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Practicing inclusivity.
Living justice.

Unitarian Universalist Church of Muncie

Minutes of the Board of Trustees Meeting

Tuesday, January 3, 2023

The UUCM Board of Trustees Meeting called to order at 7:02 PM by President Eleanor Trawick

In Attendance:

Board: Eleanor Trawick – President
Kirk Robey – President-Elect
Benjamin Strack – Past President
Steve Chalk – Vice President
Lisa Cox – Treasurer
Maggie Bartlett – Secretary (via Zoom)
Joel Tishken- Minister

Guests present: n/a

Absent: None

Consent Agenda

Approval of the January 3, 2023, as amended.

No Dissent

Motion Passed

Approval of the December 6, 2022 Minutes

No Dissent

Motion Passed

New Business

Treasurers Report

Treasurer Lisa Cox gave a summary of her reports. Ms. Cox's reports are attached to these minutes. Treasurer Lisa Cox reported that as of 1/2/2023, the *Northwest Bank Balances were:* \$93,881.53 in the Primary Checking Account, and \$8,079.40 in the Money Market Account, \$13,235.64 in the Designated Fund Account. The *Investment Accounts as of 1/2/2023 were reported as:* \$63,236 in the Crossley (Building Projects) Account, \$95,874 in the Ball Fund (General Funds), \$229,465 in the Templar, \$13,429 in the Askren (RE), \$72,552 in the 1859 Account (Community Benefit), and \$7,933 in the Piano Fund (Piano Maintenance). Treasurer Cox then reported on Income and Expenses for the for the 2022-2023 year to 1 /3/2023. Ms. Cox reported that UUCM pledges and gifts have brought in \$ 136,283 to date. Fund raising was reported as \$ 13,492 to date. The UUCM Gross Profit was \$159,838. UUCM total expenses were \$154,101**. There is a net income of \$4,857.

Treasurer Lisa Cox also reported on other UUCM financial items. Ms. Cox reported that the budget has been updated. Ms. Cox also reported that the new safe deposit box has been opened at Northwest Bank at the Downtown Branch. Signatures from BoT members will be gathered at this meeting. Ms. Cox and the BoT spoke on planning for the UUCM financial review.

Minister's Report

Rev. Joel Tishken gave his report to the UUCM Board of Trustees. Rev. Tishken reported that we had fifty people attend the Christmas Eve Service zoom. BoT members thought that the abbreviated services had been well done and well received. Rev. Tishken reported on the LDRE search. He reported that there are zero applicants currently. Brainstorming was held regarding getting the word out and reaching out to

individuals. Rev. Tishken will send the LDRE job description to the Christian Theological Seminary in Indianapolis. This will broaden the reach of the search. Bot Members will also share the job description. Rev. Tishken went over some calendar items. February 5th and 12th will be Stewardship Sundays. Rev. Tishken spoke about having a picnic in early June.

Discussion of “[In the Wilderness: Change is Hard, Even if it's the Promised Land](#)” (UUA)

There was group discussion on “[In the Wilderness: Change is Hard, Even if it's the Promised Land](#)” from the UUA website. Members of the Board shared their thoughts on varied aspects of this learning module.

Proposal for updating the Policies & Procedures Manual and the By-Laws

President Trawick then moved onto the next order of new business, a proposal for updating the Policies & Procedures Manual and the By-Laws of UUCM. President Trawick proposed that the BoT review the Policies & Procedures Manual and the By-Laws of UUCM and propose needed changes and updates .

what when who

By-Laws:

Articles I–VII lines 23–164 (142 lines) Feb. 7 mtg. Maggie & Kirk

Articles VIII–X lines 166–361 (195 lines) March 7 mtg. Steve & Ben & Joel

Articles XI–XIII lines 366–510 (145 lines) April 4 mtg. Eleanor & Lisa

Policy & Procedures Manual:

pp. 1–17 (thru “Property Maintenance Committee”) May 2 mtg. Eleanor & _____

pp. 18–34 (“Religious Education Committee” to end) June 6 mtg. _____ & _____

Revisiting the COVID-19 masking policy

President Trawick then moved onto the next order of new business, Revisiting the COVID-19 masking policy as per discussion last month. Discussion was held on the policy, including sharing information on the policy.

