

# Unitarian Universalist Church of Bloomington, Indiana

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



## Board Minutes

February 19, 2014, 7:00 p.m.

<b><u>I. CALL TO ORDER</u></b>	<b><u>2</u></b>
<b><u>II. CHALICE LIGHTING AND READING</u></b>	<b><u>2</u></b>
<b><u>III. CHECK-IN</u></b>	<b><u>2</u></b>
<b><u>IV. CONSENT CALENDAR</u></b>	<b><u>2</u></b>
<b>A. APPROVAL OF MINUTES</b>	<b>2</b>
<b>B. MINISTER'S REPORT MARY ANN MACKLIN</b>	<b>2</b>
<b><u>V. DISCUSSION CALENDAR</u></b>	<b><u>2</u></b>
<b>A. OLD BUSINESS</b>	<b>2</b>
1. MINISTER EMERITUS WORKING GROUP DEB HUTTON	2
<b>B. NEW BUSINESS</b>	<b>3</b>
1. MONITORING	3
2. REPORT OF INTERIM SELECTION COMMITTEE VON WELCH	4
3. UUA <i>BEYOND CONGREGATIONS</i>	4
4. TOWN HILL MEETING PLANNING	4
5. INTERVIEW WITH PHIL LUND ON MINISTERIAL TRANSITION	5
6. HJR3 PROPOSAL	5
<b><u>VI. EXECUTIVE SESSION 9:22</u></b>	<b><u>5</u></b>
<b><u>VII. CHECK-OUT ALL</u></b>	<b><u>5</u></b>
<b><u>VIII. ADJOURN 9:32</u></b>	<b><u>5</u></b>

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

**Absent:** Doug Cauble

**Ex-officio:** Reverend Mary Ann Macklin

Submitted by Abby Gitlitz, Secretary

## **I. Call to Order**

Call to order by Kathleen Sideli, President, at 7:09

Changes to the agenda: None

## **II. Chalice Lighting and Reading**

Chalice lighting and reading by Kathy “Windows in the sky”.

## **III. Check-in**

Attendance and check-in.

## **IV. Consent Calendar**

### **A. Approval of Minutes**

Motion by Von: Approve the January 2014 Board of Directors Meeting minutes.

Seconded by Drew.

Vote: approved unanimously.

### **B. Minister’s Report**

**Mary Ann Macklin**

See attached report.

The campus Minister, Jose Toledo, will be leaving Bloomington in May. His tenure as campus minister will end in April most likely.

## **V. Discussion Calendar**

### **A. Old Business**

#### **1. Minister Emeritus Working Group**

**Deb Hutton**

Motion by Arzetta: Clark Miller will be appointed to replace Barbara Carlson in the MEWG.

Seconded by Drew.

Vote: approved unanimously.

Barbara Carlson’s last meeting as a MEWG member was February 18th and Clark Miller took her place.

Laurie Proctor led the *Endings, Beginnings* workshop for the congregation January 25<sup>th</sup>. A lot of good feedback was generated and MEWG is beginning to go through it. MEWG feels that the data overwhelmingly points to a need for better communication regarding specific things happening around Reverend Breeden’s departure.

MEWG suggested that the Board creates a Transition Communication Group. All transition material would be funneled through this group and they would disseminate it to the congregation. They would make sure the information from the Celebration Committee gets out in a coherent way.

The board took this under advisement but decided to wait until after the March 2<sup>nd</sup> town hall meeting to reassess where the church communication stands.

## **B. New Business**

### **1. Monitoring**

#### II. C. Compensation and Benefits

(This monitoring was rolled over from January). Policies as written are fine.

#### II. D: Financial Planning *w/written report by Exec Minister*

After a walkthrough a comprehensive list of things that need to be done was created. The ministerial team and staff are now prioritizing the list and creating a five year plan.

**(See Walkthrough plan.)**

Von asks how technology fits into this five year plan. Mary Ann will look into it.

#### II. E: Financial Condition *w/written report by Exec Minister*

Cash flow is at a comfortable level.

