

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

May 16, 2018



<u>I. CALL TO ORDER (MICHELLE MONROE-COOK)</u>	3
<u>II. CHALICE LIGHTING</u>	3
<u>III. CHECK-IN (ALL)</u>	3
<u>IV. APPROVAL OF THE MINUTES (STEVEN GILBERT)</u>	3
<u>V. SENIOR MINISTER'S REPORT (REVEREND MACKLIN)</u>	3
<u>VI. OLD BUSINESS</u>	3
A. PUBLIC RELATIONS UPDATE (REV. MACKLIN)	3
B. PLEDGE UPDATE (VON WELCH)	3
C. PREPARATIONS FOR JUNE CONGREGATIONAL MEETING (VON WELCH)	4
1. BUDGET UPDATE (SANDRA CHURCHILL)	4
2. DRAFT AGENDA	4
3. REVIEW OF ROLES	4
<u>VII. MONITORING (PER BOARD POLICIES, SECTION IV)</u>	4
A. STATEMENT OF CASH FLOW (SANDRA CHURCHILL)	4
B. RELIGIOUS EDUCATION (REV. EMILY LEITE, ADRIENNE SUMMERLOT)	4
C. STAFF REPORT (REV. MACKLIN)	4
D. REPORT FROM "COFFEE WITH THE BOARD" (SANDY CHURCHILL)	4
E. OBSERVATIONS TO SHARE	5
<u>VIII. NEW BUSINESS</u>	5
A. RIGHT RELATION COMMITTEE UPDATE (VON WELCH)	5
B. STEWARDSHIP COMMITTEE DEBRIEF (VON WELCH)	5
C. GIFTS POLICY (VON WELCH)	5
D. PREPARATION FOR MINISTERIAL EVALUATION (VON WELCH)	5
E. UUA-BLUU THE PROMISE AND THE PRACTICE (REV. MCNEILL)	5
<u>IX. EXECUTIVE SESSION</u>	5

X. ADJOURNMENT

6

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

Not attending: Helmut Hentschel

Present by invitation of the Board: Adrienne Summerlot

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

Submitted by: Steven Gilbert

Appended Documents:

- A. Chair's Report to the Board for December (Von Welch)
- B. Religious Education Report (Rev. Emily Leite and Adrienne Summerlot)
- C. Statement of Cash Flow (Sandra Churchill)

I. Call to Order (Michelle Monroe-Cook)

Michelle Monroe-Cook called the meeting to order at 7:02 p.m.

II. Chalice Lighting

III. Check-in (All)

IV. Approval of the Minutes (Steven Gilbert)

Steven Gilbert moved for approval of the April minutes. Sharon Wiseman seconded. Approved unanimously.

V. Senior Minister's Report (Reverend Macklin)

Reverend Macklin asked the board to use her report time to address the question of how we proceed with pledging. See Pledge Update (VI-B) below for the results of the discussion.

VI. Old Business

A. Public Relations Update (Rev. Macklin)

Reverend Macklin reported that the PR Committee is being put together. She, Rev. McNeill and Anne LeDuc are looking at the pieces and taking steps to move this effort to the front burner.

B. Pledge Update (Von Welch)

Reverend Macklin summarized the pledge period as follows: Pledge Day—Community Day was last April 14th. There were four Sundays, March 25th, April 1st, April 8th, and April 15th in which cards were available and an invitation extended to congregants to pledge. The Board followed up with emails and phone calls at the end of April to those not yet pledged. Reverend Macklin also sent a letter and SASE in early May to those remaining people who had not pledged. As of May 16, 2018, we have 312 pledges for \$590,364.00. Approximately \$38,000 is still to be accounted for from those who pledged last year but who have not yet pledged this year. This leaves us still shy of our pledge goal this year. Staff will continue their efforts soliciting responses from unpledged members. Sharon Wiseman and Steven Gilbert will draft an email that may be sent out during the week of Memorial Day, asking members who are already pledged to consider increasing their pledges to close the funding gap. A further push in this direction will be made

at the Congregational meeting if the total amount pledged is still not adequate to meet this year's goal.

C. Preparations for June Congregational Meeting (Von Welch)

1. Budget Update (Sandra Churchill)

Nothing to present at this time.

2. Draft Agenda

The draft agenda has been made available online (Reports to the Board, Appendix A).

3. Review of Roles

Von reviewed the roles of board members in the outline presented in Reports to the Board (Appendix A, attached).

VII. Monitoring (per Board Policies, Section IV)

A. Statement of Cash Flow (Sandra Churchill)

Sandra presented the most recent statement of cash flow (See Appendix C, attached). Cash flow appears normal for this time of year.

