

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, April 14, 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 April 14 Agenda, as amended.

Moved: John

Second: Caroline

Discussion – Add COVID Task Force & Treasurer’s Report

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Motion to approve the March 10 and 29 Minutes

Moved: Ben

Second: John

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

Reports

Treasurer – See Attached Report

Checking balance is good and it is a result of a recent influx in pledge revenue, some in arrears and some to satisfy future pledges.

Motion to increase staff retirement plans to a 9% contribution, per the budgeted amount beginning retroactively on July 1, 2020.

Moved: Jennifer

Second: Ben

Discussion – Should this be for current implementation, or retroactive?

Vote Yes – 6

No – 0

Abstain – 1

Motion Passed

Motion to make the authorized check signers to be Emily Wornell (President), John Bartlett (Vice President) and Jennifer Hollems (Treasurer).

Moved: Jennifer

Second: Caroline

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

Motion Passed

COVID Task Force

Suggested Threshold To reopen: Maintain 1% Infectivity Rate for Delaware County & Surrounding Counties sustained for 60-90 days and Vaccination Rate above 60%. Director of Religious Education is planning on requiring full vaccination for all RE staff and volunteers.

No new UUA guidance at this point.

No one seems to be pushing for reopening at this point and we do not want to setup any exclusions to attendance and protect our most vulnerable population members.

The Appalachian Service Trip advisors are consulting with the COVID Task Force and the decision does not require Board of Trustees approval. This has not been an officially sanctioned UU Church Muncie activity in the past. However, we are a large contributor of participants and should probably consider the church's position in the activity in future discussion.

Minister – Standard Report Not Part of Interim Ministry

Discussion with The Minister

Options for Ministry after a second year of interim:

- Search after a third year of interim
- Pursue a developmental ministry

Search does take approximately 18 months using the current process.

Developmental ministry would require the forming of a specific set of goals and an application process for attracting a Developmental Ministry.

Committees – There is an urgent need for certain committees. Membership is one that has been identified as needing reconstitution. (The church has not had a new member since pre-covid). Also, there is a suggestion to have a Personnel Committee to have a lay voice in the staff decisions.

Easter Holiday for Staff? – Rev. Barbara notes that most congregations have, at least, a Monday holiday for the staff in observance of the Easter Holiday, or perhaps a Good Friday Holiday.

Tech Support for worship: An official proposal will be forthcoming.

Rev. Barbara will be on vacation in the upcoming weeks. During vacation time, ministers typically detach from the congregation and an alternative emergency ministerial contact is arranged. In our case, the coordination is with Rev. Julia since we already have this resource available to us.

The accidental mistakes in the financial matters with regard to the minister and staff that have been recently identified will, hopefully, be a learning experience for the future.

Rev. Barbara is requesting \$1000 be reimbursed from the budgeted and contractual requirement of interim moving expense.

New Business

Introduction – Contracts

Interim minister – The contract for the Interim Minister can be extended for a second year, instead of drafting a new contract.

Motion to approve the execution of the extension clause (5.2) of the Interim Contract to a second year of Interim Ministry.

Moved: Brandon

Second: John
Discussion –
Vote Yes – 6
No – 0
Abstain – 1

Motion Passed

Youth Coordinator – The Board of Trustees has received a proposal for an extension of the position of Youth Coordinator. Some of the key points address the expansion of the scope of the position to include the current requirements and reinstatement of campus and young adult ministry in the future. The current Youth Coordinator believes that just to meet the current requirements would require a minimum of 12 hours per week.

There seems to be a need for a Personnel Committee (recommended by Rev. Barbara and identified as a need by members of the Board of Trustees). Potential recruits should possibly work in management or HR. Possibilities may be Jaimie Butterbaugh, Anthony Miller, Jennifer Hollems (Perhaps Interested in the Future), Jay Moorman, Diane Hill.

Rev. Barbara can reach out to these potential candidates to gauge interest in the anticipation of the Board forming this committee in the near future.

Old Business

Introduction – GA Delegates

Who is responsible for the banner? Rev. Barbara and Brandon will work on coordination of this.

Introduction – May Congregational Meeting

Covenant – The “final draft” has been presented to the Board and the Transition Committee hopes that the Board will endorse the proposed covenant and present it for adoption at the May Congregational meeting.

Motion to recommend the Covenant prepared and proposed by the Transition Team to the congregation at the May Congregational Meeting.

