

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*



Approved Board Minutes

October 17, 2012

<b>CALL TO ORDER</b>	<b>3</b>
<b>STAFF REPORT: RELIGIOUS EDUCATION (RE)</b>	<b>3</b>
<b>APPROVAL OF PREVIOUS BOARD MINUTES</b>	<b>3</b>
<b>EXECUTIVE MINISTER'S REPORT</b>	<b>3</b>
<b>OLD BUSINESS</b>	<b>5</b>
STEWARDSHIP ASSESSMENT RESULTS	5
RETREAT FOLLOW UP	5
<b>NEW BUSINESS</b>	<b>5</b>
HEARTLAND SAFETY PLANNING WEBINAR	5
BUILDING COMMUNITY	5
REVISED SFCC TIMELINE	5
MONITORING	6
PERSONNEL POLICIES	6
FINANCIAL CONDITION	6
CONGREGATIONAL MEETING PLANNING	6
MEMORIAL POLICIES	6
NEXT BOARD MEETING	6
<b>VISIONING</b>	<b>7</b>
OVERVIEW OF UUCB BOARD PROCESSES	7
END STATEMENTS	7
<b>EXECUTIVE SESSION</b>	<b>7</b>
<b>ADJOURNMENT</b>	<b>7</b>

**Attending:** Deb Hutton, John Lawson, Carol McCord, Kathleen Sideli, Drew Schrader, John Summerlot, Von Welch

**Not attending:** None

**Ex-officio:** Reverend Mary Ann Macklin, Rev. Bill Breeden (briefly),

**By invitation of the Board:** Rev. Emily Leite (briefly)

Submitted by Von Welch, Secretary

## **Call to Order**

Call to order by Kathleen Sideli, President, at 7:02pm.

Chalice lighting and reading by Deborah Hutton.

Attendance and check-in.

## **Staff Report: Religious Education (RE)**

This agenda item represents the start of new effort to expose the Board to a greater degree to Church activities. It is not meant to extend the board management role into these activities.

Rev. Emily Leite reporting.

RE staff are all new or in new roles as compared to six months ago. Rev. Leite and Adrienne Summerlot, Director of Religious Education, have different foci: Rev. Leite leads Youth (middle school and older) and Adult RE and Adrienne leads infant through 6 graders, plus summer programming, publicity and budget. Staff consists of two assistants (one who works 15 hours/week, the other 5 hours/week).

Recent activities include:

- The introduction of Spirit Play, a method of religious education.
- The split of the RE Committee into a Children's RE Committee and a Youth RE Committee. This split allows both committees to focus better. The number of total committee members remained constant at 10 (now 5 and 5). RE staff serve a critical role in communicating between the committees. A joint retreat is planned in January. Mary Wright is the Chair of the Children's RE Committee and Yvonne Wittman is the Chair of the Youth RE Committee.
- Youth attended leadership training; has had positive results with youth stepping up in leadership roles.
- There were a number of successful Adult RE offerings this fall.

Average RE attendance is 112, up from 100. One recent Sunday had 146, 101 during second service. It's unclear if this is a long-term trend.

## **Approval of Previous Board Minutes**

Motion: Approve the September 19, 2012 Board of Directors Meeting minutes by Deborah Hutton. Seconded by John Lawson.

Vote: approved unanimously.

## **Executive Minister's Report**

Reverend Macklin reporting.

The recent stewardship assessment visit went well. Rev. Macklin received the report today (17 pages, 10 pages of narrative), which she will send to the board. She is meeting with Jackie Hall tomorrow (10/18), and will be putting together a Stewardship Team; she would like at least two board members involved in the team. This team will figure out how to further use and disseminate this report.

She reminded everyone to keep taking advantage of the Center for Congregation's workshops. We have someone attending one nearly every month.

For the visit to Paoli on Oct 28, we will meet at Clear Creek Krogers at 3pm and carpool. She encouraged board members to attend.

For the Solar Panel grant, she needs to include a letter of support from the Board in regards with the goal to cut 30% of energy usage. Rev. Macklin will send details to President Sideli, who will draft the letter. Rev. Macklin requested all of the board members to sign pledges to reduce household energy use by 1/7 over the next year. This is a new commitment from last year.

