Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

November 18, 2020

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Board members attending: Stuart Yoak, Abby Gitlitz, Steven Gilbert, Rich Slabach, Julie Lawson, Jane McLeod, Drew Schrader

Board members absent:

Ministers attending: Revs. Mary Ann Macklin, Dave Clements and Emily Manvel Leite

Present by invitation: Carol Marks

Submitted by: Steven Gilbert, Secretary

Attached Documents:

- A. Senior Minister's Report
- B. Interim Minister's Report
- C. Church Administrator's Report

D. Treasurer's Report

I. Call to Order

President Stuart Yoak called the meeting to order via ZOOM at 7:02 p.m.

II. Chalice Lighting and Reading

Abby Gitlitz lit the candle. Drew Schrader provided the reading.

III. Check-in (All)

IV. Approval of the Minutes

- Stuart Yoak moved approval of the minutes for the November 13 ad hoc Board meeting. After a second, the motion carried.
- Jane McLeod moved approval of the minutes for the October 21 regular Board meeting. After a second, the motion carried.

V. Reports

A. Senior Minister's Report

Rev. Macklin provided her report to the Board, shown in Attachment A.

B. Interim Consulting Minister's Report

Rev. Dave Clements provided his report to the Board, shown in Attachment B.

C. Social Justice Quarterly Report

The social justice quarterly report was deferred until next month.

D. Church Administrator's Report

Carol Marks provided the church administrator's report (Attachment C). She further reported that the implementation of a P.O. Box for the church mail in Nashville has worked out well. Rich Slabach asked Carol what her role was with regard to the SPF Vanguard investment accounts. Carol replied that she and Chris Haynes currently have access to the accounts. After it was suggested that all the members of the current committee (Andrew Appel, Ruth Aydt and Harlan Lewis) need access to the accounts, with major authority for administration given to the chair (Appel) and limited powers of access given the to the church administrator, Carol said she would take steps to see that this is done.

VI. Treasurer's Report

A. Update on External Audit

Treasurer Rich Slabach reported that the external audit was supposed to be finished by the end of October, but that he has received no word from the auditors as to a completion date. It is not clear whether the longer period required for the audit would entail additional cost for the church. Rich said he would check into both issues.

B. Proposed UUCB December Budget

Rich presented several tentative budget changes to be approved by the Congregation at the December 13 Congregational meeting (Attachment D). Most of the changes were minor adjustments, due to anticipated increases in insurance costs that did not materialize. The largest change was the addition of \$5,000 to increase the hours of our multimedia specialists.

VII. New Business

A. Agenda for December 13 Congregational Meeting

Stuart Yoak presented a tentative agenda for the December 13 Congregational meeting. A few comments were offered including the need to thank Libby Devoe for her work as chair of the Planned Giving Committee, the need to address when the church may reopen next year, and the need to remind presenters to provide a short, written summary of their presentations for the meeting minutes.

B. Educational Plans and Support for UUA 8th Principle

Stuart Yoak moved and Julie Lawson seconded a motion to support adoption of the 8th Principle by the congregation at the December 13 Congregational meeting. The motion was approved without dissent. The Board then discussed need for an educational effort to inform Congregants of the upcoming vote on the Principle. Jane McLeod volunteered to arrange for a series of Zoom Coffee hours and discussion sessions to be staffed by pairs of board members. The purpose of the sessions was both to educate participants on the 8th Principle and to permit participants' concerns to be aired. It was agreed that someone should also write copy for the Friday Updates and Prologue about the 8th Principle and the upcoming vote. Rev. Macklin said that she and Rev. Manvel Leite would be addressing the issue from the pulpit, and the latter pointed out that a link to resources addressing the 8th Principle existed online for interested parties.

VIII. Executive Session

The board entered executive session at 8:37 p.m., with ministers present.

IX. Adjournment

The meeting adjourned at 9:35 p.m.

ATTACHMENT A

November 18, 2020 Report to the Board Reverend Mary Ann Macklin Senior Minister

US Presidential Election Impact

Late October and early November were stressful for our country due to the Presidential Election. We knew that there would most likely not be any early resolve around the issue and so we, the ministers, created a Vesper's Service for Wednesday, November 4th to provide a space for people to join together on line for music, song and reflection. It was well received by many. We also provided Zoom space for members and friends to share after. A common thread was, "I didn't know I needed this but I did." I think this speaks to the ongoing stress from Covid19 as well as current state of our country. We adapt to the stress because it simply is there. On November 8th we created a worship service with a plethora of our ministers visible as a means to remind people of the many resources of this congregation. We are blessed even in these challenging times, and we will continue to offer places of sanctuary on-line to bring healing in this time. Of note, thank you to our UUCB President Stuart Yoak and Vice President Abby Gitlitz as well as staff and volunteers who made it possible for our church to be a polling location for the election. For the most part, things went well.