President Trawick will write a reminder regarding the church’s COVID masking policy for the Eblast. Joel will check Delaware County’s Covid levels on Thursday afternoons and pass information along to Christie to put a prepared message regarding masking into weekly Eblasts. This procedure will be communicated to Christie in advance.

How to start a discussion of the proposed 8th Principal at UUCM

Rev. Joel Tishken then began discussion of the next item on the agenda on how to start a discussion of the Proposed 8th Principal at UUCM. The 8th Principle affirms and promotes journeying toward spiritual wholeness by working to build a diverse, multicultural community by our actions that actively dismantle racism and other oppressions in ourselves and our institutions. Different ideas were shared, including Rev. Tishken including the Principal during the January 29th Sunday Service. President Trawick offered to write the February “Splinters from the Board” column on the 8th Principle and organize a brown bag discussion on the 8th Principal following the March 5th service.

Old Business

Update on Ministerial Search

Vice President Chalk and Past President Strack then moved onto the first piece of old business, an update on the Ministerial Search. The BoT was updated on the Ministerial Search.

There was a review and evaluation of the 12/11 and 12/18 Town Hall Meetings and communications that had been received.

The BoT had a discussion of Rev. Joel Tishken’s “Some Thoughts from the Current Minister e-mail of 12/27.

The BoT talked about preparations for the Town Hall Meeting to be held on 1/22/2023 following the service.

Mr. Chalk and Mr. Strack will present information along with the rest of the search committee as well as

writing a piece for the Eblast about the status the search.

CLOSING

Review tasks to be completed this month:

Ben Strack will lead discussion on “ [Good Boundaries: Balancing Transparency and Confidentiality](#)” during the February Meeting.

Next Meeting: Opening and Closing Words - Ben Strack

Process Observer for February – Lisa Cox

Ben Strack will locate and send the 2020 Committee on Ministries report to the board.

Rev. Tishken will send the LDRE job description to Christian Theological Seminary in Indianapolis.

Lisa Cox will text Nikki Fitzgerald with the LDRE job description or send her the LDRE job link.

Eleanor Trawick put into e-blast a reminder of the church's COVID masking policy.

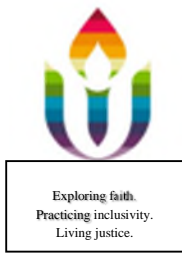
Rev. Tishken will check Delaware County's Covid levels on Thursdays and pass information along to Christie to put a premade message regarding masking into the weekly Eblast. Rev. Tishken will communicate this procedure to Christie in advance.

Feedback From Process Observer(s)

Executive Session – No

Meeting Adjourned – 9:20 PM

Next Regular Meeting – February 7, 2023 – 7:00 PM (In-Person with Virtual Option) *****



Unitarian Universalist Church of Muncie
Minutes of the Board of Trustees
Virtual / Email Meetings
January 2023

Board Members active in virtual / Email discussions:

Board: Eleanor Trawick – President
Benjamin Strack – Past President
Kirk Robey – President-Elect
Steve Chalk – Vice President
Lisa Cox – Treasurer
Maggie Bartlett – Secretary
Joel Tishken- Minister

Door Replacement

Bruce Craig contacted the board with a time-sensitive question about a needed door replacement. Mr. Craig's correspondence is attached. The first issue that Mr. Craig reported is that the sliding doors by the church office need to be replaced due to the door frames rotting. Replacement estimates have been received. Pella Window offered a price reduction if their bid was accepted until Jan 31, 2023. The installation of these doors will cost \$1,900. If we accept their proposal before Jan 31, the installation will only be \$950. Mr. Craig stated that the PMC needed BoT approval to move forward on replacing the doors. A motion was made by President Trawick to give approval to Bruce Craig to replace the doors by the church office. There was some discussion via email and in person.