**(See Revenue and Expenses - as of January 31, 2014)**

**(See 2013-14 Operating Budget)**

*SPF By-law Investments (written report of SPF Committee)*

*Visit from Chris Haynes, chair, SPF*

**(See attached SPF Overview)**

Any donation made to the church that does not explicitly state that it is to be used for a specifically stated purpose then it goes into a general fund managed by the SPF.

There is a ministerial discretion fund that is primarily used to assist people in the church in need.

In the by-laws there is vague language in section 7.1-7.2 regarding the Board's responsibilities versus that of SPF. Chris suggested that the next time the Board makes by-law revisions that this be clarified.

The Board and SPF exist to serve as checks and balances for the financial health of the church.

Green Spaces is concerned about what the church invests in in terms of how green the investments are. They might come to SPF in the future to discuss this.

SPF formalized the policy that any request for funds under \$2000 can be determined by an email vote so that requests are not held up by SPF's quarterly meeting dates.

Kathy asked what percentage of the funds are liquid and what are tied up, either temporarily or permanently. The endowment is tied up but the general funds account can be liquidated at any time if needed.

(See attached SPF Report)

There are some security concerns.

SPF currently only requires one signature for checks. It is suggested that in the future two of the three signatories' signatures be required for each check.

We want to redact bank account numbers on all documents that leave the church.

## 2. Report of Interim Selection Committee Von Welch

(See Interim Minister Selection Committee Board Report, February 19, 2014)

Proposal: For March meeting, rest of Board considers these questions and IMSC will bring draft answers for discussion at that meeting.

- What are the strengths of this congregation? (List 5)
- What areas of focus are needed for the interim ministry? (What needs attention, where is there conflict, what are the challenges? List up to 5)
- Desired strengths of an interim minister (List up to 5)
- Current areas of momentum that should not lose steam during the interim time: (List up to 5)

The IMSC is still debating whether we would like to have a minister assigned to us by Keith Kron or whether we would like to have multiple candidates.

## 3. UUA Beyond Congregations Workshop

Lead by Tandi Roberts (Three events: Feb 21 meeting with the board, 22 open to the congregation, 23 debrief with the board)

## 4. Town Hall Meeting planning

Sun, March 2 will focus on the transitions happening in the church.

The presentation will be in three parts.

- The history of the transition up to now.
- What the interim committee is currently doing.
- How the process will work for the search for the called minister.

Would we like to pose specific questions at the event?

- What are the things that make us unique?
- What should the interim minister help us think about?

**5. Interview with Phil Lund on Ministerial Transition**

Phil will do an exit interview with the board regarding Bill, Mar 26, 6:00 p.m.

**VI. Executive Session 9:05**

**VII. Check-out All**

**VIII. Adjourn 9:32**

Motion by drew: To adjourn.

Seconded by Deb.

Vote: approved unanimously.

*March monitoring: I. All Ends Statement Policies Required exhibits: Exec Min Report, and Membership Coor report*  
Upcoming announcements:      **2/23** Arzetta      **3/2** Von      **3/9** Deb      **3/16** Abby

ITEM	AREA	Room Number(s)	DATE Installed	Est. Replacement Date	red = est. Replacement Cost
<b>REQUESTED PROJECTS:</b>					
Toilet Partitions	Main Downstairs Restroom	1 RR	1981		\$2,500
Flooring & base	Main Downstairs Restroom	1 RR	1981		\$2,400
Dual Flush WCs	Main Downstairs Restroom	1 RR	1981		\$1,900
Toilet Partitions	Upstairs Restroom	2 RR	1981		\$2,250
Flooring & base	Upstairs Restroom	2 RR	1981		\$1,600
Dual Flush WCs	Upstairs Restroom	2 RR	1981		\$1,410
Carpet & repair subflooring, esp. top of stairs	Upper Hallway (except East end)	2 Hall	existing tile 1998		\$3,800
Stair Tread	2nd flr hallway	2 Hall	1998		\$100
Carpet	Meditation Room*	207B	1998	2013	included in 2nd flr. hall est.
Window repair & weatherizing	Meditation Room**	207B			\$250
Weatherize doors	all old exterior doors and mechanical rm. near 112	#4 (across from 208) 108, 110, 112	?	2013	\$300
Light fixtures	Kitchen - up	2 K			\$300
Hang monitor	Library	206			\$25
Paint (see "recurring" tab)	patch & paint	1/foyer*, 105, 210			budget \$2000?
Paint & Acoustics	Meeting Room	1 MR		summer 2014??	\$1,200
Carpet	Meeting Room - partial	1 MR	1998	spring 2014	\$2,636
Soffit around conduit	Commons	1 C	n/a		?
<b>MAINTENANCE:</b>					

