

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

March 20, 2019



I. CALL TO ORDER	3
II. CHALICE LIGHTING AND READING	3
III. CHECK-IN (ALL)	3
IV. APPROVAL OF THE MINUTES	3
V. SENIOR MINISTER'S REPORT	3
A. BUDGETARY REQUESTS FOR THE NEXT FISCAL YEAR (II.D1: ANNUAL BUDGETING)	3
B. CURRENT AND DESIRED STAFF AND MINISTERIAL COMPENSATION AND BENEFITS (II.C: COMPENSATION AND BENEFITS)	3
VI. OLD BUSINESS	3
A. OPERATIONAL FINANCIAL TASKS CHART/TREASURER JOB DESCRIPTION	3
B. APPRECIATIVE INQUIRY UPDATE	4
VII. MONITORING (PER BOARD POLICIES, SECTION IV)	4
A. RIGHT RELATIONS COMMITTEE	4
B. DENOMINATIONAL AFFAIRS	4
C. LETTER OF SUPPORT REQUEST	4
D. REPORT FROM "COFFEE WITH THE BOARD"	4
E. OBSERVATIONS TO SHARE	4
VIII. NEW BUSINESS	5
A. RIGHT RELATIONS COMMITTEE ADDITIONAL MEMBERS	5
B. PLEDGE DAY ROLES AND RESPONSIBILITIES	5
IX. EXECUTIVE SESSION	5
X. ADJOURNMENT	5

Board members attending: Michelle Cook, Steven Gilbert, Ed Robbins, Julie Lawson, Sharon Wiseman, Helmut Hentschel

Not attending: Stuart Yoak

Present by invitation of the Board: Arzetta Hults-Losensky

Ministers attending: Reverend Mary Ann Macklin (partial)

Submitted by: Steven Gilbert

Appended Documents:

- A. Chair's Report to the Board
- B. Operational Financial Tasks Chart
- C. Treasurer's Job Description

I. Call to Order

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

II. Chalice Lighting and Reading

Michelle Cook conducted the chalice lighting and reading.

III. Check-in (All)

IV. Approval of the Minutes

Michelle Cook moved to approve the board meeting minutes for February. Julie Lawson seconded, and the motion carried.

V. Senior Minister's Report

A. Budgetary Requests for the Next Fiscal Year (II.D1: Annual Budgeting)

B. Current and Desired Staff and Ministerial Compensation and Benefits (II.C: Compensation and Benefits)

Arzetta Hulst-Losensky, representing Rev. Macklin, reported that the Finance Committee was making progress on the creation of next year's budget, focusing her remarks specifically on salaries and compensation. Current proposals are based on \$650K and \$670K pledge totals, with changes in compensation/hours being higher and more extensive at the upper pledge level. Arzetta pointed out that changes in the formula for UUCB's annual payment to the national office has resulted in a net gain for the church of \$4.4K, but Treasurer, Ed Robbins, reminded her that \$10K will be lost due to re-allotment of church funds internally. At-large member, Helmut Hentshel indicated that the possible imbalance might be resolved with SPF funds. Actual proposals for changes in staff hours and compensation are still being determined. The board will receive final proposals in subsequent meetings. The board also discussed alternative modes of compensation where salary increases may not be feasible.

VI. Old Business

A. Operational Financial Tasks Chart/Treasurer Job Description

Michelle Cook reported that the operational financial tasks chart (Attachment B) and a new job description for the job of treasurer

(Attachment C) are complete. The administration rejected a suggestion to include the SPF on the chart because SPF finances are not part of the daily operational finances the chart addresses.

B. Appreciative Inquiry Update

Michelle Cook proposed a committee and timeline for the establishment of an Appreciation Inquiry effort as shown in Reports to the Board, Attachment A. Steven Gilbert moved establishment of a five-member committee in keeping with Michelle's proposal. Ed Robbins seconded. The motion carried.

Stuart Yoak and Sharon Wiseman will serve as the two board members on the committee, and will work with ministers and others to identify the three members of the committee from the congregation.

VII. Monitoring (per Board Policies, Section IV)

A. Right Relations Committee

Postponed until the April board meeting at the request of the committee.

B. Denominational Affairs

In keeping with a proposal by Rev. McNeill, he will report to the board on denominational affairs twice a year, normally in March and in September. This month's report is postponed until April.

