

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

June 19, 2019



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

Not attending: none

Present by invitation of the Board: Rich Slabach

Ministers attending: Reverend Mary Ann Macklin

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 7:00 p.m.

II. Chalice Lighting and Reading

Stuart Yoak conducted the chalice lighting and reading.

III. Check-in

IV. Approval of the Minutes

- Michelle Cook moved and Stuart Yoak seconded a motion to approve the May 15 Board Meeting Minutes. The motion carried.
- Michelle Cook moved and Ed Robbins seconded a motion to approve the June 9 Congregational Meeting Minutes. The motion carried.

V. Senior Minister's Report

As is customary, Reverend Macklin submitted her annual report as her Senior Minister Report for our June Board Meeting. She added that Dick Stumpner is working on the mysterious leaking roof downstairs and will be bringing in another roof consultant tomorrow. She also reported that several of our elder members are in hospice now. Please see her annual report (Attachment B) for more information.

VI. Old Business

A. Update: Appreciative Inquiry

Stuart Yoak reported that he and Sharon Wiseman are in the process of putting together the appreciative inquiry steering committee. They would like to increase the membership from the five members previously approved by the board to up to seven members. To that end, Stuart proposed a motion to amend the membership of the appreciative inquiry steering committee to include at least one board member and a maximum of five congregational representatives (see Attachment A). Julie Lawson seconded. The motion carried.

B. Update on Pledge Drive

Reverend Macklin reported that member pledges currently total \$631,257. Staff are still attempting to contact members who have pledged in previous years, but have yet to commit to pledging for FY2019-20.

VII. Monitoring (per Board Policies, Section IV)

A. Affiliated Community Ministers Report

Michelle Cook postponed the report by Reverend Forrest Gilmore until July.

B. Examination of the Board's Governance Process (Section III.A-E, H)

Michelle Cook reviewed the board's governance process as shown in Attachment A, Monitoring, under the above title. Michelle recommends that the board consider significant changes in the responsibilities of board members as outlined in items four through six, but no discussion ensued at this time.

C. Document Progress from Board Agenda (III.G: Agenda Planning)

Michelle Cook summarized progress toward meeting the goals set for 2018-2019 in Attachment A, Monitoring, under the above title.

D. Report from "Coffee with the Board."

Ed Robbins and Sharon Wiseman reported that a number of people approached them to talk informally, but nothing of significance was discussed.

E. Any Observations to Share

- Ed Robbins suggested that more staff training with Quick Books would free up time for everyone by allowing staff to complete tasks in a more efficient manner than is currently the case. Michelle Cook said this could be an item to deal with in the coming year.
- Stuart Yoak reported that someone had asked for a copy of the complete budget at the congregational meeting. Ed Robbins reported that Arzetta Hulst-Losensky, as Chief Financial Officer, had advised against making full copies available in the interests of avoiding prolonged discussions of minor points in the budget. Ed pointed out that copies were available online. Given that not all members have access to documents on the web, Rev. Macklin suggested making sure everyone had access to copies prior to the meeting—hard copies if necessary—but supported not having such copies available at the meeting proper.
- Ed Robbins pointed out that some members of the church might not have understood that the matching funds for pledges offered by an individual church member were not to be drawn from existing church funds. He felt this should be clarified, perhaps in the Friday update. Michelle volunteered to provide the notice, including clarification raised by Ed, in the next two Friday Updates.

VIII. New Business

A. FY2019-20 Budget Approval

In light of the pledges collected to date, Michelle Cook proposed approval of the \$650,000 budget option for FY2019-2020. Julie Lawson so moved and Sharon Wiseman seconded. The motion carried.

B. Board Policy Update

At the request of Reverend Macklin, Stuart Yoak asked the board to consider a motion to amend board policy II.F as shown in Attachment A under Board Policy Update. This would increase the amount that a senior minister could purchase without competitive bids from \$1000 to \$10,000, and add a requirement for approval of any such purchase by the CFO and Board President. Stuart moved for the change and Sharon Wiseman seconded the motion. After discussion, Ed Robbins proposed changing the words in the amended text from “operational projections” to “current budget.” This change met with general agreement. Stuart called for a vote on the amended text with the changed wording. The motion carried.

