

# Unitarian Universalist Church of Bloomington, Indiana

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



## Board Minutes September 24, 2014

<b>I. CALL TO ORDER 7:12 PM</b>	<b>2</b>
<b>II. CHALICE LIGHTING AND READING</b>	<b>2</b>
<b>III. CHECK-IN</b>	<b>2</b>
<b>IV. MAIN MEETING</b>	<b>2</b>
<b>A. APPROVAL OF PREVIOUS BOARD MINUTES</b>	<b>2</b>
<b>B. MINISTER'S REPORT REVEREND MARY ANN MACKLIN</b>	<b>2</b>
<b>C. STAFF REPORT JUDY BENNETT</b>	<b>3</b>
<b>D. OLD BUSINESS</b>	<b>3</b>
1. FALL BOARD RETREAT PLANNING ALL	3
<b>E. NEW BUSINESS</b>	<b>4</b>
1. MINISTERIAL SUPPORT COMMITTEE MARY ANN MACKLIN	4
2. POLICY FOR LEADERSHIP ROLES WITH MONEY ALLOCATION DUTIES VON WELCH	4
3. ESTABLISHING POLICY FOR SPONSORSHIPS MARY ANN MACKLIN	4
4. BOARD PROLOGUE UPDATE ALL	4
5. PLEDGE RESULTS AND BUDGET UPDATE ARZETTA HULTS-LOSENSKY	4
6. MONITORING	5
7. EXECUTIVE MINISTER 'ENDS' REPORT REVEREND MARY ANN MACKLIN	5
<b>V. EXECUTIVE SESSION 9:24 PM</b>	<b>5</b>
<b>VI. ADJOURNMENT 9:48 PM</b>	<b>5</b>

**Attending:** Kathleen Sideli, Von Welch, Arzetta Hulst-Losensky, Ann LeDuc, Doug Cauble, Deb Hutton, Pat Brantlinger

**Ex-officio:** Reverend Mary Ann Macklin and Reverend Doug Wadkins

**By invitation of the Board:** Judy Bennett, Membership Coordinator

Submitted by Ann LeDuc, Secretary

## **I. Call to Order 7:12 pm**

Call to order by Kathleen Sideli, President, at 7:12 pm

Changes to the agenda: None

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

Chalice lighting and reading by Kathleen Sideli.

## **III. Check-in**

Attendance and check-in.

## **IV. Main Meeting**

### **A. Approval of Previous Board Minutes**

Motion by Deb: Approve the August 2014 Board of Directors Meeting minutes.

Seconded by Pat.

Vote: approved unanimously.

### **B. Minister's Report Reverend Mary Ann Macklin**

Reverend Macklin met with Reverend Leite and Reverend Wadkins to discuss strategic planning in regards to technology and social media. The need for church staff to continuously stay abreast of how and when to use technology and social media was acknowledged. This will be accomplished by continuous communication among the staff regarding the use of technology and social media for church use.

The Prologue will change in October to a shorter form, similar to the Friday Update. Web links to additional content will be provided within the shortened blurbs.

A few church staff members and lay leaders will be attending a workshop in Louisville, "Inter-cultural Competency: Who Are Our Neighbors," on October 24<sup>th</sup> and 25<sup>th</sup>. We are also collaborating with All Souls Unitarian in Indianapolis to host an Inter-cultural Competency workshop.

There is a planned giving celebration for Legacy Circle members on Oct 4, 1-2:30.

Pledge statements will be mailed Friday, September 26th.

Elder co-housing voiced an interest in the Belcher property adjacent to the church. The Belcher property will be discussed at the spring board retreat as part of long term visioning. We will discuss possible ways the church could use the Belcher property, if it is purchased by the church. Our right of first refusal on the property needs to be examined to ensure it is still valid. We may want to communicate with current IU administration to make sure IU does not want to purchase the property.

In the past, IU administration has said that they do not have an interest in the property, but this may have changed with changes in administration.

We now have a streaming license that allows us to broadcast and archive our recorded church services and performances. This frees us from concerns regarding copyrighted material.

Our university UU group, with the aid of John Summerlot, is registered as an official university organization at IU.

### **C. Staff Report Judy Bennett**

See attached “Report to Board from Membership Coordinator” and “Guest Comparison by Month.”

This year during August we had high guest attendance. Based on the number of guest cards collected, we have had fewer guests attending church services this year, but the average overall in-person attendance has remained the same over the last two years. Recently, we have had more young adults attending services. Offering the Exploring UU class less often has increased the number attendees per class.