A big issue is the replacement of the church roof. Replacing the roof would involve a second mortgage, which would need a congregational vote at this December Congregational Meeting. Replacement with a metal roof is being considered, which be a huge win in the long term (40-50 years) and would make installation of the solar panels easier. A comparison of metal versus conventional roofing is being drafted. John Lawson, Treasurer, reports he has checked with the bank and we would have no problem borrowing the money; we just need to decide on specifics and then he would work with the bank on the details.

The Solar Panel grant is due November 15<sup>th</sup>, which is prior to the congregational meeting, so one path or another for the roof will need to be assumed for the grant and reconciled if the congregation votes otherwise. Rev. Macklin asked for board members with grant-writing experience to read over the grant. Deborah Hutton and Von Welch volunteered to do so.

A brief discussion of the current mortgage ensued. John Lawson reported we have a little less than 9 years left on a 20-year mortgage, with the balance being approximately \$250k out of an original \$450k.

Rev. Macklin reported on the Technologies and Ministries Initiative grant, which is due on November 16th. There will be a town meeting this Sunday (10/21) at 12:45 to present the grant to the congregation and solicit feedback. This is a \$60k grant (\$30k match). We have figured out where roughly \$15k of our \$30k will come from and are looking for the other \$15k. Von Welch pointed out we do not need our \$30k in hand for the grant, just a plan on how we will obtain it.

Rev. Macklin attended a meeting of larger congregations in the area (e.g., Ann Arbor, Bloomfield Hills, Lansing), with Rev. Breeden joining for one day. It was very useful as it was focused on issues particular to larger congregations.

Rev. Macklin announced to the Oaklandon congregation this last Sunday that she will no longer be preaching to their congregation in order to accommodate her increase to 100% with our congregation.

The Sabbatical Committee will have its first meeting this Monday.

## **Old Business**

### **Stewardship Assessment Results**

This topic was covered in the Executive Minister's report.

### **Retreat Follow Up**

The Board continued discussion of the details on the ministerial transition as initiated at the October 6 board retreat, which was facilitated by Reverence Lisa Presley of the Heartland District; this included the need to provide a timeline to the Sustainable and Fair Compensation Committee by their meeting on October 28<sup>th</sup>. The Board will present a timeline for the ministerial transition at the December 9<sup>th</sup> Congregational Meeting and President Sideli will author an article for the Prologue announcing that. The need for good communication about the transition was discussed.

Drew Schrader suggested a TED talk as a good example of how to best frame an issue as complex as the ministerial transition. We need to explain the Why first, then the How, and finally the What.

[http://www.ted.com/talks/simon\\_sinek\\_how\\_great\\_leaders\\_inspire\\_action.html](http://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action.html)

Drew agreed to draft talking points for the Board on the topic of the transition

Two other communication tactics were discussed: having the Board have a visible presence at Coffee hour was discussed and having the ministerial transition as subject of a service at some point in the future.

## **New Business**

### **Heartland Safety Planning webinar**

Rev. Macklin suggested Board members attend an upcoming webinar on disaster (fire, tornado, etc.) response. The webinar will be held twice, October 25<sup>th</sup> and 30<sup>th</sup>. Details are on the UU Heartland District website:

[http://www.heartlanduu.org/conferences\\_workshops.html](http://www.heartlanduu.org/conferences_workshops.html)

### **Building Community**

Rev. Macklin reported the Building Community Leadership Training is this Saturday (10/20) from 9-11am and encouraged Board members to attend.

### **Revised Sustainable and Fair Compensation Committee (SFCC) Timeline**

It was discussed that the SFCC has stopped meeting earlier this fall since the Board needed to provide more information on ministerial transition before they could proceed with their work

John Summerlot suggested a process where three different groups would combine their optimum timeline points--the Board would outline the timeline for ministerial transition; the SFCC would then add details regarding financial compensation issues related to that timeline and then the Stewardship team would follow by adding Stewardship requirements to the timeline. John volunteered to start the process by providing a chart for the next Board meeting.

