

# Unitarian Universalist Church of Bloomington, Indiana

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

Approved Board Minutes

January 17, 2018



<b><u>I. CALL TO ORDER (MICHELLE MONROE-COOK)</u></b>	<b>3</b>
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<b><u>X. ADJOURNMENT</u></b>	<b>5</b>

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

**Not attending:** Pat Brantlinger

**Present by invitation of the Board:** Adrienne Summerlot

**Ministers attending:** Reverends Mary Ann Macklin, Scott McNeill, Emily Leite-Manvel

**Submitted by:** Steven Gilbert

**Appended Documents:**

- A. Senior Minister's Report Reverend Mary Ann Macklin)
- B. Chair's Report to the Board for December (Von Welch)
- C. Basic Principles of Policy Governance (Rev. McNeill)
- D. Statement of Cash Flow (Sandra Churchill)
- E. Music Director's Report (Susan Swaney)
- F. Beloved Conversations Information (Rev. McNeill)

## **I. Call to Order (Michelle Monroe-Cook)**

Michelle called the meeting to order at 7:01 p.m.

## **II. Chalice Lighting and Reading (Von Welch)**

## **III. Check-in (All)**

## **IV. Approval of the Minutes (Steven Gilbert)**

Sharon moved and Sandra seconded approval of the December board meeting minutes. Approved by all present.

## **V. Senior Minister's Report (Reverend Macklin)**

See senior ministers report (Appendix A attached)

## **VI. Old Business**

### **1. Visioning and Strategic Planning (Revs. Macklin and McNeill)**

Rev. McNeill distributed a Basic Principles of Policy Governance document for reading by the board (Appendix C, attached). Michelle said readings were good basis for moving forward and thought the board was adhering well to policy governance. Rev. Macklin expressed concern that LCC members used to direct board governance may not be familiar with the policy governance approach. Michelle replied that this issue would be addressed next year. Sharon suggested she would take the principles document to the "Coffee with the Board" this month as an informational item. Rev. Macklin expressed interest in learning how other congregations handle board responsibilities. All agreed that policy governance was essential to good visioning and strategic planning and should be a continuing part of the board's agenda.

## **VII. Monitoring (per Board Policies, Section IV)**

### **1. Assessment of Effectiveness of Ends Statements (Von Welch)**

Von suggested that Ends Statements be reviewed and perhaps revised as part of the visioning process (see Appendix B, attached, for suggestions and statements). After discussion and review of previous minutes, board and ministers agreed that the ends statements are internal tools for guidance of

actions by board and staff, rather than documents belonging to the congregation requiring their approval.

**2. Statement of Cash Flow (Sandra Churchill)**

Sandra presented the board with a statement of cash flow (Appendix D, attached) showing we have received 58% of anticipated income. Income vs expenditures is where it should be for this time of year.

**3. Religious Education Update (Rev. Emily Manvel-Leite and Adrienne Summerlot)**

Rev. Manvel-Leite and Adrienne presented at RE updates (See Reports to the Board, Appendix B, attached). Both expressed optimism, both in the progress of the RE visioning process and with the continuing application of the new RE programming.

**4. Music Director Report (Susan Swaney)**

Rev. Swaney shared her concerns with the board, encapsulated in her report (Appendix E, attached), including the poor condition of the risers used by the choir and quality of lighting. Rev. Macklin said that these concerns were being looked at.

**5. Report from “Coffee with the Board” (Pat Brantlinger)**

No new observations were presented.

**6. Observations to Share (All)**

No observations were presented.

**VIII. New Business**

**1. Stewardship (Von Welch)**

Von reported that the stewardship committee had met in December and would meet again in March. The group is just getting started, focusing primarily upon the SPF Endowment Fund. It is working well. Rev. Macklin suggested the group might also want to look at how to address planned giving as a separate entity from pledging.

**2. Beloved Conversations (Rev. McNeill)**

Rev. McNeill informed the board of upcoming Beloved Conversations training opportunities (See Appendix F attached)

**IX. Executive Session**

Board entered executive session at 8:32 p.m.

## **X. Adjournment**

A motion to adjourn was made by Michelle and seconded by Steven. The board adjourned at 8:40 p.m.

## APPENDIX A

**Senior Minister  
Report to the Board  
January 17, 2018  
Reverend Mary Ann Macklin**

**Challenging Times:** As 2018 begins, our country's current administration to starkly challenge our liberal religious values. Our Sunday morning worship time plays a pivotal role in many people's lives to nourish their resilience and inspire them into action. My focus, as Senior Minister, is to insure that worship services are created which keep us grounded in our identity as Unitarian Universalists, nurture in mind/body/spirit and inspire us to our greater selves.

