



# Unitarian Universalist Church of Muncie

## Minutes of the Board of Trustees Meeting

### Tuesday, April 4, 2023

The UUCM Board of Trustees Meeting called to order at 7:00 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  
Joel Tishken- Minister

Guests present: n/a

Absent: None

#### Consent Agenda

**Approval of the April 4, 2023**

*No Dissent*

*Motion Passed*

**Approval of the March 7, 2023 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 4/2/2023, the *Northwest Bank Balances were:* \$90,451 in the Primary Checking Account, and \$8,172 in the Money Market Account, \$9,839 in the Designated Fund Account. The *Investment Accounts as of 4/2/2023 were reported as:* \$66,697 in the Crossley (Building Projects) Account, \$101,086 in the Ball Fund (General Funds), \$240,567 in the Templar, \$14,086 in the Askren (RE), \$75,753 in the 1859 Account (Community Benefit), and \$8,345 in the Piano Fund (Piano Maintenance). Treasurer Cox then reported on Income and Expenses for the for the 2022-2023 year to 2/28/2023. Ms. Cox reported that UUCM pledges and gifts have brought in \$ 228,341 (105% of budget) to date. Fund raising was reported as \$ 15,587 to date. The UUCM Gross Profit was \$257,673. UUCM total expenses were \$199,293. There is a net income of \$4,857.

Treasurer Lisa Cox also reported on other UUCM financial items. Ms. Cox Reported that we have a recommended budget and will present the budget the later in the meeting. Ms. Cox stated that she will be leaving the state 5/19/2023. She will have limited internet and phone access. Ms. Cox spoke on the need to begin planning for financial review with a local accountant after tax season. Ms. Cox noted that we are behind

on sending out designated offerings. Rev. Tishken will mention this to Christie or to the Social Justice Committee.

### **Minister's Report**

Rev. Joel Tishken gave his report to the UUCM Board of Trustees. Rev. Tishken asked if the BoT had an opinion on recording sermons at UUCMs. Discussion was held including removing or taking old sermons "offline." Rev. Tishken stated that staff had decided to recognize volunteers in the Unigram.

Rev. Tishken spoke about having a "Homecoming Celebration" instead of an "ingathering" in August or September. Rev. Dr. Julia would like the BoT to have a more formal contract with UUCM. Rev. Tishken the committee on ministries asked what mission the BoT might set for them. Ideas were shared on this question. Rev. Tishken asked about plans for the June 4, 2023 picnic that had been planned.

### **HVAC system update**

Bruce Craig gave the BoT an update on UUCMs HVAC system. Mr. Craig reported UUCM has met with multiple companies. Mr. Craig went over the questions that he and Mr. Taylor asked each company. Of the companies being considered, Martin-Riley Engineering Company out of Fort Wayne, Trane Technologies out of Indianapolis, and Loftus Engineering, Inc out of Indianapolis. Mr. Craig spoke on the differences between their services and their bids. He also spoke about the merits of each company. Mr. Craig answered questions regarding his update including pricing, removal of old equipment and price differences.

### **Proposed Budget for 2023-24**

Treasurer Lisa Cox presented the BoT information on the 2023-24 UUCM Proposed budget. Questions were asked and discussion was held on different line items.

A motion was made to accept the budget as proposed and amended by Treasurer Cox.

The motion was Seconded by Ben Strack

***There was a call to a vote on the motion to accept the budget as proposed and amended by Treasurer Lisa Cox.***

***No Dissention***

***Motion Passed 6-0***

### **Updating the By-Laws, articles XI–end**

President Trawick then moved onto the next order of new business, updating the By-Laws, Articles XI through the end. Eleanor Trawick and Lisa Cox went over the assigned articles and proposed adjustments. Questions were asked and discussion was held.

### **Safety in the church building**

President Trawick then moved onto the next topic of new business, safety in the church building. President Trawick expressed a concern that there is not a good way to get a people out of the sanctuary quickly in case

of fire or active shooter. The question was posed about training people in the church regarding safety and about structural safety improvements. Checking the charge on the defibrillator and training people in its use was also mentioned. The BoT discussed the need for a safety person. Rev. Tishken offered to make an announcement from the pulpit asking for volunteers for a safety task force.

