

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes January 21, 2015

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

Ex-officios: Reverend Mary Ann Macklin and Reverend Doug Wadkins

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:00 PM

Call to order by Kathleen Sideli, President, at 7:00 PM.

Changes to the agenda: Addition of "Vacancy on Special Purposes Fund Committee."

II. Chalice Lighting and Reading

Chalice lighting and reading by Pat.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Changes to the December 2014 Board meeting minutes were made as follows:

Where it was stated on page 5, "Deb and Doug Cauble are working on the letter to all congregants as part of the educational piece" was replaced with "Deb and Pat are working on...."

Motion by Pat: to approve the December 2014 Board of Directors Meeting minutes with the change.

Seconded by Deb.

Vote: approved unanimously.

B. Minister's Report Reverend Mary Ann Macklin

Our previous live streaming provider is no longer in business. We plan to try a new live streaming company this Sunday. Andy Beargie has made this a priority.

Due to the demise of our previous live streaming company, we do not have a count of Sunday attendance that includes live streaming viewers over the last year. We do not feel there has been a decrease in attendance since Reverend Breeden retired.

Judy Bennett submitted a new membership report with 468 congregants.

The title Membership Coordinator will be changed to Connections Coordinator.

Reverend Macklin reviewed her goals.

Janiece Jaffe as artist in residence is working well.

A discussion of the restructured "Sticky Faith" program appears in the current Prologue.

We believe the changes address concerns expressed by some of the congregation regarding the program origins.

Reverend Macklin is undecided whether or not to continue with the Multi-site Congregations group. The group is of more value to smaller congregations.

On a regular basis a group of staff and lay leaders tour the church to review what work has been done and what still needs to be accomplished in regards to building maintenance and making our facility environmentally friendly.

A Multicultural Competency workshop will be held at the church. Registration will be limited.

C. Old Business

1. Approve Congregational Mtg Minutes All

Motion by Von: to approve the December 2014 Congregational Meeting minutes.

Seconded by Pat.

Vote: approved unanimously.

2. Update on Weapons Policy Doug Cauble

Doug Cauble met with John and Adrienne Summerlot, and Guy Loftman to discuss whether or not our church needs a weapons policy, and if so what that policy should include. The group concluded that although we will not be safer with a weapons policy in place, we can still create one. Some UU churches have weapons policies. Reverend Wadkins reported that he has contacted a few area churches. None of the churches he has contacted have weapons policies.

A statement from the Board will be written that includes the fact that we are a peace congregation and request that weapons not be brought into the building. This statement could be incorporated into an operational church policy. The ad hoc committee will recommend the wording to the board for consideration.

3. Planning for Jan 25 Town Hall Mtg Von Welch

Kathy will not be here for the Town Hall meeting. Von will be leading the meeting. Board members should review the slides on the Google drive and decide if they want to present any of the slides.

Pat will include a reminder about the meeting in this Sunday's announcements.

4. Update on other MSC activities All

Ann will create a half sheet paper ballot. It will be available, along with ballot boxes, in room 204 and in the commons area. The paper ballots will also be mailed to those UUCB members and Friends who continue to receive the paper version of the Prologue. (Arzetta has volunteered to create the ballot boxes and assist with the paper Prologue mailing. She will also collect the paper ballots and enter them into the web form each week.)

Electronic kick-off for nominations will be Monday February 2nd. Two Prologue articles will be written for the February 2nd Prologue. One article will summarize the Town Hall meeting and one will kick off submission of nominations.

We may need to contact members and Friends by phone if they have not submitted their nominations by late February.

Von will publish a list of MSC events on the search.uubloomington.org website. Individuals that do not want to use the paper ballot or the online form may call in their nominations to Arzetta.

During the month of February, the Board member responsible for announcements will be available between services near the ballot box in the commons.

Deb will write a note to be published in the order of service to remind and instruct members and friends on submitting MSC nominations. Announcements on Sundays will direct attendees to the note in the order of service.

D. New Business

1. Special Purposes Fund Committee Vacancy

Kim Deckard resigned her position on the Special Purposes Fund Committee.

Under the church bylaws, the Board appoints a replacement to serve the rest of her term (2 ½ years). Von Welch will make a recommendation to the Board at their next meeting regarding an appointment. At the June Congregational meeting, we will be transparent and announce what we have done in regards to this vacancy and why.

2. Retirement of Guy Loftman

Guy Loftman will be retiring and will no longer be able to serve as church legal counsel. Kathy approached Steve Dillon, but was informed that he is also retiring. Board members will continue to search for a generalist lawyer who is willing to assist the church.

3. Monitoring

<http://www.uubloomington.org/uuch/govt/boardpolicies.pdf>

II. C. Compensation and Benefits

Written report by Senior Minister on adequacy of compensation practices

Required exhibits: Compensation Plan, Benefits Plan

See attached Benefits Board Report January 21, 2015.