The Board discussed completing the process in a manner such that the SFCC could complete their report in February.

Rev. Macklin reported she has been working on determining her administrative and other needs in her new role as Executive Minister as well as with the transition. The Board expressed their support to her in this regard.

### **Monitoring**

#### **Personnel Policies**

Rev. Macklin provided the Board with a copy of the Church's Personnel Policy Manual, dated 12/6/2010, prior to the meeting in email (Secretary's note, due to their length, they are not included with the minutes). She reported that overall staff seem to be happy, however a formal employee evaluation process is a point where improvement could be made. She is planning on attending Alban institute training on the topic.

#### **Financial Condition**

John Lawson, Treasurer, reports we are in the best position we've been in at this time of year for a number of years. See attached report.

#### **Congregational Meeting Planning**

The Congregation Meeting is December 9<sup>th</sup> from 4-6pm. President Sideli will mention this in her previously mentioned Prologue article.

The question was asked by Carol McCord if we have any bylaw changes that are needed as we need to advertise those ahead of time. None were mentioned.

#### **Memorial Policies**

This topic was postponed to the next meeting.

#### **Next Board Meeting**

As discussed at the previous meeting, the November meeting has been moved to November 28<sup>th</sup> due to Thanksgiving. Von Welch will be absent and John Summerlot will take minutes in his stead.

## **Visioning**

### **Overview of UUCB Board Processes**

This topic was postponed to the next meeting.

### **End Statements**

This topic was postponed to the next meeting.

## **Executive Session**

The board did not meet in executive session.

## **Adjournment**

Motion to Adjourn by Drew Schrader, and seconded by John Lawson.

Vote: approved unanimously.

The meeting adjourned at 9:05pm.

As of September 30, 2012

**2012-13 Operating Budget**  
**(\$ in thousands)**

<b>Income</b>		<b>Outlays</b>	
<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>\$530.6</b>	<b>\$177.4</b>	<b>\$530.1</b>	<b>\$108.3</b>

The operating cash position of the church, net of outstanding uncleared transactions, is \$137.5K. This amount is well above the amount of cash necessary to meet October obligations.

Pledge payments for the first quarter are excellent. Total income is well above the previous three-year average. Expenses are below the three-year average. The result is a net income for the first quarter of the fiscal year of \$52.7K, considerably higher than the last five years. This number does not include the additional late payments of 2011-12 pledges, an additional \$17.0K.

Late pledge payments for 2011-12 have reduced the shortfall for that fiscal year from \$26.9K to \$9.9K. I am hopeful that additional late payments will reduce the shortfall even further.



**To: UUB Board of Directors**  
**From: Kathleen Sideli, President**  
**About: Board Processes for 2012-13**  
**Date: October 7, 2012**

After our September board meeting, I approached Shari Woodbury for some advice regarding how we might develop a clearer process for 1) deciding what visioning topics need to be addressed [whether those should be on a cycle or need to be periodically brainstormed based on the ends statements or some other guiding principles]; 2) passing along the board's 'vision' in some way that captures the concept so it can move into a clear action-phase and 3) what 'loop' we should use to gauge how those actions take place. I pointed out to her that since the End Statements are broadly aspirational, they don't get at 'how' the aspirations could be operationalized. I also asked her opinion on how the board could better fulfill its dual duty of monitoring policies, procedures and the fiscal health of the church while also planning (visioning) for the future.

She responded with a very lengthy response which I have summarized and attached with the board materials for October 17 (*Outline of Visioning Recommendations SW*). I think the outline is self-explanatory.

### **PAST VISIONING**

I read through three years worth of board (and congregational) minutes in order to extract and outline past visioning topics/discussions. Of course the board engaged in other important work which does not appear in my outline (i.e. monitoring, retreats, congregational meetings, etc.). I have attached my outline (*Visioning Summary*).

I would like to discuss at our upcoming board meeting(s) 1) the positive accomplishments of the past few years and 2) my suggestions for next steps.

