

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

September 20, 2017



<u>I. CALL TO ORDER</u>	3
<u>II. CHALICE LIGHTING AND READING</u>	3
<u>III. CHECK-IN</u>	3
<u>IV. APPROVAL OF THE MINUTES</u>	3
<u>V. MINISTERS' AND CONNECTIONS REPORTS</u>	3
1. RELIGIOUS EDUCATION BOARD REPORT	3
2. CONNECTIONS COORDINATOR'S REPORT	3
3. MINISTER'S REPORTS	3
<u>VI. OLD BUSINESS</u>	4
1. RIGHT RELATIONS NEXT STEPS (VON WELCH)	4
2. FINANCE COMMITTEE	4
3. STEWARDSHIP COMMITTEE CHARGE	4
4. YOUTH BOARD LIAISON DEFINITION	4
5. BYLAW CHANGES FOR DECEMBER CONGREGATIONAL MEETING	4
6. VEHICLE FOR REFUGEE NETWORK	4
7. LETTER OF SUPPORT	4
<u>VII. MONITORING (PER BOARD POLICIES, SECTION V)¹</u>	5
1. SUMMARY OF INSURANCE POLICIES, LIMITS AND COVERAGE (II.F.1-2 ASSET PROTECTION) (VON WELCH)	5
<u>VIII. NEW BUSINESS</u>	5
1. COMMUNITY MINISTER (REVEREND MARYANN MACKLIN)	5
2. PROPOSED CHANGES IN WELCOME AND ANNOUNCEMENTS (VON WELCH)	5
3. BOARD MEMBER PARTICIPATION IN SERVICES	5
4. BOARD RETREAT (VON WELCH)	5
5. LARGE CONGREGATIONS PRESIDENTS CLUSTER (VON WELCH)	5
6. DIGITAL GROUNDS	6

<u>IX. EXECUTIVE SESSION</u>	<u>6</u>
-------------------------------------	-----------------

<u>X. ADJOURNMENT</u>	<u>6</u>
------------------------------	-----------------

<u>XI. APPENDICES</u>	<u>8-21</u>
------------------------------	--------------------

Board members attending: Von Welch, Steven Gilbert, Helmut Hentschel, Michelle Monroe-Cook, Pat Brantlinger, Sandra Churchill, Sharon Wiseman, Hans Kelson (Youth Liaison)

Not attending: None

Present by invitation of the Board: Orion Day, Ann LeDuc, Adrian Summerlot

Ministers attending: Reverends Mary Ann Macklin, Scott McNeill and Emily Leite

Submitted by: Steven Gilbert

Documents attached:

Religious Education Report to the Board

Connections Coordinator Report to the Board

Senior Minister's Report to the Board

Chair's Reports to the Board (Von Welch)

Proposed UUCB Bylaws Updates

I. Call to Order

Call to order by Von Welch, President, at 7:00 PM.

All members of the board were present.

II. Chalice Lighting and Reading

Chalice lighting by Von Welch, Reading by Sharon Wiseman

III. Check-in

IV. Approval of the Minutes

Motion to approve the August 30 minutes by Von Welch, seconded by Pat Brantlinger, approved unanimously.

V. Ministers' and Connections Reports

1. Religious Education Board Report

Reverend Emily Leite and Adrian Summerlot presented the Religious Education Board Report (attached), noting accomplishments such as the shift to paperless registration, seminars on race and racism, ongoing work by a re-visioning team and the focus on communication with and feedback from the congregation. The Harry Potter curriculum for the middle school has been implemented and appears to be working well, although a few parents still have concerns.

2. Connections Coordinator's Report

Ann LeDuc presented a report to the board detailing membership changes and new connections activities which she has implemented (see attached Report to the Board from Connections Coordinator) including walks for Alzheimer's, Downs Syndrome, and Suicide Prevention. Von thanked Ann for her innovative membership and connections activities.

3. Minister's Reports

Reverend Macklin reported that progress is being made by a Green Task Force subcommittee on the permaculture project, making UUCB property ecologically sustainable. Question yet to be answered is who will do the upkeep once the project is completed. Reverend Macklin reported speaking to an IU class on death and dying since the last board meeting. She also told

the board that UUCB may not be able to go to one service in the summer next year due to increased attendance. Finally, she reported that the Grief Support Group is expected to meet in November and December. See Senior Minister's Report to the Board (attached) for more information.

