

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Approved Board Minutes

November 16, 2016

I. CALL TO ORDER 7:23 PM	3
II. CHALICE LIGHTING AND READING	3
III. CHECK-IN	3
IV. MAIN MEETING	3
A. APPROVAL OF PREVIOUS BOARD MINUTES	3
B. SENIOR MINISTER'S & STAFF REPORTS	3
1. SENIOR MINISTER'S REPORT (REV. MACKLIN)	3
2. STAFF REPORT: CHURCH ADMINISTRATOR (CAROL MARKS)	4
C. OLD BUSINESS	4
1. PLANNING FOR CONGREGATIONAL MEETING, DECEMBER 11 TH , 4:00PM (VON, ALL)	4
2. HEALTHY COMMUNICATIONS COVENANT (HCC)	4
D. NEW BUSINESS	5
1. DETERMINE AND ESTABLISH NEXT STEPS FOR STEWARDSHIP (VON, ALL)	5
FORM AND CHARGE A FUTURE OF STEWARDSHIP WORKING GROUP TO CONSIDER STEWARDSHIP DEEPLY. THIS IS NOT THE ONGOING STEWARDSHIP COMMITTEE. DISCUSS THE CHARGE TO THIS WORKING GROUP.	5
QUESTIONS FOR THIS GROUP TO CONSIDER:	5
1. HOW IS GIVING CHANGING FOR CONGREGATIONAL IN THE 21 ST CENTURY?	5
2. MONDAY PROLOGUE ARTICLE FROM THE BOARD - STATEMENT ON ELECTION IMPACT? (ALL)	5
E. MONITORING (PER BOARD POLICIES, SECTION V)	5
1. II.F.3-9 ASSET PROTECTION (INTERNAL AUDIT)	5
2. II.H: COMMUNICATION AND COUNSEL TO THE BOARD	5
A. DIRECT INSPECTION BY THE BOARD OF THE EFFECTIVENESS OF BOARD – SENIOR MINISTER.	5
3. IV.A-D: BOARD – SENIOR MINISTER RELATIONSHIP (EVERY MONTH)	5
4. REPORT FROM “COFFEE WITH THE BOARD” (DEB)	5
5. OTHER OBSERVATIONS.	6
6. FUTURE PLANS (VON)	6

V. EXECUTIVE SESSION **6**

VI. ADJOURNMENT 9:02 PM **6**

Board members attending: Von Welch, Connie Nelson-Laird, Arzetta Hults-Losensky, Deb Hutton, Pat Brantlinger, Doug Cauble

Present by invitation of the Board: Carol Marks

Ministers attending: Reverend Mary Ann Macklin

Submitted by: Deb Hutton, Secretary

Documents attached:

1. 2016-11-16 Report of Church Administrator
2. Internal Audit BrdRpt201611

I. Call to Order 7:23 pm

Call to order by Von Welch, President, at 7:23 pm

Changes to the agenda: None.

II. Chalice Lighting and Reading

Chalice lighting and reading by Pat Brantlinger.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Von: To approve the October 2016 Board of Directors Meeting minutes.

Seconded by: Pat.

Vote: Approved unanimously as amended.

B. Senior Minister's & Staff Reports

1. Senior Minister's Report (Rev. Macklin)

Post-election changes have been made in Sunday services, evening gatherings such as the Vesper service, and these will continue. The UUCB and everyone in it must be careful not to burn out. We all to slow down and focus. Start Up Workshop in 4 hours on Fri, Nov 18 for the UUCB staff, part of a series by Rev. Sharon Dittmar, MidAmerica Region. Concern for staff **security** during the week when sometimes just one person is here. The Bloomington Police have recommended for security \$1500-2500 to install cameras. Exterior lighting on motion sensors is also effective. Should the timed parking lot lights be on all night instead of turning off on timers? All of these options are being investigated and/or tested. Other possible steps: asking UUA for its recommendations; having cameras at doors for identification; asking a security expert come in and make recommendations; bring in an expert to advise staff about techniques of self-protection. The Board asked Doug Cauble to investigate.

Looking into UUA's **Well Springs Program** through 2016-17, which helps people spiritually deepen. Galdys DeVane would like to have a screening at UUCB of her play "**Resilience**" later this year. She is exploring what it means for a UU church to become a "**Sanctuary church**" for refugees. **Grafton Trout's** Memorial Service on the weekend was meaningful; he and his wife were early members of this church and have supported it throughout.

The Board would like to thank Martha Foster for acquiring the inspiring artwork “**In Solidarity with the Moms**” now on display in the hallways as a permanent UUCB collection, and to GK Rowe for having them framed.

2. **Staff Report: Church Administrator (Carol Marks)**

See attached: 2016-11-16 Report of Church Administrator.

