

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

May 15, 2019



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Board members attending: Michelle Cook, Stuart Yoak, Steven Gilbert, Ed Robbins, Sharon Wiseman, Helmut Hentschel

Not attending: Julia Lawson

Present by invitation of the Board:

Ministers attending: Reverend Scott McNeill

Submitted by: Steven Gilbert

Appended Documents:

 A. Chair's Report to the Board

B. Senior Minister's Report

I. Call to Order

Michelle Cook called the meeting to order at 6:59 p.m.

II. Chalice Lighting and Reading

Helmut Hentschel 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 April. Stuart Yoak seconded. The motion carried.

V. Senior Minister's Report

Reverend May Ann Macklin submitted the report in Attachment B. Rev. McNeill provided an update on pledges to date for next year, which total \$586,815 with 295 pledges received. This is, he reported, about where matters stood last year at this time. Reverend McNeil expressed confidence that continuing efforts to collect pledges could result in a budget in the range of \$640-\$650K as approved by the board in April, perhaps closer to the low end. Michelle Cook asked whether it might be wise to move for board approval of a \$650K budget to propose to the congregation at its meeting June 9, or to remain with the range. Rev. McNeill advised staying with the original range.

VI. Old Business

A. Update: Appreciative Inquiry

Stuart Yoak reported he and Sharon Wiseman met with Melinda Swenson to review that last church effort at Appreciative Inquiry which resulted in a report in 2008. According the Melinda, that effort was quite successful, resulting in considerable sharing of stories and useful insights from congregational members into what the church was doing well. As a result of her insights, Stuart and Sharon agree, with Melinda's concurrence, that the new AI effort could probably end by December of this year if launched early in the coming fall. With the possible assistance of the Leadership Cultivation Committee, their goal is to form an AI committee to present to the congregation at its meeting in June.

B. Update: Bylaw Changes for June Meeting

Michelle Cook reported no bylaw changes to propose at the June congregational meeting.

VII. Monitoring (per Board Policies, Section IV)

A. Letter of Support for Rev. Leite

Michelle Cook reported that the letter of support for Rev. Leite's Chalice Lighter Grant Application has been sent.

B. Report from "Coffee with the Board"

Michelle Cook and Steven Gilbert reported considerable social interaction, but no suggestions or concerns raised at Coffee with the Board.

VIII. New Business

A. Staff Report: Senior Minister

The senior minister's staff report is being clarified. If it differs from the Senior Minister's report (offered monthly already) it will be deferred to the June board meeting. If there is no difference between the two reports, the senior ministers report will be removed from the monitoring calendar.

B. June Congregational Meeting Preparation

Board members discussed and clarified preparations for the June Congregational meeting as outlined in Reports to the Board Attachment A. The board also reviewed and discussed the tentative agenda for the meeting that Michelle Cook proposed.

C. Preparations for Ministerial Evaluation

Informational item only, see last item, Attachment A.

IX. Housekeeping

Announcements signup and calendar review were discussed

X. Executive Session

The Board entered executive session at 8:11 p.m.

XI. Adjournment

Steven Gilbert moved for adjournment. Michelle Cook seconded. The motion carried. The meeting adjourned at 8:37 p.m.

Reports to the Board

Michelle Cook, President

May 15th, 2019

Old Business

Update: Appreciative Inquiry

At the March 2019 Board meeting, the Board voted 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.

The Board representatives to the Appreciative Inquiry Steering Committee are Sharon Wiseman and Stuart Yoak. Additional committee members will be recruited by Stuart and Sharon with input from the Ministry Team.

Month	Task
March +	<p>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.)</p> <p>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.</p>
June	The committee shall present the AI definition, Covenant, and calendar to the congregation at the June Congregational Meeting.
July/Aug	<p>Continue advertisement of the AI definition, Covenant, and calendar to the congregation through various communication channels.</p> <p>Recruit an individual/firm to assist in evaluation of the data collected during the Discovery phase of AI.</p>
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.

Update: Pledge Drive

Our Pledge Drive will likely fall short of \$650,000; however, we may meet it IF everyone who pledged last year, pledges again. The overall goal remains \$670,000. Rev. Macklin has requested that the Board present a second ask to the congregation. This will be achieved as an ask for pledge increases at the Congregational Meeting. The intention is to not have a pledge drive next year but to keep everyone at the same pledge level for both FY19-20 and FY20-21.

Update: Bylaw Changes for June Congregational Meeting

Currently, there are no proposed changes to the church Bylaws to be presented at the June Congregational Meeting.

Monitoring

Staff Report: Senior Minister

New Business

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

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.

ATTACHMENT B

Senior Minister Report Board Meeting May 15, 2019 Reverend Mary Ann Macklin

Pledge Drive:

Reverend McNeill will provide an update on the Pledge Drive at the Board Meeting which I will miss as I will be co-facilitating a retreat in Brown County for Women Writing For (a) Change. The Board's Pledge Goal is \$670,000. However, it appears we will fall short of that ambitious goal and end up near \$650,000. Our budget contains a \$650,000 budget and a \$670,000. If we fall short of OR barely attain the \$650,000 budget, I encourage the Board consider a call out at the congregational meeting for increases in current pledges for the new fiscal year.

Leadership Cultivation Committee:

As part of the LCC enriched model of cultivating leaders and filling elected positions with candidates who are familiar with Policy Governance and other aspects of the church, Reverend McNeill and I have been meeting with individual candidates for elected positions to explore their motivations and educate them regarding various aspects of congregational life and governance. So far that process is going well and is an important addition to the cultivation process.

Chalice Circles:

We are about to bring another year to close of our small group ministry program, Chalice Circles. Next week will be the last meeting of the Reverend McNeill and Reverend Macklin with the Chalice Circle Facilitator Groups, in which facilitators have a circle in which to explore the process of their groups as well as the gifts and challenges that come along with group dynamics. Dates have been set for the Chalice Circle kick-off in August. Special thanks to Anna Beauchamp who was the chair this past year but recently had to step down due to increased work hours. Recognition luncheon for facilitators will be June 2nd after church worship services.

Wellspring:

This year we had two Wellspring groups which include five components of spiritual deepening: Daily Spiritual Practice, Meeting with a Spiritual Director, Study or Resources, Twice a month group meetings and Living out values. Reverend Leite led a small second level group (composed of those who have done the first level of Chalice Circles). I, along with Denise Breeden-Ost, led a first

level group which will offer a worship service in mid June. Wellspring winds up in June and will begin again in September.

Pastoral Care:

Ministers and lay leaders remain very active in the many ways we care for members and friends of this congregation. As the congregation grows and ages, the need for pastoral care increases. Please note there will be a Memorial Service for longtime member Marion Sinclair on June 12th, a Wednesday, at 2pm. When a longtime member dies, I encourage Board Members to attend the memorial if possible as a means of honoring that person's place in our community. Tony Reilly, a member of the congregation, also died recently but no memorial is scheduled at this time.

We have an increasing number of members dealing with dementia so we are increasing support networks and education in this area.

Core Staff Retreat

Core staff retreat will take place next week. We appreciate the support of the Board Leadership for this needed break from the regular demands of serving a large congregation.

Congregational Meeting

The congregational meeting will take place on June 9th. My evaluation report is part of next month's monitoring.

Respectfully submitted,

Reverend MaryAnn Macklin