

Unitarian Universalist Church Of Muncie
Minutes of the Board Of Trustees Meeting
Wednesday, July 14, 2021

Meeting called to order at 6:30 PM

In Attendance:

Board: Benjamin Strack – President – Present
Steve Chalk – President-Elect – Present
Joe Kaplan – Vice-President – Present (Incoming)
Lisa Cox – Treasurer – Present (Incoming)
Emily Wornell – Past President – Present
Brandon Mundell – Secretary – Present
Barbara Coeyman – Interim Minister – Absent

Guests: Jennifer Hollems – Treasurer – Present (Outgoing)
Caroline Sullivan – Past President (Outgoing)
John Bartlett – Vice-President (Outgoing)

Consent Approval of the July 14 Agenda, as Amended and Consent Approval of the June 9 Minutes

Unanimously Accepted

Discussion of The Minister's Report

Question about when the ministry will focus on UUCM Muncie and the internal healing process?

President's Report

The vision of the Board President for the next year is to have an inward focus on the congregation and the work and reorganization we may need to undertake.

Specific subjects may pertain to staffing (Coordinator of Youth Programming, Membership Coordinator, Part-Time Tech), facilities (restroom upgrade and reconfiguration, HVAC system), safety & security (cameras).

Five Minutes for reactions and ideas:

Joe – Also be looking outward

Brandon – Pick the Social Justice thing or thing(s) that we want to focus on. Be good at those things, instead of always latching on to the current issue and not actually accomplishing anything.

Emily – Leadership Development – We seem to have Committee Leaders who do not seem to want to explore any changes.

Lisa – Have fun! We need to get together. Get people knowing other people outside of their circles.

Caroline – We don't need to talk about the Past Minister. Instead, acknowledge members of our community who are still here and were hurt and are hurting.

Steve – Opportunities to discuss our religious pasts.

Jennifer – Opportunities to discuss our religious presents.

Treasurer's Report

Fiscal Year End for 2020-21 shows our finances in good shape. There are some offsetting things that may make the bottom line look off, but all are easily explainable as year-to-year inflows and outflows (Sabbatical funds movement, Tech Grant funds)

Online banking access and church credit card management is being set up.

Salary increases have a slight discrepancy due to a partial year increase that occurred and then raise adjustments made based on a previous budget before the partial year increase. There also appears to be a minor discrepancy between the budgeted and contract amounts.

In the future, there should be a mechanism where the contract numbers are reviewed and reconciled with the budget in attempt to catch and prevent mistakes.

Motion to increase the staff salaries for the DRE, Office Administrator & Bookkeeper, Community Minister, and Music Director & Choir Director to reflect the corrected 2% increase that was budgeted and approved by the congregation.

Moved: Lisa

Discussion –

Vote: Abstain – 1

No Dissent

Motion Passed

New Business

Introduction – Ministry Moving Forward

Rev. Barbara held a short discussion regarding the options of Ministry going forward prior to the GA Sunday service. The discussion was productive and, when combined with the Town Hall discussion, there seems to be a feeling in the congregation that a Developmental Ministry would be a good direction for our congregation to pursue.

Additional discussion with the congregation will be needed before the decision is made.

If Developmental Ministry is the path that we choose to pursue, then we will need to identify the specific goals that the congregation will want to undertake.

Communication and coordination with the Regional UUA Representatives and the UUA Transitions Office will need to be navigated and this process is forming.

Introduction – Transition Team and Appointments

Some potential members have been identified and contact is being made.

Question regarding what the Committee on Ministries will do this year? (Typically the COM is off-duty during transitions, but we have been able to utilize them in the past year. Is it now the time to allow the COM members to move to other places in church volunteering?)

Would the COM be useful in developing the goals for a Developmental Ministry? Or, should this be a Board of Trustees project?

The President will discuss this with the Interim Minister. Decision to be postponed until next meeting.

Old Business

Introduction – Board Transitions

Binders have been distributed. Potentially add a few sheets of blank paper to the binder for notes on the fly.

Introduction – Board Housekeeping

Meeting Time: Is the 2nd Wednesday still working for the current Board members? Some planning of the flow of information from the Program Council to the Board of Trustees may

need to be taken into account. Because of an earlier schedule shift, the timing of the flow is slightly backwards from ideal. Also, some discussion of the future role of the Program Council/Leadership Development group would be? The current 2nd Wednesday Board of Trustees meeting time is acceptable and will be retained.

In-Person Retreat: The President would like to have an opportunity to get together for a more in-depth retreat with some specific training and visioning sessions. August 29th from 12:30 (After church service) to approximately 6:30 PM.

Contact Information: The Board of Trustees will communicate with each other regarding contact information and the best method of contact during the daytime.

Feedback From Process Observer

5 Minute Gut Reaction Time was good and could be used again in the future.

Executive Session – Yes

Board Action Assignments

Ben & Lisa will clarify the contracts and payroll with Rev. Barbara.

Ben will discuss the role of the Committee on Ministries in the near future with Rev. Barbara.

All Board Members will schedule the afternoon of August 29th for the In-Person Board Retreat

All Board Members will communicate their contact information and best method of daytime communication to the rest of the Board members for their reference.

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

Process Observer – Joe Kaplan

Meeting Adjourned – 8:47 PM

Next Regular Meeting – August 11, 2021 – 6:30 PM (In-Person with Virtual Option)

Treasurer's Report
July 13, 2021

Balances:

Checking account balance (per balance sheet) as of 7/8/21 is \$61,928 vs \$66,734 last year.

As of 7/12, Investment Accounts:

Crossley: \$78,861 vs \$61,237 last year — (Building Projects: \$25,805 available for use)

Ball Fund: \$111,975 vs \$86,857 — (General Funds)

Templar: \$278,064 vs \$220,659

Askren: \$16,270 vs \$12,917 — (RE)

Piano Fund: \$9337 vs \$7,415 — (Piano Maintenance)

Income and Expense for 20-21 year:

- Our pledges and gifts have brought in \$274,753; this is above the budget of \$273,300.
- Our Gross Profit was \$296,801 vs budget of \$309,020, much of this difference is related to inability to have our bazaar.
- Total expenses were \$304,368 vs budget of \$306,792.
- There was a loss of \$8,843 for the year:
 - Sabbatical expense of \$8,832: This expense is listed under 20-21, but the grant that covered the expense was credited in 19-20 year.
 - Property Maintenance expense of \$55,254 vs budget of \$46,855

Finance Committee met this past Saturday, issues committee discussed:

- Need to clarify the division of financial matters between bookkeeper, accountant and treasurer.
- Need to plan for an audit: Identify auditors and budget for audit.
- Discussed some potential long-term goals.

Accomplishments:

- Check signers have been updated for Northwestern Bank.
- Access to trust account established.
- Per Jennifer, the issue regarding Minister's payroll taxes has been fixed.

Outstanding Issues:

- Need to establish log-in to Northwestern Bank.
- Christie shared concern today regarding payroll increase discrepancies. Did note per income and expense report that DRE and Office administrator/Bookkeeper were paid 100.9% of budget in 20-21 year. I will be meeting with Christie prior to BOT meeting.
- Need to establish communication with accountant.

- Need to clarify timeline for payroll move to accountant and exactly what services accountant will be completing.