C. Thanks for Service

Michelle Cook thanked Ed Robbins and Helmut Henschel, who are leaving the board as of June 30, for their service as board members. She also welcomed Rich Slabach and Abby Gitlitz onto the board as new members.

IX. Housekeeping

Steven Gilbert reviewed the signup for announcements. All dates are now filled prior to the next board meeting.

X. Executive Session

The Board entered executive session at 8:25 p.m.

XI. Adjournment

Stuart Yoak moved for adjournment and Steven Gilbert seconded. The motion carried and meeting adjourned at 8:32 p.m.

ATTACHMENT A

Reports to the Board

Michelle Cook, President

June 19th, 2019

Old Business

Update: Appreciative Inquiry

Stuart Yoak and Sharon Wiseman provided an update from the Appreciative Inquiry Steering Committee.

MOTION: Amend the membership of the Appreciative Inquiry Steering Committee to include at least one board member and a maximum of 5 congregational representatives.

Update: Pledge Drive

The pledge total as of Wednesday, June 19th, 2019 is \$631,256.98.

Monitoring

Staff Report: Affiliated Community Minister

Per Rev. Forrest Gilmore's request, the Affiliated Community Minister's report is postponed until the July meeting of the Board.

Examination of Board's Governance Process (III.A-E, H)

Board President, Michelle Cook, presented her examination of the Board's Governance Process as below:

1. The Board is functioning well in terms of policy governance.

2. The monitoring calendar seems to be effective in that the items to be monitored seem clear and spread out fairly evenly across the calendar year.
3. The clarification of financial tasks spreadsheet that was developed in conjunction with the Leadership Cultivation Committee will likely be an invaluable training tool and working document into the future. Time will tell.
4. The Board continues to struggle with scheduling and the effective use and understanding of Google applications. I recommend that the Secretary create and maintain a Board Calendar that includes dates when Board members and ministers will be traveling to ensure that effective communication can be maintained, as appropriate to individual availability. I also recommend that the Board Secretary or an At-large Director be designated as the technical support person for incoming Board members.
5. The majority of the responsibility of the Board, outside of regular meetings, lies with the President and/or Vice President. I strongly recommend that the Board members closely evaluate the position descriptions of all officers and distribute duties as evenly across the seven-member Board as possible.
6. In addition to the regular executive functions of the office of the President, the necessary function of communicating with the congregation through Prologue articles, Friday Updates, and other methods is incredibly burdensome. I recommend that one of the At-large Directors be appointed as the communications officer at the beginning of every fiscal year. The At-large Director in this role would be responsible for identifying, scheduling, and otherwise distributing communications between the Board and congregation via the means listed previously.

Document progress from Board Agenda (III.G: Agenda Planning)

In general, the 2018-19 Board Agenda was too ambitious for the board to complete any one item in its entirety; although, several efforts were undertaken toward each goal. A summary of those efforts is contained herein:

2018-19 Board Agenda

1. Welcoming - Recommit to our status as a “welcoming” congregation. Expand this concept to include investigation and affirmation of our capacity and commitment to welcome our elders, families with young children, divorced families, empty nesters, snowbirds, youth, young adults, people with disabilities, people of color, and others who exist in the margins of our care.
 - a. *Childcare has been made available, on request, for board and committee meetings. This effort should be continued into the next fiscal year. Additional work is needed to expand the capacity of UUCB to be a welcoming community to all.*
2. Visioning – Continue strategic visioning with a focus on 3, 5, and 10-year goals. Identify how we are growing, where we are growing, and what needs we have or

will have as a result. Through this process, the congregation's Ends statements should be updated.

a. *The Appreciative Inquiry Steering Committee will fulfil this goal in the next fiscal year.*

