

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, December 9, 2020**

Meeting called to order at 6:45 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: Holly Hannauer

**Motion to approve the December 9 Agenda**

Moved: Brandon

Second: John

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the November 15 Minutes**

Moved: Caroline

Second: Jennifer

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

**Motion Passed**

Reports

Treasurer – See Attached Report

Remind people that they can participate in the loose offering in different ways than just the text to give option shown during Sunday services. The cost of the electronic transmission is perhaps of concern.

Minister – See Attached Report

Staff Job Descriptions are being completed. For the future, the Job descriptions should be annual contract style and agreed upon between the staff member and the Head of Staff (Minister usually)

New member ceremonies. How do we approach this during COVID-19. Reminder of the agreement (covenant) between the member and the congregation. Typically have a “class” of new members three times a year. Rev. Barbara is available as a resource. How to identify the people who may be interested in engaging in this process since we have not been in person for almost a year at this point.

Conflict – If there is a low-level conflict, the process is recommended to use the Committee on Ministries or the Transition Team. (Talk to each other is absolutely the best) The model of “go to the board” is an older model and takes away the resources of the board to use for governance tasks. Maybe after the board retreat, we should communicate the role of the board in a Splinters article.

The communication in the Unigram regarding the Soul Matters Small Groups needing to have a finite beginning and ending was not received well by all. The intention was to make sure the small group ministry was equally accessible to all who want to participate. We need to continue the discussion about this topic.

Discussion of Chapter 6 of Governance and Ministry

Hold this discussion for the Board Retreat

Board Retreat Dates

January 9 (Saturday) 6:30 PM-8:30 PM

January 24 (Sunday) 1:00 PM-3:00 PM

Process Observer

Hold for discussion at Board Retreat

Ongoing Business

## Introduction – Personnel Policy Committee (Conflict of Interest)

The committee consulted with Lisa Pressley (UUA) and with Ft. Wayne and all Souls (Indianapolis) congregations for suggested models.

The Board would like the Committee to revisit and discuss the part about chairing committees and the process and responsibility of reporting conflict of interest.

## Introduction – Meeting Minutes Online

Brandon has forwarded them and they are now online.

## New Business

### Introduction – Stewardship Goal

The pledge drive is scheduled for this February and the committee is seeking some information and/or guidance from the Board of Trustees. The Board President has received a report from the Finance Committee and will share this with the rest of the Board Members. This may need to be discussed in the next few weeks via an e-mail conversation to give guidance to the Stewardship Committee sooner rather than later.

Discussion that the process should be that the Finance Committee creates a draft budget with a defined income number. This number should be forwarded to the Stewardship Committee with the understanding that they will work to raise the funds needed per the draft budget. The Board does not need to be in the middle of this communication other than to be included in the communication to act in an oversight role. – The tasks have been delegated by the Board to the Finance and Stewardship Committees and should be treated as such through the covenant of trust that the Board extends to the committees to do their work competently.

## Board Action Assignments

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

Caroline will reconvene the Personnel Policy Committee to discuss the parts about chairing committees and the process and responsibility of reporting conflict of interest in the proposed policy (letter i)

Emily will share the report from the Finance Committee with the Board and will communicate the best practice of the communication of the draft budget information from the Finance Committee to the Stewardship and the trust that the Board puts in them to undertake the tasks delegated to them.

Visitor Questions –

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

Executive Session – Yes

**Meeting Adjourned – 9:20 PM**

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

**Treasurer's Report**  
**December 9, 2020**

Our Checking Account is currently \$36,062 vs. \$26,394 last year at this time (Balance Sheet). So, we are currently in good shape to pay our bills.

All of our investment funds are up:

Ball \$91,635 vs. \$85,677 last year

Askren \$13,573 vs \$12,932 last year

Templar \$231,736 vs. \$221,711 last year

Crossley \$64,592 vs. \$60,405 last year

Pledges, however, are behind budget. (30.3% have come so far, and we are 44% of the way through the year). This is probably because so many pledges came in early (in last fiscal year), but I am checking on details. (Income and Expense v. Budget)

Dedicated offerings are at 9.7% of the expected, and this is probably due to us being virtual, so it is harder to give. Loose offerings are at 8.4%.

Sabbatical Expenses of \$7,663 are shown this year. This should have come from the Designated Fund. I will ask Cathy about it.

Otherwise, expenses are currently in line with expectations.

We will need to apply for PPP loan forgiveness, but the bank is processing those in the order of funds received, and it isn't our turn yet. Cathy (our accountant) said that we will need to apply within 12 months from getting funds, so we have some time. And, she is prepared to help.

The Finance Committee met to discuss setting a stewardship goal for next year.