wood ceiling	Children's Library	2			?
Hooks	ADA restrm	1 ADA	n/a	spring 2014	\$12
Ceramic Tile	Commons	1 C	1998	2048	\$250
Lights - exterior	Courtyard				
Gutters	all except at office entry	EXT			Carol to ask Bill

### INHOUSE TASKS

move items	Main Coat CL	1 C			\$0
water heater	Main Downstairs Restroom	1RR			\$0
Light "can" fixtures	offices (except Carol's)				\$151
Light "can" fixtures	hallways				\$120
Lights at tall windows	Meeting Room	1 MR			Done
Lights - sconces	Meeting Room	1 MR			Done

### FUTURE POSSIBILITY?

Window treatment	Classrooms	108, 110, 112			?
Platform	Meeting Room	1 MR			

Useful Life (highlighted = past due)	Notes (update Google Doc when done)	Schedule / Priority
Quote for baked enamel, materials @ \$1,745 + labor estimated @ \$755)		?
(For linoleum, which is about \$390 more than sheet vinyl	Coordinate toilet partitions with flooring and perhaps replacing WCs.	?
(4 WCs @ \$310 = \$1,240 + 4 @ \$160 labor = \$640)	If we are to go with water-saving fixtures, this is the time to do so	?
based on 1st floor estimate	in <u>very</u> bad shape!	summer 2014
Linoleum only \$150 more than sheet vinyl	Coordinate toilet partitions with flooring and perhaps replacing WCs.	summer 2014
(3 WCs) @ \$310 = \$930.00 3 @ \$160 labor = \$480)	If we are to go with water-saving fixtures, this is the time to do so	summer 2014
15-20 years? (volunteers install CA; <b>estimated repair of subfloor @ \$800</b> )	incl \$3000 for 47sq.yd additional carpet tile including walkoff tiles @ entries, floor primer & C-TR adhesive for walkoff tiles	
replace pieced top tread when repair subfloor	Charcoal Gray is close to stair treads	
15 yrs (match library & do at same time as hallway)	*Rms 200, 201, 203, 207A, and classrms 208, 210 & 212 = (5 @ ±170 sq.ft. + 1 @ ±210) and classrooms (3 @ 210 + 570 + 270 sq.ft.) <b>so budget for next fiscal year; classrm 103 &amp; 104 est.</b>	
<b>request quotes??</b>	**one window is warped and not functioning correctly (rest could be check for insulation)	summer 2014
<b>check doors</b> every <u>10-15 (?)</u> years; <b>added to recurring tab for 2025</b>	Using PEMKO V47 (\$0.40/linear foot; also replace worn door sweep; also caulked around 2nd floor can fixtures (one-time task)	being done by Dick & Loren Stumpner
<b>request quotes??</b>	T8 or LEDs??	summer 2014
<b>inhouse labor?</b>	Who to be involved? Andy Bergie?	spring 2014?
<b>set amount and then decided on priorities</b>	*GK asked to smooth & paint 1st floor gallery; on walk through pointed out red in foyer off courtyard needs touching up	some each year
meanwhile cover old dimmers; use a quilt??	coordinate with acoustical treatment	summer 2014?
10-15 yrs (rest of Meeting Room <b>est. \$10,000</b> in 2015 or 2016?)	Replacing carpet on ramp, steps & moveable platform in contrasting material to go with future new carpet.	ASAP (on order)
(one-time task)	<b>included in Technology Grant??</b>	after electrical work complete