Congregational Meeting

I have asked our CFO, Arzetta Losensky and Treasurer, Rich Slabach, to create a new budget to be presented at the December 13th Congregational Meeting at 4pm. Several adjustments will be made to the current budget, with the main change being the addition of \$5,000 for additional hours and perhaps staff for our media tech specialists. The ministers and tech staff are functioning as a virtual production team for Sundays and other events and I don't anticipate this slowing down, even after Covid19 finds some resolution. The times they are a changing. Also, please note that the 8th Principle Vote should be seen as a call to action and education, a stand, as it were.

Memorial Services

As a result of lessons learned from a recent memorial service, I plan to change our virtual memorial service policy to only allow minister(s) and tech staff in the building for the memorial. Prior to this we allowed up to 10 people present (including minister(s) and staff) but it still was difficult to make sure that all protocol was being followed as well as stress on the family in terms of who "gets to attend" and who does not.

Campus and Young Adult Ministry

Our campus and young adult part-time (very part-time) staff, Reverend Christine Green, resigned from her position for several reasons, part of which was lack of response and attendance of virtual activities. Reverend Green was officially ordained October 10, 2020 and we wish her the best on her next journey. Meanwhile, we are currently assessing how to address our campus and young adult ministry needs during Covid19. I will be meeting with one of the active young

adult members this Friday. Thanks to Connections Coordinator Ann LeDuc for helping in this area.

Fundraiser to Help Pay off Balloon Payment for Mortgage

Currently, we are planning a two part fundraiser for late January and early February to help pay off the nearly \$30,000 balloon payment for our mortgage in March. On two consecutive evenings, perhaps a weekend, we will have a virtual gathering for two recordings of theater events created by members and friends of the congregation 1) the recorded dramatization of "Sentences: From the Pen to the Page" in which Glenda Breeden, Gladys DeVane and others were involved. I currently posit that a percentage of funds go to a prison ministry cause as identified by Hope For Prisoner Task Force. 2) The second fundraiser evening will be the recorded stage version of "Fire in My Bones, a Meditative Opera" by Deborah Phelps and me, Mary Ann Macklin, featuring a younger Ray Fellman, Susan Swaney and many others. We hope these events will create a sense of community as well as help raise funds.

Star Trek Worship Service Update

The October 25th Star Trek service garnered a lot of attention and good will worship experience. Ann LeDuc spent an hour talking to a Trekkie who called from Australia to learn more about Unitarian Universalism. This Trekkie noted that the worship service had become popular on various Star Trek social media outlets. Qapla'

Pastoral Care and Connection

I continue to have deep gratitude to so many in our congregation who are reaching out in pastoral care and connection with others. From staff members to volunteers, we are fortunate to have many folks willing to go above and beyond. I meet weekly with several coordinators in caring areas to keep updated on at least 80 people in the congregation. With Covid numbers rising and the holidays ahead, we anticipate challenges ahead for many connected to our community. We will do our best to stay connected and supportive.

On Site Activity

The ministers and staff are experimenting with various on-site social distance activities to help members and friends feel connected to our grounds. From car choirs (Reverend Susan Swaney and Reverend Dave Clements) to a gathering-the-spirit memorial pilgrimage (Reverend Emily Manvel Leite) we have experienced various means of interaction. The Bazaar fundraiser will be next and Covid19 precautions are being observed. Thanks to Ruellen Fessenbecker and Rich LeDuc for going forward.

Regional Staff

I remain in contact with Regional Staff regarding issues of our past, current and future ministerial team. I am also in touch with UUMA colleagues.

Envisioning Workshops

Thanks to Reverend Dave for all the energy and organizing going into connecting with members of the congregation as part of our discernment in how to go forward in the years ahead as a congregation and ministry. **Blue Boat Home T-Shirts** Last but not least, seriously board members, November 20th is the deadline to order a congregational T-shirt or Hoodie. For more information, see your newsletter. Peace, Mary Ann PS Ask me about my upcoming destination wedding.

