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Unitarian Universalist Church of Muncie

Minutes of the Board of Trustees Meeting

Tuesday, September 5, 2023

The UUCM Board of Trustees Meeting called to order at 7:00 PM by President Kirk Robey

In Attendance:

Board: Kirk Robey – President
Eleanor Trawick – Past President
Susan Bossung - President-Elect
Lynn Hale – Vice President
Jane Duckworth – Treasurer
Maggie Bartlett – Secretary
Joel Tishken- Minister

Guests present: Bruce Craig, Jesse Daniel

Absent: None

Consent Agenda

Approval of the September 5, 2023 Agenda

No Dissention

Motion Passed 6-0

Approval of the August 1, 2023 Minutes, as amended

No Dissention

Motion Passed 6-0

New Business

Update on HVAC replacement

Bruce Craig gave the BoT an update on the HVAC replacement project. Mr. Craig went over the emailed proposal sent by Mr. Brad Coovert of Coovert Heating and AC, Inc. He stated that our current electrical set up will handle stage one. He recommends going ahead with the first stages. Mr. Craig is still waiting for further information from the electrical contractor. Mr. Robey and Treasurer Duckworth reported on the current state of financing. Mr. Craig's reports are attached to these meeting notes.

A motion was made to approve the STAGE 1 of the HVAC installment proposal as written with a total investment, material and labor, no sales tax: \$98,700.00

The motion was seconded by Jane Duckworth

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

There was a call to a vote on the motion to approve STAGE 1 of the HVAC installment proposal as written with a total investment, material and labor, no sales tax: \$98,700.00.

No Dissention

Motion Passed 6-0

Minister & DLRE roles and Priorities

Rev. Dr. Joel Tishken, Jesse Daniel, and the board held a discussion regarding roles and priorities of the Minister and DLRE. Rev. Dr. Joel Tishken opened the conversation by asking for opinions on what should be prioritized. Members spoke on volunteer availability and interest. Jesse Daniel reported that the RE survey indicated strong interest in small groups. Jesse can kick off groups and then delegate or pass off the leadership to interested participants. Members asked about making a list of the small groups available at UUCM. The Board will continue to give Jesse Daniel ideas and feedback.

Minister's Report

Rev. Dr. Joel Tishken gave his report to the UUCM Board of Trustees. Rev. Dr. Joel Tishken presented the board with an idea to buy a gift card for Bruce Craig as a thank you for all his hard work. This proposal was met with some discussion and with approval.

A motion was made to purchase a gift card for Bruce Craig in the amount of \$250.00

The motion was seconded by Jane Duckworth

President Robey asked if there was any discussion on the motion. There was no further discussion.

There was a call to a vote on the motion to purchase a gift card for Bruce Craig in the amount of \$250.00

No Dissention

Motion Passed 6-0

Rev. Dr. Joel Tishken went on with his Minister's report to talk about proposed subtle changes to the order of service. These proposed changes were met with approval. Rev. Dr. Joel Tishken then asked about the idea of changing the frequency of publishing the UUCM's Unigram. Instead of publishing monthly, UUCM would go to a bi-monthly printing. Discussion was held regarding time spent by staff on the publishing, submissions, and possible congregational response. Members felt that going to a bi-monthly publishing schedule was acceptable.

An EXECUTIVE SESSION ITEM WAS DISCUSSED.

Next unit in the UUA Leadership Training "[A Strange Partnership: Governance and Ministry](#)" (UUA)

There was group discussion on "[A Strange Partnership: Governance and Ministry](#)" from the UUA website led by Lynn Hale. There was a lot of valuable information and resources included in this module. Members of the Board shared their thoughts on the various aspects of this learning module.

Discuss Purpose-based budget info (<https://www.uua.org/leaderlab/creating-purpose-based-budget>)

There was a group discussion about Purpose-Based Budgeting from the reading that was sent out. Rev. Dr. Joel Tishken talked about how helpful this could be during the budgeting process and with the idea of identifying where we are spending our budget and how it relates toward our goals.

Plans for Board Retreat

The BoT spoke about plans for the next board retreat and went over the proposed agenda that Mr. Robey had forwarded via email.

Congregational Meeting – October 29, November 5 or 12?

President Robey moved onto the next item in the agenda setting the date for the next congregational meeting. The dates of October 29, November 5, and November 12 were discussed. The October Congregational meeting will cover

the budget update and the update on the HVAC replacement. Kirk will be in Chicago on the 22nd and will not be available. Rev. Dr. Joel Tishken relayed calendar conflicts with the dates in question. Following discussion, it was decided that the UUCM Fall Congregational meeting would be held on October 22, 2023. Past President Eleanor Trawick will stand in for President Robey in presiding over the meeting. Christie Williams will be notified of the date.

Old Business

There was no old business addressed at this meeting.

CLOSING

Review tasks to be completed this month:

Rev. Dr. Joel Tishken will purchase a gift card for Bruce Craig.

