

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes

June 17, 2015

I. CALL TO ORDER 7:02 PM	2
II. CHALICE LIGHTING AND READING KATHLEEN SIDELI	2
III. CHECK-IN	2
IV. MAIN MEETING	2
A. APPROVAL OF PREVIOUS BOARD MINUTES	2
B. MINISTER'S REPORT REVEREND MARY ANN MACKLIN	2
C. OLD BUSINESS	3
1. MINISTER EMERITUS WORKING GROUP (MEWG) UPDATE DEB HUTTON	3
2. STEWARDSHIP CAMPAIGN UPDATE ARZETTA HULTS-LOSENSKY	3
3. BUDGET UPDATE AND APPROVAL ARZETTA HULTS-LOSENSKY	3
D. NEW BUSINESS	4
1. RE CONSULTANT	4
2. CONGREGATIONAL MEETING DEBRIEFING	4
3. APPROVE CONGREGATIONAL MEETING MINUTES	4
4. MSC UPDATE	4
5. BOARD APPOINTMENTS 2015-16	4
6. ATTORNEY SEARCH UPDATE	5
V. EXECUTIVE SESSION 8:33 PM	5
VI. ADJOURNMENT 9:07 PM	5

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

Ex-officio: Reverend Mary Ann Macklin

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:02 PM

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

Changes to the agenda: None

II. Chalice Lighting and Reading Kathleen Sideli

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 Doug Cauble: to approve the May 2015 Board of Directors meeting minutes.

Seconded by Deb.

Approved unanimously.

B. Minister's Report Reverend Mary Ann Macklin

Reverend Macklin forgot to mention the new church website in her congregational meeting report. Many hours of work were put into the new website over the past year. Improvements to the website are ongoing.

Reverend Macklin will be gone in July and August for personal and professional reflection.

Now that Judy Bennett is gone, Shari Woodbury will be our interim Connections Coordinator. She will provide some assistance with pastoral care in Reverend Macklin's absence.

Keller Heating and Cooling will no longer be providing services for the church's heating and air conditioning needs. Harold Fish Inc. (H.F.I.) will be the new HVAC provider. H.F.I. is up to date with green practices applicable to HVAC.

On October 9th and 10th, the consultant for the Beloved Conversations educational opportunities will be here to work with our congregation on racism issues. Some board members will be asked to take part in this work. Reverend Wadkins and Jackie Hall will be in charge of organizing the Beloved Conversations educational opportunities.

Reverend Macklin has determined that there is a need to examine best practices and policies in regards to personnel matters.

We are seeking our congregation's participation in the Ramadan Iftaar celebration this year. This year's celebration is on June 26th.

This Sunday we will begin the experiment of having only one Sunday service, starting at 10:15 AM. Coffee hour will immediately follow the service.

C. Old Business

1. Minister Emeritus Working Group (MEWG) Update Deb Hutton

MEWG will be meeting again in July. They meet every other month. Minister Emeritus Breeden is doing well and is very engaged with the group.

2. Stewardship Campaign Update Arzetta Hulst-Losensky

See FY 2015-2016 Budget – Treasurer's Notes.

Our pledges are holding strong for the 2015-16 fiscal year. As of June 17th, a total of \$522,604 has been pledged. Last fiscal year's pledged amount was \$513,510.

Currently, we have approximately 71 pledges less this year than last year.

3. Budget Update and Approval Arzetta Hulst-Losensky

See FY 2015-16 Budget

Arzetta met with Carol Marks regarding Section 125 and retirement for the new interim Connections Coordinator. They realized that the new Connections Coordinator will not be eligible for employer contributions to the UU retirement plan.

The pledged amount for 2014-15 was slightly less than the budgeted amount for pledging for that year. For 2015-2016, Arzetta recommended a decrease in the "committed and new pledges and grants" budget line to \$540K, from the \$550K previously budgeted. She feels this is a better estimate and it is much easier to cut it now, rather than later in the fiscal year.