Maintenance	recent leak due to condensation on metal vent in attic; causing rot above	ASAP: Bill to address
one time task: (2) mtd. @ 44" AFF	at ADA height (leave existing hooks)	Jeff install?
replace cracked tiles	spare tile in closet near 104 / stairs	
\$26.00 for add-on sensor	Could we put any on motion sensors?	
First need ice dams; staggered	replace as soon as weather permits [Fiscus, (812) 332-3219 installed new gutter at office entrance steps fall 2013]	Bill received quotes
	remove all but shovel, ice melt, wheel chair and podium	Jeff
	set to 105 for hand washing only	Jeff
(18) dimmable 15W lamps to replace 60W Halogen	asking GSTF to pay differences to buy LEDs instead of CFLs (Philips highest rating for Environment and Social)	Jeff install
(12) non-dimmable 15W CFL (R or BR) reflector 30s	buy stock and <b>replace any incandescent lamps immediately</b> (about 30 cans in various halls)	Jeff install as needed
	window lights won't turn on	Bill to ask Cassady Electric
won't switch separately from ceiling lights	unscrew lamps; removing sconces when acoustic treatment is installed	Jeff
install rolling shades or draperies to hold in heat?	would help insulate against cold but need exterior shades against heat	priority??
	replace choir risers with ones easier to move for weddings, etc.	(Sue, Steve P & Steve K)

## Revenue and Expenses - as of January 31, 2014

Category	<u>Revenue</u>		Notes
	Budget	Actual	
Pledges and Grants	\$508,598	\$309,967	Pledge payment is still a bit below three-year average, but sufficient to meet current requirements.
2013 Pledges new	3000	7680	
Bazaar	10000	7679	
Other fundraising	1000	2681	
Facilities use	6100	4679	
Interest income	50	0	
Investment income	2000	1985	
Kroger-Marsh	8000	2000	
Sunday plate	26000	17000	
Talent Auction	11000	30	
Misc	1200	3388	
Prior year pledges	<u>10000</u>	<u>33797</u>	Prior pledge payments cover the current-year shortness of pledge payments. .
<b>Totals</b>	<b>\$586,948</b>	<b>\$390,886</b>	Total income is approximately six percent above the level of three-year average.
<u>Expenses</u>			
	Budget	Actual	
Campus-young adult	4552	741	
Childcare	10133	4492	
Committees	17767	4264	
Denomination & MCUM	45282	20335	
Ministry - Salary	133000	78274	
Ministry - Benefits	27000	21489	
Ministry - other	12650	5173	
Music	36823	19933	
Office	105047	56722	
Plant	116764	72329	
Religious Education	<u>77858</u>	<u>44986</u>	
<b>Totals</b>	<b>\$586,876</b>	<b>\$328,738</b>	Total expense is slightly above the three-year average.
Net Other Income		2502	
<b>Net operating</b>	<b>\$72</b>	<b>\$64,650</b>	

As of January 31, 2014

**2013-14 Operating Budget**  
**(\$ in thousands)**

<b>Income</b>		<b>Outlays</b>	
<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
<b>\$586.9</b>	<b>\$393.4</b>	<b>\$586.9</b>	<b>\$328.7</b>

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

Total 2013-14 pledge payments through January are slightly (1%) below the three-year average. The shortfall that began in the month of July has been almost covered by January pledge payments. Prior year pledge payments have leveled out at more than three times expected in the 2013-14 budget. The combination of current and prior pledge payments, along with other income received, result in a total income that is six percent above the planned level (three-year average) through January.

Expenses are slightly above the planned level for the first half of the fiscal year. The primary reasons for expenses being above the planned level are ministerial benefits and plant costs, both of which have been paid earlier than planned. These costs should fall within the planned level by the end of the fiscal year.