~~3. Membership – Establish a membership committee (or other such group), in collaboration with the Connections Coordinator, to support the needs of new, prospective, long-time, and/or returning members.~~

4. Connections – (1) Cultivate an intentional, collaborative relationship between the board and ministers (2) Network more closely with other UU congregations in Indiana, namely the Columbus UU, to better fulfill our vision of Seeking the Spirit, Building Community, Changing the World. (3) Lean on the Right Relations Committee to facilitate workshops on sustaining effective dialogue with community members who disagree with the aim of our congregation's goals for social justice.

a. *(1) More work is necessary to cultivate a collaborative relationship between the Board and ministers, extending beyond the offices of President and Vice President*

b. *(2) This goal should be revisited in the next fiscal year to see if it is valuable and/or attainable*

c. *(3) The Board shall continue to monitor the activities of the Right Relations Committee in its charge to educate and engage the congregation in the covenant of right relations; endorsing additional membership to the RRC (previously approved by the Board) should aid in facilitating this goal into the next fiscal year*

5. Technology – As identified during the visioning process, investigate what is going to take us forward and what is not in our short and long-term goals for the congregation's overall growth and reach. Implement strategies to meet these goals, as deemed appropriate.

a. *This goal should be carried forward into the next fiscal year; replacement of the projectors in the meeting room (May, 2019) has helped to meet some of the short-term goals for the congregation in terms of technology needs*

Board Policy Update

Vice President, Stuart Yoak, presented an update to the Board Policies related to limits on the expenditure of funds by the Senior Minister.

Current Text:

Policy II.F: Asset Protection

With respect to proper stewardship of the UUCB's assets, the Senior Minister shall not risk losses beyond those necessary in the normal course of business. Accordingly, the Senior Minister shall not:

...

6. Make any purchases not provided for in either the capital expenditure or operational projections. Make any purchase of over \$1,000.00 without at least two competitive bids or sole source justification.

Proposed Amended Text:

6. Make any purchases not provided for in either the capital expenditure or **current budget**. Make any purchase of over **\$10,000.00** without at least two competitive bids or sole source justification and approval by the CFO and Board President.

MOTION: To approve the amended text to the Board Policies, as presented.

New Business

FY2019-20 Budget Approval

At the congregational meeting the congregation approved two budgets and granted the board to make adjustments and approve a final budget amount based on the total number of pledges received as of June 30th, 2019. The Board is then charged with devising and approving a budget between the two approved amounts:

- A budget based on \$650,000 in pledges
- A budget based on \$670,000 in 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.

MOTION: Approve the FY2019-20 budget based on \$650,000 in pledges.

ATTACHMENT B

Senior Minister Report Annual Meeting June 9, 2019 Unitarian Universalist Church of Bloomington

In gratitude for the lay leaders, volunteers, ministers, staff members and everyone who lends a hand and heart to our ministry. As the good ship Unitarian Universalist Church of Bloomington turns toward the completion of another church year (July 1, 2018—June 30, 2019), I offer this report based on End Statements as provided by our Board of Directors. These End Statements guide our staff and thus lay leaders in maintaining a focused course of direction during these ever changing times in which a lens of anti-oppression and multiculturalism is necessary in order to embrace our congregation's vision of "Seeking the Spirit, Building Community and Changing the World". These End Statements below are in bold with my reflections following.

SEEKING THE SPIRIT

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life.

This year our worship artists in residence were percussionist and ethnomusicologist Colleen Haas and local spiritual leader and jazz singer, Janiece Jaffee. Their talents brought a richness of depth and texture to a number of our worship services. Our Intergenerational worship services have included interactive stations and participatory stories as part of their make-up. Also we had a youth led service with choir member Robin Pyle assisting with liturgical movement. Our choir enriched not only our congregation through a variety of choral pieces, they moved beyond to a greater Bloomington audience by participating in two theater events: The Christians and Resilience: Untold Stories of African Americans in Indiana. They also performed Lux Aeterna by Morten Lauridsen with full orchestra and often had one or two instruments at many services. Our Music program commissioned two pieces in memory of choir members and performed those--- Earth, Courage Calm Abiding, music by Sarah Flint and Be Strong Be Fearless Be Beautiful with music by Keaton Springfield. Reverend Emily Manvel Leite recently attended a week-long Worship Design retreat in Lake Tahoe, California, where she gathered ideas for future sensory rich worship.