C. Letter of Support Request

Michelle Cook reported receiving a request for a letter of support as outlined in Reports to the Board, Attachment A. No one raised any objection to her fulfilling the request as outlined.

D. Report from "Coffee with the Board"

Steven Gilbert reported no issues raised by members.

E. Observations to Share

Michelle Cook reported that one member of the church had expressed a desire for establishment, or at least for contact with, a pagan group within the church. The possibility of holding an open table meeting on a Sunday between services for those interested in joining a pagan group was identified as a possible solution.

Sharon Wiseman reported that she, Iris Keisling and Dan Wiseman would be going to the Mid America conference in April in St Louis. Michelle mentioned that Hans Kelson will also be attending.

VIII. New Business

A. Right Relations Committee Additional Members

Michelle Cook proposed adding two new members to the Right Relations Committee, for a total of five, to ensure the availability of at least two members to address any given issue brought to the RRC. Julie moved and Sharon seconded the proposal, which the board approved unanimously.

The board agreed that such a change did not require approval by the church membership since RRC is a board committee, approved by the membership but not formally established in church bylaws.

B. Pledge Day Roles and Responsibilities

Rev. Macklin stopped by to report that “Blooming UU” will be the theme for this year’s pledge campaign. April 20 will be pledge day. Requests for participation by staff and board members will be forthcoming. For the present, pledging and pledge day announcements in church will be handled by Julie Lawson and Sharon Wiseman on the 7th and 21st of April, while Michelle Cook and Stuart Yoak will announce plans in both services on March 31st.

IX. Executive Session

Board entered executive session at 8:10 p.m.

X. Adjournment

Sharon Wiseman moved for adjournment, with Ed Robbins seconding. The motion carried and the meeting adjourned at 8:30 p.m.

ATTACHMENT A

Reports to the Board

Michelle Cook, President

March 20th, 2019

Old Business

Operational Financial Tasks Chart and Treasurer Job Description

The Leadership Cultivation Committee (LCC), on request of the Senior Minister, has created a [Operational Financial Tasks Chart](#) as a guidance document for staff, officers, and volunteers with some level of involvement with the financial affairs of the church. As a result of the actions reflected in this document, the [Treasurer's Job Description](#) document was also updated. Both documents are now in their final versions. The Senior Minister is advised (by the Board) to adopt the Operational Financial Tasks Chart as an addendum to the Church's Operational Policies.

Update: Appreciative Inquiry

At the February 2019 Board meeting, the draft framework and timeline for Appreciative Inquiry (copied below) was presented to the Board for review and comment. Upon hearing no proposed revisions or amendments, the Board is now tasked with recruiting the Steering Committee that will implement Appreciative Inquiry at UUCB.

MOTION: To establish an Appreciative Inquiry Steering Committee comprised of two Board representatives and three congregants that are representative of various qualities and demographics of the congregation. The Steering Committee shall exist in this regard, only to be disbanded once its purpose is fulfilled.

AI - Draft Framework & Timeline

Month	Task
March +	Establish a steering committee to lead the Appreciative Inquiry process from start-to-finish. The committee should be composed of two Board representatives and three congregants that are representative of various qualities and demographics (i.e., age, gender, length of membership, level of involvement in congregational life, invested in the future of the congregation, etc.)

	The committee shall conduct research on the methods, roles, responsibilities, benchmarks, etc. for conducting Appreciative Inquiry (AI) and establish and communicate a definition of AI and associated Covenant to the congregation.
June	The committee shall present the AI definition, Covenant, and calendar to the congregation at the June Congregational Meeting.
July/Aug	Continue advertisement of the AI definition, Covenant, and calendar to the congregation through various communication channels. Recruit an individual/firm to assist in evaluation of the data collected during the Discovery phase of AI.
Sept/Oct	Discovery: Collect data. Conduct interviews, receive reflections from congregation members through in-person, online, and other methods.
Nov/Dec	Dream: Evaluate data. Identify themes and potential for the future of the congregation. Share outcomes of the evaluation at the December Congregational Meeting.
December +	Design: Visioning & Goal Setting. Craft propositions, action items, and goals, in alignment with the Dream. Destiny: Prepare to act. Declare the intended actions identified in the Design and ask for support from the congregation to meet established goals.

