISTRY: PASTORAL CARE

- The Pastoral Associates contact calling list is coming along nicely. The response rate for our initial round of calls was rather low. From the people I spoke with and reports from others who made initial calls, many people are already connected in a variety of formal and less-formal ways throughout the congregation. All in all, what I heard as this project progressed was heartening: We as a congregation (as a whole) are absolutely *not* struggling with disconnection, either within our church family or more widely. Many people mentioned family contacts and neighbors, both as people providing contact and as people they themselves are reaching out to.
- I've had an uptick in pastoral conversations around covid issues. There have been additional cases among members of our own church family. I am not able to hold any of these conversations in person, however, and that bothers me.
- In addition to the more routine pastoral care conversations, I've stayed in touch with Shirley Franck following the death of Liz Lawson.

④ UUCM MINISTRY: OTHER

- I preached on July 26th. My sermon considered beliefs about life after death as a way of talking about the significance of life *before* death. From the feedback I got, it was very well received.
- My July Unigram column focused on the variety of ways to help in the BLM movement, and that whatever each/any of us can do is helpful.

- I participated in the July Worship Associates meeting as well as the Board meeting and a special meeting of the FOHN team.
- My chat room, intended as a drop-in for whomever wanted, has not drawn a lot of interest. I suspended it for the month of July and will consider what format might be better in the Fall.

⑤ MINISTRY IN THE LARGER UU COMMUNITY

- I've joined the UU Religious Professional Response COVID-19 Facebook group and was able to pitch in with a resource the first day! That has proven to be a valuable resource and means of connection.

⑥ PROFESSIONAL DEVELOPMENT AND ACCOUNTABILITY

- I continue to learn more about using Google docs as a way of readily sharing work in real time. Diane Hill was my Worship Associate on the 26th. Neither she nor I is completely up to speed with Google docs and between doing what I was doing and helping her get a handle on what she needed to do, we both learned quite a bit new!