

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes

January 8, 2014, 7:00 p.m.

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Attending: Deb Hutton, Kathleen Sideli, Drew Schrader, Abby Gitlitz, Von Welch, Arzetta Hults-Losensky, Doug Cauble

Ex-officio: Reverend Mary Ann Macklin

Invitation of the board: Judy Bennet, membership coordinator

Submitted by Abby Gitlitz, Secretary

I. Call to Order

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

Changes to the agenda: Agenda has been changed to reflect a teleconference with Keith Kron at 8:00.

II. Chalice Lighting and Reading

Chalice lighting and reading by Deb.

III. Check-in

Attendance and check-in.

IV. Consent Calendar

A. Membership report

Church growth has been stagnant this year. In 2012 we had 492 members, in 2013 we have the same. In 2012 we had 42 people sign the membership book, in 2013 only 28. In 2013 we had eight months of sabbatical minister, construction across the street where our parking had been and lots of talk of transition. All of these factors and more may have contributed to the stagnant growth. Church attendance has been down but Live Streaming continues to rise. (See Membership report)

Deb suggested that we have a testimonial from a long time member talking about what it is to be a committed member of the church during a time of transition.

B. Approval of Minutes

Motion by Von: Approve the Dec 2013 Board of Directors Meeting minutes.

Seconded by Doug.

Vote: approved unanimously.

C. Minister's Report

Mary Ann Macklin

MAM met with Chris Haynes of SPF to help her clarify what is SPF's role in unspecified donations. We will discuss SPF in the February meeting as stated in the Board Policies.

V. Discussion Calendar

A. Old Business

1. Minister Emeritus Working Group

Deb Hutton

“Endings/Beginnings” workshop, led by Reverend Laurie Proctor, will be held Jan 25th.

Deb will ask SPF for the funds for the workshop.

There is concern about Barbara Carlson’s departure and how it will affect staff and members. We would like to include this additional transition in the “Endings/Beginnings” workshop.

Currently Barbara serves on MEWG and will leave it Jan 26th. A replacement will need to be found. MAM will meet with Deb and Jack King to discuss this.

2. Phone Meeting with Keith Kron

a) What is the timeline for getting an interim minister?

There will be more than 60 congregations asking for an interim minister this year.

Most interims are mainly interested in a senior minister position. However, since we are looking at options as to what our shared ministry will be in the future, this might make our church a more favorable choice for an interim minister candidate.

We need to submit our application April 15th. Keith will meet with the interim ministers at the end of April. After that meeting he will send us a list of names, 2-8 of them, on the final Monday in April. We will have until the following Friday to make a decision.

We should fill out our application as authentically as we can, rather than putting our best foot forward.

We should come up with goals of what we would like to work on during the interim ministry.

b) What is the option for just a single candidate?

If we chose this route Keith will look at the applicants and give us one name based on his knowledge of our church situation. If we do not like the person there is no penalty, we would just be given another name.

10% of congregations seeking an interim minister ask for just one name to be recommended, 90% choose to select from a wider pool of applicants.

Churches might choose to request one recommendation for a variety of reasons

- (1) Lack of success at making interim decisions in the past.
- (2) Church leader fatigue.

c) How do we start thinking about what type of settled minister will be the best fit for our church?

- (1) Think about our goals.
- (2) Think about someone who is completely different from the last settled minister. It breaks the expectations for the congregation that all ministers will be the same.

Even an interim who is not a great fit can clarify for the congregation what it is that they want, if only as a negative example.

The most significant predictor of a successful interim ministry is when a congregation knows they need an interim minister. They are clear that the interim minister is there to be a facilitator and that the congregation must do a lot of work themselves.

d) What will hurt our chances at attracting interim ministers?

Being an associate minister? Working with an executive minister? Would a senior level person be willing to take on these things? Would we be better served going with someone at 80% or full time?

We have planned to offer \$64,500 and approximately \$15,000 in benefits. Where does that put us in terms of desirability?