Reverend Scott McNeill reported that though the number of Chalice Circles was down to 10-11 this year, they are almost 100% full.

VI. Old Business

1. Right relations next steps (Von Welch)

The Leadership Cultivation Committee will present a slate to the Board at their November meeting, in time for presentation at the December Congregational Meeting. See Reports to the Board, attached.

2. Finance Committee

Sandra Churchill reported that Ed Robbins and Rich Slabach have agreed to serve on the Finance Committee. Sandra submitted a motion to appoint Ed and Rich to the committee, and that the committee be permitted to commence activity despite having fewer members at the moment than called for by the bylaws while additional members are sought. Von seconded the motion, which was approved by the board.

3. Stewardship Committee Charge

Von moved to approve the committee charge as written (see Reports to the Board, attached). Sandra seconded. Approved unanimously by the board.

4. Youth Board Liaison Definition

Michelle reported that work commences. See Report to the Board (attached).

5. Bylaw Changes for December Congregational Meeting

Informational only. More discussion at October and November meetings. (See Proposed UUCB Bylaw Updates, attached)

6. Vehicle for Refugee Network

No action will be taken on owning a vehicle on behalf of the Refugee Support Network. See Reports to the Board, attached.

7. Letter of Support

Von has provided a letter of support to Martha Foster for her proposed African films project (see Reports to the Board, attached).

VII. Monitoring (per Board Policies, Section V)¹

1. Summary of insurance policies, limits and coverage (II.F.1-2 Asset Protection) (Von Welch)

Reviewed document provided by Carol Marks. Reverend Macklin reports that the contents are standard. One discrepancy was noted in the report presented to the board. A revised copy of that report remedying the error is attached.

VIII. New Business

1. Community Minister (Reverend MaryAnn Macklin)

Reverend Macklin provided the board with a brief description of community Ministry as it is seen and practices in the UUA (attached). Currently under consideration is an affiliation agreement with Reverend Forrest Gilmore of the Shalom Center. What would be included in this agreement (including costs and benefits to all parties) is still being considered and will be included in a formal proposal by Reverend Macklin to the board in November.

2. Proposed Changes in Welcome and Announcements (Von Welch)

An optional request for church members to move toward the center of their rows when people are having difficulty finding seats has been included in the introductory script for board members.

3. Board Member Participation in Services

Question was whether one board member should cover both services or the duties should be split between two board members, a different one at each of the services. Reverends Macklin and MacNeill said having one board member responsible for both sessions contributes to the stability of the events. In addition, the members of the board become known to more congregational members. The Board will continue having a single member in charge of both services. Signups for such responsibilities will be reviewed at each board meeting to ensure that slots for the next month are filled.

4. Board Retreat (Von Welch)

Revered Scott McNeill suggested that it would be desirable to have a board retreat this fall including all board members and ministers. Michelle Monroe-Cook will determine the best date for such a retreat this fall.

5. Large Congregations Presidents Cluster (Von Welch)

Informational Only, see Reports to the Board, attached.

6. Digital Grounds

Reverend McNeill reported that work is proceeding on the church's digital infrastructure by a task group including Richard LeDuc, David Orr and Rich Slabach.

IX. Executive Session

The board met in executive session at 8:38 PM.

X. Adjournment

A motion to adjourn was made by by Michelle Monroe-Cook, seconded by Pat Brantlinger, approved unanimously. The meeting adjourned at 8:50 PM.

XI. Appendices

Attached Below.

Religious Education Board Report -September 20th, 2017
prepared by Adrienne Summerlot & Emily Manvel Leite

Updates since our last report:

Summer Religious Education (June & July)

- first 2 Sundays at 9:15 and 11:15. Religious Education offered Zest Days
- Intergenerational Summer Solstice Service started single 10:15 service
- Religious Education offered Sources Summer for the remaining 6 weeks. Preschool met as usual and the K-8th group connected with a different source of Unitarian Universalism each week.

