

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, September 09, 2020**

Meeting called to order at 6:30 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 – Present

Guests: Susan Bossung, Lisa Cox

**Motion to approve the September 9 Agenda as amended**

Moved: Ben

Second: John

Discussion – Add to Ongoing Business: , Add to New Business: October Congregational Meeting,  
Transition Team, Leadership Development, Board Retreat & Start Up with Regional  
Staff

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the August 12 and August 30 Minutes**

Moved: Ben

Second: Caroline

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

**Motion Passed**

## Reports

Treasurer – See Attached Report

Minister – See Attached Report

The Purpose of Interim Ministry: (Five Focus Points)

- Claiming and honoring its past and engaging and honoring its griefs and conflicts
- Recognizing its unique identity and its strengths, needs and challenges
- Clarifying the appropriate leadership roles of minister(s), church staff, and lay leaders and navigating the shifts in leadership that may accompany times of transition.
- Making appropriate use of District, UUA, and other outside resources
- Proudly coming into possession of a renewed vision and strong stewardship, prepared for new growth and new professional leadership, ready to embrace the future with anticipation and zest.

Ministerial reports will be regarding the above items, not a list of tasks completed.

## Unfinished Business

Introduction – Board Action Items

All completed

Introduction – COVID-19 Task Force Report

Bazaar cancellation was a relief.

Office Administrator has a form from the insurance company for indemnity.

The Property Maintenance and Office Administrator will coordinate the proper cleaning of the restroom during and following the heating system repairs.

The UU Book Club is not an actual church event. Attendees were “feeling fine” So, some education may be useful regarding asymptomatic spread. These events should not be advertised in official church communication channels. Encourage the organizers to not use the UU label when hosting things in their own homes.

The Robeys would like to begin the “Chalice Bakery” as a fund-raiser. They would like to do delivery & pickup in the parking lot. Is this acceptable? Ensure masking up and maintaining social distance. Recommend the Task Force discuss and talk with Mary Robey regarding this.

COVID-19 Facts Page on the Church Website – John is ready to assist the Task Force with this at any time.

Santa Lucia Service – Largest attendance service of the year. Can we think about how we can do this? John has a video (appx 20 min) that can be available for the service. Also, it is

important to the youth who are graduating to not miss the opportunity. Discuss this with Worship Associates and Youth Coordinator sooner than later.

## Introduction – Personnel Policy Committee

### Staff Members Volunteering

Addition of the board approved No Smoking Policy to the Personnel Policy Manual. (Per the approved motion from September 2020 Board of Trustees Meeting) – Brandon will coordinate with the Office Administrator to complete this task.

The Personnel Policy Committee needs to be identified. Per the Policy and Procedure Manual, the Past President is the chair (Caroline Sullivan), the RE Committee should have an appointment (do they?) and the Board of Trustees should have two appointments (do they?)

Caroline will coordinate with Rev. Barbara regarding the tasks of the committee. (Rev. Barbara has identified a potential need for revision of the job descriptions to include work hours) The discussion of Staff Members volunteering can be taken up by the Committee and Rev. Barbara.

## Introduction – Technology Grant

So far, \$160 has been spent to allow the piano feed for the service. Ben Strack recommends the next purchase will probably be a computer for media use. Ben reminds us on the time frame for the grant is one year and that the specific purchases do not need to be directly reflective of the initial ask.

Facebook concerns: Recently John has received a number of requests for the closed group. Typically, the filter is a list of questions and is easy to monitor. However, some recent requestors answer the questions but only have one or two common church member friends and/or indicate that they “want to learn more about the church.” Ben suggests that the requests may need to be forwarded to the Membership Committee to solidify the relationship before approval. Since the question is “How are you connected to the church?”, if they cannot answer the question directly, then they may not need to be approved.

At this time, we do not have a functional Membership Committee or Team, so where do we send these needs?

## New Business

### Introduction – Revised Budget

The Finance Committee recommends adding a couple of line items with the “COVID-19 Response” label for clarification in future budgeting processes.

The Finance Committee has made revisions to the budget to fund the tree removal and heating system repair. The changes do not meet the requirements for the need for a congregational meeting, so Board of Trustees action is acceptable.

**Motion to accept the changes to the budget recommended by the Finance Committee to cover the expense of the tree removal and heating system repair.**

Moved – Brandon

Second – Ben

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

### Introduction – October Congregational Meeting

October 4<sup>th</sup> 12:30 PM

Encourage people to take a break after the service (Zoom to Minneapolis) and then rejoin us in our own room by 12:30. Also communicate that it is acceptable for attendees to eat during the meeting. Jennifer will handle the pulpit announcements and publicity. Emily will prepare an agenda.

### Introduction – Transition Team

Jerry McKean is the Chairperson.