**Weather:** Through rain, snow and ice and more ice, we continue to function well here at the Unitarian Universalist Church of Bloomington. Kudos to staff, lay leaders and others, who all helped as weather conditions shift quickly, particularly on Sunday. Please note that my latest newsletter column addressed precautionary measures regarding weather and illness.

**Invitation from "Help Build a Better Life Foundation"**  
(present invitation to Board)

**Pledge Day**

Pledge Day is: April 14 (mark your calendars)

We plan to have pledge cards available with testimonials on the following Sundays: March 25<sup>th</sup>, April 1<sup>st</sup> and April 8<sup>th</sup>. We will provide sign-ups for Board Volunteers in February. Reverend Andy Burnette will be our Pledge Day Guest and Minister in the Pulpit for Sunday.

**Affiliate Community Minister**

At present, Reverend Forrest Gilmore will officially begin his role as Community Minister when our new budget year begins. However, this timeline seems fuzzy and I plan to meet with Forrest to discuss his understanding of the position and timeline. Remember, this is a designation that clarifies his relationship with us and honors his ministry, it is not an invitation to have him work more for us. There still seems to be some confusion about that.

**Holidays**

We got through them in a stellar manner by lowering the bar for joy.

Floods, frozen pipes, heat generators and ice were attended to as needed.

**Right Relationship Committee**

Deb Hutton and Reverend Scott McNeil are working with Ed Greenebaum to create a training for the committee.

**Martin Luther King Community Celebration**

Reverend Macklin offered closing words along with Zen Priest Frank Diaz.

# Reports to Board

Von Welch, President

January 17th, 2018

## Old Business

### Visioning and Strategic Planning

## Monitoring

### Assessment of Effectiveness of Ends Statements (I. All Ends Statement Policies)

Von Welch

Our Ends statements, which are in Appendix A and also on the UUCB website<sup>1</sup>, are now over seven years old, having been adopted by the congregation in 2010 during our transition to Policy Governance. The preamble from the Board Policies describes the Ends Statements well:

‘In policy governance, the board sets forth a set of Ends statements which establish our general principles as well as what our congregation aspires to do. They expand upon our congregation's vision statement of "Seeking the Spirit, Building Community, and Changing the World" and our congregation's mission statement (below) to provide spiritual and governance guidance to the ministers, staff, and lay leaders.’

Some observations and opinion regarding the Ends Statements:

- To the best of my knowledge the Ends Statements have not been changed since their adoption in 2010.
- The most effective use of the Ends Statements that I have seen is by the Senior Minister in structuring some of her self-evaluations (e.g. "March 2014 Executive Ministers Report. Ends Statements for UUCB."<sup>2</sup>)

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<sup>1</sup> <http://www.uubloomington.org/about-us/board-of-directors/>



- In 2015, MidAmerican Region consultant Nancy Heege noted the Ends Statements were not well known to the congregation<sup>3</sup>, which resulted in their being posted to our website and some communication of them by the Board to the congregation. However I don't believe we did an effective job of sustaining this communication campaign and the Ends Statements are still not generally well known to the congregation (certainly nowhere close to their familiarity with our Vision Statement).
- While I believe the Board has always governed in alignment with the Ends Statements they are not a document we often refer to frequently during our governance processes.
- We also have a Mission Statement, approved by the congregation in 2009 and captured in the preamble for the Ends Statement in Appendix A and also on the website<sup>4</sup>. It is not a very prescriptive statement and has not been used in governance. I also believe it is not familiar to our congregation.

My recommendations:

1. As the Board consider its strategic planning, also revisit the Ends Statements in the process and ensure they still reflect our congregations goals. Part of the evaluation of the Ends Statements could be to solicit feedback on them from the congregation. This would have the added benefit of making the Ends Statements better known.
2. Once we are confident of the Ends Statements, the Board should explore how to better incorporate them into its governance processes. Following the example of the Senior Minister's report referenced previously, the Board could restructure the Board Policies (particularly the Monitoring) to conform to the structure of the Ends Statements, and use the Ends Statements to structure its reporting to the congregation.
3. Consider incorporating the Ends Statements into the Bylaws. This would raise their visibility and also give us a clear governance process for changing the Ends Statements. A fair amount of socialization is needed to build congregational awareness and support for the Ends Statements to implement this incorporation.
4. Finally, discern how the Mission statement relates to our Vision and Ends Statements and what purpose it serves.

## Statement of Cash Flow (II.E: Financial Condition)

Sandy Churchill

### Policy II.E: Financial Condition

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<sup>2</sup> <https://drive.google.com/file/d/0B9UfuXp-8lpmaTYyNFV5UjJiZWdvaGdvZkYzMklwRjhxWnZr/view?usp=sharing>

<sup>3</sup> <http://www.uubloomington.org/wp-content/uploads/2015/09/2015-Sep-RE-Report-and-Letter.pdf>

<sup>4</sup> <http://www.uubloomington.org/about-us/mission/>

With respect to the actual, ongoing condition of the UUCB's financial health, the Senior Minister shall not cause or allow the development of fiscal jeopardy or loss of allocation integrity. Accordingly, the Senior Minister shall not:

Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.