August Intersession

- Preschool was included with Intersession as their own group at 9:15am and had their regular class at 11:15am. Parents seem to appreciate the choice.
- We partnered with the International Outreach Task Force to help PreK/K-8th grade learn about Kenya and the social justice work our church was preparing to do there in September.

Teacher/Mentor Recruitment

Went well, even with added 9:15 class. 37 out of 38 volunteers are in place. It was a challenge to find appropriate high school youth advisors, but we have them now.

Registration for 2017-2018 RE Year

- We shifted to online registration only (no paper), and found Google Forms much more accessible than the database registration had been.
- Using Google Forms required more staff time, but resulted in more children registered.
- We currently have 115 children and youth registered.

A Difference in opinion regarding our Middle School Class

- One of our teachers decided at the last minute that she felt we shouldn't be using curriculum with this age group and resigned her teaching place.
- At the time of this report, the middle school group is large and enthusiastic about the Harry Potter curriculum and class. The RE staff is committed to staying aware of how this is working or not working and to staying in touch with the two known unhappy families.

Coming Up in Religious Education

How to Talk to Kids about Race & Racism

- Sept. 21st and 28th- focus on parenting 1st-12th graders
- Oct. 29th and Nov. 5th- focus on parenting babies-kindergarteners

Religious Exploration- October 8th-International Outreach Task Force members will return and share about their September trip to Kenya

Report to Board
from
Connections Coordinator
September 20, 2017

The numbers

Membership

September 2009: 415
September 2010: 453
September 2011: 473
September 2012: 480
September 2013: 510
September 2014: 510
September 2015: 483
September 2016: 482
September 2017: **516**

New members

2012: 44 new members
2013: 32 new members
2014: 27 new members
2015: 24 new members
2016: 46 new members
2017 (to date): 36 new members

Every fall the membership rolls are reviewed and members who are no longer active in the church are contacted. Members are removed from membership via this process in each year. This year 18 members were removed from membership in January as a result of this process.

Guest Cards Completed

2011: 203
2012: 193
2013: 138
2014: 133
2015: 120
2016: 133
2017 (to date): 86

Note: Guest cards are not the total number of visitors, only the visitors willing to fill out a guest card.

Live streaming averages

As of September, live streaming replays for 2017 show a marked increase over 2016.

2017- First service average: 20 at the time of service, **26** replays after the service

2017- Second service average: 20 at the time of service, **39** replays after the service

2016- First service averaged 13 replays and second service averaged 19 replays

On- Site Attendance

Year	Average Adults	Average Children	Total Average
2011	325	75	400
2012	329		
2013	310	77	387
2014	297	72	369
2015	278	46	324
2016	280	53	333
2017 (to date)	280	56	336

Summer Attendance June 1- July 30

Year	Average Attendance
2011	269
2012	286
2013	263
2014	294
2015	205*
2016	217*
2017	231*

*Denotes years with one only service during summer months.

Adult summer attendance was up this year, with an average of 231 during the months of June and July. Along with the average number of children in attendance, 34, occasionally this caused all seats to be filled. There are 268 chairs in the sanctuary, not including the choir chairs.

Connections Activities

I continue to employ a variety of connections activities, including:

- offering First Steps and Exploring UU classes,
- holding Getting Involved Fairs,
- offering membership ceremonies,
- organizing Splash of the Sacred,
- maintaining membership and attendance data,
- welcoming newcomers,
- Membership Anniversary phone calls,
- connecting current members to the church, and
- recruiting volunteers for many activities.

I serve the Caring Committee, Leadership Cultivation Committee, and Wellspring Steering Committee, and I am the staff contact for the Java Crew, Worship Associates, Coffee Hour Hosts, Greeters, and Welcomers.

Additionally, I have added a few new activities this year including:

- Getting to Know Reverend McNeill coffees,
- Exploring U.U. class reunions,
- luncheons with U.U.s at Meadowood and Bell Trace,
- the Fourth of July Parade,
- Bloomington Pridefest booth,
- assisting with Pledge Day, and
- working with Volunteers for our Elders (part of Caring Committee).

