

**Unitarian Universalist Church Of Muncie**  
**Minutes of the Board Of Trustees Meeting**  
**Wednesday, June 9, 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 (Outgoing)  
Jennifer Hollems – Treasurer – Absent (Outgoing)  
Caroline Sullivan – Past President – Present (Outgoing)  
Brandon Mundell – Secretary – Present  
Barbara Coeyman – Interim Minister – Present

Guests: Joe Kaplan – Vice President – Present (Incoming)  
Lisa Cox – Treasurer – Present (Incoming)  
Steve Chalk – President-Elect – Absent (Incoming)  
Susan Bossung – Covid Task Force Representative

**Motion to approve the June 9 Agenda, as Amended.**

Moved: Ben

Second: John

Discussion – Add Treasurers Report and Account Signatories, COVID Task Force Report,  
Tech Grant Report.

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

**Motion to approve the May 12 Minutes**

Moved: Ben

Second: Caroline

Discussion –

Vote Yes – 5

No – 0

Abstain – 1

**Motion Passed**

## Reports

Treasurer – See Attached Report

Minister – Standard Report Not Part of Interim Ministry

## Discussion with The Minister

Anti-Racism, Anti-Oppression, Multiculturalism will be the focus for the next year. Rev, Barbara is not sure of the climate of receptiveness of this topic with our congregation. Asks for Board feedback and support. Board feeling is that the congregation will be receptive of discussion of these social justice issues.

Covenant and accountability. How do we call each other back into covenant? Do we see the way to call back into the all church covenant that we have recently adopted? Rev. Barbara pledges to call persons who may fall out of covenant with her back into covenant as soon as possible.

Rev. Barbara has now completed the Job Descriptions and Contracts for staff members task and has forwarded them for the record. A recommendation that a Personnel Committee be formed is reiterated. Also Rev. Barbara recommends a whole look at staffing in the future.

Transition Team would benefit from a turnover of members to allow more exposure to congregants to the process.

## New Business

Introduction – Treasurers Report and Account Signatories

**Motion to add Ben Strack, Steve Chalk, Joe Kaplan and Lisa Cox as signatories to the Northwest Bank checking account beginning July 1<sup>st</sup>, 2021. And remove John Bartlett, Caroline Sullivan, Emily Wornell and Jennifer Hollems as signatories to the Northwest Bank checking account beginning July 1<sup>st</sup>, 2021 per the transitions prompted by the results of the election held at the May 23 Congregational Meeting.**

Moved: Jennifer

Second: Ben

Discussion – 6

Vote Yes – 0

No – 0

Abstain –

**Motion Passed**

An observation for the future would be to define the process(es) in financial matters to avoid pitfalls that may have been identified recently.

A potential new mechanism for donations may be on the horizon soon. Who should this task be delegated to? We do not have a defined process

Perhaps the process should be to direct the congregation member to the Vice President of the Board of Trustees, who is by position, the Chair of the Program Council. The Vice President can then direct the inquiry to the appropriate committee.

#### Introduction – June 13<sup>th</sup> Town Hall

The town hall will start at 12:30 PM. The Worship Associate is aware of and has communicated this schedule to the guest in the pulpit to ensure smooth transitions on Sunday afternoon.

This is a discussion, not a decision meeting. We may need to schedule a second meeting after we understand the climate during and following the discussion.

Reminder to encourage people to ask the hard questions and know that this is an opportunity to build trust between the congregation and the UUA.

Ask Rev. Keith about Beyond Categorical Thinking

#### **Old Business**

##### Introduction – COVID Task Force Report

###### Phase 1

###### Indoor Guidelines

Small meetings: Sanctuary No More Than 30 people, Multipurpose no more than 15 people, Foyer 10

Masked upon entry, go directly to the indoor destination. If vaccinated, mask optional once at destination, Unvaccinated mask required at all times.

###### Outdoor Guidelines

Gatherings must be scheduled.

Discussion Notes:

What if inclement weather disrupts a planned gathering? Are there guidelines for dangerous weather situations?

Full Recommendation Report Attached

**Motion to approve the Phase 1 reopening plan as presented by the COVID-19 Task Force.**

Moved: Brandon

Second: Ben

Discussion –

Vote Yes – 6

No – 0

Abstain – 0

**Motion Passed**

Introduction – GA Delegates

Advertising for the 2021 GA opportunity has been undertaken finally. Rev. Barbara reminds of her offer to provide funds from the minister's professional expense line item to assist congregation members in attending GA. She will more aggressively make her offer in upcoming communication with the congregation.

Should we delegate the task of promoting GA attendance to something like the Committee on Ministries in the future? Program Council may be a good place for this type of promotion after it becomes the volunteering incubator that is envisioned for the council.

How do we shift our church culture to think of GA as an experience for anyone to connect better to the denomination?