Motion by Doug Cauble: to approve the revised 2015-2016 fiscal year budget.

Seconded by Pat.

Approved unanimously.

Paper copies of the monthly profit and loss budget vs actual is always available in the office and on the bulletin board by the courtyard doors.

Arzetta provides committee chairs with their budget information and funds available to them, when applicable.

While Reverend Macklin is on leave, Reverend Wadkins will be taking on a large portion of the Senior Minister duties. This is an unusual last minute situation that does not allow us to find additional ministerial coverage. In light of this, the Board would like to pay Reverend Wadkins an extra \$1,000 per a month for July and August 2015. The funds will come from our reserves.

Motion by Doug Cauble: to approve additional pay of \$1,000 per month to Reverend Wadkins for the months of July and August 2015.

Seconded by Deb.

Approved unanimously.

There was a discussion around whether or not we are creating a policy of paying additional for times of sabbatical. Since this is a unique situation, we feel we are not creating a policy at this time.

D. New Business

1. RE Consultant

A Prologue article will be written by the Board to communicate the R.E. consultancy to the congregation. A request will be made to the SPF committee to pay for the consultant. Nancy Heege will be the consultant.

2. Congregational Meeting Debriefing

The Congregational Meeting went very well. 101 members attended. It was agreed that the five minute Stewardship video was a little too long.

3. Approve Congregational Meeting Minutes

Corrections to the congregational minutes were made as follows:

On page 3, the spelling of Kathie Lazerwitz's name was corrected.

Also on page 3, changed the word "difficult" to "challenging" in Reverend Macklin's report.

On page 5, "personal thank you from Jan Skinner."

On page 9, deleted extra "to."

Motion by Pat: to approve the Congregational Meeting minutes with afore mentioned corrections.

Seconded by Deb.

Approved unanimously.

4. MSC Update

The committee will soon have a retreat with Keith Kron to begin their work.

5. Board Appointments 2015-16

a) SPF – Arzetta and Von

Motion by Deb: to appoint Von to the SPF Committee. Arzetta is a member of SPF by virtue of being the Treasurer.

Seconded by Doug Cauble.

Approved unanimously.

b) LCC – Von

Motion by Pat: to appoint Von to the Leadership Cultivation Committee.

Seconded by Arzetta.

Approved unanimously.

c) Finance Committee - Anne Haynes, Rob Hongen, Arzetta Hults-Losensky, and John Lawson

Arzetta confirmed that Anne Haynes and Rob Hongen would like to remain on the Finance Committee. John Lawson was out of town, so he was not confirmed. The committee is appointed annually.

Motion by Deb: to appoint Anne Haynes, Rob Hongen and John Lawson as the Finance Committee for 2015-16.

Seconded by Pat.

Approved unanimously.

6. Attorney Search Update

It is very difficult to find an attorney who is a generalist and willing to answer occasional legal questions pro bono.

The Board will attempt to gather a list of attorneys that are willing to occasionally answer legal questions pro bono. Pat will write a Prologue article asking for volunteers for the list.

V. Executive Session 8:33 PM

The board met in executive session at 8:33 PM.

VI. Adjournment 9:07 PM

Motion by Doug Cauble: to adjourn.

Seconded by Deb.

Approved unanimously.

The meeting adjourned at 9:07 PM.