Cindy Turner is Project Manager. – Currently the meet and greet sessions.

### Introduction – Leadership Development

“Governance and Ministry” Suggested reading by Rev. Barbara and Sharon Dittmar (UUA).

Especially chapters five and six.

Emily will distribute the materials to the Board of Trustees

#### Introduction – Board Retreat & Start Up work with Regional Staff

The Board Retreat is probably going to be later than normal.

The Startup is a covenanting process between the minister (Interim this time) and the congregation (represented by the Board of Trustees). There will be a shared discussion and an agreement between the parties should be the result.

Possibly two shorter sessions instead of one long session per the Regional Staff suggestion.

#### Board Action Assignments

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

Caroline will convene the Personnel Policy Committee and collaborate with Rev. Barbara regarding the tasks to be completed.

Emily will prepare the agenda for the congregational meeting.

Jennifer and Brandon will coordinate the communication required for the congregational meeting.

Emily will distribute the Governance and Ministry materials to the Board of Trustees.

#### Visitor Questions –

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

#### Executive Session – No

**Meeting Adjourned – 8:55 PM**

Next Regular Meeting – October 14, 2020 – 6:30 PM (Virtual)

**Treasurer's Report**  
**September 8, 2020**

Coming into this fiscal year:

2019-20 Income:

- We brought in about \$10,000 less toward's last year's pledges than was pledged (some of that came in in 2018-19 before the Fiscal year started, some came in in 20-21 after it was over), but people paid \$10,000 less on their pledges than they pledged.
- We brought in \$9,900 less in fundraising last year than budgeted (that doesn't give last year credit for the service auction since it occurred in the 2020-21 fiscal year)
- We got a PPP loan (which will be forgiven) for \$31,562
- Our investments brought in more income than budgeted (by at least \$500, but won't know how much until end of year is done)
- Due to Christie's vacation and our accountant having surgery, we aren't done with end of year yet. And, lots of 20-21 pledges came in early, making it look like we ended strong. But, my estimate is that we brought in approximately \$11,000 above expectations due to the loan.

2019-20 Expenses:

Expenses came in \$5,000 higher than budgeted primarily due to property maintenance overages (due to the leak, the parking lot light repair and the AC repair).

So, Total Difference with Budget from 2019-20: -\$6,000

2020-21 Income:

Fundraising is up in the air a little bit with the cancellation of the Bazaar, but they are actively working on lots of ideas to bring in additional funds including a second Service Auction in the Spring.

- Pledges are coming in on budget, but early
- Fundraising budgeted at \$25,500, \$5,000 raised so far. Likely to run short, but how much? I will plug in \$8,000 shortfall - great if it is less.

2020-21 Expenses:

Our expenses for 2020-21 should be at least \$3,987 less than budgeted not accounting for the repairs of \$5800 (some of that will come out of the existing budget, some is an overage)

- That is due to Barbara not starting until 8/16
- Child care not being needed (likely) for 2020-21
- Accounts for the increase due to the stipend for Ben's work for the first 20 services (\$2500)

There are likely to be other savings:

- There will be savings for the pianist (not playing as often since choir is out), order of service, and possible savings on RE and Youth Group expenses since there won't be any food needed.
- Expenses for utilities will still continue, of course - so that Christie and Barbara will have heat, AC, water, etc. in the building, and also so that we can protect the building and the piano. But, they will likely be lower.

- Bruce is working on a quote just to clear the front of the building for snow rather than the big parking lot (that way custodians, Christie, Barbara, etc. can get in building, but won't need the full parking lot cleared). There will be savings there.

- So, we will probably be at the point where this year is \$5,000 or so below expenses.

We budgeted a \$2100 deficit for 2020-21.

So - current estimate:

Income 2019-20 +\$11,000 (adds money to account)

Expenses 2019-20 -\$5,000 (increased spend, but decreases balance in account)

Income 2020-21 -\$8,000? (decreased money in account)

Expenses +\$5,000 (increased money in account)

Projected Deficit: -\$2,100

Boiler Repair and Tree Removal: -\$4,000

Total: -\$3,100

\*Note: These won't all show up in the year that they are showing above, but it gives us a good idea of where we are. Pledges will look really high in 2019-20 and really low in 20-21 because lots of people prepaid.

The Finance Committee recommends adding line items in the budget to account for this year's differences (like savings from minister's salary), not changing the regular line item - makes it easier for future budgeting. Also, we recommend spending an additional \$4,000 on property maintenance for the boiler repair and tree removal (the rest will come from their existing budget). Bruce is fine with this split.

We recommend no changes to the budget at this point in terms of additional cuts.

Current balance in checking account is strong. \$87,578.

See the attached reports and also the details of savings I expect to see in 2020-21, assuming the building remains closed.