Indebt the UUCB in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days.

Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.

Expend any endowment or restricted funds other than for the purposes determined at time of receipt or designation.

Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered, revenues within 30 days.

Allow actual allocations to deviate materially from Board priorities in Ends policies.

Borrow funds on other than the short-term basis as defined and outlined in these policies.

Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

## Religious Education (II.J: Religious Education)

### **Religious Education Board Report: January 2018**

**Emily Manvel Leite and Adrienne Summerlot**

#### **RE Programming**

Classes for all ages are running smoothly. Teaching teams for the fall were especially strong. Over half of fall teachers and advisors are planning to re-join teaching teams in the spring. Harry Potter and UU, a curriculum we are using with our 6th-8th graders, is going especially well. It combines social action with the Harry Potter theme.

Our Coming of Age group of 9th-10th graders is enjoying a slightly modified program with increased focus on circle space and writing. 7 youth are participating. Their January overnight was cancelled and is rescheduled for February 9-10.

Preschoolers-8th graders are currently enjoying a January intersession focused on learning about our Unitarian ancestor, Sophia Lyon Fahs. This is our second intersession focused on a historical figure. Last year, the children learned about Joseph Priestley. Eventually, we hope to

have a rotation of 3-6 intersession programs to help our children learn a little bit about our history by becoming acquainted with a diverse group of UU ancestors. These will happen in January and possibly also in August.

### **RE Visioning Team**

The RE Visioning Team has had a slower start to the year than had been hoped, due to a number of illnesses and scheduling conflicts, but they have been making steady progress recently.

At this time, the Team is working to strengthen communication with the congregation and especially with RE families. This work includes casual conversations and outreach, but they are hoping to pursue it in a more formal and lasting way by creating a religious education blog to be updated and highlighted in weeks alternating with the Prologue. All of the members of the Vision Team will contribute their writing to this effort. The blog will be up and running in February, focused on the congregational theme of Simplicity.

The Visioning Team is also working to gather feedback from families regarding the religious education program. Members have been pursuing conversations with parents of children of many ages. They are also starting a monthly sign up to staff the Lucy booth to provide information and gather feedback. In February, their focus will be on gathering feedback from the January Intersession.

Finally, the Visioning Team has a half day retreat planned with Beth Lodge-Rigal on February 11. At that retreat, the group will look at ways to further the RE Vision statement developed by the congregation by considering possible roles for Team members and potential projects for the Team to undertake.

## **Music Director**

Sue Swaney

## **New Business**

## **Stewardship Update**

## **Beloved Conversations**

# Ends Statements

## **Preamble**

In policy governance, the board sets forth a set of Ends statements which establish our general principles as well as what our congregation aspires to do. They expand upon our congregation's vision statement of "Seeking the Spirit, Building Community, and Changing the World" and our congregation's mission statement (below) to provide spiritual and governance guidance to the ministers, staff, and lay leaders.

UUCB's mission statement, adopted by the congregation, along with the Vision Statement, at the June 7<sup>th</sup> 2009 Congregational Meeting:

"In this liberal religious community of inspiration, love and action:  
we celebrate life  
we nurture one another  
we welcome all  
we care for the earth and  
we work for the common good."

The term "Ends" refers to the fact these statements are not policy that dictate "means" or how things are done, but are, rather, our expected outcomes. The Ends statements were adopted by the board in September of 2010 during the transition to policy governance and are a living document maintained by the board with input from the congregation.

## **Policy I. Ends Statement**

### **Seeking the Spirit**

We have a meaningful liberal religious experience which includes:

- A rich diverse worship life.
- Compassionate pastoral care.
- Life-long opportunities for spiritual growth through religious practice, religious education, leadership roles, and community action.
- Knowledge of denominational and congregational history and traditions.

### **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.

We are generous with our time, talent, and resources.

We actively encourage ministry, lay leadership and congregational participation in social justice and the operation of UUCB.

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

We provide pastoral care as appropriate to the congregation's needs and our ability.

## **Changing the World**

We are leaders in our community and world.

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

We advocate against prejudice, injustice, and oppression of any person or group.

We work with other congregations and institutions with shared values and goals.

We work with the Unitarian Universalist Association and the MidAmerica Region.

We help heal the earth.