B. Religious Education (Rev. Emily Leite, Adrienne Summerlot)

Rev. Leite and Adrienne Summerlot reported that the Religious Education program is running well (See report, Appendix B). In response to queries from Von, Rev. Leite reported that resistance among some teachers to a set curriculum is being managed and that staff are still involved in planning in other ways. Von asked about physical space and if the RE staff foresaw any issues with the amount of space available. Adrienne responded that physical space may be a problem since a growing cohort is anticipated in the coming years. Growth in the congregation may contribute to this problem, as well as attendance demanded by the OWL curriculum. Von suggested that the RE staff needs to review its options for dealing with such growth. RE concurred.

C. Staff Report (Rev. Macklin)

Rev. Macklin reported that she and Rev. MacNeil will complete staff evaluations together. She plans to work with Rev. Leite to set forth activities for staff for the entire coming year.

D. Report from "Coffee with the Board" (Sandy Churchill)

No report since the pledge booth replaced Coffee with the Board this month.

E. Observations to Share

Board members reported generally positive and welcoming responses from congregants in their efforts to secure pledges through email and phone.

VIII. New Business

A. Right Relation Committee Update (Von Welch)

RRC is still pending training. Deb Hutton and Rev. MacNeill will work with Ed Greenbaum to plan said training.

B. Stewardship Committee Debrief (Von Welch)

See Reports to the Board, Appendix A. Sharon Wiseman and Steven Gilbert volunteered to meet with two members of SPF to propose a set of bylaws to the board which establishes a process for percentage distribution of undesignated gifts into the reserve and endowment accounts managed by SPF.

C. Gifts Policy (Von Welch)

Von proposed that the board should adopt a gifts policy similar to the one shown in Appendix A, Reports to the Board, "Policy II.K: Gifts." The board generally agreed this would be a desirable step to take at a future meeting. No action taken at this time.

D. Preparation for Ministerial Evaluation (Von Welch)

The board was made aware of upcoming ministerial evaluation materials and processes (Appendix A, Reports to the Board, "Preparation for Ministerial Evaluation").

E. UUA-BLUU The Promise and the Practice (Rev. McNeill)

The board discussed how to handle a request by UUA for a financial pledge to support Black Lives of UU (BLUU), as outlined in Appendix A, Reports to the Board, "UUA-BLUU – The Promise and the Practice." In response to this request and board discussion, Michelle moved that the board *approve the collection of special offerings and fundraisers to reach equivalent of \$10 per member of UUCB to support Black Lives of UU (BLUU)* as requested by UUA. Von seconded the motion which was then approved by the board.

IX. Executive Session

Board entered executive session at 8:50 p.m.

X. Adjournment

A motion for adjournment was made by Steven and seconded by Sandy. Michelle adjourned at 8:56 p.m.

Reports to Board

Michelle Monroe Cook, Vice President

Von Welch, President

May 16th, 2018

Old Business

Public Relations Update (Rev. Macklin)

Pledging Update

As of Monday, May 14th: \$588,564 with 310 pledges in.

If those who pledged last year who have not yet pledged do indeed pledge for 18-19 in the same amount, the amount that is still out there is about \$40,000.

Preparation for June Congregational Meeting

- [Draft Agenda](#)
- Role of Board Members (see [How-to](#) for details):
 - All: arrive 15 minutes early
 - Help secretary and at-large directors get set up.
 - At-large directors:
 - Set up and staff sign-in desks, distribute ballots
 - Count attendance, determine count for quorum, and report to President
 - Collect ballots for 25% of Plate vote, count ballots, and provide report of result to President.
 - Help during Q&A with microphone and identifying attendees with questions
 - Secretary:
 - Work with Carol ahead of meeting to create sign-in sheets (see Appendix A of How-to)
 - Take minutes at the meeting
 - Treasurer:
 - Prepare, print, and present proposed budget
 - Assist secretary during meeting with determining who made and seconded motions

- President:
 - Prepare agenda and confirm speakers
 - Very ballots and other needed materials are printed.
 - Prepare slides
 - Run the meeting
- Vice-president:
 - Run designated portions of meeting.
 - Assist President as needed.

Monitoring

Statement of Cash Flow (Rev. Macklin)

Religious Education (Rev. Leite / Adrienne Summerlot)

Staff Report: Senior Minister

New Business

Right Relations Committee Update

The RRC is still pending training.

