

# Unitarian Universalist Church of Bloomington, Indiana

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

Approved Board Minutes

August 19, 2020



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

**Board members absent:**

**Ministers attending:** Rev. Emily Manvel Leite and Forrest Gilmore

**Present by invitation:** Ned Joyner

**Submitted by:** Steven Gilbert, Secretary

**Attached Documents:**

- A. Congregational Life and RE Report

B. Treasurer's Report

## **I. Call to Order**

President Stuart Yoak called the meeting to order online at 7:02 p.m.

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

Jane McLeod lit the chalice and provided the reading.

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

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

- President Yoak moved for approval of the July 15 Board meeting minutes. After a second, the motion carried.
- President Yoak raised the possibility of amending a previously accepted document, namely the July 5 special board meeting minutes. Steven Gilbert suggested that the proposed amendments be submitted to him for dissemination to the board, and that the motion be put to a vote at the regular September board meeting.
- Steven Gilbert reminded President Yoak that the August 2 special board meeting minutes needed to be approved. This was deferred to the September board meeting as well.

## **V. New Business**

### **A. Minister of Congregational Life and RE Report**

Rev. Manvel Leite delivered a report on the current state of church affairs and religious education (See Attachment A).

### **B. Community Ministers Report**

Rev. Gilmore reported that he had not done much ministry from the pulpit this year but would be providing the UUCB service August 30. The ministerial relations committee he works with met regularly until Covid-19 struck. Most of his work since has focused on the Shalom Center, where keeping the homeless fed and healthy has been his priority. In 2019, 79K meals were provided and hundreds of clients were moved out of homelessness thanks to the Center. In addition to administering the Shalom Center, Rev Gilmore has spearheaded the moving of Friends Place, where the homeless are provided sleeping accommodations, to a larger location: a warehouse which needed considerable upgrading. He also created an isolation shelter for the homeless exposed to or affected by Covid1-19. This facility is one of three in the state and serves the central Indiana region. So far, only one homeless person in Bloomington has contracted the Covid-19 disease. He expressed concern that the end of the eviction moratorium could bring about an increase in

homelessness, despite efforts funded by a \$500K grant for the central Indiana region. His greatest concern, he said, was to shift the narrative that there is something morally wrong with people who are in poverty and homeless.

### **C. Audio/Video Specialists Report**

Ned Joiner reported that UUCB was well positioned when the demands of Covid-19 hit and that things are going quite well from the A-V perspective. A \$5K grant obtained with the assistance of Von Welch provided an opportunity to upgrade the wireless system and slideshow equipment and to increase our capacity to host Zoom meetings. Ned credits Von with most of the writing and legwork on the grant. In response to a question about his own current workload, he said that although he spends more time preparing for the Sunday church service, he now does less on other projects, so the changes balance out.

### **D. Update of Reverend Clements**

Stuart Yoak reported that Rev. Clements will be moving to Bloomington on September 4 and will be in the pulpit September 6. The proffered contract was signed without changes.

### **E. Thank You Notes**

Abbey Gitlitz reported that a church member expressed concern that very large donors (>\$5K in a pledge year) had not received any special acknowledgement beyond the usual form letter sent to all pledgers. She asked board members to participate in sending out special thanks to these congregants, which will be done.

## **VI. Treasurers Report**

Treasurer Rich Slabach reported that the church is in the black as of July with a margin of around \$20K to \$42K between income and expenses, depending upon assumptions being made about expenses. Plate donations projected for August appear healthy, after a dip in July, and pledges are being received in a timely manner. Rich is working with Arzetta Hulst-Losenky, our church financial officer, and the administration to determine when and where cuts in expenses should be made, should cuts become necessary. Previously stated plans targeted reducing salaries, but Rich and Arzetta feel that reducing salaries should be among the last actions the church takes to avoid debt. The health of our church's current financial state will be tracked monthly by relating current data to similar data from past years. See Report in Appendix B.

## **VII. Miscellaneous Business**

### **A. Right Relations Committee**

Stuart Yoak reported that the Right Relations Committee is now up and running with five members: Steve Dillion, Jack King, Amy Makice, Carol McCord and Doris Whitaker.

### **B. Board Advance**

Stuart Yoak reported that Rev. Clements was very excited about the board advance and had a number of ideas and suggestions to make to the board. Stuart proposed the possibility of meeting live, perhaps at Bradford Woods but the format, location and content of the advance is still to be planned.

### **C. Appreciative Inquiry**

Steven Gilbert asked whether the appreciative inquiry initiative undertaken last year was still on the board's plate. Stuart replied that it was, although delayed by the impact of Covid-19. Rev. Clements will be involved in helping in planning the next steps in the AI project.