Church employees who work 760 hours are eligible for health coverage through the church. Many staff participate in the section 125 plan, even if they do not have health coverage through the church.

We have made a commitment to cover a certain percentage of health insurance for the Senior and Interim Ministers. We were not informed that the UUA was going to increase the health insurance cost by a rate of 13.5 %. Our budgeted amount is not enough to pay for the percentage promised, due to the increased cost.

There was a discussion regarding how to pay for the increased health insurance costs.

Motion by Von: to increase this year's budget to maintain the percentage that was agreed upon at the beginning of the year.

Seconded by Pat.

Vote: approved unanimously.

Next year we will include a 10% increase in the budget for health care cost increases.

The UUA health insurance is a very good and fair plan. Reverend Macklin has compared plans and feels the UUA health insurance plan is the best.

The UUA recommends we pay 80% of the ministers' health coverage premiums but UUCB has only been able to provide in the range of 50%+

II. D: Financial Planning.

Written report by Senior Minister

Required exhibit: Five-Year Capital Plan

See attached Capital Plan 2014-2018.

Some furnaces are getting old and will need to be replaced eventually. A substantial amount of building improvements have been completed.

II. E: Financial Condition

Written report by Senior Minister. Required exhibit:

Statement of cash flow

See attached Statement of Cash Flow.

Prior year pledges look good. We are taking in more money than we are spending. CFO is a volunteer and operates as a consultant.

II. Executive Session 9:21 PM

The board met in executive session at 9:21PM.

V. Adjournment 9:44 PM

Motion by Doug Cauble: to adjourn.

Seconded by Von.

Vote: approved unanimously.

The meeting adjourned at 9:44 PM.

BENEFITS -- Board Report January 21, 2015

I. Current Budget Fiscal Year 2014 - 2015

A. Retirement Plan

1. The church contributes 10% of the Senior and Interim ministers' salaries into the retirement plan. This is \$8,050 for the Senior minister and \$6,360 for the Interim minister.
2. The church also contributes 10% of eligible staff members' salaries into the retirement plan.

B. Professional Expenses

1. The Senior minister's professional expenses are \$5,500. For the period July – December 2014, 92.5% of her professional expenses have been used. [Note: a number of expenses have been paid in advance.]
2. The Interim minister's professional expenses are \$5,565. For the period July – December 2014, 54% of his professional expenses have been used.
3. Additional staff members afforded professional expenses are: Church Administrator, MRE, DRE, and Membership Coordinator. Percentages of these benefits used for the July – December period are: Church Admin. 16.1%; MRE: 71.2%; DRE: 43.7%; Membership Coordinator: 13.4%.

C. Health Insurance Benefits

1. The church contributes \$6,440 toward the cost of the Senior Minister's health care plan.
2. The church contributes \$5,100 toward the cost of the Interim Minister's health care plan.
3. The church administrator and the music director do not receive a benefit to help pay the cost of their health care plan. Other eligible staff members do not elect to enroll in health care coverage through the church.
4. Ministers and staff members are eligible to enroll in the church sponsored Section 125 Plan (for health care reimbursements, premium conversions, and dependent care reimbursements).

II. Ministers' Health Insurance Benefits FY 2014-2015

A. Issue

1. The health insurance line in the FY 2014-2015 budget will be depleted before the end of the fiscal year.
2. The UUA health insurance rate increased over 13.5% effective January 1, 2015. This is the primary reason for the shortfall.
3. We need to review the monthly contribution amounts the church paid for the ministers' health insurance.
4. Do we add funds to this budget line prior to the end of the fiscal year? If so, what amount should be added? Funds from the T account Operating Extra could be used.

B. Budget Planning for FY 2015-2016:

1. We, the Board, CFO, and the finance committee, need to know the total cost of health insurance for the Senior and Interim ministers.
2. We need to determine what percentage of health insurance cost for the ministers the congregation will contribute.

3. Factor in a 10% increase in health insurance rate effective January 2016.

-- If the health care plan rate is less than 10% there will be an excess in this line. These excess funds could be placed in the T account, T Health Insurance Reserve; be used to pay a higher percentage of the minister's health insurance cost; or remain unused and returned to the general operating budget.

-- If the rate increase is more than 10%, this budget line will fall short again. We need a contingency plan in place if this occurs. Do we add money to this line? Do the ministers pay the added expense out of pocket?

4. Once we have determined the amount for the health insurance budget line and the percentage the church will contribute to the ministers' health insurance cost, advise the ministers and the church administrator of this percentage and the corresponding monthly dollar amount. Calculate this for the July – December period and a potential computation for January – June using the 10% rate increase amount.