Our ministers strive to find the balance of "comforting the afflicted and afflicting the comfortable" as we work to bring a message of justice and care in these unsettled times in our country and in a world which is changing daily as a result of Global Climate Change. This is not an easy balance as the needs of those attending worship services embrace a wide spectrum. We trust those attending to, as the adage goes, "take what you need and leave the rest". Hopefully you won't be leaving too much behind.

2. Compassionate pastoral care.

I work closely with the Caring Committee and Health Concerns Team, our other ministers, and staff members, particularly Connections Coordinator Ann LeDuc, to insure passionate pastoral care to members and friends of this congregation. From rides to church for members, calling buddies, dementia friendly lay and staff training to the choir's good karma teams to help those in need with meals and visits with long time members, our congregation has a favorable ministry in this area. Our choir offered numerous pastoral visits and sang at memorial services as well as singing to those in hospice care over the phone.

Our compassionate pastoral care also has its limits as we cannot be all things to all people. We work within a set of policies to insure an equitable amount of care be offered to all. Sometimes someone does slip through the cracks. I offer this reminder, please let us know if you or someone you know in the congregation is in need of pastoral care. We will do our best to offer what is within our abilities.

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

Our deepening spiritual program, Wellspring, is in its second year, and we have received positive feedback overall as a result of its implementation. This past year we had two Wellspring sessions running simultaneously. Our congregation also offers our small group ministry, Chalice Circles, where members learn deep listening as well as form important bonds with other participants. We engage in community action through VALE (Vigiling at Life's End), Social Justice Task Forces (see their reports included), Sing for Joy Choir for Persons living with dementia and their caregivers. Our ministers, Religious Education staff and lay leaders co-create and attend interfaith events during times of peace and also in response to crisis. Reverend McNeill and I (Reverend Macklin) also often offer the Invocation at Indiana University events such as graduation.

4. Knowledge of denominational and congregational history and traditions.

Aside from knowledge offered from the pulpit, our Exploring UU class has a denominational and congregational history component. We have regular attendance at the UU MidAmerica Regional Meetings and General Assembly to enhance our depth in this area. Our Wellspring program includes UU history and Religious Education classes often share current and historical stories of UU events and people, both local and denominational. We often utilize Benedictus, music and words by congregation members, in worship along with other music composed by local and denominational figures. We stay in touch with our long term members and other members through membership anniversary calls. Last August, the Religious Education intersession focused on our congregational history.

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.

We recently hosted another Ramadan Iftar gathering with our friends from the Islamic Center. Prayers were offered in our Sanctuary with its new carpet. Also the gathering was enhanced by being “more Green” than I times past. We also hosted an Interfaith gathering save the planet event. Our congregation hosted regional youth conference and we helped house a group of student works from Vanderbilt during spring break. Our building is increasingly use for Twelve Step programs and we hosted the production of Resilience: Untold Stories of African Americans in Indiana this past fall. In a completion of four years, we offered Prism Youth (GLBTQ+) a safe space to meet. We also now live stream our worship services via Facebook.

2. We actively encourage shared ministry and lay leadership.

Our Leadership Cultivation Committee now actively recruits and cultivates leadership year round. Our leadership through Social Justice Task Forces and through Social Justice Circle, continue work toward addresses issues of intersectionality within our congregation and the greater community. Our Religious Education program trains and nurtures teachers throughout the year - total of around 75 volunteers. And please thank all of our leaders, including every chair of every committee. Emerging common interest groups, including hiking, families with young children, singles group, birding, photographers, parents of high school seniors, offer opportunities for leadership. Also we continue to have our twice yearly Getting Involved Fairs and annual Leadership Appreciation breakfast.