### **D. Staffing**

Stuart Yoak also reported that Rev. Clements will be heavily involved in staff supervision during the coming year, and has agreed to take on that responsibility.

## **VIII. Housekeeping**

All announcements slots are filled through the date of the next board meeting. Abby Gitlitz agreed to conduct the reading and chalice lighting at the next board meeting

## **IX. Adjournment**

The meeting adjourned at 8:53 p.m.



Steven Gilbert &lt;stevengilb@gmail.com&gt;

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## Written version of Minister's Report

1 message

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**Emily Manvel Leite** <mre@uubloomington.org>  
To: Steven Gilbert <stevengilb@gmail.com>

Fri, Aug 21, 2020 at 3:27 PM

Hi, Steve,  
Here is a written summary of my report on Wednesday.  
Thanks!  
Emily

### Minister's Report:

We will have people in the building for carpet installation next Monday. Various safeguards have been put in place to avoid opportunities for COVID transmission.

We now have a congregational post office box in Nashville to facilitate faster processing of checks and notes from the congregation. We have publicized this in the Friday update and in the Prologue.

The staff is in the process of being educated around our new database called Planning Center. The religious education program is using it for their programming already, and the rest of the church will slowly migrate to this new database over the coming year. We are being assisted in this work by Reverend Sean Neil-Baron, whose congregation is already using Planning Center.

I am currently engaged in a six week training in effective supervision with Susan Beaumont. It is helping me as I have taken on the supervision of Adrienne Summerlot and Stephanie Kimball, our RE assistant.

To fulfill the board's July pledge to further their education on anti-racism and anti-oppression work, we have contracted with Amy Makice of our Right Relations Team and LaShawn Williams, an African-American Relational Cultural Theory therapist and educator. They are creating an online series of brief workshops and an opportunity for group discussion for us to use to further our work. We will be figuring out how to best offer this material to the board. It is also being offered to Chalice Circle leadership, Social Justice Leaders, the RE Vision Team, and the staff.

Babies and Bailouts—at the June board meeting, the board approved the collection of a special plate offering for the Babies and Bailouts program, a national program that facilitates the gathering and distribution of support for Black mamas and caregivers in jail either locally or nationally. We have resolved all of the issues that delayed our scheduling this offering in July, and will be having the special plate collection this Sunday.

## APPENDIX B

### Treasurer's Report to the Board 8/19/2020

1. A request for review of Sunday Plate had been made. Attached is a chart showing the Sunday Plate trend for the calendar year to date. Since the month of August is not yet complete, I estimated the total for the end of August (2,728) based on the amount that's been collected to date (1,637). Note that the trend is up from July's low. We'll keep an eye on this.
2. Arzetta and I have been meeting on a more or less weekly basis to set up a policy recommendation for what to cut if revenues fall off. Mary Ann had suggested that all we implement a 10% across the board wage & salary cut if the need arises. Both Arzetta and I agreed that we wouldn't want to do that and would look for other cuts that would delay any wage & salary cut.
  - a. Arzetta is taking the lead on identifying budget items to cut (committee funding; spending for various reserve funds) or increasing revenue by taking money from other sources (Operational General and Operational Endowment money managed by the SPF)
  - b. I focused on figuring out the 'trigger' for implementing the policy – how do we know when we need to cut and by how much.
3. When Ed Robbins was the Treasurer and I was a member of the finance committee, one of my tasks was to look at spending and revenue on a monthly basis. Early on, I would raise questions if the revenue or expenses exceeded 1/12<sup>th</sup> of the budget each month. I soon realized that we do NOT have a uniform income stream and we don't have a uniform expense stream. Our revenue and expenses are irregular but do follow a pattern. We put together a spreadsheet that determined 3 year (now 4 year) average revenue and expense flow. We presented a quarterly summary of revenue and expenses to the board showing how we were doing compared that average.
4. While casting about for the 'trigger' it occurred to me that if we had a uniform revenue and expense flow, the trigger would be when we had a negative net income (more expenses than revenue). But that 4-year average could be used to determine the trigger. We could prepare that analysis each month to show how our current revenue and expenses compared to the average.
5. Attached are 3 charts showing the trend of revenue and expenses compared to the 4-year average. The chart shows Income in blue and Expenses in orange of the percentage above or below the averages from September of 2019 through the end of July, 2020. The data block on the left above the chart shows the numeric percentage above or below the average. The data block on the right translates that percentage into dollars.
6. The differences among the charts only effects the July data – the first month of the current fiscal year.
  - a. The first chart is data from the Profit and Loss (P&L) statement without any modifications. Revenues are 15.6% over our average. Almost \$114,000 if translated to dollars. Revenues are 2.6% below average. Over \$20,000 in dollars. A Net of about 134,000.
  - b. The second chart shows what the month of July would have been without the grant of \$92,700 that's included in July's revenue. I thought that would be useful to see because that won't happen again. That calculation shows that revenues are still up by almost 3% (\$21,000) over average and expenses are still 2.6% (over \$20,000) below average. Net without the grant would have been over \$41,500).
  - c. For the third chart, I made a couple of modifications to the P&L data.
    - i. Since we have been talking about using \$30k of the grant for the balloon mortgage payment next March, I removed that \$30k from the Revenue side.