CAPITAL PLAN 2014-2018
Board Report January 21, 2015

Items of Note:

1. The savings from utilities [i.e. credits on electric bill] were \$990 from January to June 2014 and over \$2,000 since their installation, mid-May 2013 to mid-June 2014.
2. We saved 50% of greenhouse gases from May 2013 to May 2014 compared to 2010. We will receive national recognition from Interfaith Power & Light as a Cool Congregation.
3. Develop an annual painting schedule and include this in the operating budget. Show interior and exterior painting projects in separate categories. Will need a mechanism in place to identify funds in the Building Maintenance line that are dedicated to painting.
4. The Grounds and Building committee and the Finance committee need to meet early in the budget process to determine current year projects and necessary funding.

Priorities for FY 2014-2015:

[Approximate cost for this year's projects is \$7,600 - \$8,000]

1. Install ice bars on roof. Estimate \$1,200. (Prevents ice from falling off the roof.)
Completed Sept. 2014. Cost: \$1,700.
2. Upper hallway, up to the children's library, including the restroom corridor: Install carpeting, rubber base, transitions and noses at stairs. \$1,300. The carpet for this has been purchased and is at the church. Target date: July 26, 2014.
Completed July 2014. Cost: \$8,035.09 [\$5,292.83+1900+842.26] Note: This includes carpet tiles in Room 204 – see number 7 below.
3. Rebuild upstairs bathroom partitions, replace locks, and replace 3 toilets in upstairs bathrooms. Cost: \$500 plus \$1,410. Install linoleum in the upstairs bathroom at the same time. Cost: \$1,600. The bathrooms downstairs can wait.
Completed Aug 2014. Cost: \$2,967.38 [\$2006.43+550+410.95].
4. Exterior painting: Cement board siding needs to be painted this year. Also paint the ADA sidewalk. (Need to obtain a quote. Price is approximately \$1,000-1,500.)
5. Cedar Fence: Apply protective, non-toxic coating. The cedar fence was installed 3 years ago. Cost: will obtain.
#4 & 5 **Completed** Aug and Sept 2014. Cost: \$2,995.43.
6. Install permanent solar panel sign. Cost: will obtain. (Est. \$1,000). Also install exterior sign directing weekday visitors to the office entrance.
Completed Aug 2014. Cost: \$1245 [\$535 + 710].
7. Install Memorial Garden sign. (Est. \$385) Paid for by TGroundskeeping (Claire Robertson).
Completed Aug 2014.
[note: the Memorial Garden sign was damaged on 12/6/14 along with the hand railing and will be replaced. We are awaiting payment from the third party's insurance co.]
8. New furnace in second floor RE wing.
Installed September 2014. Cost: \$ 3000.00.
[note: this was not on the capital plan for this fiscal year. The old furnace stopped working and had to be replaced.]

Additional Items on Maintenance Plan:

1. Seal office wing windows.
2. Downstairs Restrooms: Replace toilet partitions, flooring and base. Install dual flush WC's. Cost Estimate: \$ 6,800.
3. Add storms to the skylights in Commons.
4. Replace old incandescent and fluorescent bulbs with LEDs. Savings from the utility credits will be used to replace old bulbs with LED's. (Est.\$500) Some to be done in FY2014-15.
5. Paint the Meeting room. Cost: approximately \$1,200. (MO: note this is labor est. only)
6. Replace carpeting in upstairs offices and classrooms room. (Est. \$8,000)
7. Add carpeting to the work room (room 204). [Completed. See # 2 above.]
8. Replace carpet in meeting room. Approximate cost: \$10,000.
9. Parking lot striping. Cost is approximately \$750. Include \$800 in budget at least every third year.
10. Interior signage. (Need estimate; up to \$600 could come from operating budget)

Statement of Cash Flow – Board Report

Revenue:

1. For FY 2014-2015 the budgeted amount for new and anticipated pledges is \$ 520,000. The budgeted amount for total income is \$604,650.
2. For the period July through December 2014, the new and anticipated pledge income was \$246,725. This is 47.4% of the budget and is below the 3 year average.
3. As of January 15, 2015, the new and anticipated pledges received was: \$286,795. The total dollar amount pledged as of January 15 is \$516,550. This is \$3,450 less than the budgeted amount of \$520,000.
4. The prior year pledges for July through December was \$26,817 which is 268.2% of the budget amount of \$10,000.
5. The total income for the July through December period was \$299,748. This is 49.6% of the budgeted amount.
6. Bazaar proceeds of approximately \$9,000 will be added to the income line this month. The funds will be transferred from the T Bazaar account to the general operating account.

Expenses:

The budgeted expenses for FY 2014-2015 is \$610,255.

Fortunately, we had \$20,031 in excess funds remaining at the end of FY 2014-14. This was placed in a T account – T Operating Extra.

FY 2014-2015 Operating Revenue and Expense by Month:

<u>Month</u>	<u>I/E</u>	<u>\$</u>
Jul	I	63.2
	E	42.2
Aug	I	119.8
	E	92.8
Sep	I	161.8
	E	146.1
Oct	I	200.3
	E	194.7
Nov	I	243.2
	E	240.4
Dec	I	299.7
	E	297.8

The net ordinary income at the end of this 6 month period was \$1,925.