Monitoring

Right Relations Committee Report

The committee members, Amy Makice, Jack King, and Doris Wittenburg, requested that the committee's annual report to the Board be postponed to April, 2019.

Denominational Affairs

Rev. McNeill presented a report on denominational affairs and activities of the UUA and MidAmerica Region.

Letter of Support Request

President of the Board, Michelle Cook, was contacted by Centerstone VP for Population Health & Clinical Integration, Jason Turi, to provide a letter of support to the agency as it seeks to apply for a federal grant that will establish a Federally Qualified Health Center (FQHC) in

Bloomington. Mr. Turi indicated that letters of support from faith-based organizations is a requirement of the grant. He also offered that another Bloomington community health organization, Volunteers In Medicine (VIM), would also be applying for the same funding. Both organizations are in support of one another in this endeavor.

This matter is being brought to the attention of the Board of Directors for discussion as both Centerstone and VIM have strong ties to our congregation through our membership and outreach. It is proposed that if the Board chooses to provide a letter of support to Centerstone, one should also be offered to VIM as part of their grant application package.

From the [grant application website](#):

Overview

The purpose of the Health Center Program New Access Points (NAP) funding opportunity is to improve the health of the nation's underserved communities and vulnerable populations by expanding access to affordable, accessible, quality, and cost effective primary health care services. NAP funding provides operational support for new service delivery sites for the provision of comprehensive primary health care services (i.e., new access points). Applicants must propose at least one full-time, permanent new access point site that has primary medical care as its main purpose.

Subject to the availability of appropriated funds, HRSA anticipates awarding approximately \$50 million to support an estimated 75 NAP awards in Fiscal Year 2019. The maximum annual funding request is \$650,000.

[Letter of Support Template provided by Centerstone](#)

New Business

Right Relations Committee Additional Members

[Covenant of Right Relations](#)

Rationale: The current members of the Right Relations Committee would like for at least 2 members to be present for any RRC work. Having up to two more members will allow the RRC to be prompt in meeting congregational needs. It also gives the committee spaciousness if the issue is one that a committee member or members is connected with and wouldn't be a good match for helping.

MOTION: To amend the membership of the Right Relations Committee to include up to five members, with a minimum membership of three persons at any given time.

Pledge Day Roles & Responsibilities

Rev. Macklin lead a discussion with the Board on members' roles and responsibilities for Pledge Day 2019.

ATTACHMENT B: Operational Financial Tasks 2019
Final 03/09/19

	A	B	C	D	E	F	G	H	I	J
1	Office Assistant *	Church Admin *	Bookkeeper *	Senior Minister *	Board	Treasurer	CFO	Finance Cmte	Outside Firm*	
2										
3	Prepares deposits, Sun. plate, pledges, and all cash & checks	Supervises bookkeeper & Office Assistants	Manages entries in QuickBooks (QB)	Sets all financial priorities	Sets the annual pledge goal	Reviews financial expenditures & documents for accuracy Bi-weekly	Assists & advises Sr. Minister re: financial matters	Advises Treasurer re: financial reports	ADP does payroll	
4	Records deposits in the deposit-spreadsheet	Reviews deposits prepared by Office Assist. Prepares bank deposits occasionally	Transfers deposits & other transactions into QB	Has ultimate authority for all financial decisions & accountability	Sets Senior Minister's salary	Ensures expenditures are within budget	Reviews monthly budget reports	Reviews monthly budget reports	ADP issues IRS & IN. compliant statements by Jan 31	
5	Records pledges & contributions in data base	Creates & distributes 1099's & other non-payroll govern-ment filings	Prepares most paper checks & pays online bills	Creates the annual budget w/consulta-tion with Board, CFO & others	Reviews and/or adjusts and proposes the annual budget	Presents annual budget, on behalf of Sr Min, to the Board for approval or adjustments	Assists Sr. Minister to create annual budget	Reviews annual budget & advises as needed	ADP issues W-2s	
6	Prepares invoices for bill payments	Reviews, publishes & distributes monthly budget reports (SrMin, Trsur,CFO,& printed copies)	Produces monthly financial reports	Organizes Pledge Drive w/ ministry team, staff, & At-Large Board members	Prepares agenda & conducts the annual cong. meetings	Ensures expenditures are within budget	Assists Church Administrator (e.g. with benefits) when needed	Performs internal audits in odd years when no external audits	CPA firm conducts the external audit (in an odd year)	
7		Reviews & monitors bank account activity	Direct deposit for employee reimburse-ments	Signs checks (AM & MRE also sign checks)	Arranges audit or review in odd numbered years	Provides quarterly financial reports to the Board [see Board Policies II.E]	Assists Treasurer with reports	Assists Treasurer in preparing a 5 year financial plan		
8		Bookkeeping and check writing for Women's Alliance	Reconciles bank statements		Appoints Finance Committee By-Laws 5.7	Signs checks twice a month				
9										

