

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, February 13, 2021

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:

Motion to approve the February 10 Agenda

Moved: John

Second: Caroline

Discussion – Add Treasurer’s Report

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Motion to approve the January 13 Minutes

Moved: John

Second: Caroline

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

Reports

Treasurer – See Attached Report

Minister – See Attached Report

Discussion With The Minister

After-Pastor – There may be some discomfort with this concept in the congregation and the conversation needs to continue.

All Church Covenant – The Transitions Team has gathered and is processing the data from the first forum. They anticipate March 14 After Church Forum for unveiling with prior consultation with the Board of Trustees. We will be using the word “Covenant.” Any questions about the syntax or concept can be referred to Rev. Barbara

Focus On Volunteering – Highlight certain volunteer work within the church during Sunday Worship Service including participation in the after-service Breakout Sessions. The Fundraising Committee has graciously volunteered to be first. Would the Board of Trustees be interested in participating in this program?

Interim Assessment – Will the four volunteers convene themselves? Ben Strack will contact them and start the process.

Denominational Involvement – Rev. Barbara encourages a commitment to participate in the available Denominational Programming. Mid America Newsletter – Brandon will check to see that the Board is all on the list.

Job Descriptions – Draft ones for some of the positions have been shared. No Board action necessary.

New Business

Introduction – Task Force/Committees to Review/Recommend Changes To

P&P Manual

Fundraising Committee Changes

Motion to accept the proposed changes to the Policy & Procedure Manual for the Finance Committe.

Moved – Ben

Second – John

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Internal Finance Review Committee

Jim Vincent was potentially going to undertake this task, but is unable. This is a non-functioning committee that has also been effectively replaced by our professional accounting service. We also now have more than one person handling the books (Treasurer, Bookkeeper, Accountant) so the chance of fraud is reduced. There is a proposal to eliminate this committee to streamline our structure and better align with the current working structure. Consider an external audit every 10 years. External audits do have a financial cost to consider.

Motion to strike the Internal Finance Review Committee from the Policy & Procedure Manual.

Moved – Ben
Second – Jennifer
Discussion –
Vote Yes – 6
No – 0
Abstain – 0

Motion Tabled

The Treasurer will draft replacement language to address concerns.

By-Laws (Proposed Changes Must Be Advertised 30 Days Before A Congregational Meeting)

A special meeting may be called for this purpose. (Does not have to be at the May or October meetings) The interim period is a good time to have this discussion. Typically, there is a By-Laws Revision Task Force identified to undertake this process. Continue this conversation next month.

Introduction – Parking Lot Pledge Drive

The Stewardship Committee has requested that A Board Member be present from 11 AM-2 PM on February 20. (can rotate). Asking for volunteers. A number of Board Members have stepped up to accommodate this request. So, yes!

Introduction – Mid America Region Delegates to General Assembly

Each congregation has delegates based on the congregation size. The role of the delegate is to attend the Denomination business session and to vote on the polity decisions. In 2021 the General Assembly will be virtual again, making attendance easier than normal. Reduced and/or free registration is available in exchange for volunteer service on General Assembly tasks. We should advertise this opportunity with the goal of voting on our delegates at the May Congregational meeting. Emily and Brandon will work on the advertising/communication plan in the next couple of weeks. Our delegation is probably four persons.

Old Business

Introduction – Treasurer’s Positions

After discussion among the Nominating Committee and the Treasurer this position is definitely one person and should not be split up. We should let the congregation know of the needs to see who may have the interest and skill set that is needed. Caroline will reconvene the Nominating committee to continue the work.

Introduction – Media/Tech Position

This is envisioned to be a short-term contract, not a permanent staff position. The question is who is authorized to make this hire? There may be concern about the addition of a position to our staff when we have reduced staff in other areas. For clarification, the Youth Coordinator hours were reduced because the number of hours previously allotted were not necessary. Also staffing changes have changed during the COVID response and virtual services. The minister feels that we need a person to go to for tech learning and potential issues. Currently our Sunday Worship Service that is just a clone of our in-person one. Do we want more in worship? This issue is still in need of discussion. We need to very specifically understand the needs before being able to make this decision. The minister would still like to know who to turn to for tech advice.

Board Action Assignments

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

Process Observer – Jennifer

Visitor Questions –

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

Executive Session – Yes

Meeting Adjourned –9:45 PM

Next Regular Meeting – March 10, 2021 – 6:30 PM (Virtual)

Treasurer's Report
February 9, 2021

Treasurer's Report:

- Our checking account balance is healthy at \$47,837 vs. \$24,164 last year. (Balance Sheet)
- Our Accountant is currently working on the end of quarter and end of calendar year entries, so our investment accounts and investment income are not updated yet.
- Our Caring Fund is up significantly from last year due to the holiday push (\$2,355 vs. \$1,263 last year) and our Food pantry fund is up (\$27,94 vs. \$1,601 last year). (Balance Sheet)
- We have raised \$153,391 of our \$273,300 budgeted for 2020-21 for pledges. That is 55% of our pledged income, and we are 64% of the way through the year. But, Christie sent out pledge statements in January, and pledges are rolling in. (Income and Expense)
- Other than that, expenses are coming in as expected, and income is coming in as we discussed at the last meeting (good job, Fundraising Committee!).