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

In order to promote health, safety and enriched experiences for members and friends of our congregation, it is important we responsibly manage our physical space resources. This year, after our aging sanctuary carpet had become too worn and dirty (even with routine cleaning maintenance), it was finally replaced with eco-friendly carpet squares.

In order to create easier maintenance and flexibility our old risers in the sanctuary were replaced by new ones built by our custodian. Please note, also, the new Projectors in the sanctuary which are feature brighter and clearer images for those with visual challenges.

We are exploring a Closed Caption program which Reverend McNeill will help further launch, resuming in July. The new furniture in the library allows staff and leaders to more quickly transform the space for various uses. The library is home to small memorials, weddings, Wellspring Meetings, Book Groups, Chalice Circles, Meditation Groups and many other gatherings. This added flexibility greatly enhances our ministry. This year

our staff benefitted from a new budget line of staff appreciation which allowed for a recent staff retreat held locally, like all over the place, locally.

CHANGING THE WORLD

We are leaders in our community and world.

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

Please see reports from Social Justice Task Forces, Social Justice Circle and Reverend McNeill. In addition, our Chalice Circles engage in service projects outside of our congregation. Our Community Minister, Reverend Forrest Gilmore, brings his ministry and message, from his work at Shalom Center which serves people experiencing homelessness, to our pulpit four times a year.

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

Needless to say this is work and the education it demands, is ongoing. Our Religious Education program is explicitly incorporating stories and materials that represent the larger Bloomington and global community. Our new feather flags in front of the church make visible our advocacy against prejudice, injustice and oppression. Through participation by staff and lay leadership in community trainings, anti-racism and anti-oppression, we strengthen our ability to change personal and institutional patterns of oppression.

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

Our Social Justice Task Forces are often paired with other institutions such as Shalom Center, Walnut Grove Food Pantry, Habitat for Humanity, Earth Care Bloomington, Women's Cooperative in Kenya, Hoosier Interfaith Power and Light and many more. Our VALE (Vigilin at Life's End) program is connected to various local Hospices and Long Term Care Facilities. Our religious educators, Reverend Emily Manvel Leite and Adrienne Summerlot, have been working with an interfaith group of educators to increase opportunities for shared learning and fellowship, including a summer program, an MLK Day project, and learning about caring for the earth on Memorial Day.

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

We continue to be a Fair Share Congregation. Our Religious Education program is participating in the Dismantling White Supremacy pilot program. We host conferences and attend conferences. I, Reverend Macklin, presented a workshop at Regional Assembly with Frank Diaz. Our Church Administrator, Carol Marks is a leader on AUUA Board, Our Director of Religious Education is on the Heartland Area Youth Council (HAYC) and is co-chair of the Heartland Area mid American LREDA Chapter. Jonathan Leite (youth) has also served on HAYC and will be on staff at the Midwest Leadership School this summer. Reverend McNeill serves the Unitarian Universalist Association as part of an Election Committee. Reverend Emily Manvel Leite is a Spirit

Play Trainer and works with UU congregations around the country. A dozen members of our congregation attended General Assembly last summer in Kansas City. We call upon UUA and MidAmerica resources on a regular basis.

5. We help heal the earth.

Again, please see the annual report from The Green Sanctuary Task Force and their Green Grounds group for their outstanding work in this area. I would highlight the new Earthkeepers composting project which encourages members to rent buckets so they can compost at home. Also our Families with Young Children have adopted a stream to clean up in Bryan Park. Our Building and Grounds leadership continue to create new ways to green our building and outside space. From solar panels and pathways to landscaping and a Monarch Butterfly Sanctuary, our space here at Fee Lane and the Bypass continues to serve as an inspiration for all.

Again in gratitude for the opportunity to serve,

Reverend Mary Ann Macklin