Introduction – Board Transition

Reminder to write transition letters.

Ideas for position binders as we work on gaining institutional knowledge through process.

Introduction – Tech Grant

A large order from the vendor encountered some snags and difficulties, but it appears that all is in place at this point.

The installation team has been identified and comprised of sights and sounds committee members and other tech users to allow for the most institutional knowledge

Feedback From Process Observer

Visitor Questions –

Executive Session – Yes

Board Action Assignments

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

Process Observer – Emily

**Meeting Adjourned – 8:40 PM**

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

**Treasurer's Report**  
**June 9, 2021**

Our current checking account balance is \$67,064 vs. \$22,075 last year. We are in really solid shape for the summer.

As of 6/8, our Investment accounts remain strong:

Crossley: \$77,354 vs. \$56,922 last year (Building projects)

Ball Fund: \$109,797 vs. \$76,652 last year (general)

Templar: \$274,040 vs. \$187,810 last year

Askren: \$16,084 vs. \$11,658 last year (RE)

Piano Fund: \$9,225 vs. \$8,835 last year (Piano Maintenance)

\*Note: Last year numbers are from 3/31/2020, current numbers are as of 5/31/2021

The investment committee is meeting with Indiana Trust for our annual review on 6/15.

So far, we have brought in \$255,390 vs. a budget of \$273,300 for the full year, so we are at 93.4% of the budget at 94% of the year - so right on track!

Most of our expenses are in line with where we expected to be. I will follow up with Property Maintenance to better understand the water and sewage overage.

Outstanding items:

- 1) I will make sure that we are making payments to the interim sabbatical fund as we budgeted.
- 2) The accrued sabbatical in the budget and currently being accrued (shows as spent) is incorrect. We are actually supposed to be doing \$500/year but we are still doing \$2,000. So, I will fix that this week.
- 3) We have been withholding certain taxes for the minister that we don't need to be. We will need to have that changed and ask for a refund. I have contacted Cathy about this, and Lisa or I will follow-up.
- 4) The Finance Committee's responsibilities in the Policies and Procedures Manual include:

Review Church financial management systems and procedures including but not limited to operating budgets, capital budgets, accounting, financial reporting and forecasting, and auditing of financial records. Recommend needed changes to the Board.

I would like to recommend that we have that committee oversee a review to determine any changes that would be beneficial.

# RECOMMENDATIONS TO THE UUCM BOARD OF TRUSTEES

FROM THE COVID-19 Task Force for the Reopening of the UUCM Building

After review of the public health parameters for COVID-19, the COVID Task Force recommends going to Phase I of the opening of the building. This includes small group meetings inside. Outside events may occur maintaining Phase I Guidelines also. The following requirements for re-opening areas follows:

## INSIDE THE BUILDING

- Any meeting will continue to be scheduled through the Christie Williams, Office Administrator as a multi platform format. All participants must be informed of requirements for participation prior to the meeting and maintain personal responsibility for their attendance and level of risk of exposure
- All members must enter the building wearing a face mask covering their nose and mouth. They should go directly to location of meeting.
- Meetings will be scheduled as follows- 30 or less participants may meet in the Sanctuary, 15 or less participants may meet in the Multipurpose Room, 10 or less may meet in the Church Lobby.
- Signage, masks and hand sanitizer will be available.
- At the start of each meeting participants will establish if all persons are vaccinated. All vaccinated persons have the option of removing their mask. If an unvaccinated participant attends in person rather than on ZOOM, masks are required along with social distancing. No childcare will be available and unvaccinated children cannot be in the building for meetings.
- Traveling throughout the building is not recommended. Exception- Bathrooms will be open only to persons attending a meeting, wearing a mask, and limiting entry to 2 or less persons. Hand washing is required.

All persons participating in PHASE I accept personal responsibility for risk of exposure and susceptibility after vaccination. Vaccines are only 60-95% effective after completion of the vaccination process. Cases of infection after vaccination have been documented.

## OUTSIDE THE BUILDING

- Events are scheduled as previously with the Office Administrator. Risk of exposure must be stated for participants and requirements for participation explained prior to the event.
- Signage, masks and hand sanitizer will be available.
- Masks covering nose and mouth are required for any person over the age of 2 yrs. who is unvaccinated for COVID-19. Attendance of unvaccinated children will be at the discretion of parent or legal guardian. Masks are required
- Social distancing is encouraged
- Masks are optional for Vaccinated participants.
- ZOOM may not be available for outside events.

All persons participating in Phase I accept personal responsibility for risk of exposure and susceptibility to infection before and after vaccination. Vaccines for COVID -19 are only 60-95% effective after completion of the vaccination process. Level of individual response to the vaccine may vary for person to person. Cases of infection after vaccination have been documented.

Wearing a mask and social distancing is a personal as well as a public health responsibility to your community.