### **Timeline for negotiating a contract between Joel and UUCM**

President Trawick then moved onto the next topic of new business, the timeline for negotiating a contract between Rev. Tishken and UUCM. Eleanor Trawick will share the boilerplate contract outline with Kirk Robey and Lisa Cox to help begin the process of Rev. Tishken's contract. Eleanor Trawick will meet informally with Rev. Joel Tishken.

### **Attendance at the General Assembly**

President Elect Kirk Robey spoke regarding the General Assembly being held this year in Philadelphia. The BoT spoke regarding the General Assembly and sending delegates and allocating funding to allow Jessie Daniel, the new LDRE to attend, as it would be valuable for resources for her position. Kirk Robey made a motion to allocate \$300.00 for Jessie Daniel to virtually register and attend this year's General assembly.

Eleanor Trawick Seconded the motion.

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

***There was a call for a vote on the motion that the Board of Trustees allocate \$300.00 for Jessie Daniel to virtually register and attend the 2023 General Assembly.***

***No Dissention***

***Motion Passed 6-0***

### **Opening and locking the church in April and May**

April 9 Steve Chalk	May 7 Lisa Cox	June 4 Eleanor Trawick
April 16 Eleanor Trawick	May 14 Maggie Bartlett	
April 23 Kirk Robey	May 21 Steve Chalk	
April 30 Ben Strack	May 28 Kirk Robey	

### **Old Business**

There was no old business.

### **CLOSING**

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

Rev. Tishken will talk to Christie or to the Social Justice Committee about being behind on sending out designated offerings.

Rev. Tishken will ask Christie to copy the personnel manual to the BoT shared folder.

Rev. Tishken will make an announcement from the pulpit asking for volunteers for a safety task force.

Eleanor Trawick will ask the Property Maintenance committee about filters, the defibrillator, and designating the door that is the easiest to open.

Eleanor Trawick will meet informally with Rev. Joel Tishken

Kirk Robey will meet informally with Rev. Dr. Julia

Kirk Robey and Maggie Bartlett will send proposed changes to By-laws sections to Eleanor Trawick

Steve Chalk and Ben Strack will send proposed changes to By-laws sections to Eleanor Trawick.

Ben Strack will lead discussion on “ [Who's the Boss? Board as Employer](#)” (UUA) during the May Meeting.

Next Meeting: Opening and Closing Words - Eleanor Trawick

Process Observer for May – Lisa Cox

Feedback From Process Observer(s)

Executive Session – No

**Meeting Adjourned – PM**

Next Regular Meeting – May 2, 2023 – 7:00 PM (In-Person with Virtual Option) \*\*\*\*\*

Respectfully submitted by:

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BoT Secretary

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Presiding Officer

## **Treasurer's Report April 2023:**

### *Northwest Bank Balances as of 4/2/2023:*

Primary Checking Account Balance: \$90,451

Money Market Account Balance: \$8,172

Designated Fund Account Balance: \$9,839

### *Investment Accounts as of 4/2/23:*

Crosley: \$66,697 — (Building Projects)

Ball Fund: \$101,086 — (General Funds)

Templar: \$240,567

Askren: \$14,086 — (RE)

1859 Account: \$75,753 — (Community Benefit) \*

Piano Fund: \$8,345 — (Piano Maintenance)

### Income and Expenses for 2022-2023 year to 2/28/2023

- Pledges and gifts for this fiscal year to date: \$ 228,341 (105% of budget)
- Fund Raising: \$ 15,587
- Gross Profit for this fiscal year to date: \$ 257,673
- Total Expenses for this fiscal year: \$ 199,293
- Net income for this fiscal year to date: \$ 57,629

### Other Happenings:

- We have a recommended budget.
- I will be leaving the state 5/19/2023. I will have limited internet and phone access.
- Need to begin planning for financial review: local accountant after tax season.

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