

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, March 10, 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 March 10 Agenda

Moved: Jennifer
Second: Caroline
Discussion –
Vote Yes – 6
No – 0
Abstain – 0

Motion Passed

Motion to approve the February 10 and 21 Minutes

Moved: Ben
Second: Emily
Discussion –
Vote Yes – 5
No – 0
Abstain – 1

Motion Passed

Reports

Treasurer – See Attached Report

Minister

Discussion with The Minister

Financial Management – There was a minor problem with retirement benefits contributions for 2020 and the beginning of 2021. The Office Administrator and interim Minister had a minor snag, no blame to be assigned, in the onboarding process. The Treasurer, UUA, Office Administrator and Interim Minister have arrived at a solution. The take-away is that we need to annually review that the benefits contributions and UUA workbook to ensure all is in order.

New Business

Introduction – Update from Finance Committee

The Finance Committee has met and received a number of the necessary inputs to prepare the Request Budget. More information is still coming in and the Request Budget will be prepared soon. There will likely be a special board meeting for review of the Request Budget and prepare it to become the Proposed Budget.

Introduction – Congregational Life

Congregational Meeting in May – Schedule the May Congregational Meeting for May 23, 12:30 PM. Budget meeting schedule for May 2, 12:30 PM. Board Budget Review Meeting schedule for April, 18 with Board Retreat.

Congregational Covenant – The Transition Team has presented a draft of the Congregational Covenant that has been distilled from the words gathered from the congregation and a review of covenant documents from other congregations. The Transitions Team would like to present the draft to the congregation on March 21. Board members and Transition Team members will team up for breakout sessions and discussion on that Sunday to gauge the response of the congregation.

Congregational Delegates – Information requesting interest will go out in the next few days. Rev. Barbara will coordinate with our delegates to help them understand the process and what to expect.

Introduction – Ministry Moving Forward

What type of ministry are we looking for? It is time to begin the discussion about whether or not to extend the Interim Contract, begin looking for a Settled Ministry, a Developmental Ministry, etc.

At this point, a Settled Ministry is not a realistic possibility.

A Developmental Ministry is specifically goal-oriented to complete tasks identified by the congregation. (A misconception is that congregations that are not fair-share are not eligible for Developmental Ministry. This is inaccurate and we ARE eligible for the program) Typically this is a 3-7 year term.

There are new ways of search that Rev. Barbara would like to introduce before the conversation is opened up to the congregation.

Ask questions like: “Were do we want to be?”, “What is a minister?”

At the May Congregational Meeting, the options should be presented, but no decisions will be made. Rev. Barbara may begin introducing some information in early May.

Introduction – Board Life

Retreat #3 – Schedule for March 21, 1-3 PM (may be conflicts) and then April 18, 1-3 PM

Working Between Meetings – Email responses have not been as consistent as expected. We agreed to the communication at our Board Retreat session. We should keep in mind how we can all work together to improve this.

Spotlight on Volunteering – Rev. Barbara would like to trial run “Spotlights on Volunteering” as an informational and possibly recruitment tool for volunteering within the congregation.

The Board of Trustees may participate in this if they would like. Generally the concept is well received by Board Members and we are going to plan on doing it on April 18. Ben Strack will spearhead this. We will probably do breakout sessions as well.

Old Business

Introduction – Update on Positions

Nominations Committee

Has a slate prepared and will present it soon.

Tech Position

Still in discussion and looking at alternatives to a paid position. The Board is looking for more specific clarification to make a decision.

Introduction – Internal Finance Review Committee

Motion to strike the Internal Finance Review Committee from the Policy and Procedure Manual and to add the following language to the responsibilities of the Treasurer: “Arrange an external audit of financial processes and records every 5-7 years including obtaining bids and working with the Board to select an outside accounting firm and ensuring they have access to all records necessary.”.

Moved – Jennifer

Second – Caroline

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Feedback From Process Observer

Board Action Assignments

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

Process Observer – Ben Strack

Visitor Questions –

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

Executive Session – Yes

Meeting Adjourned – 9:25 PM

Next Regular Meeting – April 14, 2021 – 6:30 PM (Virtual)

Treasurer's Report
March 9, 2021

- Our checking account balance is \$52,347 vs. \$39,061 last year. So, we are in good shape right now!
- We have money available in the designated fund for several things including music, tech grant, and youth groups. So, we just need to keep reminding the people involved that they can spend that money.
- So far, fundraising has brought in \$11,279 (some of this is people who just gave extra money not through fundraising at the fundraising committee's request, so that shows up in the Pledges and Gifts Section), and they have a goal for the service auction of raising another \$6,000. The chalice bakery continues. We had budgeted \$18,000 for them after all of the changes in October, so this is good news. Honestly, I thought that goal would be impossible, so I'm really impressed.
- Our pledges are coming in slightly low right now at 63.6% of the full year amount (we are 67% of the way through the year), but not too bad considering how many people paid early.
- Most other expenses are in line with expectations. There are major problems with our boiler, so Bruce is working on pricing out a solution. The finance committee will discuss recommendations on Monday.
- Our water and sewage look high, but I believe this is a problem with their budget - this line item includes the extra money we pay in property taxes (not really taxes, but paid the same way to cover the cost of sewer work). We need to look at this as we budget next year.
- Our accountant is working on simplifying and correcting how health insurance is set up in the system. This will make it much easier to see health insurance costs.
- We don't have expenses from the stewardship committee yet, but all of the other committees will remain at close to \$0 since we are closed.
- There is a line item for Sabbatical expenses for \$7,997. This includes a big payment of \$6800 given to Seth from the Lilly grant. It should not have hit our budget, and Cathy will fix it.
- We are working on some changes to responsibilities for payroll, setting up employees, etc. It won't affect us, but it should save a little money and make Christie's life easier.
- We are reviewing all of our benefits and creating a process to review these annually.
- We have begun the process of applying for PPP forgiveness.
- We need to set dates for the Budget meeting and the Congregational Meeting. Usually the budget meeting is 2 weeks or so before the congregational meeting.