## APPENDIX C

### Basic Principles of Policy Governance

Accessed via: <https://www.uua.org/leadership/governance/policybased/articles/63172.shtml>,  
*Condensed from John Carver & Miriam Mayhew, Carver Guide Series on Effective Board Governance, with notes inserted on adapting the model to Unitarian Universalist churches by Margaret Keip*

Policy Governance is a fundamental redesign of the role of a board, emphasizing values, vision and the empowerment of both board and staff. It is built on ten principles:

#### (1) The *Trust* in Trusteeship

Boards exist to own an organization on behalf of some identifiable ownership to which they are answerable. Simply put, a board governs on behalf of persons who aren't seated at the table.

#### (2) The Board Speaks with One Voice or Not at All

#### (3) Board Decisions Are Predominantly Policy Decisions

Policy is here defined as the value or perspective that underlies action. Board policies express the board's soul, embody the board's beliefs, commitments, values, and visions, and express its wisdom. Board policies should be generated by the board itself, not brought to it from other sources. Policies develop out of the board's struggle with values, from the stage of initial musing to crafting a written document.

The board decides what to have policies about, and to what level of detail it will develop them. Its policies fit into four categories:

- **Ends**—The board defines which human needs are to be met, for whom, and at what cost. Written with a long-term perspective, these mission-related policies embody the board's vision, and the organization's reason for being.
- **Executive Limitations**—The board establishes the boundaries of acceptability within which staff methods and activities can responsibly be left to staff. These policies limit the means by which Ends shall be achieved.
- **Board/Staff Linkage**—The board clarifies the manner in which it delegates authority and how it evaluates performance relative to ends and limitations.
- **Governance Process**—The board determines its philosophy, its accountability, and the specifics of its own job.

(over)

Except for what belongs in bylaws, these categories of board policy contain everything the board has to say about values and perspectives that underlie all organizational decisions, activities, practices, budgets, and goals.

**(4) The Board Formulates Policy by Determining the Broadest Values Before Progressing to More Narrow Ones**

**(5) The Board Defines and Delegates, Rather than Reacting and Ratifying**

**(6) Ends Determination is the Pivotal Duty of Governance**

The board will become more of a think tank for vision than a reviewer of staff decisions and activities. It will focus on outcomes; focus on the reasons for which the organization exists at all.

**(7) The Board Controls Staff Means by Limiting, Rather than Prescribing**

The organization's conduct, activities, methods, and practices are its "means" rather than its ends. *Board means* relate to how the board will organize, structure, and conduct itself in order to accomplish its job. *Staff means* are the various arrangements and actions needed to accomplish the ends or to safeguard the operations that produce them. Resist the temptation to prescribe staff means. (The board does not tell staff how to do its job.)

The board's role is one of boundary-setting—specifying in writing which staff means would be unacceptable, unapprovable, or off limits. (In other words, the board says what kind of means it will not put up with.) Beginning with broad prohibitions, advancing thoughtfully toward more detailed ones, the broader statements act as a safety net. Producing a "don't do it" list sounds negative, but in outcome is not. It allows a secure freedom, the boundaries of which need not be guessed, and within which staff creativity and action are encouraged. This key method of *means constraint* enables a board to govern with fewer pages of pronouncements, less dabbling in details of implementation, and greater accountability.

**MK:** Recall that in churches, *staff* includes both hired folks and volunteers. Paid staff manage those tasks for which volunteers lack skills or energy or time—tasks that would otherwise divert members from the spiritual growth, sustenance, and opportunities for gifted service which they've come to church seeking, and which lie and the heart of a church's reason for being.

**(8) The Board Explicitly Designs Its Own Products and Process**

**(9) The Board Forges a Linkage with Management That is Empowering and Safe**

Board and Executive constitute a leadership team. Clear differentiation in their roles and responsibilities enable them to fulfill and excel in them, mutually support each other, and influence each other toward ever greater integrity and capability for leadership.