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

# Special Purposes Fund Overview – 10/7/2013

## Unitarian Universalist Church of Bloomington, Indiana

### Mission statement

The Special Purposes Fund (SPF) supports the Church's religious, charitable, educational and civic purposes beyond activities under the normal operating budget. The mission of the SPF Committee is to provide for the management, safekeeping and expenditure of the SPF in alignment with the mission of the Church.

### Document notes

This document presents an overview of the SPF, and the SPF Committee which manages the Fund.

Responsibilities, authorities and constraints of the Committee are contained in Section 7 of the Church [bylaws](#), which may be amended only by vote of the congregation. Text in this document reflecting mandates of the bylaws are in *italics* (which does not attempt to reflect the comprehensive and nuanced wording of the bylaws). Policy in non-italicized text is subject to change by the Committee at any time.

### Asset management

*The SPF assets fall into two categories:*

- *Endowment assets, from which only the income may be spent*
- *General assets, from which the Committee approves expenditures*

Assets in both categories are held in one or more professional investment accounts in accordance with the investment strategies of each category.

Assets in both categories are distributed in funds maintained by the Committee that reflect donor restrictions on fund usage, when appropriate.

*Unless otherwise specified in a gift, the income and principal of these funds may not be used to pay operating expenses of the Church, including interest on indebtedness of the Church.*

*Assets may be loaned to the Church, with interest. Loans may be from general assets only, except in an utmost emergency approved by the congregation.*

# Special Purposes Fund Board Report – 07/01/13 to 12/31/13

Note

## Endowment Account

Beginning Balance	Earnings	Distribution	Other Transfers	Deposits	Expenses	Ending Balance	
42,315.27	4,251.94	-483.58				46,083.63	A

## Investments

100% Vanguard Wellington Mutual fund  
 (approximately 2/3 equities and 1/3 bonds)  
 Investments have not changed in this period.

## General Funds Account

Beginning Balance	Earnings	Distribution	Other Transfers	Deposits	Expenses	Ending Balance	
111,498.18	4,790.42	483.58		1,550.00	-7,445.66	110,876.52	A

## Expenses

5,925.08 Wayne Mitter Habitat fund assets to Habitat for Humanity  
 225.58 Robertson Grounds Income fund endowment earnings to T account  
 1,295.00 Social Justice Task Force grant

## Investments

18% Cash  
 20% Vanguard intermediate term bond fund  
 21% Vanguard short term bond fund  
 37% Vanguard Wellington Fund  
 4% Gold  
 There have been no investment changes in this period.

## Notes

A An error resulted in no endowment distribution being made in the 2nd quarter. The amount that should have been distributed then, \$491.50, has been added to the amount distributed in the third quarter.

## Comments

The Special Purposes Fund Committee is conducting a thorough review of fund management and reporting procedures, and has initiated development of a thorough policy document.

## Committee

Chris Haynes (Chair), Arzetta Losensky (Treasurer), Lloyd Orr (Vice-chair), Von Velch (Board appointed), Joanne Wilhelm

*SPF General assets may be spent, at the discretion of the Committee, on capital assets, including the retirement of indebtedness incurred for new or existing assets of the Church, and for amenities and auxiliary purposes of the Church, including contributions for denominational, charitable, educational, and social service purposes outside of the Church.*

In each quarter year, a small part of each endowment fund is routinely transferred to a corresponding general fund. The amount transferred is one fourth of 5% of the average value of the endowment over the last 12 quarters. This is a standard way of managing endowment funds that maintains a fairly constant cash flow, while maintaining a fairly constant inflation-adjusted value of the endowment assets. The 5% constant may occasionally be adjusted to account for changing long-term investment performance relative to inflation.

The Committee may also from time to time transfer assets from general funds to endowment funds.

## **Investment strategy**

Endowment asset investment reflects a long-term investment strategy for appreciation.

General asset investment reflects a shorter-term investment strategy, reflecting the short-term accumulation and spending of these funds.