### **POSITIVE ACCOMPLISHMENTS**

a. The board has been diligent in keeping its focus on its dual functions—fiduciary/policy responsibilities and planning/visioning. It has stayed out of micro-managing and makes room in the agenda for visioning/discussion.

b. The board has been reflective about how it is organized (spending time on by law changes and succession planning to allow for a strong board as well as reading about management and church governance issues).

c. It established priorities (with follow-up activities) so the church can operationalize its vision:

- become a model employer (e.g. established SFCC to study this more closely)
- strengthen connections within UUA, including regionally (accessed consultants, sent leaders out, etc.)
- build interfaith connections
- expand engagement with community service
- anticipate future footprint (e.g. established Belcher Visioning Committee)
- community outreach (e.g. created the Paoli affiliation)
- ministerial transition planning (which began formally with Oct 6 retreat)

### **SUGGESTED NEXT STEPS:**

1. We need to formalize board training as originally decided upon with a manual and other materials.
2. The president, VP and executive minister could set educational goals for board members (with readings, resources, experts, etc.).
3. The board could better capture/summarize its own work so new and future board members benefit from past discussions in order to build on those without repeating them. Written reports? More detailed minutes?
4. Staff could share more information about the church (reports, data, etc.) to better inform board members.
5. Institutionalize a 'feedback' loop to track the implementation of ideas and how those relate to the Ends.
6. Conduct *Appreciative Inquiry* and other feedback activities with the congregation and use results more formally to assist with board discussions.
7. Decide whether *Ends Statements* could use further specificity if that would help the staff
9. Need to stop wondering what visioning is and just keep doing it the best we know how (which will happen if we incorporate the above). This will inspire the congregation to have greater confidence in the board.

**Outline of Recommendations**  
**from Shari Woodbury as summarized by UUB President Kathleen Sideli**  
**September 23, 2012**

**Monitoring**

- Continue monitoring schedule as organized
- Review Ends Statements as part of monitoring (see flow chart of recommended movement )

**Visioning**

- *Ownership Connection*
- Use results of Appreciative Inquiry to assist with direction of discussions
- Consider whether there are other groups to tap for input (if not included in AI activities)
- *Education*
  - Consider a cycle of educational topics (e.g. readings, trends, other congregations...)
  - Draw on internal resources (e.g. reports/expertise of staff, data reports...)
  - Look at monitoring reports of minister through an 'educational/visioning ' perspective
  - Draw on resources from the field (e.g. UUA or wider religious community)
- *Ends*
  - Executive should be evaluated through the filter of the Ends
  - Board could create another level with more specificity beyond current 2 levels if doing so doesn't restrict the executive and the staff
  - Tie back to the monitoring process to evaluate the Ends and revise them if results warrant doing so
  - Consider them a living set of policies—top priorities that emerge under the Ends (e.g. fair compensation) will move over time, after being tackled and resolved

**Top Leadership Team (= board + executive)**

- *Visioning* involves top leadership team equally--board learns from minister and minister learns from board
- *Fiduciary Role* is the board's responsibility with executive as its sole report

**Training**

- Board training is key when new members join the board
- Informal social board time before meetings can help establish good relationships
- Schedule annual Retreats for extended education time and reflection on Ends, priorities, etc.

**Resources**

- Internal resources
- UUA and Heartland District resources
- Peer-to-peer congregational contact
- Other local NGO expertise

## Highlights in Religious Education:

\*Our new religious education staff team has worked hard to clarify our roles and work effectively together and have made a strong start to the year. Some of our main areas of responsibility include:

Emily Manvel Leite: youth and adult programming, worship, Spirit Play, ongoing teacher training, curriculum development

Adrienne Summerlot: childcare and children's programming, extra middle school programs, summer programming, publicity, budget

Kitty McIntosh: RE assistant (15 hours per week)

Vanessa Mendoza: RE assistant (5 hours per week)

\*The Religious Education Committee has split into the Children's RE Committee and the Youth RE Committee. The additional attention this provides for youth programming has been invaluable.

\*This fall, we have had an average attendance of 112 children and youth, up from 101 last year, largely because of a stronger youth program.

