



# Unitarian Universalist Church of Muncie

## Minutes of the Board of Trustees Meeting

### Tuesday, November 1, 2022

The UUCM Board of Trustees Meeting called to order at 7:04 PM by President Eleanor Trawick

#### In Attendance:

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

Guests present: Susan Bossung, Bea Sousa, Bruce Craig

Absent: n/a

#### Consent Agenda

**Approval of the November 1, 2022 Agenda.**

**No Dissent**

**Motion Passed**

**Approval of the October 4, 2022 Minutes.**

**No Dissent**

**Motion Passed**

#### New Business

##### **Treasurer's Report**

Treasurer Lisa Cox gave a summary of her report. The Treasurer's Report is attached to these notes. Treasurer Lisa Cox reported that as of November 1, 2022, the *Northwest Bank Balances were*: \$100,879 in the Primary Checking Account, and \$7,981 in the Money Market Account, \$15,525 in the Designated Fund Account. The *Investment Accounts as of 11/1/22 were reported as*: \$61,792 in the Crosley (Building Projects) Account, \$93,676 in the Ball Fund (General Funds), \$225,868 in the Templar, \$13,209 in the Askren (RE), \$71,060 in the 1859 Account (Community Benefit), and \$7,432 in the Piano Fund (Piano Maintenance). Treasurer Cox then reported on Income and Expenses for the for the 2022-2023 year to 11/1/2022. Ms. Cox reported that UUCM pledges and gifts have brought in \$125,542 to date; this is 129.9% of the expected budget. The UUCM Gross Profit for this fiscal year to date was \$121,806. This is 131.3% of the expected GP budget. UUCM total expenses were \$87,544. This is 79.7% of the expected budget. There is a net income to date of \$45,262.

Treasurer Lisa Cox also reported on other UUCM financial items. Ms. Cox reported she needs to update the budget. Ms. Cox and President Trawick will schedule a time to drill open the Safe Deposit Box at Old National Bank. There was discussion regarding planning for financial review for UUCM. Ben Stack will reach out to David Pyle at UUA.

Ms. Cox reported on employees' UU retirement plans and stated that we need to reaffirm with a motion to confirm that we will continue to contribute 9% of eligible employees' salaries to the pension plan through the UU Retirement Plan. This was previously approved to begin July 1<sup>st</sup> 2015. President Trawick made a motion that we will continue to contribute 9% of eligible employees' salaries to the pension plan through the UU Retirement Plans as previously approved to begin as of July 1<sup>st</sup> 2015.

The motion was Seconded by Steve Chalk

President Trawick asked if there was any discussion of the motion. There was no discussion.

***There was a call to a vote on the motion to continue to contribute 9% of eligible employees' salary to the pension plan through the UU Retirement Plan as was previously approved to begin as of July 1<sup>st</sup> 2015.***

***No Dissention***

***Motion Passed 6-0***

### **Minister's Report**

Rev. Joel Tishken gave his report to the UUCM Board of Trustees. Rev. Tishken gave some calendar updates and thoughts for discussion on Rev. Dr. Julia Corbett-Hemeyer's ordination.

Rev. Tishken reported on a plan from Feed Your Hungry Neighbors to hold a food drive through the rest of the 2022 year. This will be announced from the pulpit this upcoming Sunday, November 6, 2022.

Rev. Tishken also stated that there will be a need for volunteers to take food donations to Christian Ministries. Donations will begin on November 13<sup>th</sup>.

Another idea was that instead of holding a Harvest Feast on November 20<sup>th</sup>, congregants would be asked to bring in food for donation instead. Discussion was held. BoT members agreed that these plans were in line with UUCM mission and values.

The Christmas Eve Service's offering will be set to be dedicated to the Ministers Discretionary Fund.

Rev. Tishken then discussed an updated title for Rev. Dr. Julia Corbett-Hemeyer. Everyone agreed that this would be appropriate.