Carol wants to seek out more professional development with Church Administration colleagues. Carol also hears from community members in need, especially for money. It was 2-3 a week and now becoming 2-3 times a day. She tries to refer people to community organizations. Monica and Deeva are also fielding similar calls. It is emotionally draining, staff does not have training for this, and the UUCB has a policy of not giving out cash. Referring people to the Shalom Center social worker has proved helpful. People also come to the church on Sunday mornings to ask for money. Should UUCB congregants learn about the church policy and where community resources are? The church staff are creating a hand out “Need help?”, that will list community resources and will put them in real estate boxes at different church entrances for anyone to take. The bookkeeper has been a great help, is fine at 5 hours for now, and is learning the roles through her 5 months on the job. If the UUCB could provide another staff person, a social services person at church for church or community people to access, would be wonderful; this position would need to have very strict parameters to function well.

C. **Old Business**

1. **Planning for Congregational Meeting, December 11th, 4:00pm (Von, all)**

Draft Agenda is firming up. Von is confirming speakers and is collecting slides for the PPT. Roles of Board members

2. **Healthy Communications Covenant (HCC)**

Take-aways from November 6th Town Hall meeting on HCC: 1. Put the wording in the positive. 2. Do we really need the HCC; don’t our UU Principles cover the HCC?

Next steps: At the Congregational Meeting in the Board Update, we’ll mention more meetings in the new year.

D. New Business

1. Determine and Establish next steps for Stewardship (Von, all)

Form and charge a Future of Stewardship Working Group to consider stewardship deeply. This is not the ongoing Stewardship Committee. Discuss the charge to this working group.

Questions for this group to consider:

1. How is giving changing for congregational in the 21st century?
2. What are different ways to find funding in Indiana, outside sources?
3. How does the increasing online viewing of our Sunday services affect our stewardship?

Next steps: Von will send the Board notes.

2. Monday Prologue article from the Board - statement on election impact? (All)

Von recommends that the Board consciously support the congregation in its post-election mind set and actions, in light of our UU Principles.

E. Monitoring (per Board Policies, Section V)

1. II.F.3-9 Asset Protection (internal audit)

- a. There is an Internal Audit every year without an external audit.
- b. Written report by an internal audit committee.
- c. Last year: Had external audit. [2014 Report](#).

2. II.H: Communication and Counsel to the Board

- a. Direct inspection by the Board of the effectiveness of Board – Senior Minister.

3. IV.A-D: Board – Senior Minister Relationship (every month)

- a. Direct inspection by the Board of effectiveness of the Board – Senior Minister Relationship

4. Report from “Coffee with the Board” (Deb)

There were questions about the HCC, its intentions, the need for it, and how it will be implemented.

5. **Other observations.**

From contact at a national meeting, Doug Cauble heard resoundingly how much UUCB is respected.

6. **Future plans (Von)**

See “Future Planning” section below.

V. Executive Session

The Board met in executive session at 8:52 pm.

VI. Adjournment 9:02 pm

Motion to adjourn by: Von.

Seconded by: Arzetta.

Vote: Approved unanimously.

The meeting adjourned at 9:02 pm.

Future Planning

Next Board meeting:

- *Wednesday, December 21st*
- *[Reading: Von Welch](#)*
- *Staff report: LCC/Matt Stonecipher*
- *Monitoring:*
 - *III.A-E: Governance Process*
 - *Direct inspection by the Board of effectiveness of the governance process.*
 - *Last year: “In the future, this monitoring report could be used to review all our monitoring reports and identify which reports are useful and which are unnecessary. Additionally, the timeline of reports should be reviewed. A committee composed of Rev. Macklin, Ann LeDuc and Von Welch will consider this and make a recommendation to the Board. The monitoring reports should be more clearly tied to the Ends Statements.”*
 - *IV.A-D: Board – Senior Minister Relationship (every month)*
 - *Direct inspection by the Board of effectiveness of the Board – Senior Minister Relationship*
- *Visioning:*
 -

Upcoming [announcements](#): 11/20 Von, 11/27 Doug, 12/4 Deb, 12/4 Deb, 12/11 Pat, 12/18 Von

Fall Congregational Meeting: December 11th, 4pm

Board Goals and Open Questions for 2016-17 Board Year

- Based on Hotchkiss, Dan (2016-01-14). Governance and Ministry: Rethinking Board Leadership, Chapter 8. Rowman & Littlefield Publishers. Kindle Edition
- Goals to Be Completed in 2016-17
 - Establish Healthy Communications Covenant and Healthy Communications Committee
 - Determine and Establish next step for Stewardship
- Open questions for 2016-17. To be explored by the Board with thoughts captured in Minutes or supplemental reports.
 - Who is our larger community? What is our message to and relationship with them?
 - What do we see our church becoming in the future? What will we leave to the future UUs?
- Proposed plan to address Goals and Open Questions
 - Nov: Discuss charge re Stewardship Futures
 - Dec: Finalize charge re Stewardship Future, launch WG. Discuss (i) Who is our larger community?
 - Jan: Discuss (ii) What do we see our church becoming in the future?
 - Feb: Discuss (i) Who is our larger community?
 - Mar: Discuss (ii) What do we see our church becoming in the future?
 - Apr: Receive report re Stewardship Future
 - May: Draft report for minutes. Consider HCC next steps at June Congregational Meeting.
 - Jun: Finalize report on Goals and Questions to include with minutes.