Interim ministers will look first at salary and housing. The range in our area is \$49,100-\$79,000. We would be better served in rearranging the offer so the salary might be less but the benefits are higher.

e) What did we forget to ask?

If we have questions in the future he welcomes emails.

The interim committee will meet in the upcoming month to start the process of putting together the goals for the interim minister period as well as the application.

3. Internal Audit Report

Arzetta Hults Losensky

See Appendix 1

4. Update on UUA Retirement Plan

Mary Ann Macklin

The board will need to vote on a final plan by June.

B. New Business

1. Monitoring

II. C. Compensation and Benefits

<http://www.uubloomington.org/uucb/govt/boardpolicies2013.pdf>

Nothing to report at this time.

II. D: Financial Planning

MAM is in discussion with Molly O'Donnell and John Lawson and will present at the February meeting.

II. E: Financial Condition

Written report by Exec Minister. Required exhibit: Statement of cash flow

SPF By-law Investments (written report by the SPF Cmte)

See Appendix 2 and 3

1. Monitoring process

The board would like to make the monitoring process more engaging for all involved. Kathy and Von proposed that the board member responsible for the reading will also be responsible for being more engaged with the monitoring assignment for the month.

VI. Executive Session 9:22

VII. Check-out All

VIII. Adjourn 9:32

Motion by Kathy: To adjourn.

Seconded by Von.

Vote: approved unanimously.

Feb monitoring: SPF, Executive Minister relationship

Upcoming announcements: 1/12: Drew 1/19 Abby 1/26 Von 2/2 Doug

REPORT TO BOARD FROM MEMBERSHIP COORDINATOR

January 8, 2014

Membership 12/31/2012	492	New members in 2012	42
Membership 12/31/2013	492	New members in 2013	28

Exploring UU classes attendance

May 2012	5	May 2013	canceled
July 2012	8	July 2013	3
Sept 2012	15	Sept 2013	3
Oct 2012	8	Oct 2013	1

A check of the guest numbers shows that the number of guests we had in 2013 declined by 42% over number in 2012. Fewer guests obviously means fewer people will be interested in the Exploring UU class and therefore there will be fewer new members.

Another factor in the number of new members seems to be the prospect of change. I have had more than one person say to me, when invited to join, that they do not want to because they might not like the next minister.

We sent 22 letters out at the end of the year to non-participating members, and subsequently removed 20 people from the roles per policy.

The attendance for July 1st thru Dec 31st of 2012, excluding Christmas Eve, averaged 341 adults each Sunday. By comparison, attendance for the same time period in 2013 averaged 300 adults each Sunday. However, if we consider the live streaming the results are more encouraging. Assuming that one adult is watching for every live stream contact, then we are serving an average of 249 adults each Sunday. See chart.

I am also encouraged that 8 people signed up for the Jan class, but one had moved away leaving 7 possibilities. We will see how many actually come.