Regionally we are near the top in regards to number of members, as reported in the Mid America Region Newsletter.

The membership book signing ritual that we have now was created by Dee and Paul Lane who felt there needed to be more of a ceremony attached to signing the book rather than just it being witnessed by the minister and a board member

### **D. Old Business**

#### **1. Fall Board Retreat Planning All**

The Fall Board Retreat will be on October 18th, 9:00 am to 1:00 pm at 1410 E University, Kathy’s house. Reverend Doug Wadkins will facilitate. Everyone will bring snacks to enjoy during the retreat. Kathy will provide the drinks. We will decide beforehand on reading materials and work that needs to be accomplished in preparation for the retreat.

See attached “Selection of Ministerial Search Committee notes.”

Doug Cauble has provided a list of six congregations that we will contact regarding the pros and cons of the approaches they used for their ministerial searches. The board president of each church will be contacted. Von and Kathy will create standardized questions for each of us to ask the board presidents. This information will be helpful in creating our search process plan at the fall retreat.

## **E. New Business**

### **1. Ministerial Support Committee Mary Ann Macklin**

There is a new Ministerial Support Committee. The previous committee was composed of Sharon Yarber, Clark Miller, and Jason Hill. Clark Miller has joined the Ministers Emeritus Working Group (MEWG) with Deb Hutton and Jack King. The new Ministerial Support Committee members are Sharon Yarber, Amy Taylor and Dan Callison. They met for the first time tonight at 5 pm. The group plans to meet monthly. In the future, a support committee may be created for the incoming minister or the Interim Minister, if needed.

### **2. Policy for leadership roles with money allocation duties Von Welch**

A concern has arisen regarding whether only church members should be allowed to hold leadership roles that allocate funds. Current policy will be reviewed for references to requiring board members and leaders with money allocation duties to be church members. Guy Loftmann, the church legal counsel, will be consulted on this matter.

There are many types of church policies: personnel, sabbatical, financial handling. A list of all the types of policies will be created.

### **3. Establishing Policy for Sponsorships Mary Ann Macklin**

The issue involves requests for the church to donate to another non-profit. Sometimes this request has funds provided, from an individual donor or a collection of donors, with the goal that the church be credited; other times the request is to fund the donation from the Special Purposes Fund (SPF). In the past the church has sponsored non-profit organizations and events. It may be beneficial to the church to do more sponsorships in the future.

A general strategy was discussed that the SPF committee is the key decision body in deciding the appropriateness of such requests, with the understanding they will take guidance from the ministerial staff, board, and relevant social justice committees into consideration.

### **4. Board Prologue Update All**

Kathy will write a board update for the October 6<sup>th</sup> Prologue.

### **5. Pledge Results and Budget Update Arzetta Hults-Losensky**

See attached "UU Board Report – Budget Update."

Between July 1 and August 31 of this year, we received 20% of the budgeted income for the fiscal year.

Prior year pledges continue to be high. We had budgeted to receive \$10K of last year's pledges between July 1 and August 31. We have received \$22,610 during that period. Pledges received refers to actual funds received in fulfillment of pledges.

Our overall pledges paid are lower than August of last year at this time.

There is some concern over spending of Chalice Circles. They were over budget last year and have already used 50% of their budget this year.

We had \$20K left in the budget last year that we did not spend.

## **6. Monitoring**

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

*F. 3-9 Asset Protection (ext audit) All*

See attached "UU Board Report – External Audit."

We will have an external Audit in February 2015. We have a list of four CPA firms that will be contacted by Ron Hongen. We expect it to cost approximately \$4K for a mid-level audit. We have not had an external audit since 2008.

Money needs to be set aside in a T account to pay for future external audits.

Church bylaw 4.8 Budget states that overspending a line item by \$3000 needs to be approved by the congregation. Since the external audit may require \$3000 or more than is budgeted for audits, according to bylaws a congregational vote is required.

A bylaw change will be proposed to the congregation to change bylaw 4.8. Due to inflation, \$3000 is too small of an amount to go before the entire congregation.

## **7. Executive Minister 'Ends' Report                      Reverend Mary Ann Macklin**

*V. Executive Minister 'Ends' Report*

See attached "Goals 2014-2015" which are Reverend Macklin's goals, organized by the Ends Statements. They generated a discussion about the difference between 'calling' a minister originally hired through a contract and the formal 'calling' that takes place when a search committee goes through a formal vetting process among multiple candidates to seek a new UU minister.