Rev Tishken then reported on calendar dates on the calendar through the end of the year. These dates are on the calendar.

### **Discussion of "[Knowing Your Purpose: Leading in Alignment with Your Mission](#)" (UUA)**

Past President Ben Strack led discussion on "[Knowing Your Purpose: Leading in Alignment with Your Mission](#)" from the UUA website. Members of the Board shared their thoughts on varied aspects on this learning module.

## **Evaluation of the Congregational Meeting**

President Trawick then moved onto the next order of new business, the evaluation of the October 23<sup>rd</sup> UUCM Congregational Meeting. Discussion was held. The topic of the membership list was discussed and who maintains the list. It was stated that a month before any changes to the list or congregational meeting, a letter should be sent to anyone who would potentially be removed from the list. We will revisit this topic in February. President Trawick spoke to not having an individual slated for sights and sounds set up; John Bartlett stepped in and was able to run the PowerPoints and microphones.

## **Searches for Next Year**

President Trawick then moved onto the next order of new business, the searches for the positions of LDRE and Minister in 2023.

### **1. LDRE Search**

The BoT spoke regarding the LDRE search and examined the ad for the position. The BoT looked over the ad prepared and sent by Rev. Tishken. Discussion was held to finalize the ad, including hours and responsibilities. BoT members shared what past DREs had done with duties, including campus ministry and thoughts regarding finances. The ad will state 35 hours per week and have a salary range listed. The ad will not mention professional development or vacation time. These items can be negotiated. A question was asked regarding credentials.

Discussion was held about where the ad should be posted. Rev. Tishken will complete the ad and post it with the UUA, Christian Theological Seminary in Indianapolis, Earlham, and BSU.

### **2. Minister Search**

The BoT spoke regarding the search for a minister.

- a. President Trawick reported to the board regarding her conversation with Keith Kron of the Transitions Office of UUA. Mr. Kron stated that there are more ministers in search this year in comparison to last year. He also stated that if we begin our search by December 1<sup>st</sup>, more prospects will see our search.
- b. The BoT discussed should we search again for a Developmental Minister? President Trawick shared thoughts from Mr. Kron. The BoT was in support of continuing the search for a Developmental Minister.
- c. The BoT spoke regarding how does the search change (if it does at all) knowing that Rev. Tishken wishes to be considered. Mr. Strack and Mr. Chalk shared their experiences with a past search. Rev. Tishken's materials will be considered with other applicants. Discussion was held regarding on how applicants could be considered in line with our values.
- d. The BoT discussed the search committee. Ben Strack and Steve Chalk agreed to be on the search committee. President Trawick will ask the congregational members if they are willing to serve on the search committee.
- e. The BoT planned for and discussed next steps. The next steps would be to ask individuals to be on the search committee. Mr. Strack and Mr. Chalk will be the members from the board. Ms. Trawick will ask the congregational members.

President Trawick stated that she feels that we have a mandate from the congregation to search for a developmental minister. The BoT spoke on the issue, including concerns raised from congregational members. In light of these discussions, President Trawick will write Mr. Krom of UUA tonight. We will then need to complete the application prior to December 1<sup>st</sup>. A motion was made by President Trawick

for Steve Chalk, Ben Strack, Holly Hanauer, and Denise Ewing to serve on the Ministerial Search Committee.

Lisa Cox seconded the motion.

President Trawick asked if there was any discussion of the motion. Discussion was held.

***There was a call to a vote on the motion for Steve Chalk, Ben Strack, Holly Hanauer, and Denise Ewing to serve on the Ministerial Search Committee.***

***No dissension***

***2 abstentions.***

***Motion passed 4-0***

Mr. Strack and Mr. Chalk will begin the congregational record application.

Questions from visitors to the BoT meeting were answered.

## **CLOSING**

### **Review tasks to be completed this month**

Lisa Cox and Eleanor Trawick will meet at Old National to drill out the lock for safe box.

Ben Strack will make contact with David Pyle regarding UUCM Financial Review.