There was a vote on the motion to give approval to Bruce Craig to replace the doors by the church office. The Vote was held via email and in person.

No Dissent; Two people not voting.

Motion Passed 4-0

Kitchen Cooler

The second issue that Mr. Craig reported to the BoT is that the kitchen cooler needs to be repaired or replaced. Mr. Craig's correspondence is attached to these notes. Mr. Craig forwarded cost estimates on the options of repairing or replacing the kitchen cooler. Mr. Craig also offered the option of replacing the cooler with a regular kitchen refrigerator. Virtual and in-person discussions were held regarding the issue. Consensus was reached that it would be best to replace with a refrigerator rather than repair the current kitchen cooler. A motion was made by President Trawick to give approval to Bruce Craig to replace the cooler with a regular kitchen refrigerator. There was discussion via email and in person.

There was a vote on the motion to give approval to Bruce Craig to replace to replace the cooler with a regular kitchen refrigerator. The Vote was held via email and in person.

No Dissent;

Motion Passed

Treasurer's Report January 2023:

Northwest Bank Balances as of 1/2/2023:

Primary Checking Account Balance: \$93,881.53

Money Market Account Balance: \$8,079.40

Designated Fund Account Balance: \$13,235.64

Investment Accounts as of 1/2/23:

Crossley: \$63,236 — (Building Projects)

Ball Fund: \$95,874 — (General Funds)

Templar: \$229,465

Askren: \$13,429 — (RE)

1859 Account: \$72,552 — (Community Benefit) *

Piano Fund: \$7,933 — (Piano Maintenance)

Income and Expenses for 2022-2023 year to 1/3/2023

- Pledges and gifts for this fiscal year to date: \$ 136,283
- Fund Raising: \$ 13,492
- Gross Profit for this fiscal year to date: \$ 159,838
- Total Expenses for this fiscal year: \$ 154,101 **
- Net income for this fiscal year to date: \$ 4,857

Other Happenings:

- Budget has been updated.
- New safe deposit box opened at Northwest Bank, Downtown branch.
 - Need signatures
- Need to begin planning for financial review: local accountant vs UUA financial review?

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

** Appears that there are some duplicate entries in payroll.

U U Church Of Muncie
Income & Expense
 July 1, 2022 through January 3, 2023

	Jul 1, '22 - Jan ...	Budget	% of Budget
Worker's Compensation Insurance	0.00	569.00	0.0%
Total Other Program Expenses	4,203.49	5,712.63	73.6%
Program salaries & related exp			
Ministerial costs			
Community Minister's expenses	881.57	254.06	347.0%
Community Minister stipend	1,150.00	2,926.45	39.3%
Housing Allowance	2,550.00	2,550.00	100.0%
Minister's Expenses	1,456.35	3,627.58	40.1%
Minister's Insurance			
Minister's Disability Insurance	0.00	463.35	0.0%
Minister's Insurance - Other	4,485.32	4,050.56	110.7%
Total Minister's Insurance	4,485.32	4,513.91	99.4%
Minister's Life Insurance	324.12	228.68	141.7%
Minister's Pension	8,982.51	3,055.11	294.0%
Minister's Salary	37,083.28	30,485.46	121.6%
Moving Expenses	341.48	0.00	100.0%
Payment in lieu of FICA	3,062.50	2,527.46	121.2%
Sabbatical Expenses	334.00	254.06	131.5%
Total Ministerial costs	60,651.13	50,422.77	120.3%
Music and Worship			
Choir Director	0.00	2,638.90	0.0%
Guest Musicians	100.00	253.97	39.4%
Music Director	7,131.45	4,608.16	154.8%
Music Director Professional Exp	0.00	381.00	0.0%
Pianist	0.00	1,848.32	0.0%
Worship Associates	2,237.44	2,384.84	93.8%
Music and Worship - Other	2,359.87	0.00	100.0%
Total Music and Worship	11,828.76	12,115.19	97.6%
Religious Education			
Coordinator of Youth Prog.	382.50	0.00	100.0%
DRE's Compensation			
DRE health insurance	3,142.52	0.00	100.0%
DRE Salary	8,842.76	8,383.06	105.5%
Pension - DRE	2,253.58	754.48	298.7%
DRE's Compensation - Other	592.76	0.00	100.0%
Total DRE's Compensation	14,831.62	9,137.54	162.3%
O.W.L.	-550.00	0.00	100.0%
Religious Education supplies et			
RE Curriculum	170.00	0.00	100.0%
RE Summer Program	605.61	0.00	100.0%
RE supplies	138.99	0.00	100.0%
Religious Education supplies et - Other	0.00	2,871.58	0.0%
Total Religious Education supplies et	914.60	2,871.58	31.9%
Youth Groups	0.00	890.03	0.0%
Total Religious Education	15,578.72	12,899.15	120.8%
Total Program salaries & related exp	88,058.61	75,437.11	116.7%
Total Expense	154,100.87	142,302.70	108.3%
Net Ordinary Income	5,736.97	15,662.36	36.6%
Other Income/Expense			
Other Income			
Investment income-Restricted	380.89	0.00	100.0%