**ATTACHMENT B: Operational Financial Tasks 2019
Final 03/09/19**

	A	B	C	D	E	F	G	H	I	J
10	Office Assistant *	Church Admin *	Bookkeeper*	Senior Minister*	Board	Treasurer	CFO	Finance Cmte	Notes	
11		Bookkeeper for SPF - Writes cks, balances ck bk, reviews investment stmts, creates qtrly reports			President signs checks (Vice Pres, optional ck signer)	Reviews & monitors online bank acct activity twice monthly w/o notifying church admin			See Church Bylaws for details. Fiscal Mgt: 4.8, 5.5.5, 5.6, 7, 12.2	
12		Compiles financial data for UUA annual report			Elects a Board member to SPF cmte (in addition to the Treasurer)	Reviews bank statements monthly			http://www.uubloomington.org/wp-content/uploads/2018/12/BYLAWS-2018-Dec-1.pdf	
13						Provides semi-annual reports to cong at Fall meeting			See Board Policies II.D, II.D.1, II.E, III.C	
14						Prepares & maintains, with assistance of the Fin Cmte, a 5yr financial plan			http://www.uubloomington.org/wp-content/uploads/2015/01/UUCB-Board-Policies-August-2018.pdf	
15						Chair of Finance Committee			* Paid Position	
16						Member of SPF Committee			Board, Treasurer, CFO, & Fin Cmte are volunteers	

ATTACHMENT C

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON | BOARD OF DIRECTORS

Position: Treasurer
Last Updated: March 13, 2019

The job of the Treasurer is to assist in ensuring the fiscal health of the corporation. The Treasurer is part of a team that ensures policies are those set by the Board.

In addition to Qualifications, Responsibilities and Time Requirements of At-large Board members, the treasurer has the following additional duties:

Principal Responsibilities:

- Monitor financial functions: Twice monthly reviews deposit paperwork, payments, timecards, checks, etc. and signs paper checks.
- Monitors income and expenses including individual budget lines. If not within the budget, notifies the Board and the congregation.
- Makes summary finance reports to the Board (refer to Board schedule for required reports and dates).
- Reviews, with the Finance committee and CFO, the annual operating budget developed by the Senior Minister.
- Presents annual operating budget, on behalf of the Senior Minister and the Board, to the congregation at the spring meeting.
- Presents mid-year report, including major budget changes, at the fall congregational meeting.
- Develops, with assistance of the Finance Committee and the CFO, a five-year capital financial plan.
- Chair of Finance Committee, ad hoc member of the Special Purposes Fund Committee, and member of the Future of Stewardship Committee.

Time Requirements:

- Monthly, attend Board meetings.
- Per Board schedule, prepare, for Board approval, policies governing financial management.
- Monthly, review bank statements, the operating budget year to date, and the balance sheet.
- Twice monthly, review income/expense paperwork including deposit paperwork, timecards, etc. and sign paper checks.
- Twice a year, present budget and financial information at the spring and fall congregational meetings.
- Attend Finance, Future of Stewardship, and Special Purposes Fund committee meetings and prepare reports from those committees to the Board.

See the church Bylaws and Board policies for specific details.

BYLAWS

<http://www.uubloomington.org/wp-content/uploads/2018/12/BYLAWS-2018-Dec-1.pdf>

Fiscal Management: 4.8, 5.5.5, 12.2

4.8 Budget: The budget is proposed by the Board 5.5.5 Role of Treasurer

BOARD POLICIES

<http://www.uubloomington.org/wp-content/uploads/2015/01/UUCB-Board-Policies-August-2018.pdf>

Also see the Division of Financial Tasks 2019 chart for additional information.