Our Young Adult and Campus Ministry Coordinator, Orion Day, continues to offer connecting points for the 18-30 year olds. He hosts luncheons, organizes activities, and offers information about the church to students on the IU campus. I truly appreciate his connecting and welcoming young adults into our community.

Senior Minister's Report

Reverend Mary Ann Macklin

September 20, 2017

Our **UU Wellspring** pilot program is off to a strong start. UU Wellspring incorporates five elements designed to balance a knowledge of UU history/theology with personal spiritual practice and engagement with the world:

- A commitment to daily spiritual practice
- Participation in a small-group community
- Individual work with a spiritual director
- Readings and resources for knowledge and reflection
- Reflection and commitment to live out our values in the world.

Perma-culture Our Green Sanctuary Task Force is instituting a sub-committee to address our grounds in terms of a permaculture philosophy and approach. There will be a charrett on November 1st to collect ideas from the congregation. I hope some of you can attend.

Indiana University We continue to nurture our connections with IU. Reverend McNeill offered the Invocation for Freshman Orientation and I recently spoke at a class on Death and Dying.

Beloved Conversations The current plan is to kick off Beloved Conversations February 17, 18. We hope to have 30 participants this year. While ambitious, I believe this would create a tipping point within our congregation of a substantial number of people who understand racism and anti-racism work at a deeper level. *Beloved Conversations* is an experiential curriculum that provides a space to reform/fuse the brokenness of racism into new patterns of thought and behavior ushering in social and spiritual healing. New ways of being are learned through the actions of conversation and probing dialogue.

Summer Services Due to a rise in attendance during our Summer Services, we will no longer reduce from two services to one service during the latter part of June and all of July.

Religious Education and Connections Reports: See individual reports.

Reports to Board

Von Welch, President
September 20th, 2017

XII. Old Business

A. Right Relations next steps

The LCC has agreed to our request to nominate three members for the Right Relations Committee who have agreed to serve by our November Board Meeting (such that we can present a committee at the December Congregational meeting).

B. Bloomington Refugee Support Network and Vehicle

After consulting with the ministers, I communicated to Rosemary Hart that we were not well-prepared to own a vehicle on behalf of the Refugee Support Network at this time. Rosemary acknowledged this communication gracefully.

C. Letter of Support

As discussed at the August Board meeting, a [letter of support](#) was provided to Martha Foster for her proposal, Africa Through Different Eyes, to the Fund for UU Social Responsibility and the Fund for Unitarian Universalism.

D. Finance Committee

Per Bylaw 5.7: "The Church shall have a finance committee consisting of the Treasurer, who will be chair, and three or four members appointed annually by the Board of Directors. Paid staff members are not eligible to serve on the Finance Committee."

The nomination of a committee has historically been done by the Treasurer. I see no urgency in forming the committee but plan to keep this on the agenda until completed so we don't forget it.

E. Strategic Stewardship Committee Charge

After discussions with Rev. Macklin, the following proposal is amended to be a revised charter for the Stewardship Committee:

Revised Charter for Stewardship Committee

Committee Mission: (1) Coordinating short-term fund-raising events throughout the year, (2) coordinate, regarding finances and fundraising as needed, amongst the Planned Giving, Finance Committee, SPF, the Board, and

other groups as needed, and (3) work towards strategic goals, e.g. as defined in the [Future of Stewardship Report](#).

Initial membership: President and Vice-President of the Board, Senior Minister or delegate, Treasurer, CFO, delegate from Special Purposes Fund committee, delegate from Planned Giving. The committee will be free to make changes to its membership as it sees fit.

Governance and lifecycle: The committee will choose its own chair, governance processes, and procedures. It will report annually, in December, to the Board of Directors. It will continue to exist as long as deemed useful and ratified by the Board of Directors each January, starting in 2019.

Motion by Von Welch: Re-charter the Stewardship Committee as described.

F. Youth Board Liaison

FYI unless Michelle has an update.

Following up on our Board agenda, Michelle and Hans will take the lead on defining and documenting the Youth Board Liaison position. I propose an initial draft at the October board meeting.

G. Bylaw Changes for December Congregational Meeting

Proposes [bylaw](#) changes for the congregational meeting have been [drafted](#).

I believe the changes to 4.12 and 4.13 still need discussion.