Stewardship Committee Debrief

The Stewardship Committee met on April 25th. The committee reviewed and affirmed the decision of the Board to amend the Articles of Incorporation to repair the legal issues regarding the SPF. Issues of crowd-source funding and text donations were also discussed, with substantive discussion tabled until a future meeting. The majority of the meeting was spent discussing the current problem of receiving [undesigned gifts to the church](#).

It is proposed that two members of the SPF and two members of the Board investigate the issue further. The sub-committee is charged with proposing a set of bylaw changes to the Board, for

consideration in the new fiscal year, which establishes a process for percentage distribution of undesignated gifts into the reserve and endowment accounts managed by SPF.

For Discussion: Gifts Policy

Outside of an Operations Policy regarding artwork, UUCB currently has no documented policy about what sorts of gifts it will accept. We occasionally have problems with well-intentioned but problematic gifts (e.g. memorial trees that may have to cut down one day).

It is suggested that that Board consider adopting a policy such as the following. While not technically necessary (it does not convey any authority to the Senior Minister they do not already possess), it would serve to clarify that authority and educate the congregation.

Policy II.K: Gifts

While generosity in all forms is appreciated, some well-intended gifts can cause burdens that are not obvious. Donors should consult with the Senior Minister before donating any restricted funds or donations other than cash. UUCB shall accept no gifts that unduly burden it or place it at risk. The Senior Minister is authoritative as to what gifts are acceptable.

The Senior Minister would be welcome to adopt a more prescriptive Operations Policies. For a very thorough example see <https://uuchurch.net/policy-gifts/>

Preparation for Ministerial Evaluation

Discussion between Board and Senior Minister on how to conduct the Ministerial Evaluation at the June meeting. Example of a previous ministerial self-evaluation is available in the “[Ministers / Minister Evaluations](#)” folder. It has also been effective in the past to have the Senior Minister report on progress towards the Ends Statements.

UUA - BLUU - The Promise and the Practice (Rev. McNeill)

The UUA has asked congregations to make a financial pledge to support Black Lives of UU (BLUU); the program is called, "The Promise and The Practice" (which refers to an era of UU history where we promised a specific amount of money to support Black UUs through the UUA and then did not follow-through on that promise - which is what "the practice" refers to [sic]).

More information can be found here:

<https://www.uua.org/giving/areas-support/funds/promise-and-practice>

The UUA and BLUU have requested that congregations make a specific pledge - in particular, if congregations pledge and contribute an amount that equals \$10 for each member they have, the money will be matched by donors in New England. After much discussion, the ministers

propose to take an additional offering on June 10, 2018 - with funds going to BLUU. The Racial Justice Task Force has committed to donating \$1,000 dollars; and, Rev. McNeill would also like to tell the UUA that UUCB is committed to taking another offering to support BLUU sometime in the next fiscal year.

Motion: Approve collection of special offerings and fundraisers to reach equivalent of \$10 per member of UUCB to support Black Lives of UU (BLUU)

The Board approves the collection of a second, separate offering taken during worship in the month of June (2018), as well as other special collection(s) sometime in the 2018-19 Fiscal Year. These funds will go to support the Black Lives of UU "Promise and Practice" Campaign, which asks congregations to pledge financial support of the Black Lives of UU (BLUU) organization.

APPENDIX B

Religious Education Board Report

May 16, 2018

Adrienne Summerlot and Emily Manvel Leite

Recent Program Highlights:

In February, our congregation hosted a regional youth conference on Social Justice, coordinated by the Heartland Area Youth Council. Jonathan Leite and Grace Miller from All Souls in Indianapolis planned and led the conference with adult support. Emily attended the conference as an ongoing staff presence.

Thanks to significant congregational support, four of our youth were able to attend the UU United Nations Office spring seminar on Immigration in New York City with Phil Cooper acting as their adult sponsor. Two of the youth shared their experience in a worship service in April.

The Coming of Age program concluded on April 8 with seven youth completing the program. Three of those youth decided to immediately join the congregation: Kathryn Meuser, Adrian Reed, and Nathaniel Cox-Thurmond.

Emily coordinated the efforts of the approximately 80 people involved in creating *The Lorax*, an Earth Day celebration service. It was the result of a vision by Laurie Green and Henry McDaniel, the leadership of Laurie Green, Jill Courtney and Joe Grimme, musical support from Ray Fellman and composer Maggie Olivo, and set design by Steve Krahnke. Tireless logistical support was provided impressively cheerfully by Adrienne and RE assistant Kitty McIntosh. The production created a lot of good feeling among the children, youth, adults and families involved.