**(10) Performance is Monitored Rigorously, but Only Against Policy Criteria**



**UU Church of Bloomington, Indiana, Inc.**  
**Profit & Loss Budget vs. Actual 2017-18**  
 July 2017 through June 2018

APPENDIX D
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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2018 Pledges-Committed	343,211.59	600,000.00	-256,788.41	57.2%
2018 Pledges-New	1,525.00	3,000.00	-1,475.00	50.8%
Bazaar	0.00	10,000.00	-10,000.00	0.0%
Facilities Use Fees	5,094.00	6,100.00	-1,006.00	83.5%
Interest Income	0.00	50.00	-50.00	0.0%
Investment Income	3,908.88	2,500.00	1,408.88	156.4%
Kroger-Marsh Fundraiser	0.00	7,000.00	-7,000.00	0.0%
Miscellaneous	9,236.05	9,000.00	236.05	102.6%
Prior Year Pledges	21,631.74	10,000.00	11,631.74	216.3%
Sunday Plate Offering	13,588.72	24,000.00	-10,411.28	56.6%
Talent Auction	0.00	11,000.00	-11,000.00	0.0%
<b>Total Income</b>	<b>398,195.98</b>	<b>682,650.00</b>	<b>-284,454.02</b>	<b>58.3%</b>
<b>Expense</b>				
<b>CAMPUS MINISTRY &amp; OUTREACH</b>				
Campus Min Coord Payroll Tax	100.94	176.00	-75.06	57.4%
Campus Ministry Coordinator	1,058.00	2,300.00	-1,242.00	46.0%
Outreach and Program	273.35	500.00	-226.65	54.7%
<b>Total CAMPUS MINISTRY &amp; OUTREACH</b>	<b>1,432.29</b>	<b>2,976.00</b>	<b>-1,543.71</b>	<b>48.1%</b>
<b>CHILDCARE</b>				
Childcare Wages	4,286.25	9,500.00	-5,213.75	45.1%
Taxes-payroll	328.15	727.00	-398.85	45.1%
<b>Total CHILDCARE</b>	<b>4,614.40</b>	<b>10,227.00</b>	<b>-5,612.60</b>	<b>45.1%</b>
<b>COMMITTEES</b>				
Adult Religious Education	46.10	75.00	-28.90	61.5%
Aesthetics	69.27	100.00	-30.73	69.3%
Board	357.61	500.00	-142.39	71.5%
Caring	61.68	300.00	-238.32	20.6%
Celebrations	271.00	1,000.00	-729.00	27.1%
Chalice Circles	249.30	1,000.00	-750.70	24.9%
Earth Kin	0.00	25.00	-25.00	0.0%
Hospitality	1,301.46	2,200.00	-898.54	59.2%
Leadership Cultivation	8.64	1,500.00	-1,491.36	0.6%
Library	0.00	75.00	-75.00	0.0%
Membership	0.71	50.00	-49.29	1.4%
Planned Giving	98.44	200.00	-101.56	49.2%
Public Relations	0.54	800.00	-799.46	0.1%
<b>Social Justice</b>				
Monroe Co United Min Contrib	200.00	200.00	0.00	100.0%
Social Justice Funds Contrib	800.00	800.00	0.00	100.0%
Social Justice Other	122.75	500.00	-377.25	24.6%
UUSC Contribution	491.00	491.00	0.00	100.0%

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APPENDIX D
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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Total Social Justice</b>	1,613.75	1,991.00	-377.25	81.1%
<b>Stewardship</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Total COMMITTEES</b>	4,078.50	11,316.00	-7,237.50	36.0%
<b>DENOMINATIONAL</b>				
Annual Dues MidAmerica Region	6,137.50	12,275.00	-6,137.50	50.0%
Annual Program Fund UUA	14,730.00	29,460.00	-14,730.00	50.0%
MidAmerica Annual Mtg Delegates	0.00	1,630.00	-1,630.00	0.0%
UUA Conference Support	0.00	3,000.00	-3,000.00	0.0%
<b>Total DENOMINATIONAL</b>	20,867.50	46,365.00	-25,497.50	45.0%
<b>MINISTRY (A)-SENIOR MINISTER</b>				
Housing Allowance	7,500.00	15,000.00	-7,500.00	50.0%
Salary	35,755.48	71,610.00	-35,854.52	49.9%
Section 125-Healthcare Reimburs	1,172.50	2,500.00	-1,327.50	46.9%
Section 125 Plan-Premium Conver	1,119.60	2,500.00	-1,380.40	44.8%
<b>Total MINISTRY (A)-SENIOR MINISTER</b>	45,547.58	91,610.00	-46,062.42	49.7%
<b>MINISTRY (A.1)-ASSOC. MINISTER</b>				
Housing Allowance	12,999.96	26,000.00	-13,000.04	50.0%
Salary	15,523.44	31,047.00	-15,523.56	50.0%
Section 125 - Dependent Care	1,730.00	5,000.00	-3,270.00	34.6%
Section 125 - Premium Conversn	2,092.32	3,600.00	-1,507.68	58.1%
Section 125 Healthcare Reimburs	497.23	2,500.00	-2,002.77	19.9%
<b>Total MINISTRY (A.1)-ASSOC. MINISTER</b>	32,842.95	68,147.00	-35,304.05	48.2%
<b>MINISTRY (C)-BENEFITS</b>				
Associate Minister				
Dental 2017 Jul-Dec	822.00	822.00	0.00	100.0%
Dental 2018 Jan-Jun	0.00	904.00	-904.00	0.0%
Health Insurance 2017 Jul-Dec	3,758.10	3,758.00	0.10	100.0%
Health Insurance 2018 Jan-Jun	0.00	4,134.00	-4,134.00	0.0%
Life Insurance 2017 Jul-Dec	119.00	102.00	17.00	116.7%
Life Insurance 2018 Jan-Jun	0.00	102.00	-102.00	0.0%
Long Term Dis Ins inc in Salary	0.00	1.00	-1.00	0.0%
Professional Expenses	1,906.03	6,600.00	-4,693.97	28.9%
Retirement Plan	2,666.80	6,700.00	-4,033.20	39.8%
<b>Total Associate Minister</b>	9,271.93	23,123.00	-13,851.07	40.1%
Senior Minister				
Dental 2017 Jul-Dec	672.00	672.00	0.00	100.0%
Dental 2018 Jan-Jun	0.00	739.00	-739.00	0.0%
Health Insurance 2017 Jul-Dec	5,414.28	5,414.00	0.28	100.0%
Health Insurance 2018 Jan-Jun	0.00	5,956.00	-5,956.00	0.0%
Life Insurance 2017 Jul-Dec	85.00	102.00	-17.00	83.3%
Life Insurance 2018 Jan-Jun	0.00	102.00	-102.00	0.0%