	A	B	C	D
1	Unitarian Universalist Church of Bloomington Indiana			
2	Proposed Fiscal Yr 2015-2016 Budget			6/15/2015
3			2015-16	
4			Budget	
5				
6	Income			
7	Committed and New Pledges & Grants		540,000	Includes new and anticipated pledges
8	Sunday Plate		28,000	
9	Investment Income		2,500	
10	Interest		50	
11	Bazaar		10,000	
12	Kroger-Marsh Fund		7,000	
13	Auction		11,000	
14	Building Use Fees		6,100	
15	Other Fundraising		2,000	
16	Miscellaneous		6,000	misc contributions and gifts
17	Prior Year Operating Extra		10,000	
18	Prior Year Pledges		20,000	cash basis - prior year pledge payments to current year
19	Total Income		642,650	
20				
21	Expense			
22	Outreach and Campus Ministry			
23	Outreach & Campus Ministry		1,000	
24	Outreach & Campus Ministry Coordinator		3,400	
25	Outreach & Campus Min Payroll Taxes		260	
26	Total Outreach & Campus Ministry		4,660	
27				
28	Ministry-Interim Minister			
29	Housing & Salary		66,760	
30	Section 125 Plan			
31	Healthcare insurance		7,601	
32	Prof Expenses		6,000	
33	Retirement		6,676	
34	Total Compensation - Interim Minister		87,037	
35				
36	Ministry-Senior Minister			
37	Housing & Salary		83,318	
38	Section 125 Plan			
39	Healthcare insurance		9,160	
40	Prof Expenses		7,200	
41	Retirement		8,332	
42	Total Compensation - Senior Minister		108,010	
43				
44	Other Ministry			
45	Sabbatical Fund Reserve		2,500	
46	Search Fund Reserve		7,000	
47	Other Ministry		1,500	
48	Pulpit Guests		2,000	
49	UU Staff Health Ins Resrv		700	
50	Total Other Ministry		13,700	
51				
52	Music			
53	Music Director		22,309	
54	Music Director Section 125			
55	Pianist		8,910	
56	Piano Maintenance		300	
57	Program/Special Events/Substitutes		3,750	
58	Music Director-Children		1,738	
59	Payroll Taxes		2,521	
60	Music Honorarium		1,000	
61	Total Music		40,528	
62				
63	Office			
64	Administrator Health Insurance		3,430	
65	Administrator Prof Expenses		2,000	
66	Administrator Retirement Plan		3,930	
67	Administrator Salary		39,300	
68	Administrator Section 125 Plan			
69	Administrator Payroll taxes		3,006	
70	Total Compensation - Administrator		51,666	
71				
72				
73				
74				
75	Office (con't)			
76	Office Assistant		13,325	

	A	B	C	D
77	Connections Coordinator		13,544	
78	Connections Coord ProfExp		500	
79	Connections Coord retirement		0	
80	Multimedia Specialsit		5,120	
81	Other Payroll Taxes		2,447	
82	Office Expenses		22,500	
83	Data Base Maintenance		2,320	
84	Worship Expenses		700	
85	Staff Development		800	
86	CPA (Sec125 Plan Updates)		750	
87	Auditor Reserve*		1,000	to T-Acct to fund external audit
88	Total Office		114,672	
89				
90	Childcare			
91	Wages		11,650	
92	Payroll Taxes		891	
93	Total Childcare		12,541	
94				
95	Religious Education			
96	DRE Salary		22,108	
97	DRE Payroll Taxes		1,691	
98	DRE Professional Expenses		1,000	
99	DRE Retirement Plan		2,211	
100	DRE Sec 125			
101	Total Compensation - DRE		27,010	
102				
103	MRE Salary & Housing		28,165	
104	MRE LTD Insurance		300	
105	MRE Retirement		2,816	
106	MRE Professional Expenses		1,600	
107	Total Compensation - MRE		32,881	
108				
109	RE Assistants		13,182	
110	Payroll Taxes - Assistants		1,008	
111	YRE Program		6,000	
112	YRUU Program		1,000	
113	YUUMS Program/OWL		1,300	
114	Total Religious Educ.		82,381	
115				
116	Committees & Programs Expenses			
117	Adult RE		100	
118	Aesthetics		300	
119	Board		500	
120	Caring		250	
121	Celebrations		1,200	Ramadan, Thanksgiving, Splash of the Sacred
122	Chalice Circles		1,100	
123	Communications		100	
124	Earth Kin		50	
125	Elder Focus		700	
126	Hospitality		2,200	for tea & coffee supplies
127	Library		100	
128	Leadership Cultivation		2,000	
129	Membership		300	
130	Planned Giving		200	
131	Total Social Justice		2,168	
132	Social Justice Fund		1,000	
133	UUSC		468	\$1 per member
134	MCUM		200	
135	SJ Other		500	
136	Stewardship		2,000	
137	Total Committees		13,268	
138				
139	Denominational			
140	MidAmerica Annual Meeting		1,630	
141	UUA Annual Program		28,080	468 members x 60
142	MidAmerica Annual Dues		11,232	468 members x 24
143	UUA Conference Support		3,800	
144	Total Denominational		44,742	
145				
146				
147				
148				
149				
150	Physical Plant			
151	Building Maintenance		15,000	
152	Long Term Maintenance Reserve*		5,300	
153	Equipment Reserve*		9,900	
154	Custodial Carpet Cleaning		2,500	