Rev. Tishken will complete the LDRE ad and post it with the UUA, Christian Theological Seminary in Indianapolis, Earlham, and BSU.

Lisa Cox and Maggie Bartlett continue to plan for Santa Lucia.

Ben Strack and Steve Chalk will begin the congregational record application.

President Trawick will write a Splinters from The Board.

John Taylor and Bruce Craig will be invited to the December meeting.

Next Meeting: Opening and Closing Words - Ms. Bartlett

Ben Strack will lead discussion on “ [The Myth of Rationality](#) ” during the December Board Meeting.

Process Observer for December – Kirk Robey

Feedback From Process Observer(s)

Executive Session – No

**Meeting Adjourned – 9:28 PM**

Next Regular Meeting – December 6, 2022 – 7:00 PM (In-Person with Virtual Option) \*\*\*\*\*

## **Treasurer's Report November 2022:**

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

Primary Checking Account Balance: \$100,879

Money Market Account Balance: \$7,981

Designated Fund Account Balance: \$15,525

### *Investment Accounts as of 11/1/22:*

Crossley: \$61,792 — (Building Projects)

Ball Fund: \$93,676 — (General Funds)

Templar: \$225,868

Askren: \$13,209 — (RE)

1859 Account: \$71,060 — (Community Benefit)\*

Piano Fund: \$7,754 — (Piano Maintenance)

### Income and Expenses for 2022-2023 year to 11/1/2022

- Pledges and gifts for this fiscal year to date: \$ 125,542; 129.9% of expected
- Gross Profit for this fiscal year to date: \$ 121,806; 131.3% of expected
- Total Expenses for this fiscal year: \$ 87,544; 79.7% of expected
- Net income for this fiscal year to date: \$ 45,262

### Other Happenings:

- Treasurer needs to update the budget following congregational meeting updated budget.
- We need a motion to confirm that we will be contributing 9% of eligible employees salary to the pension plan through the UU Retirement Plans. This was previously approved to begin July 1<sup>st</sup> 2015.
- Safe Deposit Box at Old National: Need to schedule time to drill open
- 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

**U U Church Of Muncie**  
**Income & Expense**  
 July 1 through November 1, 2022

	Jul 1 - Nov ...	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Dedicated Offerings	9,581.43	3,529.17	271.5%
Fund raising & social activity			
Fund Raising			
Bazaar	0.00	233.33	0.0%
Fund raising - misc.	604.00	2,352.80	25.7%
<b>Total Fund Raising</b>	604.00	2,586.13	23.4%
Social Activities			
Social Activities Income	0.00	369.70	0.0%
<b>Total Social Activities</b>	0.00	369.70	0.0%
<b>Total Fund raising &amp; social activity</b>	604.00	2,955.83	20.4%
Investment income			
Interest & Dividends	0.00	544.50	0.0%
Templar fund income	0.00	1,714.17	0.0%
<b>Total Investment income</b>	0.00	2,258.67	0.0%
Miscellaneous income			
Building use	375.00	51.67	725.8%
<b>Total Miscellaneous income</b>	375.00	51.67	725.8%
Pledges & gifts			
20/21 Pledges & Gifts	10,371.32	0.00	100.0%
21/22 Pledges & Gifts	7,878.00	0.00	100.0%
22/23 Pledges & Gifts	106,505.00	96,130.43	110.8%
Loose Offerings	787.80	504.17	156.3%
<b>Total Pledges &amp; gifts</b>	125,542.12	96,634.60	129.9%
<b>Total Income</b>	136,102.55	105,429.94	129.1%
<b>Cost of Goods Sold</b>			
Cost of Goods Sold			
Bazaar Expenses	1,233.66	20.00	6,168.3%
Building Use expenses	200.00	0.00	100.0%
Dedicated Offerings disbursed	1,863.03	3,529.17	52.8%
Fundraising expense	0.00	371.07	0.0%
Social Activities expenses	0.00	370.07	0.0%
<b>Total Cost of Goods Sold</b>	3,296.69	4,290.31	76.8%
<b>Total COGS</b>	3,296.69	4,290.31	76.8%
<b>Gross Profit</b>	132,805.86	101,139.63	131.3%
<b>Expense</b>			
Operating Expenses			
Bank Fees	68.25	0.00	100.0%
Church Office			
Accounting Services	760.00	933.73	81.4%
Copier expense	890.09	705.83	126.1%
Internet costs	293.64	302.50	97.1%
Medical Insurance - Office	1,753.59	2,386.73	73.5%
Office - general			
ACH Fees	21.00	201.67	10.4%
Miscellaneous Expenses	114.21	504.17	22.7%
Office equipment & software	222.12	1,579.07	14.1%
Office supplies	100.47	0.00	100.0%
Postage	0.00	66.57	0.0%
<b>Total Office - general</b>	457.80	2,351.48	19.5%
Office Administrator Payroll	9,304.88	9,415.83	98.8%

