

**Unitarian Universalist Church Of Muncie**  
**Draft Minutes of the Board Of Trustees Meeting**  
**Wednesday, January 12, 2022**

Meeting called to order at 7:00 PM

In Attendance:

Board: Benjamin Strack – President – Present  
Steve Chalk – President-Elect – Present  
Joe Kaplan – Vice-President – Present  
Lisa Cox – Treasurer – Present  
Emily Wornell – Past President – Not Present (Resigned)  
Brandon Mundell – Secretary – Present  
Barbara Coeyman – Interim Minister – Present

Guests:

**Consent approval of the December 8 Agenda.**

Add to New Business – UUA Congregational Questionnaire & Past President Resignation  
No Dissention

**Motion Passed**

**Consent approval of the December 8 Minutes.**

No Dissention

**Motion Passed**

Treasurer's Report

Income is very close to on track to meet expectations. Expenses are slightly down, but on track. There is a surplus shown at this time, which is better than our projected deficit.

Personal Property Tax exemption form is completed and the Treasurer will submit to the Auditor's office.

Audit costs may be near or more than \$5000. One firm made the recommendation of a review, instead of an audit (appx \$1500). As an audit is typically useful to large corporations, but not smaller organizations, such as church congregations.

We need to take a look at the Designated Funds and understand what is happening (or not happening)

## Leadership Council

Rev. Barbara is working to lead this with Joe. The upcoming thrust is to define some best practices for holding meetings.

## Minister's Report & Discussion

What is the status of the Minister's Discretionary Fund and the Caring Fund? Clarify the definitions of this with the Treasurer and Accountant. Also, we typically raise this up during the Christmas Eve Service, but this did not happen with the alternate plan in 2021. There will be a direct ask in the near timeframe.

The minister recommends that the best use of her efforts with transition would be mentoring the process of working toward Developmental Ministry.

Recommendation to have the January 30 Sunday Service be entirely virtual. There is a pre-recorded program that would be well to broadcast on Zoom.

Recommendation to have the current board, former board and the staff meet together.

## **New Business**

### Introduction – COVID Status and Taskforce

The attendance at the in-person service has been at or well below safe levels recently.

The board is comfortable maintaining the current building open status and will support the minister in her decisions about specific worship services with online only and/or multi-platform options.

### Introduction – Committees and Volunteers

Nominating Committee is less a chair at this time. Joe Kaplan would be in his second year? as a Board Appointment, but resigned when he joined the board. John Bartlett was the 2021 Congregational Appointment. The board will need to appoint a Chair for the short term, with responsibility to undertake only this task, due to the vacancy.

### Introduction – UUA Congregational Questionnaire

Rev. Barbara will clarify the needs of input from the board with the Office Administrator.

#### Introduction – Past President Resignation

The Board of Trustees has received a resignation tendered by the Past President. The Board President will entertain a motion to accept the resignation.

#### **Motion to accept the resignation tendered by the Past President**

Moved: Joe

Second: Lisa

Discussion – This is a difficult situation, as with all resignations. Recognizing the potentially overwhelming demands on the individual regarding leadership and the difficulty for the organization of unfulfilled commitment.

Vote: Abstain –  
No Dissent

#### **Motion Passed**

### **Old Business**

#### Introduction – 1859 Forum Recreation

Steve is leading the discussion at the 9:30 Discussion Group this upcoming Sunday. He will report the results of the experience.

#### Introduction – Developmental Goal Setting, Part 3

The UUA advice is that the Developmental Search Committee should be comprised of 3 Board members. As an alternative, two board members and one trusted member of the congregation.

The goals (5) are very near finished.

### **Feedback From Process Observer(s)**

### **Executive Session – No**

### **Board Action Assignments**

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

Process Observer – Steve

**Meeting Adjourned – 10:15 PM**

Next Regular Meeting – February 9, 2022 – 7:00 PM (In-Person with Virtual Option)

## **Treasurer's Report:**

### *Northwest Bank Balances as of 1/11/22:*

Primary Checking Account Balance: \$78,010

Money Market Account Balance: \$7,670

Designated Fund Account Balance: \$15,484

### *Investment Accounts as of 12/7/21:*

Crossley: \$74,803 — (Building Projects)

Ball Fund: \$113,259 — (General Funds)

Templar: \$278,015

Askren: \$16,296— (RE)

1859 Account: \$83,922 — (Community Benefit)\*

Piano Fund: \$9,462 — (Piano Maintenance)

### Income and Expense For 1<sup>st</sup> Quarter

- Our pledges and gifts have brought in \$144,703; this is 98.2% of expected budget.
- Our Gross Profit was \$159,831, 98.4% of expected budget.
- Total expenses were \$148,664. 90.4% of expected budget
- There is a net income of: \$ 10,626, with expected income of \$ -2,064

### Other Issues:

- Funds from Crosley fund were credited 12/9 to cover air purifiers.
  - Still awaiting clarification on how to account for this.
- Bookkeeper is working with Swift and Associates to transfer payroll. They will be meeting this next week, Christie hopes to have a better transfer plan after that.
- The church's Business Personal Property is not listed as exempt in the county assessor's office. We need to submit the application for exemption by April 1<sup>st</sup>.
  - Swift and Associates have completed the application.
  - Treasurer to turn in to Assessors office.
- Treasurer contacted 3 different accounting firms inquiring about a possible audit. Received return contact from Estep, Burkey Simmons. For churches they do not recommend audit (\$5500-\$6000), they do recommend a review which would cost \$1500 to \$2500.

\* Under the control of the Governing Committee of the 1859 Forum for Community Conversations