Examples of gift policies which may be relevant:

- http://uucgl.org/wp-content/uploads/sites/59/2016/09/GiftAcceptancePolicy_093012.pdf
- http://www.uudavis.org/PDFs/Congregational/Policy_GiftAcceptance.pdf

XIII. Monitoring

All in separate reports. The Connections Coordinator Report has been shifted from October by Ann's request.

XIV. New Business

A. Welcome and Announcements

I have added text to our [Welcome and Announcements document](#) encouraging people to move in towards the middle of rows to make room for latecomers and groups.

To be discussed: The question of why the same Board members does Welcome and Announcements at both services came up in August.

B. Board Retreat

It has been common practice for the Board to have a retreat at the start of each Board year. This is the first year in recent memory that the topic of the retreat is not obvious (for a number of years we focused on the ministerial transition and last year it was focused on Reverend McNeill's arrival).

To be discussed: Do we want a Board retreat this year? On what topic? When?

C. Large Congregations Presidents Cluster

FYI.

Michelle and Von have joined the mailing list for the Large Congregations Presidents Cluster, an adhoc group of presidents and vice presidents from large UU congregations who have a monthly phone call. Von attended the September call and found the varying perspectives interesting and a potentially useful resource.

<http://lists.uua.org/mailman/listinfo/solgcgprez>

Proposed UUCB Bylaw Updates

For December 2017 Congregational Meeting

DRAFT

XV. 2.1 Include Purposes from Articles of Incorporation

Current text:

Members shall not be classified. They are expected to support the purposes of the Church as stated in the Articles of Incorporation.

Proposed new text:

Members shall not be classified. They are expected to support the purposes of the Church as stated in the Articles of Incorporation: “In the disciple of truth, whatever its source, and in the spirit of the interdependent web of all existence, undivided by nation, race or creed, we join together in fellowship to examine, express, and through the strength of unity, to acton upon our liberal religious convictions.”

Discussion: Include the purposes from our Articles of Incorporation instead of referencing them. Makes one update to those purposes: Replace “brotherhood” with “the interdependent web of all existence,” the latter being taken from our seven principles.

XVI. 4.12 Operational Reserve and Endowment.

Current text:

[None. Proposal is to create new section.]

Proposed new text:

4.12 Operational Reserve and Endowment. There shall be maintained an Operational Reserve for covering operational needs not met by the budget. There shall also be maintained an Operational Endowment, with income added to the corpus or to the Operational Reserve and assets managed in accord with the Uniform Prudent Management of Institutional Funds Act. The Board is responsible for accounting and management of the Operational Reserve and Endowment assets. The accounting and investment management of these assets may be delegated to the Special Purposes Fund Committee at the option of the Board.

Discussion: This creates an operational reserve.

XVII. 4.13 and 7.1 Undesignated Gifts and SPF

Current text:

[Second paragraph of 7.1] Unless otherwise required by the terms of a gift whereby money or property has been received by the Church, the Board of Directors shall cause the care, management and allocation or expenditure of assets so received to vest in the elected committee members of the Special Purposes Fund (SPF)."

Proposed new text:

[Second paragraph of 7.1 quoted above is deleted. Following new section is added]

4.13 Receipt of Gifts. Gifts to the church may be directed by the donor in any proportion to the Operational Reserve, the Operational Endowment, the Special Purposes Fund, or the Special Purposes Endowment. The Board shall direct gifts received without such direction to be divided equally among the above four funds. Gift restrictions other than those pertaining to the above division shall be presumed to apply to the Special Purposes Fund and honored by the SPF Committee to the best of its ability.

Discussion: This allows undesignated gifts given to UUCB to be distributed outside of SPF.

XVIII.5.8 LCC mid-term vacancies

Current text:

5.8 Leadership Cultivation Committee. The Church shall have a leadership cultivation committee, which shall recruit candidates for elected positions within the church organization and shall provide opportunities both within and outside the church for leadership training. All nominations shall be made in accordance with the Church Diversity Policy set forth in Paragraph 2.3 of these Bylaws. When a committee within the church cannot find its own chair, the Leadership Cultivation Committee may be requested to work with the committee. The Leadership Cultivation Committee shall hold meetings at regular intervals throughout the year. When appropriate, the committee shall identify and publicize posts for which vacancies are expected.