## **V. Executive Session                      9:24 pm**

The board met in executive session at 9:24.

## **VI. Adjournment                              9:48 pm**

Motion by Doug Cauble: To adjourn. Seconded by Von.

Vote: approved unanimously. The meeting adjourned at 9:48.

REPORT TO BOARD FROM MEMBERSHIP COORDINATOR  
September 24<sup>th</sup>, 2014

Membership 12/31/2013	492
Membership 9/22/2014	510

We have had 21 people sign the Membership Book so far in 2014, compared to 27 people through September of 2013, 31 in 2012 . The annual numbers for new members are as follows:

2010	2011	2012	2013
41	50	44	32

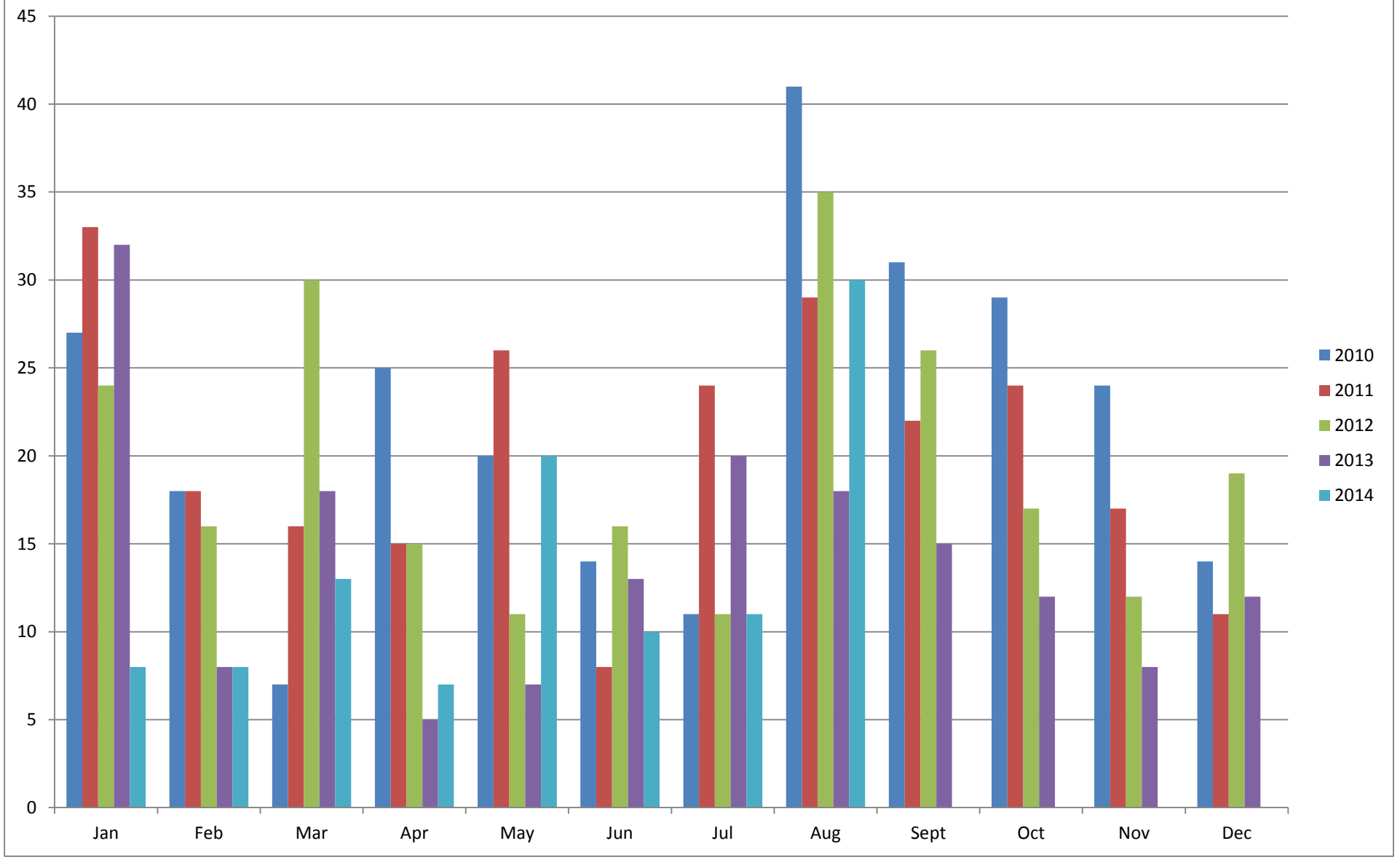
It was expected that we would have fewer new members this year because of the poor attendance in the Exploring UU class in 2013, as well as being in a transition period.

