

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

June 20, 2018



I.	<u>CALL TO ORDER (VON WELCH)</u>	3
II.	<u>CHALICE LIGHTING AND READING (VON WELCH)</u>	3
III.	<u>CHECK-IN (ALL)</u>	3
IV.	<u>APPROVAL OF THE MINUTES (STEVEN GILBERT)</u>	3
A.	APPROVAL OF THE MAY BOARD MEETING MINUTES	3
B.	APPROVAL OF THE JUNE 10 CONGREGATIONAL MEETING MINUTES	3
V.	<u>SENIOR MINISTER'S REPORT (REVEREND MACKLIN)</u>	3
VI.	<u>OLD BUSINESS</u>	3
A.	PLEDGE UPDATE AND BUDGET APPROVAL (REV. MACKLIN)	3
1.	ADOPTION OF \$630K BUDGET	3
2.	INCREASE OF \$630K BUDGET TO \$640K BUDGET LEVEL	3
B.	UPDATE ON RACIAL JUSTICE PROPOSAL (VON WELCH)	4
C.	DEBRIEF ON JUNE CONGREGATIONAL MEETING (VON WELCH)	4
D.	CERTIFICATES OF APPRECIATION	4
E.	MOTION TO ADOPT GIFTS POLICY	4
F.	STEWARDSHIP COMMITTEE DEBRIEF (MICHELLE MONROE COOK, VON WELCH)	4
G.	UPDATE ON ARTICLES OF INCORPORATION (STEVEN GILBERT)	5
VII.	<u>MONITORING (PER BOARD POLICIES, SECTION IV)</u>	5
A.	SENIOR MINISTER EVALUATION (REV. MACKLIN)	5
B.	EXAMINATION OF BOARD GOVERNANCE PROCESS (VON WELCH)	5
C.	DOCUMENT PROGRESS FROM BOARD AGENDA (VON WELCH)	5
D.	REPORT FROM <u>COFFEE WITH THE BOARD</u>	5
E.	OBSERVATIONS TO SHARE (ALL)	5
VIII.	<u>NEW BUSINESS (MICHELLE MONROE COOK)</u>	5
A.	TRAINING AND ORIENTATION OF NEW BOARD MEMBERS	6
B.	NEXT BOARD MEETING	6

IX. EXECUTIVE SESSION **6**

X. ADJOURNMENT **6**

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

Not attending: Sharon Wiseman

Present by invitation of the Board:

Minister(s) attending: Reverend Mary Ann Macklin

Submitted by: Steven Gilbert

Appended Documents:

- A. Senior Minister's Report (Reverend Mary Ann Macklin)
- B. Chair's Report to the Board for June (Von Welch)
- C. Senior Minister's Evaluation

I. Call to Order (Von Welch)

Von Welch called the meeting to order at 7:02 p.m.

II. Chalice Lighting and Reading (Von Welch)

III. Check-in (All)

IV. Approval of the Minutes (Steven Gilbert)

A. Approval of the May Board Meeting Minutes

Steven moved to approve the May board minutes; seconded by Michelle and approved unanimously by the board

B. Approval of the June 10 Congregational Meeting Minutes

Steven moved to approve the June 10 Congregational Meeting minutes; seconded by Sandy and approved unanimously by the board

V. Senior Minister's Report (Reverend Macklin)

See senior ministers report (Appendix A attached)

VI. Old Business

A. Pledge Update and Budget Approval (Rev. Macklin)

Rev. Macklin reported that current pledges were just short of \$635K, with more pledges expected that would bring the total above that amount. Rev. Macklin therefore asked that the board consider adopting a budget based on \$640K, with reserves making up the difference as necessary. Two motions were adopted after considering restrictions imposed by the bylaws.

1. Adoption of \$630K budget

Von moved the adoption of the \$630K budget option as approved by the congregation at the June 10 meeting. Steven seconded and the board unanimously approved the budget.

2. Increase of \$630K budget to \$640K budget level

Von moved that the budget be raised to \$640K with expenditures in all lines to be set at the midpoint between the \$630K and \$650K budgets approved by the congregation at the June 10 meeting. Michelle seconded. In discussion,

Von reviewed bylaw 4.8 and concluded this motion was within the Board's authority and seemed to reflect the intent of the congregation. The motion was approved unanimously by the board.

B. Update on Racial Justice Proposal (Von Welch)

See Reports to the Board, Appendix B attached.