**UU Church of Bloomington, Indiana, Inc.**  
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 July 2017 through June 2018

APPENDIX D
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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Long Term Dis Ins inc in salary	0.00	1.00	-1.00	0.0%
Professional Expenses	2,839.55	8,600.00	-5,760.45	33.0%
Retirement Plan	3,471.65	9,000.00	-5,528.35	38.6%
<b>Total Senior Minister</b>	<b>12,482.48</b>	<b>30,586.00</b>	<b>-18,103.52</b>	<b>40.8%</b>
<b>Total MINISTRY (C)-BENEFITS</b>	<b>21,754.41</b>	<b>53,709.00</b>	<b>-31,954.59</b>	<b>40.5%</b>
<b>MINISTRY (D)-OTHER</b>				
Other Ministry	0.00	1,500.00	-1,500.00	0.0%
Pulpit Guests	1,150.00	2,000.00	-850.00	57.5%
Sabbatical Fund Reserve*	750.00	1,500.00	-750.00	50.0%
Search Fund Reserve*	249.96	500.00	-250.04	50.0%
UU Staff Health Insurance Resrv*	300.00	600.00	-300.00	50.0%
<b>Total MINISTRY (D)-OTHER</b>	<b>2,449.96</b>	<b>6,100.00</b>	<b>-3,650.04</b>	<b>40.2%</b>
<b>MUSIC</b>				
Children's Choir Director	1,150.00	2,300.00	-1,150.00	50.0%
Music Director	5,779.98	11,560.00	-5,780.02	50.0%
Music Director Sect 125 PremCon	7,236.54	13,440.00	-6,203.46	53.8%
Music Honorarium	0.00	1,000.00	-1,000.00	0.0%
Pianist	4,044.00	9,072.00	-5,028.00	44.6%
Piano Maintenance	300.00	300.00	0.00	100.0%
Program/Spec Events/Substitutes	1,351.71	3,750.00	-2,398.29	36.0%
Taxes-payroll	697.24	2,783.00	-2,085.76	25.1%
<b>Total MUSIC</b>	<b>20,559.47</b>	<b>44,205.00</b>	<b>-23,645.53</b>	<b>46.5%</b>
<b>OFFICE</b>				
<b>Admin (A) Compensation</b>				
Admin Salary	19,908.00	39,816.00	-19,908.00	50.0%
Admin Sect 125 Healthcare Reimb	1,500.39	2,500.00	-999.61	60.0%
Admin Sect 125 Prem Conversion	598.20	1,200.00	-601.80	49.9%
Admin Taxes-Payroll	1,523.04	3,290.00	-1,766.96	46.3%
<b>Total Admin (A) Compensation</b>	<b>23,529.63</b>	<b>46,806.00</b>	<b>-23,276.37</b>	<b>50.3%</b>
<b>Admin (B) Benefits</b>				
Admin Health Ins 2017 Jul-Dec	2,392.92	2,393.00	-0.08	100.0%
Admin Health Ins 2018 Jan-Jun	0.00	2,633.00	-2,633.00	0.0%
Admin LTD inc in Salary	0.00	1.00	-1.00	0.0%
Admin Prof Expenses	524.91	2,100.00	-1,575.09	25.0%
Admin Retirement Plan	1,637.50	4,300.00	-2,662.50	38.1%
<b>Total Admin (B) Benefits</b>	<b>4,555.33</b>	<b>11,427.00</b>	<b>-6,871.67</b>	<b>39.9%</b>
<b>Auditor Reserve*</b>	<b>499.98</b>	<b>1,000.00</b>	<b>-500.02</b>	<b>50.0%</b>
Bookkeeper	2,192.25	5,100.00	-2,907.75	43.0%
Connections Coord Prof Exp	0.00	1,000.00	-1,000.00	0.0%
Connections Coord Retirement PI	857.90	2,059.00	-1,201.10	41.7%
Connections Coordinator Salary	10,296.00	20,592.00	-10,296.00	50.0%