U U Church Of Muncie
Income & Expense
 July 1, 2022 through January 3, 2023

	Jul 1, '22 - Jan ...	Budget	% of Budget
Ordinary Income/Expense			
Income			
Dedicated Offerings	11,618.08	5,334.68	217.8%
Fund raising & social activity			
Fund Raising			
Bazaar	11,007.10	7,000.00	157.2%
Fund raising - misc.	1,263.70	2,540.30	49.7%
Rummage sales	1,221.19	0.00	100.0%
Total Fund Raising	13,491.99	9,540.30	141.4%
Social Activities			
Social Activities Income	0.00	558.85	0.0%
Total Social Activities	0.00	558.85	0.0%
Total Fund raising & social activity	13,491.99	10,099.15	133.6%
Investment income			
Capital gains realized	280.52	0.00	100.0%
Interest & Dividends	3.19	823.06	0.4%
Templar fund income	1,660.41	2,591.13	64.1%
Investment income - Other	497.93	0.00	100.0%
Total Investment income	2,442.05	3,414.19	71.5%
Miscellaneous income			
Building use	375.00	100.00	375.0%
Social Justice Income			
Food Pantry	-500.00	0.00	100.0%
Total Social Justice Income	-500.00	0.00	100.0%
Total Miscellaneous income	-125.00	100.00	-125.0%
Pledges & gifts			
21/22 Pledges & Gifts	970.00	0.00	100.0%
22/23 Pledges & Gifts	134,192.50	145,308.42	92.4%
Loose Offerings	1,120.80	762.10	147.1%
Total Pledges & gifts	136,283.30	146,070.52	93.3%
Total Income	163,710.42	165,018.54	99.2%
Cost of Goods Sold			
Cost of Goods Sold			
Bazaar Expenses	1,809.55	600.00	301.6%
Building Use expenses	200.00	0.00	100.0%
Dedicated Offerings disbursed	1,863.03	5,334.68	34.9%
Fundraising expense	0.00	559.90	0.0%
Social Activities expenses	0.00	558.90	0.0%
Total Cost of Goods Sold	3,872.58	7,053.48	54.9%
Total COGS	3,872.58	7,053.48	54.9%
Gross Profit	159,837.84	157,965.06	101.2%
Expense			
Investment Expenses	272.26	0.00	100.0%
Operating Expenses			
Bank Fees	174.62	0.00	100.0%
Church Office			
Accounting Services	890.00	1,412.35	63.0%
Copier expense	1,307.85	1,066.94	122.6%
Internet costs	293.64	457.26	64.2%
Medical Insurance - Office	2,338.12	3,607.29	64.8%
Office - general			
ACH Fees	100.50	304.84	33.0%
Miscellaneous Expenses	173.18	762.10	22.7%