C. Debrief on June Congregational Meeting (Von Welch)

Suggestions for changes in future meetings were:

- Add a slide at the beginning reminding people to use microphones
- Stress time limits to speakers
- Request approval for a budget range rather than a specific amount
- Work on visibility of the slides, as they were hard for the congregation to read.
- Request presenters have written reports available summarizing the gist of their talk for inclusion in the minutes
- Recruit members, not staff or board, to handle distribution of microphones
- Have enough printed agendas for everyone

D. Certificates of Appreciation

Michelle distributed certificates of appreciation to outgoing board members present, including Pat, Sandy and Hans.

E. Motion to Adopt Gifts Policy

Sandy moved adoption of a gift policy proposed by Von, to wit:

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.

Helmut seconded the motion, which was adopted unanimously by board members present.

F. Stewardship Committee Debrief (Michelle Monroe Cook, Von Welch)

See Reports to the Board, Appendix B, attached.

G. Update on Articles of Incorporation (Steven Gilbert)

Steven reported that the change to the Articles of Incorporation have been submitted to the Secretary of State and inserted into the church copy of said articles.

VII. Monitoring (per Board Policies, Section IV)

A. Senior Minister Evaluation (Rev. Macklin)

Rev Macklin submitted her self-evaluation for board review (Appendix C, attached). Von suggested elements related to staff development should be given more emphasis. Helmut pointed out that the approval of a community minister was underplayed in the report. In response to a question from Von about what she would do if she had more resources, Rev. Macklin said she would wish to upgrade technology and the web site, and also put more emphasis into communications and public relations efforts. Diversity would also be a strong consideration in future planning. Von praised Rev. Macklin's leadership.

B. Examination of Board Governance Process (Von Welch)

See Reports to the Board, Appendix B, attached.

C. Document Progress from Board Agenda (Von Welch)

All five items identified in Reports to the Board, Appendix B, attached, were accomplished over the past year.

D. Report from Coffee with the Board

Sandra reported most conversations were about pledges.

E. Observations to Share (All)

A few additional observations were shared, including:

- Rev. Macklin reminded us that when doing announcements, board members should not just refer to the "Lucy Booth" since newcomers will not know what that is.
- Sandy reminded board members to be sure to thank staff and others for work they do for UUCB
- As a retiring board member, Pat found the experience of serving on the board enlightening.
- Several board members praised Von for his work as president over the past six years.

VIII. New Business (Michelle Monroe Cook)

A. Training and Orientation of New Board Members

Michelle reminded continuing board members that training for new members would be held from 6-7 pm, immediately preceding the next board meeting.

B. Next board meeting

The next board meeting is likely to be moved to July 25th pending discussions with others affected.

IX. Executive Session

The Board entered executive session at 8:40 p.m.

X. Adjournment

Sandy moved to adjourn and Pat seconded. The meeting was adjourned at 8:53 p.m.

APPENDIX A

2018 June Report to the Board

Reverend Mary Ann Macklin

June 10, 2018

My evaluation is based on End Statements from 2010, which are as follows:

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.

SEEKING THE SPIRIT

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life.
2. Compassionate pastoral care.
3. Life-long opportunities for spiritual growth through religious practice, leadership roles, and community action.
4. 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.

1. We are generous with our time, talent, and resources.
2. We actively encourage shared ministry and lay leadership.
3. We responsibly manage our staff, resources, and facilities.

CHANGING THE WORLD

We are leaders in our community and world.

1. We are committed to social justice and equality for all people.
2. We advocate against prejudice, injustice, and oppression of any person or group.
3. We work with other congregations and institutions with shared values and goals.
4. We work with the Unitarian Universalist Association and the MidAmerica Region.
5. We help heal the earth.

Might we explore these in the future?

As we Vision:

In 2010, our congregation hosted a workshop on societal and world changes that would impact congregational life for Unitarian Universalists. This workshop, entitled “Faith Formation 2020”, has been a source of rich information as we encounter 21st century changes. Included in changes that impact congregations are:

- *Increase in aging population and growing numbers of people with no religious affiliation
(Caring Committee and Health Care Team, VALE)
- *Increasing number of people becoming more “spiritual” and less “religious”
(Wellspring, Worship Themes, Meditation Offerings)
- *increasing diversity and pluralism in American society
(Racial Justice Task Force, Immigration and Refugee Task Force, Rainbow Rights Task Force, Mosaic Conference, overall aesthetics focus)
- * increasing influence of individualism on community life
(Congregations teach people about being in community.)
- * changing patterns of marriage and family life---Elder orphan
(Livestream, RE Different tactics for reaching out to families)
- *declining family religious socialization
(Exploring UU, Ann LeDuc Follow-Up, In pulpit speak to newcomers, Website as Teacher, Ministers as teachers)
- * increasing impact of digital media and web technologies
(Ministers and Church Administrator meet regularly with Media Guys)
(Ongoing education from outside sources)
- *impact of climate change on weather, land and people throughout the world
(Green Sanctuary, Green Grounds, Pulpit)

Congregational Meetings

(For next meeting)

- *Have Agenda of Meeting present
- *Two people up front with microphones
- *Not allow worry about the weather to expedite process

*Limit for Reports of 4 slides and 500 words or 3 minutes

*No more slides with small print (we will find a minimum size font)

APPENDIX B

Reports to Board

Von Welch, President

June 20th, 2018

Old Business

Pledge Drive Update and Budget Approval

At the congregational meeting the congregation approved two budgets and granted the board to choose between the two:

- A budget of \$718,183 - based on \$630,000 pledges
- A budget of \$738,183 – based on \$650,000 pledges

The relevant section of the bylaws if we wish to make changes to an approved budget is:

4.8 Budget. The budget is proposed by the Board and established by the Congregation at the annual Spring meeting, or at subsequent special congregational meeting prior to the start of the fiscal year. During the fiscal year total expenditures projected to exceed the budget by more than 5% must be approved by the Congregation. Congregational approval also is required for an expenditure in any budget line that is projected to exceed the budgeted amount by more than 5% or \$3,000, whichever is greater. Any mid-year changes to the annual budget may be made at the Fall congregational meeting or at a special congregational meeting. In addition, Board approval is required for all overages on budget lines.

Update on Racial Justice Proposal

The proposal “Africa: A Different Story - Disrupting White Supremacy” was declined by the Fund for UU. Martha Foster is planning next steps.

Debrief on June Congregational Meeting

Von’s notes:

1. We should add a slide at the beginning reminding people to use the microphone.
2. I should have stressed time limits to the speakers.

Motion: Adopt 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 proposed that that Board consider adopting the following policy. While not technically necessary (it does not convey any authority to the Senior Minister they do not already possess), it serves 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/>

Stewardship Committee Debrief

The Stewardship committee met on June 4th.

- The proposed Gifts Policy was discussed without significant feedback.
- A committee to propose a set of bylaw and policy changes with regards to undesignated gifts has been formed. Its members are Sharon Wiseman, Libby DeVoe, Chris Haynes, and Ed Robbins. Chris Haynes will convene the first meeting. The Undesignated Gifts Committee has the charter of drafting a set of bylaw changes and relevant policies such that undesignated gifts to UUCB are well allocated strategically by UUCB ([background](#)). The committee's changes need to be endorsed by the Board, Planned Giving, and SPF and then presented to the Congregation at the December 2018 Congregational Meeting for any needed approval.
- The committee will meet next on September 12, 2018 7pm. The committee can be reached at Stewardship-Future@egroups.churchdb.com

Monitoring

Ministerial Evaluation

Examination of Board's Governance Process Von Welch

1. The Board is functioning well. I am aware of no significant governance issues.
2. The revised monitoring seems to be effective in that the items to be monitored seem clearer. Of course, since I was involved in authoring the changes this is almost self-fulfilling. The next year will be a better test of this.
3. The increased monitoring of Religious Education, recognizing its importance in our congregation, seems useful and I suggest continuing it.
4. The Board had some very good discussions this last year on some tough issues. Discussions seemed nothing but respectful and productive and all members are to be commended.
5. The youth liaison contributed a useful additional perspective.