## YOUTH

\*The youth program now includes Our Whole Lives sexuality education for 7<sup>th</sup> and 8<sup>th</sup> graders (29 participants), Coming of Age for 9<sup>th</sup> and 10<sup>th</sup> graders (10 participants) and the High School Youth Group (averaging 8 attending each Sunday).

\*We now have more volunteer teachers and advisors for youth, along with 10 mentors for our coming of age participants. When we needed a last minute substitute for a youth event, the potential list of helpers was long.

\*Three high school youth and one advisor were recently trained at a Leadership Development Conference, and the youth are now routinely planning and leading their own meetings with the advisors playing a supporting role.

## CHILDREN

\*The Children's RE committee is looking at issues of better communication with families, improving the website, and helping to make sure all our children are registered.

\*A working group has been recruited to bring Spirit Play to our congregation next year. This is a method of Montessori-based religious education, and many of the Montessori teachers within our congregation are involved in planning.

## ADULTS

\*The Adult Religious Education program has had three extremely successful program offerings this fall: the Humanist Forum, Aging and Spirituality, and UU History with Bill and Mary Ann all having over 25 people.

\*Classes on the Bible and on Breathing techniques have also generated considerable interest.

Submitted by Reverend Emily Manvel Leite, October 2012.

<b>Revenue and Expenses - as of: September 30, 2012</b>			
	<b>Revenue</b>		
<b>Category</b>	<b>Budget</b>	<b>Actual</b>	<b>Notes</b>
Pledges and Grants	453478	143442	current pledge level \$458228 - add \$4750
2013 Pledges new	3000	3500	
Bazaar	9000	0	
Other fundraising	1000	5631	
Facilities use	8000	787	
Grant for Campus Min Asst	1077	1077	
Interest income	50	0	
Investment income	2000	442	
Kroger-Marsh	8000	0	
Sunday plate	27000	5376	
Talent Auction	12000	0	
Misc	2500	66	
Prior year pledges	<u>3500</u>	<u>17038</u>	
<b>Totals</b>	<b>530605</b>	<b>177359</b>	
	<b>Expenses</b>		
	<b>Budget</b>	<b>Actual</b>	
Campus-young adult	4552	869	
Childcare	10033	2217	
Committees	15400	2067	
Denomination & MCUM	43030	2585	
Ministry	137730	32591	
Music	35169	7833	
Office	97859	20863	
Plant	114134	21595	
Religious Education	<u>70142</u>	<u>17009</u>	
<b>Totals</b>	<b>528049</b>	<b>107629</b>	
<b>Net operating</b>	2556	69730	

AGENDA  
 October 17, 2012, 7:00 p.m.  
**UU Church of Bloomington, Board of Directors**  
*Seeking the Spirit, Building Community, Changing the World*

<u>Time</u>	<u>Topic</u>	<u>Reporting</u>
7:00 p.m.	I. Call to Order/ <b>Welcome*</b> Attendance/ Determination of Quorum II. Chalice Lighting/Reading III. Check-in	Kathleen Sideli, President
7:15	IV. Consent Calendar A. Approve September 2012 minutes B. Minister's Report C. <b>Staff Report*</b>	All Executive Minister <b>Emily Manvel Leite</b>
7:25	V. Discussion Calendar	
Old Business	1. Stewardship Assessment Results 2. Retreat Follow-up	Executive Minister All
7:45	B. New Business	
Heartland Safety Planning webinar	Kathleen Sideli Oct 25 or Oct 30 (7:45)	
Building Community (Appreciative Inquiry)	Oct 20	
Revised SFCC Timeline Monitoring	Kathleen Sideli Executive Minister	
	II. B Staff and Volunteer Treatment Personnel policies	
	II. E Financial Condition Statement of Cash Flow	
Congregational Meeting Planning Memorial Policies		
8:15	C. Visioning	
Overview of UUCB Board Processes	Kathleen Sideli Past, Present and Future	
End Statements		
8:45	3. Executive Session	
8:55	VI. Check-out	All
9:00	VII. Adjourn	Kathleen Sideli
SEPARATELY:	Sign-up Sheets	Von Welch

*The primary role of the Board shall be to care for the temporal and spiritual health of*

*the congregation. The Board shall set policy with end objectives and executive limitations, and shall monitor compliance.*