**U U Church Of Muncie**  
**Income & Expense**  
 July 1 through November 1, 2022

	Jul 1 - Nov ...	Budget	% of Budget
Pension - Office Administrator	2,412.13	989.17	243.9%
Professional Bookkeeper	1,550.81	1,569.97	98.8%
Telephone	452.44	387.20	116.8%
Unigram & Bulletins	140.48	167.40	83.9%
Web Services	0.00	87.73	0.0%
<b>Total Church Office</b>	<b>18,015.86</b>	<b>19,297.57</b>	<b>93.4%</b>
<b>Committee and misc. expenses</b>			
Adult RE	0.00	33.64	0.0%
Caring committee	0.00	16.78	0.0%
Committee on Ministries	0.00	16.78	0.0%
Fall retreat (Income and exp)	-172.94	0.00	100.0%
Finance & Stewardship Committee	0.00	2,000.00	0.0%
Kitchen Committee			
Coffee Expenses	101.30	0.00	100.0%
Kitchen Committee - Other	0.00	50.42	0.0%
<b>Total Kitchen Committee</b>	<b>101.30</b>	<b>50.42</b>	<b>200.9%</b>
Membership	0.00	33.64	0.0%
Sights and Sounds	0.00	336.14	0.0%
Social justice committee expense	0.00	33.64	0.0%
<b>Total Committee and misc. expenses</b>	<b>-71.64</b>	<b>2,521.04</b>	<b>-2.8%</b>
<b>Denominational affairs</b>			
UUA Program	1,500.00	0.00	100.0%
Denominational affairs - Other	197.00	1,680.53	11.7%
<b>Total Denominational affairs</b>	<b>1,697.00</b>	<b>1,680.53</b>	<b>101.0%</b>
<b>Property and Maintenance</b>			
Covid Supplies	36.47	167.40	21.8%
Custodians	5,619.68	5,668.83	99.1%
Electricity	1,362.19	2,215.30	61.5%
Equipment Purchases	0.00	335.77	0.0%
Fuel	419.35	1,512.50	27.7%
Grounds	2,331.98	1,176.73	198.2%
Insurance	3,335.50	1,714.17	194.6%
Interest Expense - Solar Panels	0.00	1,000.00	0.0%
Maintenance Supplies	414.70	570.73	72.7%
Pest Control	50.00	167.40	29.9%
Repairs and Upkeep	6,505.54	1,679.90	387.3%
Sonitrol [Building Security]	99.00	201.67	49.1%
Water and sewage	1,260.93	1,276.57	98.8%
<b>Total Property and Maintenance</b>	<b>21,435.34</b>	<b>17,686.97</b>	<b>121.2%</b>
<b>Total Operating Expenses</b>	<b>41,144.81</b>	<b>41,186.11</b>	<b>99.9%</b>
<b>Other Program Expenses</b>			
Child Care and Nursery	1,099.00	1,420.73	77.4%
Employee health insurance	-7,564.47	0.00	100.0%
Payroll Taxes			
Medicare	463.17	0.00	100.0%
Social Security	1,980.52	0.00	100.0%
Payroll Taxes - Other	0.00	2,462.37	0.0%
<b>Total Payroll Taxes</b>	<b>2,443.69</b>	<b>2,462.37</b>	<b>99.2%</b>
Worker's Compensation Insurance	0.00	376.10	0.0%
<b>Total Other Program Expenses</b>	<b>-4,021.78</b>	<b>4,259.20</b>	<b>-94.4%</b>
<b>Program salaries &amp; related exp</b>			
Ministerial costs			
Community Minister's expenses	651.57	168.40	386.9%
Community Minister stipend	460.00	927.67	49.6%
Housing Allowance	2,550.00	5,142.50	49.6%