U U Church Of Muncie
Income & Expense
 July 1, 2022 through January 3, 2023

	Jul 1, '22 - Jan ...	Budget	% of Budget
Office equipment & software	402.00	2,387.84	16.8%
Office supplies	298.02	0.00	100.0%
Postage	68.95	101.55	67.9%
Total Office - general	1,042.65	3,556.33	29.3%
Office Administrator Payroll	18,643.76	14,233.87	131.0%
Pension - Office Administrator	4,495.82	1,494.71	300.8%
Professional Bookkeeper	3,107.29	2,372.65	131.0%
Telephone	452.44	585.29	77.3%
Unigram & Bulletins	140.48	253.97	55.3%
Web Services	0.00	132.13	0.0%
Total Church Office	32,712.05	29,172.79	112.1%
Committee and misc. expenses			
Adult RE	80.00	50.83	157.4%
Caring committee	0.00	25.38	0.0%
Committee on Ministries	0.00	25.38	0.0%
Fall retreat (Income and exp)	-787.94	0.00	100.0%
Finance & Stewardship Committee	0.00	2,000.00	0.0%
Kitchen Committee			
Coffee Expenses	83.80	0.00	100.0%
Kitchen Committee - Other	0.00	76.21	0.0%
Total Kitchen Committee	83.80	76.21	110.0%
Membership	0.00	50.83	0.0%
Sights and Sounds	0.00	508.08	0.0%
Social justice committee expense	0.00	50.83	0.0%
Total Committee and misc. expenses	-624.14	2,787.54	-22.4%
Denominational affairs			
UUA Program	2,500.00	0.00	100.0%
Denominational affairs - Other	197.00	2,540.30	7.8%
Total Denominational affairs	2,697.00	2,540.30	106.2%
Property and Maintenance			
Covid Supplies	36.47	253.97	14.4%
Custodians	7,024.60	8,568.97	82.0%
Electricity	1,362.19	3,348.13	40.7%
Equipment Purchases	0.00	508.03	0.0%
Fuel	419.35	2,286.29	18.3%
Grounds	3,732.98	1,778.26	209.9%
Insurance	4,828.25	3,015.38	160.1%
Interest Expense - Solar Panels	0.00	1,000.00	0.0%
Maintenance Supplies	573.95	863.65	66.5%
Pest Control	50.00	253.97	19.7%
Repairs and Upkeep	6,898.75	2,540.26	271.6%
Sonitrol [Building Security]	198.00	304.84	65.0%
Water and sewage	1,418.25	1,930.58	73.5%
Property and Maintenance - Other	64.19	0.00	100.0%
Total Property and Maintenance	26,606.98	26,652.33	99.8%
Total Operating Expenses	61,566.51	61,152.96	100.7%
Other Program Expenses			
Child Care and Nursery	1,120.00	2,148.06	52.1%
Employee health insurance	-2,521.49	0.00	100.0%
Payroll Taxes			
Medicare	1,062.37	0.00	100.0%
Social Security	4,542.61	0.00	100.0%
Payroll Taxes - Other	0.00	2,995.57	0.0%
Total Payroll Taxes	5,604.98	2,995.57	187.1%

6:49 PM

01/03/23

Accrual Basis

U U Church Of Muncie
Income & Expense
July 1, 2022 through January 3, 2023

	<u>Jul 1, '22 - Jan ...</u>	<u>Budget</u>	<u>% of Budget</u>
Total Other Income	380.89	0.00	100.0%
Other Expense			
Investment Exp. - Restricted	1,260.91	0.00	100.0%
Total Other Expense	1,260.91	0.00	100.0%
Net Other Income	-880.02	0.00	100.0%
Net Income	<u>4,856.95</u>	<u>15,662.36</u>	<u>31.0%</u>