Church Administrator's Report to the Board of Directors, November 16, 2016

Now in my 25th year as your Church Administrator, my work (40 hours per week) continues to fall into the following categories:

Accounting and Bookkeeping

I oversee or am personally responsible for taking care of bill paying, payroll for 27 employees, bookkeeping for over 300 pledges, reports for Special Purposes Fund quarterly, reports for Women's Alliance monthly, and reports for the Treasurer monthly. In addition, I assist social justice task forces in keeping track of their fundraising income/outflow. The hiring in April 2016 of Jessica Bailey as our Bookkeeper for 5 hours per week has relieved some of the pressure in this administrative area.

Facilities Maintenance and Management

With assistance from Molly O'Donnell and Dick Stumpner of the Building Committee, and Reverend Macklin, I order repairs to the building, replacement of equipment, and scheduling the use of the facility, including all congregational events and use by outside groups. Reverend Macklin asked me to assume supervision of Custodian Jeff Stone in July 2016.

Staff Supervision

I supervise the Office Assistants, Deeva Khatiwada and Monica Overman, who help with bank deposits, publications, communication, and other administrative tasks. I provide assistance to the Bazaar, the Auction, and the Stewardship Committee. I also have oversight of the Kitchen, Aesthetics, the Library, the Archives, and the Booktable. In addition, I manage employee intake when new employees are hired, filing all necessary government paperwork, entering them in the payroll. Since 2014, we employ a payroll service to generate our twice monthly payroll and take care of all employment tax-related reporting to the federal and state governments.

Communications / Publications

I work with the Communications Committee (GK Rowe, chair) offering support and assistance. I also oversee or personally edit the church's publications, both paper (order of service, pledge statements, stewardship campaign materials, in-house pamphlets) and electronic (facebook, website, Friday UU Update, Prologue newsletter, and miscellaneous email).

Risk Management

It is part of my job to manage our risk, according to current policies and the limits of our insurance coverage. This can sometimes create delays or additional safety measures regarding congregational activities, increasing congregational awareness of safety and security of both people and property.

Archives and Library Activities Rejuvenated

Since Spring 2016 we have enjoyed more activity in our Library and Archives. Anne Haynes is our new church Librarian and is gathering a committee to assist her with that work. Ginny Richey is our Archivist and we have worked together this fall to revamp the Archives to be sure we are saving what is appropriate and not saving what isn't.

Continuing Education

I regularly participate in workshops offered by the Center for Congregations, and will attend the Association of UU Administrators' Professional Days at General Assembly in New Orleans, Louisiana, in June 2016. I also meet twice yearly for lunch with Indiana UU administrators, usually in Indianapolis.

Respectfully submitted, Carol Marks
Church Administrator 11/14/16

UUCB INTERNAL AUDIT

Board Report -- November 2016

The church's Fiscal Manual provides for a separation of duties for cash handling and bookkeeping. The church administrator and the bookkeeper maintain the church's accounts (QuickBooks), write checks, and arrange electronic payments of bills. The office assistants prepare the bank deposits and record pledge payments and donations in Churchdb. The treasurer and members of the finance committee review the transactions. Money management rules are in place to ensure a division of financial transactions.

Transactions are reviewed weekly. Payments are made via check, church credit card, and automatic withdrawals. All transactions reviewed had accompanying receipts and were legitimate church expenses.

Bank deposit sheets, prepared by an office assistant, is reviewed prior to making the deposit. The deposit records are reviewed by the bookkeeper and/or the church administrator and the treasurer, generally in the same week. Bank statements and credit card statements are reviewed monthly.

All time cards and payroll transmissions are reviewed twice a month by the treasurer. The accuracy of the time cards has improved over the past few years. Occasionally there is a small error in calculating the hours worked by the employee. This is consistently identified and corrected by the church administrator or the bookkeeper. If the treasurer finds an error, these are referred to the church administrator and the under- or over- payment is rectified in the next payroll. These instances are rare. On occasion, the employee or supervisor has not signed the time card. These are identified by the treasurer and are referred to the church administrator for signature(s). [Note RE: Timecards: Due to the changes in the Fair Labor Standards Act (FLSA) rules effective December 1, 2016, the treasurer has recommended that all employees, both hourly and salaried, record their work hours. Also recommended is going to an electronic timekeeping system with ADP.]