Moved: Ben
Second: Emily
Discussion –
Vote Yes – 6
No – 0

Abstain – 0

Motion Passed

Potentially have a discussion with the congregation about how to move forward in ministry. Since the Congregational Meeting is typically for conducting business, not distributing and discussing informational topics. Perhaps a separate meeting should be held regarding this topic.

Ben suggests that if the topic is addressed, that a town hall style meeting should already be scheduled to invite people to join in the discussion. Emily suggests that we start the discussion in multiple media to invite as many people into the discussion as possible.

Brandon mentions that this transition is different than any other that we have undertaken with the Afterpastor feelings and that the congregation may not understand that yet.

Remember that we should move ahead “well”, not “quickly”

Introduction – Nominating Committee

Steve Chalk – President-Elect

Joe Kaplan – Vice President

Lisa Cox – Treasurer

Motion to endorse the slate of nominations presented by the Nominating Committee

Moved: Caroline

Second: Ben

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

Motion Passed

Introduction – Spotlight on Volunteering

Jennifer and Ben have reflections prepared. Plan to pair a board member with each breakout room. Focus on our movement toward a “Leadership Development” model.

Feedback From Process Observer

Pretty Good. Intentional extension of time for certain topics was good. Some tangential discussion at times, but was necessary and productive.

May look at making sure that a motion is presented and then open discussion. Instead of the topic discussion introduction model that we have been using.

Visitor Questions –

Executive Session – Yes

Reconvene Out of Executive Session

Motion to extend the Youth Programming Coordinator contract for one year

Moved: Emily

Second: Brandon

Discussion –

Vote Yes – 6

No – 0

Abstain –

Motion Passed

Board Action Assignments

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

Process Observer – Brandon

Meeting Adjourned – 9:45 PM

Next Regular Meeting – May 12, 2021 – 6:30 PM (Virtual)

Treasurer's Report
April 13, 2021

We have a very healthy balance in our checking account right now (\$76,569). I am following up with Christie to see why it is so high, but we are in a good position right now!

All of our investment accounts are up (all balances from Indiana Trust as of 4/12):

- Ball \$107,402 vs. \$76,032 last year
- Askren \$15,728 vs. \$11,353 last year
- Crossley \$75,669 vs. \$53,653 last year
- Templar \$267,936 vs. \$193,926 last year

*Note: These amounts are updated in Quickbooks quarterly, so they look different on our quickbooks report.

Fundraising has currently raised \$10,081 + about \$3,000 that came in directly as pledges. Their expectations this year is \$18,000, and the Service Auction starts Friday.

Investment income has not yet been entered for the first quarter of 2021.

So far, \$243,894 has come in in pledges and loose offerings. We are at 82.6% of pledged amount and only 78% of the way through the year. I am especially happy because we had a lot of 2020-21 money come in last fiscal year, so we are doing well.

Our medical insurance for the minister and others needs to be fixed in Quickbooks. Cathy plans to do this at the end of the quarter

Property Maintenance looks high, but we knew about most of it:

- Grounds \$5475 vs. \$3800 budgeted for the year, but we approved extra spending for tree trimming and removal at the October Congregational Meeting.
- Repairs and upkeep \$11,543 vs. \$5,500 budgeted, but again we approved boiler repair in October. We do expect boiler repair to be a big expense in the coming year, and Bruce is working to provide a quote to the Finance committee on what needs to be done.

Two Property Maintenance costs are above expectations:

- Insurance is at \$4653 vs. \$4,000 budgeted. This is a real increase.
- Water and sewage is at \$3,544 vs. \$2,000 budgeted. This is an error in budgeting because we didn't include the sewer cost that comes from the county at tax time.

In Meeting:

We need to vote to approve 9% contribution to the pensions of our employees (this was budgeted a few years ago, but never implemented). Needs to be in the minutes

We also need to update check signers, and I need a letter from Brandon to do so or we can vote on that, too.

For the future:

At the June meeting, we should vote on check signers (once the slate of officers is approved at the Congregational Meeting) so that we can send all of that and change signers right away on July 1.

We will be going over the budget options and recommendations from the Finance Committee on Sunday. We have a nearly final stewardship number.

We are working on fixing a number of issues with the setup of the Minister's payroll. We are also going to transition payroll to our accountant, Cathy, to ease Christie's workload and stress. It will save us money, too.