Document progress from Board Agenda

Von Welch

The Board successfully completed all five items from its 2017-18 agenda

1. Strategic stewardship: I've noticed two trends: (1) we've had success lately with short, focused fund-raising events (e.g. Pledge Day, Solar Panel Spring); and (2) we seem to have a growing number of volunteers who hesitate making involving in longer-term commitments. I propose we explore a long-lived committee that has three purposes: (1) coordinating short-term fund-raising events throughout the year, (2) coordinating, as needed, amongst the UUCB various financial groups (e.g. Planned Giving, Finance Committee, SPF, and the Board), and (3) working towards strategic goals, e.g. as defined in the Future of Stewardship Report.
2. Establishing Right Relations: Following up on the vote from the June Congregational Meeting, establish a Right Relations Committee and determine how the Covenant of Right Relations should be communicated going forward.
3. Exploring the Community Minister concept: Reverend Macklin is interested in developing a formal role, currently referred to as a "Community Minister", for UU Ministers in the Bloomington area who are not currently formally affiliated with UUCB. I expect Reverend Macklin to start this conversation when she returns from vacation.
4. Succession planning: This is my sixth year on the Board and, per bylaw 4.2, my last. I want to help those on next year's Board are comfortable with their roles. I plan to delegate to other Board members, particularly the Vice-President, much more than I have in the past.
5. Youth Board Liaison. Define and document the Youth Board Liaison position.

New Business

Training of New Board Members

The training materials used in prior years can be found in the [Board's Google drive](#).

APPENDIX C

SENIOR MINISTERS EVALUATION

SEEKING THE SPIRIT

We have a meaningful liberal religious experience which includes:

1. A rich, diverse worship life

As we near the conclusion of our 2017-2018 fiscal year, our country's leadership continues to embrace action and attitudes in deep opposition to our liberal religious values. As a result, our Sunday morning worship time plays a pivotal role in many people's lives to nourish resilience and inspire action. *My key focus, as Senior Minister, is to insure that rich and meaningful worship services are created which keep us grounded in our identity as Unitarian Universalists, nurtured in mind/body/spirit and inspired to our greater selves. This is my greatest emphasis for our congregational health, both locally and through live streaming.*

We have worked extensively with our sound and tech staff to increase the quality of our worship services and live streaming. This is an area of ongoing change in technology to which we must adapt. Ministers now meet quarterly with Sound Tech Crew and Church Administrator to work out glitches and vision possible needs and outcomes. The use of a monthly worship theme continues to engage our congregation on many levels, from Sunday Worship (preaching and music) to Religious Education, from Chalice Circles to Social Justice Task Forces. Themes allow us to deepen our experience of a topic through various levels .

Our music and religious education has combined and offered many rich experiences within our worship life---the Lorax was amazing musical experiences which involved over 80 volunteers plus the choir; we had a Rock and Soul Sunday; Boyce piece, Godspell/Jesus Christ Superstar for Easter and C.P.E. Bach Magnificat among other experiences. We did more participatory stinging- ie we did an Alleluia congregational round with choir. Our Intergenerational Services continue to enrich our worship experiences through story, ritual and special music; our water communion and solstice-equinox are now often intergenerational. During our recognition and declaration of Music Director, Susan Swaney's 25 years of leadership, a Music Commission Fund was established with over \$10,000.

Ministers are receiving accolades for preaching. I believe it is has been particularly strong and creative this year. Themes definitely help us deepen our experience. Ritual has also deepened our ritual experience, whether acknowledging our Coming of Age Participants or Youth or celebrating 75 years of marriage, these worship service moments take us beyond words.

2. Compassionate pastoral care.

Caring Committee and Health Concerns team have stepped up to help create a caring network. I asked Connections Coordinator, Ann LeDuc, to meet with Caring Committee once a month. I now meet with Chairs of Caring Committee and Health Concerns once a month prior to that meeting to strategize regarding procedures, limitations and creative problem solving. I recently sent the Chairs a series of resources for congregations offering care in the 21st century which we will be exploring soon in preparation for our 2018-2019.

Our staff continues to include pastoral care check-in as part of our weekly core staff meeting. Individual staff members are asked to follow-up with people in their areas in need of pastoral care. Ministers and staff discern when it is needed for a minister to step in.

The Connection Coordinator makes Anniversary Calls re membership which often bring to light pastoral concerns that had not been expressed. Our staff also began having periodic luncheons at retirement centers where a large number of Unitarian Universalists live.

We hosted an End of Life Interactive Theater with Diane Kondrat. Reverend Doctor Susan Swaney has implemented a Sing for Joy choir which involves people of all levels, including those experiencing dementia. Next year, the staff is exploring how to become an official dementia-friendly space.

Specific Support. We offered a very successful grief support group and a Parents of high school seniors support group.

3. Life-long opportunities for spiritual growth through religious practice, leadership roles, and community action.

This year we started a pilot group for the Wellspring program which is focused on spiritual deepening. Spiritual growth is created within our choir, religious education, leadership cultivation, UU/UNO trip, Exploring UU Classes, and Coming of Age.