Religious Education spring classes ended this past Sunday, except for a final field trip. Teachers are in good spirits as the term wraps up, and several have already volunteered to continue teaching in the summer or fall. The Harry Potter class was especially beloved this year. It kept our sixth, seventh, and some eighth graders involved to a greater degree than ever before in a non-OWL (Our Whole Lives sexuality education) year. The curriculum included opportunities for the middle schoolers to go deeper with social justice projects.

Emily has had several meetings with various groupings of parents of high school seniors over the course of this year, supporting them as they negotiate the logistics and the emotions of this leave-taking time. Two of our most active high school youth, Hans Kelson and John Smith, will be graduating this spring.

Emily and Adrienne have recently been meeting with local religious educators from the Islamic center, Beth Shalom, and several Christian congregations. They're preparing for *Building a Neighborhood Together*, an intergenerational program created by Mr. Rogers' Neighborhood to learn peace-making under the leadership of children. This program is offered on the evenings of May 29, 30, and 31 at First Christian Church.

Vision Team Updates:

The RE Vision Team had a retreat with Beth Lodge-Rigal on February 11 to figure out where their energy lay for their work of Seeking the Spirit, Building Community, and Changing the World. They identified several circles of care as current areas of focus:

- *Community Conversations and Feedback
- *Spiritual Life, Self Care and Sustainability
- *Class Content and Programs
- *Community Building and Bridging
- *Embodied Unitarian Universalism
- *RE Communication

Amy Makice and Lisa Meuser have taken the lead on Community Conversations and have planned several weeks of information gathering from the congregation with the support of staff. The Vision Team approved a survey at their meeting yesterday, and it went out in the Prologue. It will also be included in Family emails this week. Amy and Lisa will lead a "Continuing Conversation on Religious Education" this coming Sunday, Jamie Kirkley and Ruellen Fessenbecker will assist, and the Vision Team will meet to discuss the conversation after it is completed. If survey response rates are not high in the coming two weeks, the Time for All Ages on May 27 will be devoted to a playful invitation to participate in the survey. A summary of survey findings will be presented by Amy and Lisa at the June congregational meeting. Since our last report, Michelle Monroe-Cook has resigned her position on the RE Vision Team. The team plans to strategically recruit new members after the appreciative inquiry process is complete.

Staff Development:

Adrienne recently attended a religious educators conference with other UU educators from across the country focused on shared ministry, volunteers, critical family conversations and partnering with parents. Overall, there is value in working to align strategies among parents, volunteers and staff and to reduce silos that occur often in congregations.

Emily will be attending the Liberal Religious Educators Association professional days and the UU General Assembly at the end of June.

Racial Justice work continues to be a focus for RE staff. Following their attendance in January at the Anti Racism/Anti Bias Workshop for educators in Indianapolis in January, Adrienne and Emily, along with Carol Marks, Doug Cauble, and Ann LeDuc attended a Center for Congregations workshop on Racial Justice in Your Congregation in April. Emily also attended a local Implicit Bias training and a follow up workshop on Primary Prevention techniques. Emily and Adrienne are bringing their anti-racism learning as they design programming for children and write emails to families and continue to seek other opportunities to do this essential work with children, youth, adults and families.

APPENDIX C

**Statement of Cash Flow Bc Statement (Board Report 3-May-18
July 1, 2017-June 30, 2018**

REVENUE			
Category	Budgeted	Actual	Notes
Pledges & Grants - Comted	600,000	474,000	79.00%
Pledges & Grants - New	3,000	3,025	100.80%
Bazaar	10,000	9,423	94.2
Facilities Use Fees	6,100	8,227	135%
Interest Income	50	50	0
Investment Income	2,500	5,644	225.80%
Kroger/Marsh	7,000	0	0%
Misc.	9,000	10,448	166.10%
Prior Year Pledges	10,000	22,331	223%
Sunday Plate	24,000	22,583	94.00%
Talent Auction	11,000	0	0.00%
Totals	682,650	555,731	81.40%

EXPENSE			
Category	Budgeted	Actual	Notes
Campus Min & Outreach	2,976	1729	58.10%
Childcare	10,227	7,443	72.80%
Committees	11,316	6,852	60.60%
Denominational	46,365	44,803	96.60%
Ministry - Salary	159,757	131,861	82%
Ministry - Benefits	53,709	37,848	70.50%
Ministry - Other	6,100	3,957	64.90%
Music	44,205	34,519	78.00%
Office	138,621	108,220	78.10%
Plant	120,965	107,254	88.00%
Religious Education	88,387	67,510	76.40%
Totals Expense	682,628	552,000	80.90%