Maggie will send a copy of the note drafts and will update Christie Williams on the calendar.

Jane Duckworth will create a Treasurers report for the October Congregational meeting and prepare the PowerPoint with Jennifer's Hollem's assistance.

Kirk Robey will forward the May Treasurer's PowerPoint to Jane Duckworth.

Eleanor Trawick will lead discussion on "[Staying in My Lane: Governance Roles and Responsibilities](#)" (UUA) during the October Meeting.

Next Meeting: Opening and Closing Words – Susan Bossung

Process Observer for October 3, 2023 meeting – All

Feedback From Process Observer(s) None

Executive Session – YES

Meeting Adjourned – 8:57 PM

Next Regular Meeting – October 3, 2023 – 7:00 PM (In-Person with Virtual Option) *****

Respectfully submitted by:

BoT Secretary

Presiding Officer

June 17, 2023

Unitarian Universalist Church of Muncie

4800 W Bradford Dr.

Muncie, IN 47304

Installation of new heating and AC systems in church – Revised with heat pumps for sanctuary. All other areas unchanged.

Coovert Heating and AC, Inc. is pleased to offer the following proposal for new heating and AC systems for the church as follows:

STAGE 1: Classroom and office rooms:

1. Disconnect, remove and haul away all existing PTAC and wall AC units.
2. Install new panels to fill in existing spaces where equipment that was removed. In place of removed equipment, install new Mitsubishi high efficiency hyper-heat mini-split systems.
3. Install indoor section on new panel in same location as removed equipment.
4. Install outdoor section on new pad with mounting blocks. Install copper line set from indoor section to outdoor section. Install wiring from indoor section to outdoor section with line set. Install drain line from indoor section to outside with line set.
5. Extend existing power wiring to new outdoor unit and install new disconnect and outdoor conduit. All wiring to be enclosed in proper conduits for application. Install line hide chase for all wiring, line sets and drain lines.
6. Start and check operation of all systems.

Total investment, material and labor, no sales tax: \$98,700.00

STAGE 2: Welcome center entry hallway area:

1. Install new Mitsubishi high efficiency hyper-heat mini-split systems on each end of entry hallway.
2. Install indoor section on wall.
3. Install outdoor section on new pad with mounting blocks.
4. Install copper line set from indoor section to outdoor section. Install wiring from indoor section to outdoor section with line set. Install drain line from indoor section to outside with line set.
5. Connect units to power wiring provided by church electrician – Power wiring not included in proposal. All wiring to be enclosed in proper conduits for application. Install line hide chase for all wiring, line sets and drain lines.
6. Start and check operation of all systems.

Total investment, material and labor, no sales tax: \$13,200.00

STAGE 3: Lyceum area:

1. Install Lennox air handler in corner of lyceum supplies closet.
2. Install supply and return air plenums on air handler with supply and return openings in wall.
3. Install directional supply diffusers in wall.

4. Install return air grille in wall. All diffusers can be painted as desired – Painting not included in proposal.
5. Install 5-ton Lennox heat pump outside on pad with heat pump feet.
6. Install line set from air handler to heat pump along wall in classroom.
7. Install control wiring from air handler to heat pump.
8. Install condensate pump for air handler with tubing run outside with line set. Install condensate drain from air handler to pump.
9. Enclose exposed items in classroom in line hide chase. Chase can be painted as desired – Painting not included in proposal.
10. All wiring to be enclosed in proper conduits for application.
11. Connect unit to power wiring provided by church electrician - Power wiring not included in proposal Is it just the power wiring?

Total investment, material and labor, no sales tax: \$19,860.00

SAGE 4: Sanctuary system:

1. Disconnect, remove and haul away existing air handler, AC unit, boilers and all unnecessary materials.
2. In same room as air handler, install four Lennox up-flow air handler's along north wall.
3. Install new supply ducting from equipment to existing supply ducting.
4. Return air ducting to be located in mechanical room, which is the same as existing system.
5. Install PVC condensate drain piping from air handlers to existing drain in boiler room.
6. Connect air handlers to power wiring provided by church electrician – Power wiring not included in proposal.
7. Install four 5-ton Lennox heat pump units outside on existing concrete pad
8. Install new hard copper line sets from heat pump units to indoor coils through boiler room same as existing line sets.
9. Connect heat pump units to power wiring provided by church electrician – Power wiring not included in proposal.
10. Install control wiring from air handlers to heat pump units with line sets.
11. Install new digital thermostat for system.
12. Install duct mount smoke detectors.
13. All wiring to be enclosed in proper conduits for application.
14. Weld, leak check and evacuate line sets and coils.

Total investment, material and labor, no sales tax: \$108,920.00

All systems based on equipment that meets 2023 USDOE standards.

\$240,680 TOTAL

Thank you for the opportunity to work with you on your comfort needs.

Brad Coover

Coover Heating and AC, Inc.

765-282-7393