The Leadership Cultivation Committee's membership shall consist of at least one Board member, normally the Vice-President or the President, and four elected members, none of whom shall be members of the Board of Directors. The Leadership Cultivation Committee shall select its own chair. The non-Board committee members shall be elected to overlapping three-year terms, one to two members chosen each year. Nominees for the Leadership Cultivation Committee shall be selected by the Leadership Cultivation

Committee and elected at the Spring annual meeting. Elected committee members shall not serve two successive elected terms. Paid professional staff members shall not be eligible to serve on the leadership cultivation committee with the exception that a minister shall serve ex-officio, non-voting on the Leadership Cultivation Committee.

The Leadership Cultivation Committee shall provide potential nominees for elected positions with a job description identifying job responsibilities and term of office, confirm willingness to accept those responsibilities, and nominate a slate of candidates recommended to fill elected offices. That slate shall be circulated to the members of the Congregation along with notice of the Spring meeting. Nominations from the floor shall be permitted, with the consent of the nominee.

Proposed new text:

(Insert between first and second paragraph, as above)

When a vacancy on the LCC exists mid-term, the board shall receive nominations for new membership from present LCC members. Nominees for the 'vacancy slate' shall fulfill the remaining term of the departing member, in accordance with the term conditions set in this part. The nominee(s) shall be advertised to members of the Congregation along with notice of the Spring/Winter annual meeting (whichever is closest within the calendar year). The vacancy slate shall be voted upon at the Spring or Winter annual meeting, as appropriate to the time of vacancy. Nominations from the floor shall be permitted, with the consent of the nominee.

Discussion:

Regarding Section 5.8, there is no defined process as to how mid-term vacancies in the LCC are to be filled.

XIX. 5.8 Connections Coordinator and LCC

Current text:

5.8 Leadership Cultivation Committee (second paragraph)

The Leadership Cultivation Committee's membership shall consist of at least one Board member, normally the Vice-President or the President, and four elected members, none of whom shall be members of the Board of Directors. The Leadership Cultivation Committee shall select its own chair. The non-Board committee members shall be elected to overlapping three-year terms,

one to two members chosen each year. Nominees for the Leadership Cultivation Committee shall be selected by the Leadership Cultivation Committee and elected at the Spring annual meeting. Elected committee members shall not serve two successive elected terms. Paid professional staff members shall not be eligible to serve on the leadership cultivation committee with the exception that a minister shall serve ex-officio, non-voting on the Leadership Cultivation Committee.

Proposed new text:

(Second paragraph, last sentence)

Paid professional staff members shall not be eligible to serve on the leadership cultivation committee with the exception that a minister *and the Connections Coordinator* shall serve ex-officio, non-voting on the Leadership Cultivation Committee.

Discussion:

Adding the Connections Coordinator as a non-voting member of the LCC captures the invaluable contributions of the Connections Coordinator to the LCC and makes those interactions transparent to the congregation.

XX. 5.9 Removing Personnel Committee

Current text:

Section 5.9 Personnel Committee. The Church shall have a Personnel Committee to deal with staff/personnel matters of all employees, with the exception of the Minister(s). Members of the Personnel Committee shall be chosen by the Board of Directors.

The Personnel Committee will be responsible for writing and periodically reviewing job contracts and job descriptions, implementing job searches, setting guidelines for hiring, and evaluating personnel on a regular basis. In addition, the committee shall be charged with helping to resolve grievances concerning staff relations with one another, the Minister(s) or members of the Congregation, in the event of conflicts concerning staff member(s) that cannot be resolved otherwise. The committee shall meet at least twice yearly, in the spring and fall, and other times as needed.

All personnel matters shall be considered in accordance with the Church Diversity Policy set forth in Paragraph 2.3 of these Bylaws.

Proposed new text:

[Section 5.9 is deleted. Section 5.10 is renumbered to 5.9.]

Discussion: We have not had a personnel committee since our shift in 2011 to policy governance when the board delegated the responsibilities previously managed by the Personnel Committee to the Senior Minister