Respectfully submitted,

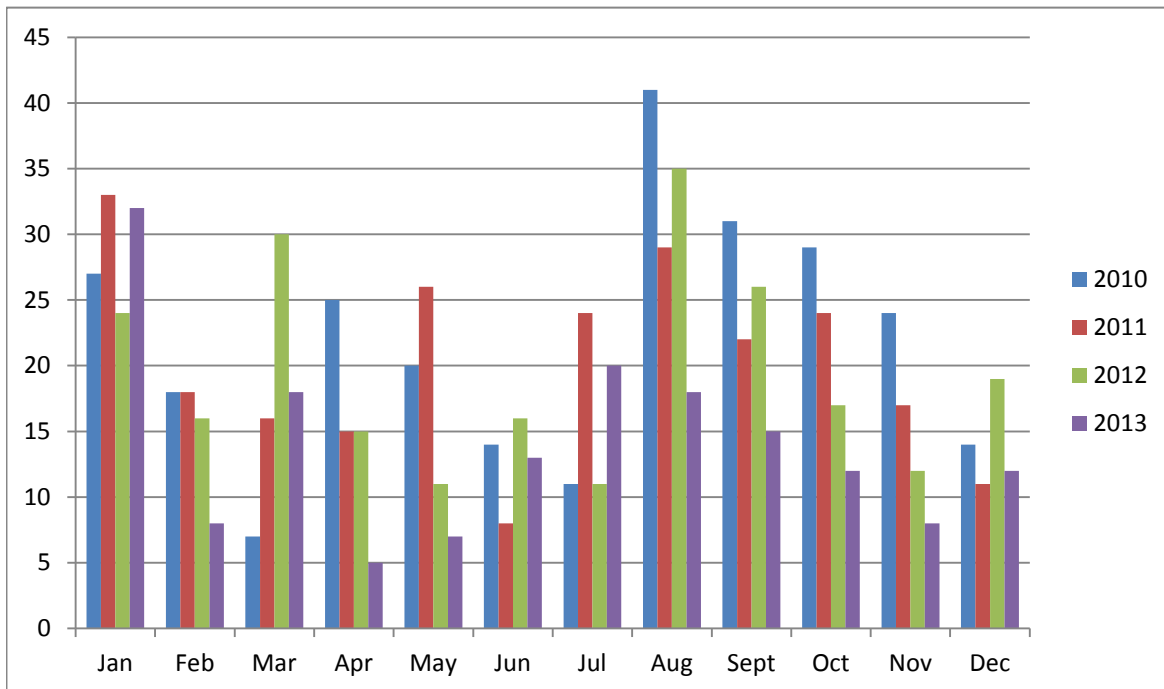
Judy Bennett,
Membership Coordinator

NUMBERS OF ADULTS FOR SUNDAY SERVICES

July 1, 2013-June 30 2014

	9:15 am Adults	9:15 am LS	9:15 am adults RE	9:15am TOTAL on site	9:15am TOTAL	11:15 am Adult	11:15 am LS	11:15 am adults RE	11:15am TOTAL on site	11:15am TOTAL	ADULT TOTAL ON SITE	ADULT TOTAL		
7/7/2013	81	NA	8	89	89	135	NA	8	143	143	232	232		
7/14/2013	85	NA	8	93	93	159	NA	8	167	167	260	260		
7/21/2013	103	NA	5	108	108	151	79	10	161	240	269	348		
7/28/2013	103	10	7	110	120	206	38	7	213	251	323	378		
8/4/2013	91	NA	6	97	97	134	26	7	141	167	238	264		
8/11/2013	124	37	15	139	176	172	10	14	186	196	325	372	water communion	
8/18/2013	119	32	11	130	162	206	22	16	222	244	352	406		
8/25/2013	127	NA	13	140	137	167	52	13	180	232	320	369		
9/1/2013	104	NA	10	114	114	131	47	13	144	189	258	303	labor day	
9/8/2013	109	45	10	129	164	174	NA	12	186	186	315	350		
9/15/2013	118	24	13	131	155	184	164	15	199	363	330	518	humanist sermon	
9/22/2013	106	19	11	117	135	184	12	15	199	211	316	346		
9/29/2013	89	20	13	102	122	159	35	12	171	206	273	328		
10/6/2013	107	22	12	119	141	170	16	15	185	201	304	342		
10/13/2013	99	NA	6	105	105	149	NA	9	158	158	263	263		
10/20/2013	91	22	11	102	124	156	23	13	169	192	271	316		
10/27/2013	117	21	12	129	150	136	30	13	149	179	278	329		
11/3/2013	187	43	19	206	219	204	32	21	225	257	431	476	music	
11/10/2013	118	17	13	131	148	177	56	18	195	251	326	399		
11/17/2013	100	na	2	102	102	132	na	3	135	135	237	237	intergen	
11/24/2013	108	44	6	114	158	155	59	9	164	173	378	481		
12/1/2013	99	24	10	109	133	148	54	13	161	215	270	346		
12/8/2013	98	38	intergen	98	136	176	na		176	176	274	312		
12/15/2013	175	57	16	191	248	225	42	16	241	283	432	531	music MAM back	
12/22/2013	104	23	6	110	133	123	38	7	129	167	339	310		
12/29/2013	64	22	5	69	91	122	36	8	130	166	199	257		
1/5/2014	40	95				55	84							