- ii. We are going to be experiencing a dramatic increase in expenses starting in September with Dave Clements' salary. This chart shows that increase smoothed out over the entire fiscal year. (1/12 of his total salary for the year allocated to each month.)
  - iii. Both of those changes show revenues up 11.5% over average and expenses down only 1.7% from the average. Translating to dollars shows a Net of slightly over \$97,000.
7. No matter how we look at the data, we appear to be in good shape at the present time. I feel the most comfortable with the more conservative 3<sup>rd</sup> chart and will probably continue to use that to determine when we need to start cutting costs or enhancing revenue. The trigger will be when the Net falls below \$0. Mary Ann, Stuart, Arzetta, and I are meeting more or less weekly to review the numbers and avoid surprises.

**With Grant; Clements Not Prorated; Mortgage Not Reserved**

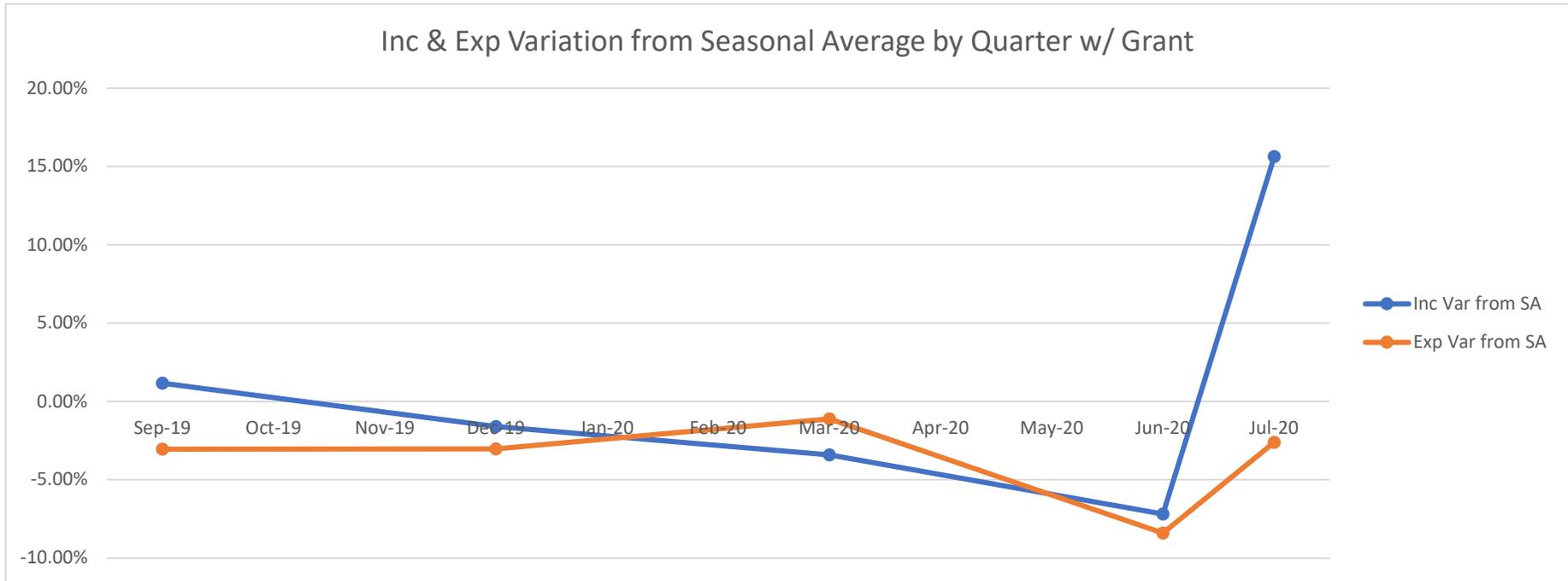
Inc & Expenses as %

Qtr	Inc Var from SA		Qtr	Exp Var from SA
Sep-19	1.16%		Sep-19	-3.05%
Dec-19	-1.6%		Dec-19	-3.0%
Mar-20	-3.42%		Mar-20	-1.11%
Jun-20	-7.19%		Jun-20	-8.41%
Jul-20	15.62%		Jul-20	-2.62%