As reported in March, the Exploring UU class is now only offered quarterly and the sign up has been much improved over last year when we had attendance of 3 or less at several classes. In April we had 13 folks attended, in July there were 7, and the October class has 17 people signed up.

Our guest numbers have tended to be declining according to registration, but we had an especially good month in August. By observation, we seem to have more young adults attending service than we had last year. The average total attendance is about the same as it was last year. (approx 386).

Respectfully submitted,  
Judy Bennett  
Membership Coordinator

# Guest comparison by month 2010-2014, as of 8-31-2014



Selection of Ministerial Search Committee notes:  
Doug Cauble  
September 2014

Discussions at MidAmerica Regional Board Meeting

Eric Huffer

UU Church Lexington 250

- Contact entire congregation, mail, email, text, facebook, kiosk.
- Vet those who receive the most votes to be certain that want serve.
- Congregation votes for three.
- Board votes for four.

Lisa Presley

Congregational Consultant

- Contact all
- Must be a conversation
- Vet, select top ten
- Congregation selects three or four
- Board selects the rest, based on balancing the group
- Refer to our bylaws.

*6.0 MINISTER(S)*

*6.1 Selection and Compensation. A Minister shall be recommended for consideration of the membership by a Ministerial Search Committee appointed by the Board.*

From Keith Kron

- Churches our size who have recently conducted a ministerial search.

Kirkwood, Missouri, Evanston, IL, Burlington, Vermont, Arlington, VA, Westport, CT, Harrisburg, PA

- Best Practice Recommendation

One Excellent Way to Select a Ministerial Search Committee

*The basic structure of this method comes from an Interim Ministry Network trainer. The process described can be time intensive. It seems to produce good results and a high degree of respect and trust for both the new search committee and the board.*

1. The Board and probably the Nominating Committee divide up all households in the congregation and place a call to every single household.
2. Each household should be engaged in a conversation around these questions and statements:
  - What are the good qualities needed for someone to possess to serve on a ministerial search committee?
  - Who in the congregation works well with others?
  - Who can represent the whole congregation well (which would include looking out for the needs of children) and not just a piece or “faction” of the church? Who would have “no axe to grind” and who can serve the entire congregation?
  - Who knows the history and culture of the church, whether old or new to the congregation?
  - Who has been and/or is active in the congregation and demonstrated themselves to be both responsible leaders and responsible participants?
  - After a large salary, the most attractive quality a congregation can hold is self-awareness of who they are—their strengths and weaknesses, what the congregation is like at its best, at its worst, and on autopilot or an average day? Who would be able to know and relate that well to potential ministers?



- Who in the congregation do you trust would to work behalf of the congregation after thinking about all these questions?

The board/nominating committee member should record names of persons listed for the last question.

3. Someone in leadership, perhaps an interim minister, needs to act as the “nag” who lovingly reminds the callers to get the calls made.
4. The 'returns' are then used by the Board to compose a balanced bouquet. Those receiving the most votes may be discounted, as they are often the ones leading factions or associated with strong viewpoints. Considering others named, the trustees can ensure that all nominees are team players, committed to the church, generous donors, and have no axe to grind. When the Board has composed a slate, it may be presented to the congregation for ratification (if the bylaws mandate), or simply presented .
5. Giving the trustees an opportunity during worship to speak briefly to the congregation about the process on two Sundays before the slate is presented is helpful, as is devising a skit or liturgical drama in which the nominees are presented during worship.

