

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*

Approved Board Minutes

December 18, 2019



<b><u>I. CALL TO ORDER</u></b>	<b>3</b>
<b><u>II. CHALICE LIGHTING AND READING</u></b>	<b>3</b>
<b><u>III. CHECK-IN (ALL)</u></b>	<b>3</b>
<b><u>IV. APPROVAL OF THE MINUTES</u></b>	<b>3</b>
<b><u>V. SENIOR MINISTER'S REPORT</u></b>	<b>3</b>
<b><u>VI. MONITORING (PER BOARD POLICIES, SECTION V)</u></b>	<b>3</b>
<b>A. SAFETY PROCEDURES (II.B. STAFF AND VOLUNTEER TREATMENT)</b>	<b>3</b>
<b>B. CONNECTIONS BOOTH REPORTS FOR OCTOBER AND NOVEMBER</b>	<b>3</b>
<b><u>VII. OLD BUSINESS</u></b>	<b>3</b>
<b>A. CONGREGATIONAL MEETING DEBRIEF</b>	<b>3</b>
<b>B. CHANGE IN SECOND BOARD REPRESENTATIVE TO SPF</b>	<b>4</b>
<b>C. CONGREGATIONAL MEETING MINUTES</b>	<b>4</b>
<b><u>VIII. TREASURERS REPORT</u></b>	<b>4</b>
<b><u>IX. NEW BUSINESS</u></b>	<b>4</b>
<b>A. HOUSING ALLOWANCES</b>	<b>5</b>
<b>B. LEADERSHIP CULTIVATION COMMITTEE</b>	<b>5</b>
<b><u>X. EXECUTIVE SESSION</u></b>	<b>5</b>
<b><u>XI. ADJOURNMENT</u></b>	<b>5</b>

**Board members attending:** Stuart Yoak, Steven Gilbert, Sharon Wiseman, Julie Lawson, Abby Gitlitz, Jane McLeod, Rich Slabach

**Ministers attending:** Revs. Mary Ann Macklin, Scott McNeill and Emily Leite

**Present by invitation:**

**Submitted by:** Steven Gilbert

**Attached Documents:**

- A. Senior Minister's Report
- B. Treasurer's Report

- C. E-mail from Deb Hutton
- D. Safety Report

## **I. Call to Order**

Stuart Yoak called the meeting to order at 7:05 p.m.

## **II. Chalice Lighting and Reading**

Stuart Yoak conducted the chalice lighting and Steven Gilbert provided the reading.

## **III. Check-in (All)**

## **IV. Approval of the Minutes**

Steven Gilbert moved for the approval of the November Board meeting minutes. After a second, the motion carried without discussion.

## **V. Senior Minister's Report**

Rev. Macklin provided the senior minister's report (Attachment A).

## **VI. Monitoring (per Board Policies, Section V)**

### **A. Safety Procedures (II.B. Staff and Volunteer Treatment)**

Rev. Macklin provided a brief overview of steps taken to ensure safety of staff and volunteers with the church. See Attachment D.

### **B. Connections Booth Reports for October and November**

Sharon Wiseman and Rich Slabach reported no significant feedback from the congregation at the November Connections Booth. Jane McLeod reported two suggestions received at the October Connections Booth, to wit:

- The possibility of a standing operations manual for people hosting events at the church.
- Finding a way to make the special skills and knowledge of congregants available to others for sharing or for sale.

## **VII. Old Business**

### **A. Congregational Meeting Debrief**

The board discussed the congregational meeting, generally agreeing that it was successful and well attended.

## B. Change in Second Board Representative to SPF

Stuart Yoak moved for Julie Lawson to assume the role of Board representative to the SPF (along with Rich Slabach) as of January 2020, to replace Stuart. The Board approved the seconded motion without discussion.

## C. Congregational Meeting Minutes

Abby Gitlitz moved for approval of the minutes from the December 8 congregational meeting. The Board approved the seconded motion without discussion.