All investments are made with well-established firms with relatively low overhead and managed by professionals with a record of superior long-term performance. Management overhead is further reduced by having a small number of investment accounts. This minimizes transaction cost and administrative complexity.

Investment decisions are reviewed at least annually by the Committee, with consideration given to the use of independent advisors. Investment changes are infrequent.

## **Current investments**

Endowment assets of somewhat over \$40,000 are invested in the Vanguard Wellington fund, which is about  $\frac{2}{3}$  equities and  $\frac{1}{3}$  bonds.

General assets of somewhat over \$110,000 are held in three accounts (percentages approximate):

- 78% in 3 Vanguard funds: 20% intermediate term bond, 21% short term bond, and 37% Wellington
- 18% cash, with Old National Bank
- 4% gold and silver, with Hilliard Lyons

Bonds are currently in the short and intermediate term range, because of expected increases in

interest rates.

## Asset receipt

SPF may receive assets either by direct donation by any individual or organization, or by transfer of other Church assets at the direction of the Board. SPF assets may also accrue earnings.

Donations may be directed to any of the existing endowment or general funds, or to a general fund created in the donor's name and/or for a restricted use. A new endowment fund may similarly be created with donations valued at \$10,000 or more. The Church Office sends a letter of thanks to all donors.

When funds are spent from named general funds the Committee attempts to notify the donor, surviving family members, or others indicated in the original donation. The Committee also does its best to honor fund usage restrictions.

The SPF Committee works closely with the Planned Giving Committee to meet the needs of potential donors.

## Requesting financial support from the Special Purposes Fund

Funding requests may come from:

- The Church Board or Ministers
- Church committees, members, or friends
- Other groups or individuals deemed appropriate by the SPF Committee

Written requests for funds should be directed to the SPF Committee chair, usually via email to [spf@uubloomington.org](mailto:spf@uubloomington.org). Requests should contain the following information:

- Name of the group or individual(s) making the request
- A brief description of the project to be funded
- A statement of the objectives, including the benefits
- A statement of the costs related to the objectives
- A timeline for the use of funds
- The dollar amount requested

Other information may be included to assist the SPF Committee. Especially appropriate are:

- Any fund(s) within SPF, if any, that are believed to be especially appropriate for the project. A list of SPF funds is [online](#).
- Request or project endorsements. In most cases the SPF Committee will seek the Church Executive Minister's endorsement. Request consideration may be streamlined by including this endorsement in the request.

Social justice project requests should be directed to the chair(s) of the Social Justice Task Force. This Task Force periodically reviews these requests and submits requests they endorse to the SPF Committee. The Committee normally does not accept requests it deems of a social justice nature without the prior endorsement of the Social Justice Task Force.

## Request evaluation criteria

Criteria used to evaluate requests include the following:

- The proposal is consistent with the vision of the church – Seeking the Spirit, Building Community, Changing the World.
- It is clear who is making the request, the intended purpose, objective, and benefit.
- The project’s purpose is consistent with uses of SPF funds mandated by the the Church bylaws. This includes denominational, charitable, educational, and social service purposes outside of the Church, as well as amenities and functions that directly benefit the Church. SPF funds may not be used for normal operating expenditures of the Church.
- The project addresses a real need or problem and is not redundant with respect to other projects.
- The project’s timeline and expected results are clear and appear feasible within the proposed budget.
- The value of the project (the relationship of benefits to costs) is high.
- If use of a particular SPF fund is required, the request is appropriate given any restrictions associated with the fund.
- Enough information, including endorsements, accompanies the request for the SPF Committee to have reasonable confidence in judging these criteria.

## Recent major gifts and expenditures

Gifts (+), expenditures (-), and loans (no +/-) in excess of \$3,000 since 2009 follow. Loans are to the church for a relatively short term and repaid with interest.