*Following all steps carefully and thoroughly will produce the best results. Congregations that have followed this process with deliberateness and integrity have reported having a search committee that is respected, trusted, and representative of the congregation.*

David Keyes, AIM Revised 2013

Sept 24, 2014

## UU BOARD REPORT – BUDGET UPDATE

1. Income received from July 1 to Aug 31, 2014 was \$ 119,838. This is 20% of the budget income for the fiscal year. Total expenses for this period was \$ 92,773. The net ordinary income for the first two months of this fiscal year is \$ 27,065.
2. Pledges received from July 1 to Aug 31, 2014 was \$ 86,476, 16.6% of the budgeted amount. As of September 20, 2014 pledges and contributions received were \$ 116,075.
3. Prior year pledges received from July 1 to Aug 31, 2014 was \$22,610. This is 226% of the budgeted amount of \$10,000.  
Prior year pledges are attributed to the specific pledge year (e.g. 2013-14, 2012-13, etc.) but the payments are income for the current year. We operate on a cash basis.
4. The percentage of the budget used for the first 2 months of the fiscal year is good except for a four budget lines.  
Chalice Circles have used 50.4% of their budget.  
Hospitality (coffee and tea for in between services) has used 29%  
Program/Spec Events/Substitutes has used 37%  
Custodian Substitute wages are at 105%

September 24, 2014

## UU BOARD REPORT – EXTERNAL AUDIT

The Finance Committee met in early August 2014 to discuss the external church audit. The last external audit was done in 2008 and was a procedural audit. All of the recommendations of the procedural have been implemented. The four members of the Finance committee decided that we should have a mid-level audit since it has been some time since an audit was done.

Anne Haynes has contacted several area churches to inquire of their experiences with external church audits and recommendations of local CPA firms that specialize in church finances. We have a list of four local CPA companies.

Rob Hongen will contact the CPA firms to determine availability and cost estimates.

We propose to have the external audit done in February 2015.

The approximate cost of a mid-level audit is \$ 4,000. As of August 31, 2014, the T Audit Savings account is \$ 1,042. We propose the additional money to pay for the external audit come from T CD Cash-in July 2011.

**Reverend Mary Ann Macklin**  
**Goals 2014-2015**

***Seeking the Spirit***

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life

*Goal: Explore new ways to engage congregation in creative worship experience through addition of artist in residence, tasteful use of technology and extemporaneous remarks. MAM: Collaborate with Music Director Susan Swaney to utilize Music Artist in Residence Janiece Jaffee in worship services when possible. Meet with Andy Beargie twice a month regarding developing technologies and opportunities to enhance worship experience. Collaborate with Interim Minister Douglas Wadkins and his diverse experiences in congregational worship; support his participation in worship workshop at Center Days. Support Reverend Emily Manvel Leite and participate in earth-based celebrations such as solstice and equinox.*

2. Compassionate pastoral care

*Goal: Create continued support for Chalice Circles, Staff and Caring Committee, Elder Task Force and utilize technology when appropriate (such as Caring Bridge) MAM: Delegate leadership to staff and lay leaders in this area, and step in when appropriate for ministerial involvement. Attend day-long workshop in Indianapolis on mental illness within the congregational setting. Take care of myself so I can care for others. Create an office space that nurtures my spirit and the spirit of others. Meet regularly with my Ministerial Support Committee. Attend the HUUMA (Heartland Unitarian Universalist Ministers' Association) Retreat/Conference in October.*

3. Life-long opportunities for spiritual growth through religious practice, leadership roles, and community action.

*Goal: Support staff and lay leaders' continued efforts in this area as well as create new opportunities for spiritual growth. MAM: Work with lay leaders and staff to take advantage of Center for Congregation workshops (ie Sticky Faith, Reaching Out to Community, Grants, Playful Leadership). Support Tai chi, Meditation, Adult Spiritual Crafting and other Adult Education*

*efforts. Support efforts of our Social Justice Task Forces through involvement in worship time and ongoing contact with leaders. Attend Creative Writing Workshop in November to learn new ways to teach embodied creative writing and spiritual journaling. Participate in innovative learning circles to understand the challenges and blessings of multi-site ministries through the UUA.*

4. Knowledge of denominational and congregational history and traditions  
*Goal: Collaborate with and support Interim Minister, Reverend Douglas Wadkins, in his Interim goals in this area. Also, cultivate usage of UUA materials through library, book table and Adult Religions Education. Continue work with our Historian to complete his work on our congregation's history which includes overall Unitarian Universalist history as well. MAM: Have Historian's piece edited and ready for our new website unveiling in February of 2015. Collaborate with Lay Leader to teach a Unitarian Universalist History Course.*

### ***Building Community***

We have a policy of nondiscrimination -- we welcome all and are supportive of people of all ages, races, gender, sexual orientation, abilities, education, and politics. *Goal: Take advantage of the Intercultural Competency offerings from our MidAmerican Region. MAM: Lay leaders to training in Louisville or collaborate with All Souls Unitarian for a nearer training.*