ATTACHMENT B

Interim Consulting Ministers Report Nov. 2020

It has been a month full of activities and getting to know the individual members of the congregation. Below is a recap:

- **Meeting with Ministers**: We are beginning to look at tasks and roles and will begin a time motion study to learn where we are spending our time each week and in what activities.
- **Supervising:** Working with each staff member and assisting them in clarifying their role and responsibility. Using the staff time to briefly bring in team building experiences that are helping the staff to better understand what each staff member does and how best to support them.
- **Retired Ministers Covenant:** Working with the retired ministers to draft ideas on what needs to be in a covenant with each other. Hope to have a draft ready by the January board meeting.
- **Planning Center Migration**: Met with Carol, Emily and Shaun, our consultant. We hope to have all fields identified and set up in planning center so that by first of December we can migrate over the data from our current system.
- Envisioning "Our Future": Will begin the group meetings and will have them all completed by the end of the first week in December.
- **Pastoral care**: Members are getting to know me at Coffee Hour, weekly Zoom meetings and our Sunday services and feeling comfortable in reaching out to ask to talk with me. I also keep track of the people who are part of our team tend each week and work with the senior minister on assisting these members by way of phone, text or email.
- **Social Justice**: Reviewed with Jackie Hall the applications from the Social Justice task forces on projects that they want to spend their funds on in this coming year.
- **Production Team:** Senior Minister has formed a production team that will assist minsters on Sunday and on other production type of technology activities that add value to our Sunday services and other community activities. I will be supervising this new team which includes Ned Joiner and Andy Beargie.
- **Dealing with Loss:** Working with the staff and helping them to deal with the effect of the behavior of the past minister
- **Music- Car Choir:** Working with our Dir. Of Music and have tested our concept on the car choir and found that it can work.

Goals for next Month- December

- **Data Management:** Complete the migration of our data from our current system to Planning Center (our new Data System) Carol and Reverend Emily are working with me on this project.
- **Presentation:** At the year-end meeting I will present the results from the group meetings.
- **Defining of Roles and Responsibilities**: Continue to work with ministers and have this completed by the end of the year so it can be presented in the January board meeting.

- **Board & Ministers Work:** Work with the board and ministers in clearly identifying what they are accountable for and what they are responsible for. What they need to be consulted on and what they need to be informed about.
- Weekly Connection: Continue to have weekly connection at noon on Fridays
- Car Choir Have recordings for the Holiday season from the car choir

ATTACHMENT C

Church Administrator's Report to the Board of Directors

UU Church of Bloomington, Indiana

November 2020

This has been an unusual year! In the Fall of 2019, we were experiencing Reverend Macklin taking a month of sabbatical time, and although we were managing okay, organizationally we were getting frayed around the edges from struggles related to Reverend McNeill's unhappiness in his ministry with us. By the end of December, when he was put on administrative leave, it seemed like all our organizational systems were negatively affected to one degree or another.

The onset of Covid-19 in the U.S. and Reverend McNeill's negotiated resignation took place at around the same time, in February/March 2020.

Since March, my work life has changed considerably because we closed our building and asked our staff and ministers to work from home starting around March 13. This has created challenges as well as opportunities. I have been able to access problem-solving skills that I didn't even know I had, as I take care of the business affairs of the congregation and help manage our building from a remote location. I absolutely do <u>not</u> miss the 20-mile one-way commute to Bloomington five days a week!

All the functions that have been typical to the church administrator's position have continued during the health emergency, except there is very little facilities use to manage, and I am working with the bank deposits more than before because all the church mail is forwarded to me at home, or is sent to a local PO Box here in Nashville, Indiana. My supervisory responsibilities have changed slightly since Rev. Dave's arrival. I now supervise only the custodian, Jeff Stone, and the office assistants, Monica Overman and Mandy Skinner. I no longer supervise the multimedia managers (Ned Joyner and Andy Beargie) because the ministers have formed a production team with them for Sundays and it is more logical for Rev. Dave to supervise Ned and Andy.

Here is a brief rundown of the kinds of activities I am involved in.

FACILITIES MANAGEMENT. There are no outside groups or individuals using our facility, since it is closed. The only exception we have made to this was to allow our building to be used as a polling place for the general election in early November. I check in with our custodian and our cleaning service to be sure the building is cleaned regularly since the ministers and musicians use it on Sundays for the livestream of the services. We are not asking our custodian to do major sanitizing and cleaning of heavily used areas during Covid, because of his health vulnerabilities. That cleaning is taken care of by a cleaning service. When there are problems with the building, I talk with Building and Grounds Committee leaders and contract with workers to take care of repairs or regular maintenance. COMPUTERS AND WIFI. In April 2020, we had all new computers and a more robust wifi system installed at the church, with funding from SPF. This was planned for some time, and it just happened that it would be most convenient to complete that project even though Covid had arrived and we are not in the building. Access to the building for this project was managed by in-town staff members.