## VIII. Treasurers Report

Rich Slabach presented the Treasurer's report for December (Attachment B). Several motions were included in the report, to wit:

- Rich moved that Board increase the amount approved to replace the aging computer systems in the church from \$12,429 to \$13,890. The Board approved the seconded motion without dissent.
- Consistent with Rich's recommendations, Stuart Yoak moved that the Board raise the amount approved for WiFi improvements from \$5,000 to \$6,000. The Board approved the seconded motion without dissent.
- Rich recommended and Julie Lawson moved that the Board amend the Church Administrator Spending Limits (5.4 Operations Policies) to clarify that the limit applies only to nonbudgeted items rather than to previously board-approved budgeted items, which may be greater than the limit. The Board approved the seconded motion. *(To that end, the revised statement reads: "The Church Administrator is authorized to spend up to \$2,000 on items not previously approved by the Board. This limit will not apply to payments on budgeted items previously approved by the Board.")*

Rich raised the concern stated in bullet item 5, Attachment B, about whether the church should accept money in a grant from Perry Township in light of the financial reporting requirements such a grant entails. His concern was about the entanglement that might result from such a move, specifically the ongoing financial reporting obligations that could the church could incur. After discussion, the Board agreed that the issued needed more study and tabled the matter for the present.

## IX. New Business

**A. Housing Allowances**

Abby moved for approval of the housing allowances for Rev. Macklin, Rev. McNeill, and Rev. Leite in the amounts of \$21,850, \$23,107 and \$17,000 respectively. The Board approved the seconded motion without discussion.

**B. Leadership Cultivation Committee**

Stuart Yoak presented issues related to terms on the Board, the LCC and the SPF raised by Deb Hutton, chair of the LCC (Attachment C). Because of the perceived complexity of these concerns, the Board took no action on these issues at this time.

**X. Executive Session**

Steven Gilbert moved for the Board enter executive session. The motion was seconded and approved at 8:25 p.m.

**XI. Adjournment**

Following a motion and a second to adjourn, Stuart Yoak closed the meeting at approximately 8:50 p.m.

## ATTACHMENT A

### **Reverend Mary Ann Macklin 2019 December Board Report December 18<sup>th</sup>**

As I “ease back from sabbatical”, I, again, want to express my gratitude to all of you who pitched in, showed up and supported our ministry during my sabbatical from September through December. Of note, I still do have one month of sabbatical leave to be utilized and will be in discernment with lay leaders, staff and ministers as to the timing of that time away. As some of you know, I am in training to visit Peru, Indiana at some yet to be determined time in the future. Meanwhile...

\*Please see my 2019 December Congregational Report in full as a supplement to this Board Report. In brief, as part of the 2019 Pledge Drive Celebration last April, we shared that we would not have a formal pledge drive the next fiscal year, April of 2020 for 2020-2021; rather we simply ask everyone to pledge the same amount or increase if they are so moved.

Also, in March of 2016, we refinanced the church’s mortgage with Old National Bank. Our previous mortgage was with Chase Bank. The loan included money to replace an old, failing furnace. We have been paying \$3,000/month toward the mortgage. This included an extra \$430/month extra toward the principal. The maturity date of this five year loan is March 2, 2021. At that time the balloon payment will come due. The balance due will be approximately \$24,000. We are planning to have several fundraising events to pay off this balloon payment.

\*As we turn toward a New Year and decade, I will be reviewing our operations polices with Church Administrator Carol Marks to see if we are in need of any updates. We will then review our observation at a staff meeting.

\*We had wonderful weather and turnout for the Bazaar. Thanks to co-chairs Ruellen Fessenbecker and Richard LeDuc. Our tentative net total (not counting social justice task forces is \$12,000. Ruellen and Richard are already making a list, and checking it twice, regarding changes for next year.

\*Our tech guys, Ned Joyner and Andy Beargie, continue to enrich our congregational life with their talent, devotion and expertise. Ministers and church administrator will be meeting with tech guys on January 8<sup>th</sup> as part of a regular check-in and review. If you have any tech questions or concerns, please let us know before the 8<sup>th</sup>. You may or may not be aware that Ned is currently making applications to various seminaries across the United States. I am serving as one of his references. Thanks to everyone, who guides us toward our vision (and

subsequent Ends) of Seeking the Spirit, Building Community, Changing the World.

Respectfully, Reverend Mary Ann Macklin

# ATTACHMENT B

## Rich Slabach, Treasurer's Report UUCB Board Meeting December 18, 2019 Supplementary Information

- Approve the request to SPF for funds from Operational Reserve for computer upgrades (Arzetta sent November). This was supposed to be on our Nov agenda but in reviewing that and Steve's recent minutes from that meeting, it does not appear that we did. See below.

SPECIAL PURPOSES FUND PROPOSAL – Approved at November UUCB Board Meeting  
Request for funding to replace aging computer systems  
November 5, 2019

On behalf of the ministers, staff, and congregation we are requesting funds from operating savings (the Operational Reserve Fund) managed by the SPF Committee.