Distribution:

#### Board Members

John Summerlot HYPERLINK "mailto:jopsumme@indiana.edu" [jopsumme@indiana.edu](mailto:jopsumme@indiana.edu)

John Lawson, Treasurer HYPERLINK "mailto:lawsonjrl@sbcglobal.net" [lawsonjrl@sbcglobal.net](mailto:lawsonjrl@sbcglobal.net) /

HYPERLINK "mailto:treasurer@uubloomington.org" [treasurer@uubloomington.org](mailto:treasurer@uubloomington.org)

Carol McCord, Vice President HYPERLINK "mailto:camccord@indiana.edu" [camccord@indiana.edu](mailto:camccord@indiana.edu)

Kathy Sideli, President HYPERLINK "mailto:sideli@iu.edu" [sideli@iu.edu](mailto:sideli@iu.edu)

Drew Schrader HYPERLINK "mailto:drew.schrader@gmail.com" [drew.schrader@gmail.com](mailto:drew.schrader@gmail.com)

Deb Hutton HYPERLINK "mailto:huttond@indiana.edu" [huttond@indiana.edu](mailto:huttond@indiana.edu)

Von Welch, Secretary HYPERLINK "mailto:von@vwelch.com" [von@vwelch.com](mailto:von@vwelch.com)

#### Ministers

Rev. Mary Ann Macklin HYPERLINK "mailto:Macklin@uubloomington.org" [Macklin@uubloomington.org](mailto:Macklin@uubloomington.org)

Rev. Bill Breeden HYPERLINK "mailto:breeden@uubloomington.org" [breeden@uubloomington.org](mailto:breeden@uubloomington.org)

#### Administrator

Carol Marks HYPERLINK "mailto:admin@uubloomington.org" [admin@uubloomington.org](mailto:admin@uubloomington.org)

**UU Board Visioning Discussions 2009-12**  
**Outlined by Kathleen Sideli, from UU Board Minutes**

**2009-10: President GK Rowe [Governance Transition]**

*November:* Recommendation to read *The Almost Church Revitalized*

*December:* Discussion of *The Almost Church Revitalized*

*January:* Recommendation to read *Management Transitions: Making the Most of Change* by Wm Bridges

*February:* Discussion of *Management Transitions*, vis-à-vis UUB Church.

*May:* Discussion to develop Board Policy End Statements using Unitary Unitarian Universalist Church end statements as a model

*June:* Refining the End Statements

**2010-11: President Steve Dillon [Green Spaces Initiative Planning]**

*July:* Working on End Statements

*August:* Refined End Statements, a board function and a living document. The board sets it, the staff implements it and the board monitors it.

*September:* Finalized End Statements

*November:* Executive Minister role instituted.

*December:* Board priorities for 2010-11 announced at the December Congregational Meeting:

- Explore UU model for becoming model employer
- Strengthen connections within UUA and regionally
- Build interfaith connections
- Expand engagement with community service

*January:* Review of governance indicates slow progress. Need reports for the board. Discussed needing time for visioning and discussion of how to approach this.

President, VP and minister would share primary responsibilities for setting the agenda with board encouraged to provide suggestions. Readings would be valuable to give focal point for visioning.

*February:* Established *Belcher Visioning Committee* (with Lawson as chair)

*March:* Discussion of general approaches to visioning

**2011-12: President Steve Dillon [Green Spaces Initiative Completion]**

*September:* Concerns for the need for board training and leadership cultivation (including a board manual).

*October:* Discussion of End Statements and the role of a *Board Personnel Advisory Committee*

*November:* Discussion of board member succession and revising by-laws to allow for continuity

*December:* Need to underscore membership benefits and advantages of Chalice Circles

*March:* Establish *Sustainable and Fair Compensation Committee* for one year

*April:* In order to vision, board needs data (graphs) on membership, attendance and budget. Ministers should report their ideas on vision to the board on a regular basis.

*June:* Board Priorities at June Congregational Meeting: Fair Compensation and Community

Outreach (examples (SFCC and Paoli affiliation). Unveiling of the poster size ORGANIZATIONAL CHART.