**U U Church Of Muncie**  
**Income & Expense**  
 July 1 through November 1, 2022

	Jul 1 - Nov ...	Budget	% of Budget
Minister's Expenses	1,451.00	2,399.83	60.5%
Minister's Insurance			
Minister's Disability Insurance	0.00	306.53	0.0%
Minister's Insurance - Other	3,415.02	1,032.53	330.7%
<b>Total Minister's Insurance</b>	<b>3,415.02</b>	<b>1,339.06</b>	<b>255.0%</b>
Minister's Life Insurance	243.09	152.23	159.7%
Minister's Pension	5,620.33	2,159.83	260.2%
Minister's Salary	19,749.98	18,855.83	104.7%
Moving Expenses	0.00	2,399.83	0.0%
Payment in lieu of FICA	1,717.41	1,837.17	93.5%
Sabbatical Expenses	334.00	168.40	198.3%
<b>Total Ministerial costs</b>	<b>36,192.40</b>	<b>35,550.75</b>	<b>101.8%</b>
Music and Worship			
Choir Director	0.00	1,746.43	0.0%
Guest Musicians	100.00	167.40	59.7%
Music Director	2,377.13	3,049.20	78.0%
Music Director Professional Exp	0.00	252.07	0.0%
Pianist	0.00	1,223.10	0.0%
Worship Associates	1,721.59	1,578.03	109.1%
Music and Worship - Other	2,359.87	0.00	100.0%
<b>Total Music and Worship</b>	<b>6,558.59</b>	<b>8,016.23</b>	<b>81.8%</b>
Religious Education			
Coordinator of Youth Prog.	382.50	0.00	100.0%
DRE's Compensation			
DRE health insurance	2,356.89	3,477.73	67.8%
DRE Salary	3,067.76	12,846.17	23.9%
Pension - DRE	1,214.08	1,156.57	105.0%
DRE's Compensation - Other	592.76	0.00	100.0%
<b>Total DRE's Compensation</b>	<b>7,231.49</b>	<b>17,480.47</b>	<b>41.4%</b>
DRE's Expenses	0.00	839.93	0.0%
O.W.L.	-550.00	0.00	100.0%
Religious Education supplies et			
RE Summer Program	605.61	0.00	100.0%
Religious Education supplies et - Other	0.00	1,900.70	0.0%
<b>Total Religious Education supplies et</b>	<b>605.61</b>	<b>1,900.70</b>	<b>31.9%</b>
Youth Groups	0.00	588.87	0.0%
<b>Total Religious Education</b>	<b>7,669.60</b>	<b>20,809.97</b>	<b>36.9%</b>
<b>Total Program salaries &amp; related exp</b>	<b>50,420.59</b>	<b>64,376.95</b>	<b>78.3%</b>
<b>Total Expense</b>	<b>87,543.62</b>	<b>109,822.26</b>	<b>79.7%</b>
<b>Net Ordinary Income</b>	<b>45,262.24</b>	<b>-8,682.63</b>	<b>-521.3%</b>
<b>Net Income</b>	<b>45,262.24</b>	<b>-8,682.63</b>	<b>-521.3%</b>