BANK DEPOSITS. In late March, we began having the Post Office forward all church mail to my home address. This will continue through March 2021, and then we will need to re-negotiate a forwarding order. We also have rented a PO Box in Nashville and when members use it, that speeds things up considerably, since the Postal Service is kind of broken. Having all the bills and pledge checks come to my address means that I am the staff person creating bank deposits. We have a check scanner so that we can send checks for deposit to our bank electronically. I send copies of the information to the office assistants and they enter the information in the pledge records. Deposit information is always available to the Treasurer via our online Chase account.

BOOKKEEPING. In May, we released our previous bookkeeper, hired Catherine Martin of Martin Accounting to take care of our bookkeeping, acquired QuickBooks online, and have been able to take care of almost all our bill paying, payroll, etc. electronically. Occasionally we need to write a paper check, but this does not happen more often than monthly. I am not a check signer, so when I write a paper check I need to take it to one of our check signers in Bloomington to get it signed. This is okay. It gets me out of the house. Martin Accounting creates monthly reports for the Treasurer and also assists with annual filings of 1099-NEC forms, PPP recordkeeping and related matters. Hiring an accounting firm is the best bang per buck we've achieved in the last 15 years I've held this position; the cost is about the same as the wages for our previous bookkeeper. It is such a blessing to have a licensed professional taking care of our books.

PERSONNEL. In addition to providing data to Martin Accounting so they can create payroll for us using ADP payroll service twice a month, I assist with non-ministerial letters of agreement and other personnel-related matters.

PUBLICATIONS. By far my favorite part of my job is editing our publications, The Prologue and the Friday Update. With assistance from the office assistants, this task has recently been enhanced by a newer more easy to read format for both publications. I also oversee the creation of the weekly order of service, the updating of the website, and the postings for the church's Facebook page.

AUUA WORK. I am serving for a third year as Vice President of the Association of UU Administrators, and will probably be elected to serve as President at the annual meeting in June 2021. It is fulfilling to help Unitarian Universalism thrive in new ways by working with an organization that provides training and support to UU administrators across the country. The organization has around 300 members. Our annual meeting and professional days will take place online in 2021, as they did in June 2020. Because I serve on the AUUA Board, I also have opportunities to meet with leaders of other UU professional organizations and UUA leadership from time to time.

Carol Marks, your Church Administrator since 1992.

11/17/2020

ATTACHMENT D

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	А	В	С	D
1	Unitarian Universalist Church of Bl	oomington IN		
2	Fiscal Year 2020-2021		Jan - Jul '21	Notes
3		Original	Revised	Revised: 11/07/2020 Draft 1
	Income	Ungina	Rothood	
	Committed Pledges & Grants	650,000	650,000	
5	Committee Fleeges & Grants			
	New Pledges and Grants	3,000	3,000	
	Bazaar	10,000	10,000	
	Facilities Use Fees	1	950	
9	Grant Income (PPP)	92,700	92,700	
10	Grocery Card Fundraiser	4,000	4,000	
	Investment Income	3,000	3,000	
	Miscellaneous	3,000	3,000	
	Prior Year Pledges	20,000	25,000	
13	Filor real Fleuyes	20,000		
	Sunday Plate		20,000	
	Talent Auction	12,000	12,000	
	Total Income	821,701	823,650	
17				
18				
	Expense			
20	Campus Ministry & Outreach			
21	Campus Ministry Coordinator	3,340	3,340	
21	Compus Ministry Coord Taxas			
	Campus Ministry Coord Taxes	256	256	
23		500	500	
	Total Campus Ministry	4,096	4,096	
25				
	Childcare			
27	Childcare Wages	11,550	11,550	\$11/hr.1050hrs/yr (18-19 \$10.30/)
28	Childcare Taxes	884	884	
29	Total Childcare	12,434	12,434	
30		,	,.•	
	Committees & Programs			
31	Adult RE	E0	E0	
		50	50	
	Aesthetics	100	100	
	Board	400	400	
35	Caring	200	200	
36	Celebrations	1	1	Ramadan, Thanksgiving, Splash of the Sacred
		1 000		
	Chalice Circles	1,000	1,000	
	Earth Kin	25	25	
39	Hospitality	400		for tea & coffee
40	Leadership Cultivation	1,000	1,000	
	Library	100	100	
	Membership	25	25	
	Planned Giving	200	200	
	Public Relations	300	300	
	Total Social Justice	2,028	2,028	
46	Monroe Co United Min Contrib	200	200	
47	Social Justice Funds Contribution	800	800	
48	Social Justice Movies	1	1	
49	Social Justice Other	500	500	
50	UUSC Contribution	527		\$1 per certified member
	Stewardship	1,000	1,000	
52	Total Committees & Programs	6,829	6,829	
	i otai committees & Flograms	0,029	0,029	
53				
54	Denominational			
55	Appual Prog Fund LILIA MidAm	40,810	40,810	
	Annual Prog Fund UUA MidAm			
56	MidAmerica Annual Mtg Delegates	1,000	1,000	
57	UUA Conference Support	1,000	1,000	
	Total Denominational	,	,	
		42,810	42,810	
59				
	Ministry-Senior Minister			Changed 2021 benefit amounts
61	Housing		21,850	
62	Salary & Housing	95,000	73,150	
63	Section 125 Plan	, -	, -	
				1