	2010	2011	2012	2013
Jan	27	33	24	32
Feb	18	18	16	8
Mar	7	16	30	18
Apr	25	15	15	5
May	20	26	11	7
Jun	14	8	16	13
Jul	11	24	11	20
Aug	41	29	35	18
Sept	31	22	26	15
Oct	29	24	17	12
Nov	24	17	12	8
Dec	14	11	19	12
TOTAL	263	243	232	168



FINANCE COMMITTEE REPORT
CONCERNING INTERNAL CHURCH AUDIT FY2013-2014

In accordance with the Unitarian Universalist Church of Bloomington, Indiana (UUCB) Bylaws, Section 5.6, the Finance Committee is conducting an audit of the UUCB's financial records for Fiscal Year 2013-2014.

Audit controls are needed to assure the membership that funds are handled responsibly. Audit procedures also protect those in position of financial management. This internal audit is focusing on the following areas:

1. Determine that adequate internal control procedures exist and are being followed.

Review the fiscal manual's written policies concerning money handling.

Review money management rules regarding handling cash from fundraising activities and adherence to written policies.

2. Determine that payroll disbursements are properly documented and authorized.

Review time cards for completeness and accuracy. Were they completed in ink?

Verify time cards are signed by the employee and the direct supervisor.

Verify time card amounts were accurately reflected on ADP payroll sheets.

Review employee's pay advice. Does it include the current pay period gross income, the current deductions, and the year to date totals?

3. Determine that the petty cash is safely secured and disbursements are accurately recorded.

Perform random reviews

Perform end of the month reconciliations

4. Determine that assets (revenue, donations, etc.) to the church were collected, deposited, and accurately recorded.

Verify that cash and checks are deposited on the day they are received. Are the amounts recorded correctly? Are the deposit amounts to the bank account accurate?

Investigate any checks outstanding more than 60 days from date issued.

Confirm with Chase Bank that no checks made payable to "UU Church" will be cashed – deposited to our account only.

5. Determine that adequate insurance exists.

Review current insurance coverage.

Determine there is a mechanism in place to review insurance coverage every three years.

Schedule an external audit to be done in May 2014.

Additional areas, not part of this internal audit, which are done on a regular and continuing (monthly) basis are:

- Determine that disbursements are properly authorized and that authorized members approved payment of invoices. Documentation for all disbursements exists.
- Determine that payments to vendors are made timely and accurately.
- Determine that all expenditures are in accordance with the budget, or that changes were approved.

Bank statements are reconciled.

For Fiscal Year 2013-2014, the Finance Committee members are: Anne Haynes, Rob Hongen, John Lawson, and Arzetta Hults-Losensky, Treasurer of the Board of Directors and Chair of the Finance Committee.

Appendix 2

As of December 31, 2013

2013-14 Operating Budget

(\$ in thousands)

Income		Outlays	
Budget	Actual	Budget	Actual
\$586.9	\$317.9	\$586.9	
\$272.9			

The operating cash position of the church is well above the amount of cash necessary to meet current obligations. Cash in and available operating budget funds are above the amount needed to cover outlays of January without any additional income.

Pledge payments for the first half of the fiscal year plan continue to be below the three-year average. The shortfall began in the month of July, and has continued to be at approximately the same level. Prior year pledge payments have been much larger than expected, making total income from pledge payments meet the previous three-year average.

Expenses are very close to the planned level for the first half of the fiscal year. The amounts for salaries, hourly pay, and taxes for December are an estimate. We have not had time to finish the entire operating profit/loss budget chart because of time lost caused by inclement weather.

The cash flow of the operating budget is well within the anticipated level of church finances through the first quarter of the 2013-14 fiscal year.