	A	B	C	D
155	Custodial Salary		18,659	
156	Custodial Sect 125 Plan			
157	Custodial retirement		1,866	
158	Custodial Substitute Salary		1,000	
159	Custodial Payroll Tax		1,504	
160	Grounds		1,000	
161	Snow Removal		2,000	Also put 5,000 in T Snow Removal Reserve account
162	Housekeeping supplies		2,800	
163	Insurance		5,300	
164	Sound Equipment Reserve		1,800	
165	Utilities		14,400	
166	Mortgage		36,284	
167	Total Physical Plant		119,313	
168				
169				
170	Total Expense		640,852	
171				
172				
173				
174				
175				
176				

FY 2015-2016 Budget – Treasurer's Notes

1. Stewardship Campaign Update:
FY 2015-16 Pledges, as of June 17, 2015 is \$522,604..

As of Sunday, June 14, 2015 the pledges for fiscal year 2015-2016 is just under \$512k (\$ 511,579). Approximately 71 people who pledged or made contributions in FY 2014-2015 have not yet pledged.
2. The pledged amount for FY2014-2015 was \$ 513,510. That year's budget projected pledge income of \$ 520,000. The contributions as of 06/14/15 for FY2014-2015 is \$ 450,573. Contributions thus far are 87.7% of the pledged amount and 86.6% of the projected amount. There are still two weeks left in the month.
3. The FY 2015-16 budget presented at the June 7, 2015 congregational meeting showed "Committed and New Pledges and Grants" of \$550,000. A copy of this budget (full version, dated 6/10/15) is submitted at this board meeting.
4. There is a change to line 79, Connections Coordinator Retirement. The new amount is 0. The new Connections Coordinator is not yet eligible for employer contributions to the UU Retirement Plan.
5. By June 30, 2015 several employees may elect pre-tax deductions for Section 125 (health reimbursements, premium conversions, dependent allowance) and/or elective deferrals (employee contributions) for retirement. These elections will reduce the payroll taxes shown in the current budget. This may change lines 54, 69, 81, 100, and 159.
6. Treasurer's Recommendations
 - My recommendation is to reduce the committed and new pledge line from \$550,000 to \$540,000.
If 58 of the 71 individuals who have not yet pledged, commit to the same amount as pledged in 2014-15, the additional income would be about \$26,700. The current pledged amount of \$511,579 + 26,700 would be \$538,272.
 - I also recommend changing the Long Term Maintenance Reserve* from \$5900 to \$5300, the amount it is this fiscal year. Also reduce Equipment Reserve* from \$10,500 to \$9900. It is currently \$9865.
 - A slightly revised copy of the FY2015-2016 budget is enclosed for the Board's consideration and approval is submitted.
7. For Board of Directors Consideration and Vote:
During July and August 2015, our Senior Minister, Reverend Mary Ann Macklin will be away on vacation and professional development. This will add significantly to our Interim Minister, Reverend Douglas Wadkins', duties and responsibilities. I would like to propose that we compensate Rev. Wadkins fairly for this. I recommend paying him an additional \$1,000 per month for July and August 2015.