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124	122	Taxes - Payroll			
			46,544	46,544	
	125	UTTICE			

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1	Unitarian Universalist Church of Bl			D
2	Fiscal Year 2020-2021	FY2020-21	Jan - Jul '21	Notes
3		Original	Revised	Revised: 11/07/2020 Draft 1
126	Admin Dental 2020 Jul-Dec	360		
127	Admin Dental 2021 Jan-Jun	378		
128		2,694	2,694	
129		3,233		Estimated amount
130		268		Included in wages on w-2
131				
132		295	268	Included in wages on w-2
133	Admin Prof Expenses	3,000	3,000	
134	Admin Retirement Plan	4,429	4,429	
135	Admin Salary	44,290	44,290	
	Admin Section 125 Plan			
137	Admin Taxes Payroll	3,388	3,388	
	Total Compensation - Administrato	62,335	62,257	
139				
140	Accounting Services	7,000	7,000	
	Auditor Reserve*	900		to T Account to fund external audit
	Connections Coordinator Salary	28,616		26hrs/wk increased to 30
143	Conections Coord ProfExp	1,500	1,500	
	Connections Coord Retirement	2,862		reflects increase to 30 hrs/wk
145	CPA (Sec125 Plan Updates)	0	0	
	Database Maintenance	1,600	1,600	
	Legal Fees Reserve*	800		to T Account
	Multimedia Specialsit	8,132	13,400	428 hrs x \$19/hr(increased to 59hrs/mo)
	Office Assistants	16,900		\$13/hr for 1300 hrs/yr
	Office Expenses	26,500	26,500	
151	Office Payroll Taxes	3,812	4,507	
152	Staff Development	1,000	500	
153	Worship Supplies/Expenses	600	800	
154	Total Office	162,557	168,142	
155				
156	Physical Plant			
	Building Maintenance	18,500	18,500	
158	Carpet Cleaning	1,500	1,500	
	Custodian Payroll Tax	1,566	1,566	
	Custodian Retirement Plan	2,047	2,047	
101	Custodian Salary Custodian Sec 125 Plan	20,470	20,470	
	Custodian Sec 125 Plan Custodian Substitute Wages	1,600	1,600	
	Equipment Reserve*	10,000	10,000	
	Grounds	5,600		Mowing, mulch, & wood chips
	Housekeeping Supplies	3,000	3,000	
	Insurance	7,100	7,100	
	Long Term Maintenance Reserve*	6,500	6,500	
	Mortgage	24,000		3000x8mo. Maturity Date: 03/02/2021
170	Snow Removal	24,000	2,000	
171	Sound Equipment Reserve*	1,000		
	Utilities	13,750	13,750	
173	Total Physical Plant	118,633	118,633	
174				
	Religious Education			
	DRE Professional Expenses	3,100	3,100	
177	DRE Retirement Plan	2,524	2,524	
	DRE Salary	25,235		increase from 22 to 24 hrs/week effctv July
	DRE Sec 125	,	.,	
180	DRE Taxes-Payroll	1,931	1,931	
	Total Compensation - DRE	32,790	32,790	
182		,	,	
	RE Assistant Retirement Plan	565	565	EST. New RE Asst-Rt plan 02/21-06/21
	RE Assistant Salary	13,520	13,520	20hrs/wk x \$13/hr
	Payroll Taxes - Assistant	1,034	1,034	
186	YRE Program	8,000		YRE,YRUU,&YUUMS/OWL combined
187	Total Religious Educ.	55,909		
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	A	В	С	D
1	1 Unitarian Universalist Church of Bloomington IN			
2	Fiscal Year 2020-2021		Jan - Jul '21	
3		Original	Revised	Revised: 11/07/2020 Draft 1
188				
	Total Expense	726,874	773,139	
190				
	NET	94,827	50,511	Mortgage payoff reserve of \$30,000
192				anticipated net of \$20,511
193				
194				
195				