**UU Church of Bloomington, Indiana, Inc.**  
**Profit & Loss Budget vs. Actual 2017-18**  
 July 2017 through June 2018

APPENDIX D
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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Database Maintenance	1,584.00	1,600.00	-16.00	99.0%
Investment Losses	0.00	25.00	-25.00	0.0%
Legal Fees Reserve*	400.02	800.00	-399.98	50.0%
Multimedia Specialist	3,027.25	6,180.00	-3,152.75	49.0%
Office Assistant	6,223.25	14,300.00	-8,076.75	43.5%
Office Expenses	9,876.31	22,500.00	-12,623.69	43.9%
Other Payroll Taxes	1,685.18	3,532.00	-1,846.82	47.7%
Staff Development	238.73	1,000.00	-761.27	23.9%
Worship Supplies/Expenses	240.14	700.00	-459.86	34.3%
<b>Total OFFICE</b>	<b>65,205.97</b>	<b>138,621.00</b>	<b>-73,415.03</b>	<b>47.0%</b>
<b>PLANT</b>				
Building Maintenance	12,019.34	15,000.00	-2,980.66	80.1%
Carpet Cleaning	0.00	2,500.00	-2,500.00	0.0%
Custodian Payroll Tax	683.52	1,415.00	-731.48	48.3%
Custodian Retirement Plan	777.50	1,950.00	-1,172.50	39.9%
Custodian Salary	8,749.92	17,500.00	-8,750.08	50.0%
Custodian Sect 125 Plan	1,244.79	2,000.00	-755.21	62.2%
Custodian Substitute Wages	135.00	1,000.00	-865.00	13.5%
Equipment Reserve*	4,000.02	8,000.00	-3,999.98	50.0%
Grounds	1,372.50	2,500.00	-1,127.50	54.9%
Housekeeping Supplies	1,580.71	3,000.00	-1,419.29	52.7%
Insurance	3,523.00	7,100.00	-3,577.00	49.6%
Long Term Maintenance Rsrv*	2,500.02	5,000.00	-2,499.98	50.0%
Mortgage	21,000.00	36,000.00	-15,000.00	58.3%
Snow Removal	0.00	2,000.00	-2,000.00	0.0%
Sound Equipment Reserve*	499.98	1,000.00	-500.02	50.0%
Utilities	6,590.49	15,000.00	-8,409.51	43.9%
<b>Total PLANT</b>	<b>64,676.79</b>	<b>120,965.00</b>	<b>-56,288.21</b>	<b>53.5%</b>
<b>RELIGIOUS EDUCATION</b>				
DRE Professional Expenses	1,744.50	3,000.00	-1,255.50	58.2%
DRE Retirement Plan	879.60	2,200.00	-1,320.40	40.0%
DRE Salary	10,500.00	21,000.00	-10,500.00	50.0%
DRE Section 125-Dependent Care	105.00	1,000.00	-895.00	10.5%
DRE Taxes-Payroll	803.28	1,683.00	-879.72	47.7%
MRE Housing	7,999.98	16,000.00	-8,000.02	50.0%
MRE LTD Ins inc. in Salary	0.00	1.00	-1.00	0.0%
MRE Professional Expenses	4,231.82	6,000.00	-1,768.18	70.5%
MRE Retirement Plan	1,173.75	2,700.00	-1,526.25	43.5%
MRE Salary	4,718.35	11,324.00	-6,605.65	41.7%
RE Assistant Retirement Plan	548.30	1,316.00	-767.70	41.7%
RE Assistants	6,580.88	13,156.00	-6,575.12	50.0%
Taxes- Payroll RE Assts	505.64	1,007.00	-501.36	50.2%
YRE Program	1,660.59	8,000.00	-6,339.41	20.8%
<b>Total RELIGIOUS EDUCATION</b>	<b>41,451.69</b>	<b>88,387.00</b>	<b>-46,935.31</b>	<b>46.9%</b>

UU Church of Bloomington, Indiana, Inc.  
**Profit & Loss Budget vs. Actual 2017-18**  
July 2017 through June 2018

APPENDIX D

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	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Total Expense</b>	325,481.51	682,628.00	-357,146.49	47.7%
<b>Net Ordinary Income</b>	72,714.47	22.00	72,692.47	330,520.3%
<b>Net Income</b>	<u>72,714.47</u>	<u>22.00</u>	<u>72,692.47</u>	<u>330,520.3%</u>

## APPENDIX E

### Music Director Report

So grateful to have been here for 25 years! So many choir members and ministers and staff members and church leaders and congregation members have been models for me and challenged me and seen me through hard times.