Meanwhile I helped create a gathering of local UU Ministers here in the greater Bloomington area.

Our staff and some lay leaders have participated in anti-racism training locally, choral conference, anti-bias and child development training, and a number of UUA webinars and workshops. We sent a strong contingent of members, staff and ministers to General Assembly 2018.

4. Knowledge of denominational and congregational UU History and traditions.

These areas are covered in Exploring UU and religious education; we continue to share with congregation when drawing on sources and promises in classroom and pulpit and Wellspring. This year we specifically added this to the Coming of Age program. Stuart Yoak is teaching. A UU History class and Elof Carlson creates regular history articles in our newsletter, the Prologue. Of course, General Assembly is an embodied source of knowledge for participants.

BUILDING COMMUNITY

1. We are generous with our time and resources.

We provide space for several 12 step program groups. We hosted our 17th Annual Ramadan Gathering. We participated in the Building a Neighborhood Together interfaith work with all ages. We also had booths at Pride Fest and Monroe County Fair. Reverend Macklin participated in MLK Celebration service. The choir sang at Black History month event. Reverend McNeill and Reverend Macklin participated in Indiana University events, providing invocations. We host several Life Story groups. Our Religious Education program and Harry Potter class put on a remarkable Hogwarts dinner. We attempt to accommodate memorials as needed by non-members but also recognize our limitations.

2. We actively encourage shared ministry and lay leadership.

Reverend Macklin and Reverend McNeill worked a great deal on Sanctuary status as well as status of our new Affiliated Community Ministers. Both ministers actively encourage shared ministry and lay leadership. Our Chalice Circle program is one example where we train and meet ongoing with our facilitators.

Our new VALE (Vigiling at Life's End) has grown and creatively adapted to new situations. Monthly meeting with vigilers are for sharing experiences and for educational opportunities. We have now partnered with Indiana University Health Hospice for training as well.

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

Our new solar panels which involved ministers, staff and lay leaders in a joint effort, have resulted in a negative reading for our monthly energy bill. We now do a quarterly walk through for the building at my request. Reverend Macklin and Reverend McNeill have supported our Green Grounds to begin a base perma-culture expression on our grounds.

We invited Usher John Summerlot active shooter training for staff and lay leaders/

At my suggestion, we now are doing monthly surveys to collect feedback for staff and lay leaders. These surveys are for information gathering as well as educational in nature.

Reverend Macklin specifically asked for a Celebrations line in our budget in addition to our Staff Development line.

Changing the World: we are leaders in our community and our world

1. Committed to social justice and equality for all people.

Look around. Our Social justice task forces are active both in the Bloomington community, within the congregation and within worship services. Again, some of us have participated in anti-racism training and dementia friendly training. Church administrator, at my request, continued work and study on accessibility for building and worship services. Staff and ministers have trained in micro-aggression to micro-affirmation. And our board committed to funding BLUU money at \$10 per member. Thank you Board!

2. Advocate against prejudice, injustice and oppression

Due to anti-bias training in Religious Education our Spirit Play stories are less white and less male centered. We certainly raised consciousness around the Me, too movement and Reverend McNeill is working with Middle Way House for future Bloomington programming. We have a gender neutral bathroom. Our Leadership Cultivation is seeking to balance of recruitment of future leaders. This year our mentor program did not depend on same gender. Our signage has changed to be more inclusive. We do numerous postcard writing campaigns.

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

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

We are partnering with UU Columbus for our next Chalice Circle training. We have youth participants in the UU/UNO conference. Reverend Macklin and Reverend McNeill hosted Regional Webinar for MidAmerican Regions Scott and MAM did regional webinar. Reverend Macklin will be presenting a workshop on policy governance with All Souls in Indianapolis. Reverend Leite has offered weeklong workshops on Spirit Play to congregations on the East coast. Our live streaming is now viewed throughout US and globally—we received information from our online host. We regularly consult with MidAmerica staff and UUA staff.

5. We help heal the earth

In terms of worship, The Lorax commitments on truffulas and the Cary Boyce piece *Dies Erae* , a lament for the earth. Solar panels happened, green grounds, reduction of light pollution; we worked with the statehouse for Solar Panels legislation. We are greening our grounds and encouraging members and friends to do the same.

Reverend Scott McNeill is overseeing much of our social justice work to Change the World. I supervise Reverend Scott.