Currently our church has eight desk top computers, one server, and two Lenovo laptops. The operating systems of these are old and will no longer be supported (updates, virus protection, etc.) as of mid - January 2020. We need to update the operating systems of all of these and add an additional laptop for the Music Director's office.

The total cost to update these systems (9 desktops, one server, 2 laptops) is \$12,429.00. PC Max will build the desk tops and server for us. They have provided us with high quality equipment and service for many years.

Thank you for considering this request. Respectfully submitted,

Arzetta Hulst-Losensky, Chief Financial Office  
Carol Marks, Church Administrator

- Amend the Request for funding to replace aging computer systems by increasing the requested amount from \$12,429 to \$13,890 in order to cover the estimated labor. Labor was not included in the estimates.
- A new request to SPF for funds from Operational Reserve for WiFi Upgrades is coming. Just having reviewed some of the communication from PC Max, it appears there are a couple of unresolved options for getting us better coverage. My WAG at this point is about \$5,000. Carol and I have a tentative meeting with the PC Max guy on Wednesday, the 19th, at 1pm.
- Operations Policies 5.04 Church Administrator Spending Limit 2014-10-22

Clarify the Church Administrator's authorization to spend up to \$2,000 from the operating budget without Board approval, effective November 13, 2013.

I hoped that the limitation would apply only for non-budgeted purchases. If it's a flat restriction, Carol will need to get Board approval each month to pay the mortgage, the credit card bill, etc.

- Request from Mary Goetze to Carol regarding forms required for the Hope for Prisoners KAP project.

Seems that group solicited a grant from Perry Township. Perry Township approved the grant but won't release the funds unless we (the Church) provide a W-9 (a form disclosing our EIN) and a State of Indiana E-1 form requesting information about the amount of government (state & federal) funding we've received this year, how we spent such funds, our total disbursements, and the percent of government funds disbursed to our total disbursements.

They would use that information to determine whether we needed to be audited. There does not seem to be an exception to churches or church related organizations.

Carol is concerned that once we start this, we'd have to file this form annually.

My question to the board is whether we should allow receipt of government funding for any of our projects/tasks forces. My opinion is that we should not.

# ATTACHMENT C

## **Deb Hutton, Chair, Leadership Cultivation Committee**

Email to Stuart Yoak and Abby Gitlitz

Monday, December 16, 2019

I cannot access my files from my phone, but here's an incomplete, tentative list, which you & Board are welcome to amend:

### BOARD - nominate:

- Pres: Stuart to own 2-yr term
- VP: Abby to own 2-yr term
- Sec: Steve to a 3rd term or replace?
- Treas: fine for this year, right?
- At-large: Julie to own 2-yr term, if she'll agree & other 2 are fine

### LCC - nominate:

- Replace Arzetta - 2-yr term
- Replace Deb - 3-yr term
- Nominate \_\_\_\_\_ to own 2-yr term after replacing Anne Haynes ASAP (still working on this!).

### SPF - nominate:

- Kathy to her own term?
- Andrew to his own term?
- Replace 3rd member?

### PLUS:

I seriously recommend that the Board consider adding a clause to the UUCB By-Laws that a member may have one (1) additional, consecutive year in an elected position beyond the maximums indicated IF, AND ONLY IF, they originally filled that position temporarily for less than 365 days to replace someone mid-church year.

The reason is that the church loses the expertise of members if their own terms are cut short because of the replacement period. Happy to discuss this; I do believe that it's important!!

## ATTACHMENT D

### UU Safety

1. We are constantly aware as a staff of using safe procedures in activities at the church.
2. John Summerlot and the usher crew help keep us safe on Sunday mornings by recognizing persons of concern who attend our services, and assisting people with disabilities in entering the building
3. RE staff run background checks yearly on all people who are working with children and teens.
4. Dick Stumpner, building volunteer, recently ground down the edges of portions of the sidewalks that were presenting tripping hazards.
5. We are looking at refining the interior surroundings to accommodate people with dementia. The Dementia Resource center is assisting with this.
6. We monitor wear and tear on carpeting and flooring that can present tripping hazards.
7. Carol Marks is always reminding people in snowy weather to wear their snow boots.
8. A great deal of administrative time is used during snow/ice events to be sure the parking lot and walks are cleared and safe, working with our snow removal and salting contractors.