Thank you for the beautiful chalice! Ann and I have decided to put it between our desks, to light when we are thinking of departed members or someone we want to be mindful of while we work. It is such a lovely work of art and very meaningful.

I have been thinking back to when I started this job, with no experience, a 6-month-old child, no minister at the church, and a library full of illegal photocopies. I remember when Guy Loftman called and said, "Want a raise?" - meaning he was going to advocate having childcare for choir rehearsals, which has turned out to be such a boon for the choir. There's a sort of choir kid club that has grown up over the years, that my child was certainly part of, along with many others - several of whom are now active in UU Churches as adults.

I remember once, when I dropped Jake off at BDLC, and his teacher Barb Schwegman asked, "What do you do all day, anyway?" which inspired a little staff series in the Prologue called, "These are the things I think about."

So here are the things I think about:

- 1) What music will enhance the minister's vision of the service, AND be do-able by these singers in the available time, AND be different enough from the other music we're doing so that rehearsals are varied, AND be culturally respectful, AND not cost too much, AND stretch the choir but not break them, AND be as sophisticated as the sermons without being elitist, AND be a good match for the pianist we have, and and and... I also try to reconcile my own discomfort with song-leading and my own lack of enthusiasm for rounds and chants with the desire for many in the congregation for more of that sort of sing-along music. I have intentionally chosen pieces of that sort for the benedictions this year and used each one for a whole month, so they become part of the congregation's shared repertoire. choosing music is complicated and where I spend most of my creative energy.
- 2) Balancing requests with respect for the musicians. For example, someone asked me recently if I could tell Ray to play the hymns faster. The answer is no, because Ray is a brilliant musician himself, and he chooses tempos based on a lot of factors, and it would be insulting to micromanage him. You don't retain brilliant musicians by belittling their choices. Another example is when we're asked to lead some kind of processional. If there are one or two people in the choir who are not totally ambulatory, I don't want to leave them up there alone while the rest of the choir troops out to fulfill the request. These issues take a little finesse.
- 3) I try to balance the needs of the music and of the church with the need for safety. For example, whether to cancel a rehearsal in questionable weather. Another example is how we sit on Sunday morning. Having people sitting in the center creates a real distraction for those watching on the livestream. But the platforms are narrow and treacherous, and I don't want some of our oldest choir members walking across them to fill in the middle before we sing. So we sing across the center, like an Anglican choir. It worked better acoustically before we added the tubes, but until we have sturdier platforms, that's the way it's going to be.

4) I think about how best to spotlight people who love to perform in the way best suited to their talents. Again, it's good to stretch, and it's good for the congregation to see people stretching, but I try to set us all up for success when I can.

5) And I have been thinking about how we can best serve our members who are having cognitive difficulties. For the last year and a half, I have been working on starting a community choir that would be appropriate for those folks. It has been slow, and the music director around whom we planned the project has health difficulties and has had to step down. I hope to get the project moving again, because it is near to my heart.

6) Thinking about the commission fund and creating works that somehow honor departed choir members.

And I won't bore you with all the administrative hoo-ha, music learning, rehearsal planning, etc. But that's much of what I am thinking about these days!



Steven Gilbert &lt;stevengilb@gmail.com&gt;

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## Beloved Conversations Update for Minutes

1 message

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**Scott McNeill** <mcneill@uubloomington.org>

Wed, Jan 17, 2018 at 8:41 PM

To: Steven Gilbert &lt;stevengilb@gmail.com&gt;, "MAM (Mary Ann Macklin)" &lt;macklin@uubloomington.org&gt;

Included MAM in case there's anything I left out that should be captured:

### Beloved Conversations Update

On February 16 and 17 (Fri-Sat), we're hosting a training facilitated by the Beloved Conversations staff (connected with Meadville Lombard Theological School). Following that, participants will have 8 sessions where they learn about culture and racism, look at their own experiences, and will explore how to bring this learning into a vision for UUCB's future (last 3 sessions are vision/UUCB oriented). We are working on determining when those sessions will take place, with the facilitators for the group – options are either once a week, 8 sessions over 12 weeks, or every other week. Groups tend to be between 8-12 people; we are looking to have three simultaneously running groups. We will begin sending out invitations to UUCB leadership (Board, Leadership Cultivation, Right Relationship committee), as well as staff and youth. Following that, we have a list of people interested in the program (depending on schedules) – last year, more than 50 people expressed interest. Further questions – contact Rev. Scott McNeill.

Rev. Scott McNeill  
Associate Minister, UU Church of Bloomington

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