2008-09	+5,000	D. Vitaliano estate
2009-10	-3,472	Sabbatical funding
2010-11	23,000	Green Spaces initiative
	-3,250	Social Justice grants
2011-12	-3,000	BOOM! composer
2012-13	- 28,095	Metal roof
	-12,790	Matching funds for Center for Congregations TMGI (Tech) Grant



	+10,000	Julia and Ledford Carter
	+20,000	Cookie and Bill Lynch
	-5,925	Habitat for Humanity of Monroe Co.

## Committee membership

*There are five members of the SPF Committee:*

- *The Treasurer of the Church, who is also a Board member.*
- *Another Board member, appointed annually by the Board.*
- *Three at-large members, serving three year terms, one of whom is elected at each June congregational meeting and begins serving in July.*

*Vacancies occurring during the term of any Committee member are filled by a Board appointee for the remainder of the term.*

The Committee elects its own chair, vice-chair, and secretary. The vice-chair assumes the role of the chair in the chair's absence.

SPF questions, comments, suggestions, or requests are best directed to the Committee chair, preferably using the email address [spf@uubloomington.org](mailto:spf@uubloomington.org).

Committee membership for the July 2013 through June 2014 fiscal year, with first year of service and role:

- Chris Haynes, 2013, at large, chair
- Lloyd Orr, 2011, at large, vice-chair
- Von Welch, 2013, Board appointed
- Joanne Wilhelm, 2012, at large, secretary
- Arzetta Losensky, 2013, Treasurer of the Board

Recent past chairs of the committee, most recent first, with length of service:

- Karen Jewell, 1 year
- Clarke Miller, 2 years

## Committee meetings and voting

The SPF Committee meets four times a year, shortly after preparation of each quarterly report, and at other times when called by its chair. *The minutes of each meeting and the meeting summons are permanently maintained as public records.* Minutes are not official until approved by the Committee. Minutes of recent meetings are available [online](#). Minutes contain a record of all asset management and policy decisions made by the committee, and a general indication of

topics that were discussed.

*Decisions of the Committee require a quorum of at least three Committee members and a majority of the quorum in favor.* Decisions involving less than \$2,000 may be made via email as well as in Committee meetings. Decisions via email are recorded in the minutes of the last meeting, if inserted in the minutes prior to their approval, or in the minutes of the following meeting.

## Reporting

*The Committee makes an annual report of SPF income, expenditures, and assets at the spring Congregational Meeting.* This report is summary in nature, but does detail major expenditures and sources of income.

The Committee submits somewhat more detailed semi-annual reports for the August and February meetings of the Board.

Detailed quarterly reports are prepared for the Committee and publically available through the Church office.

Interim Minister Selection Committee  
Board Report  
February 19, 2014

Process:

- Meeting every other week
- Consensus-based

Activities:

- Completing application: Appendix A of [http://www.uua.org/documents/mpl/transitions/transitional\\_ministry.pdf](http://www.uua.org/documents/mpl/transitions/transitional_ministry.pdf)
- Prologue articles
- Web FAQ (in progress)
- Town hall preparation
- Key point of discussion: ask Transitions Office for one candidate or multiple

Application has four key questions:

- What are the strengths of this congregation? (List 5)
- What areas of focus are needed for the interim ministry?(what needs attention, where is there conflict, what are the challenges? List up to 5)
- Desired strengths of an interim minister (List up to 5)
- Current areas of momentum that should not lose steam during the interim time: (List up to 5)

Proposal: For March meeting, rest of Board considers these questions and IMSC will bring draft answers for discussion at that meeting.

Timeline:

- April 17 – Interim applications due from congregations
  
- **Round 1**: April 28 or 29 – congregations receive names of interested ministers
- May 9, noon Eastern time – congregations in round 1 may make an offer
  - Note if we choose single candidate route, this effectively takes the place of Round 1 if we decide not to go with that candidate.
  
- **Round 2**: May 12 or 13 – congregations without a match from round 1 receive names of interested ministers
- May 23, noon Eastern time – congregations in round 2 may make an offer
  
- **Round 3**: May 27 – congregations still without a match receive names of interested ministers
  - Offers may be made at any time