1. We are generous with our time, talent, and resources.  
*Goal: Continue to focus on "Seeking the Spirit. Building Community. Changing the World" as our vision for our time, talent and resources. Time: Help lay leaders and staff draw proper boundaries when necessary. Work with staff and leaders to nurture and clarify their roles while monitoring their efforts in order to avoid burnout. Talent: Support Membership Coordinator in her accomplishments to get people connected. Support her request to change the title to Director of Congregational Life. Resources: Support the increasing visibility and sustainability of our Planned Giving Committee; special emphasis on celebrating those in our Legacy Circle! Assign lay leader to reinvigorate and educate our congregation regarding Chalice Lighters and then apply for a grant. Explore other grant possibilities through workshops and educational efforts. Ask the congregation to call Reverend Emily Manvel Leite to ministry to this congregation.*

2. We actively encourage shared ministry and lay leadership.

*Goal: Continue to meet with Board President and Vice President on a regular basis as well as other lay leaders. Delegate staff connections to lay leaders. Encourage participation of members in worship services in unique ways. (ie Threshold Choir). MAM: Explore and nurture other forms of ministry which will enrich our congregational life such as Ministerial Intern and Community Minister. Attend the MidAmerica's Ministerial Regional Workshop in April on Entrepreneurial Ministry. Mentor colleagues.*

3. We responsibly manage our staff, resources, and facilities.

*Goal: Work with Board and Stewardship to monitor and review goals for Fair Compensation efforts. MAM: Staff: Intentional efforts for staff inservices, education and social time. Restore the budget line for campus ministry coordinator to our budget. Resources: Utilize Monitoring Reports to stay informed. Facilities Communicate regularly with Church Administrator and Building and Grounds leaders regarding grounds and facilities in order that we all stay informed.*

### ***Changing the World***

We are leaders in our community and world.

*Support efforts, such as the recent bus trip to New York for climate change, through ministerial presence in pulpit as well as presence on the internet. MAM: Flesh out strategic plan for technology and social media impact from April 2014 staff and lay leader meeting.*

1. We are committed to social justice and equality for all people.

*Goal: Continued support for innovative efforts by our Social Justice Task Forces. MAM: Continued conversation with Mark Hicks regarding this program "Beloved Conversations" for lay leaders of the congregation. Mark is a UU philosopher, educator, artist and activist, my work aims to help individuals and organizations envision and create justice-oriented ways of thinking, learning and being. This requires building alternative habits of mind and practices that leads to people being transformed.*

2. We advocate against prejudice, injustice, and oppression of any person or group. *Goal: Take advantage of MidAmerica offerings regarding Intercultural Competencies in these areas. MAM: Be a prophetic voice both in our pulpit and in our community (ie speaking at courthouse square) and support other ministers and lay leaders as well.*

3. We work with other congregations and institutions with shared values and goals. *Goal: Meet with local clergy on regular basis. Confirm we have a lay leader or minister who attends Monroe County Religious Leaders. Collaborate with ministers from area Unitarian Universalist congregations. MAM: Learn from and engage past and present 25% plate recipients as a congregation.*
  
4. We work with the Unitarian Universalist Association and MidAmerica Region.  
*Goal: Stay engaged and informed with all the changes occurring as a result of the transition from the Heartland District to the MidAmerica Region as well as changes in the Unitarian Universalist Association.*  
*MAM: Invite Unitarian Universalist Association Moderator Jim Key to preach in our pulpit and offer a workshop for our congregation; area of focus to be determined by ministers and board. Meanwhile serve as the Vice President of the Heartland Unitarian Universalist Ministers Association (HUUMA) which involves ongoing conversations with ministerial colleagues throughout the region as well as specific appointments with Regional Past President.*
  
5. We help heal the earth. *Goal: Continue support of our Green Sanctuary Task Force and all efforts of our congregation to work in this most vital of areas. Determine frequency of All Congregational Earth Celebrational Intergenerational UU Retreat. MAM: Encourage our Board to nudge/insist our Special Purposes Funds Committee divest from fossil fuels. If the UUA and the Rockefellers can do this, then surely we can. MAM: Also assist congregation members, friends and leaders to engage the reality of global climate change in a way that allows for a balance of despair and hope to play out in our lives on this planet.*