Inc & Expenses as \$

Qtr	Inc Var from SA		Qtr	Exp Var from SA
Sep-19	8,646.86		Sep-19	-22,617.74
Dec-19	-11,975.58		Dec-19	-22,480.23
Mar-20	-25,464.89		Mar-20	-8,258.14
Jun-20	-53,474.05		Jun-20	-62,293.36
Jul-20	113,838.95		Jul-20	-20,472.75

Inc & Exp Variation from Seasonal Average by Quarter w/ Grant



**Without Grant; Clements Not Prorated; Mortgage Payoff Not Reserved**

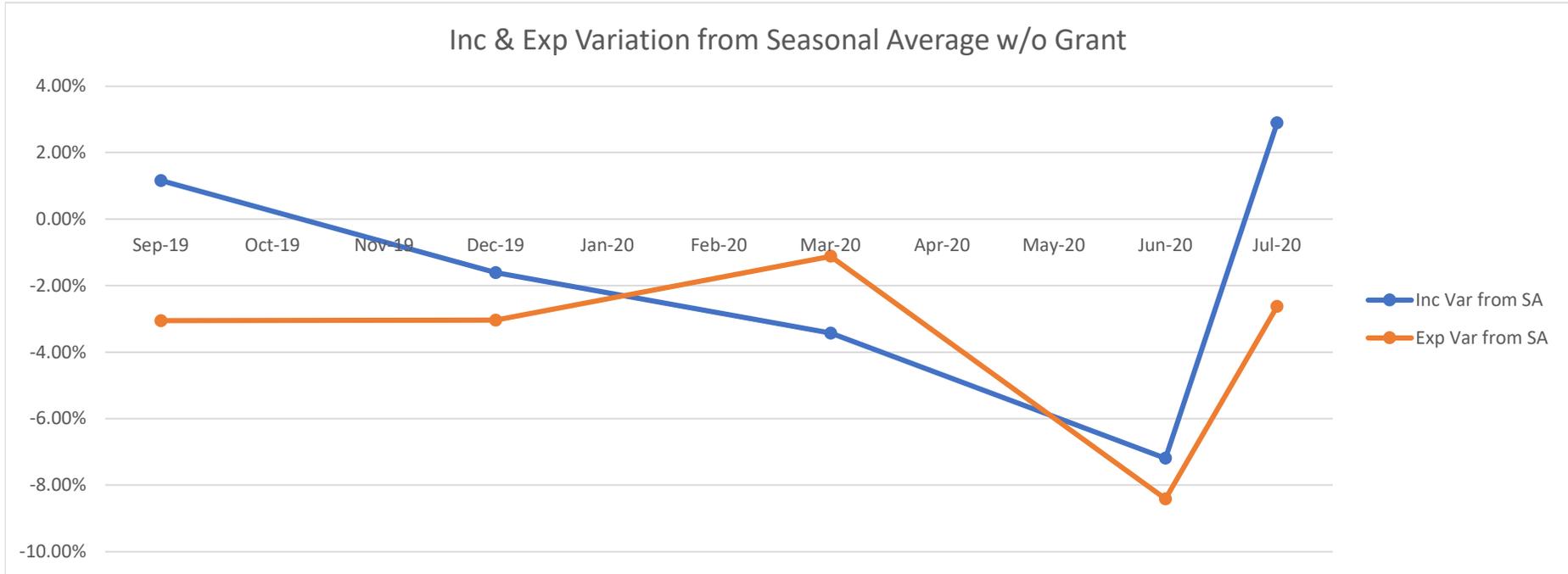
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Dec-19	-1.6%		Dec-19	-3.0%
Mar-20	-3.42%		Mar-20	-1.11%
Jun-20	-7.19%		Jun-20	-8.41%
Jul-20	2.90%		Jul-20	-2.62%

Inc & Expenses as \$

Qtr	Inc Var from SA		Qtr	Exp Var from SA
Sep-19	8,646.86		Sep-19	-22,617.74
Dec-19	-11,975.58		Dec-19	-22,480.23
Mar-20	-25,464.89		Mar-20	-8,258.14
Jun-20	-53,474.05		Jun-20	-62,293.36
Jul-20	21,138.95		Jul-20	-20,472.75

Inc & Exp Variation from Seasonal Average w/o Grant



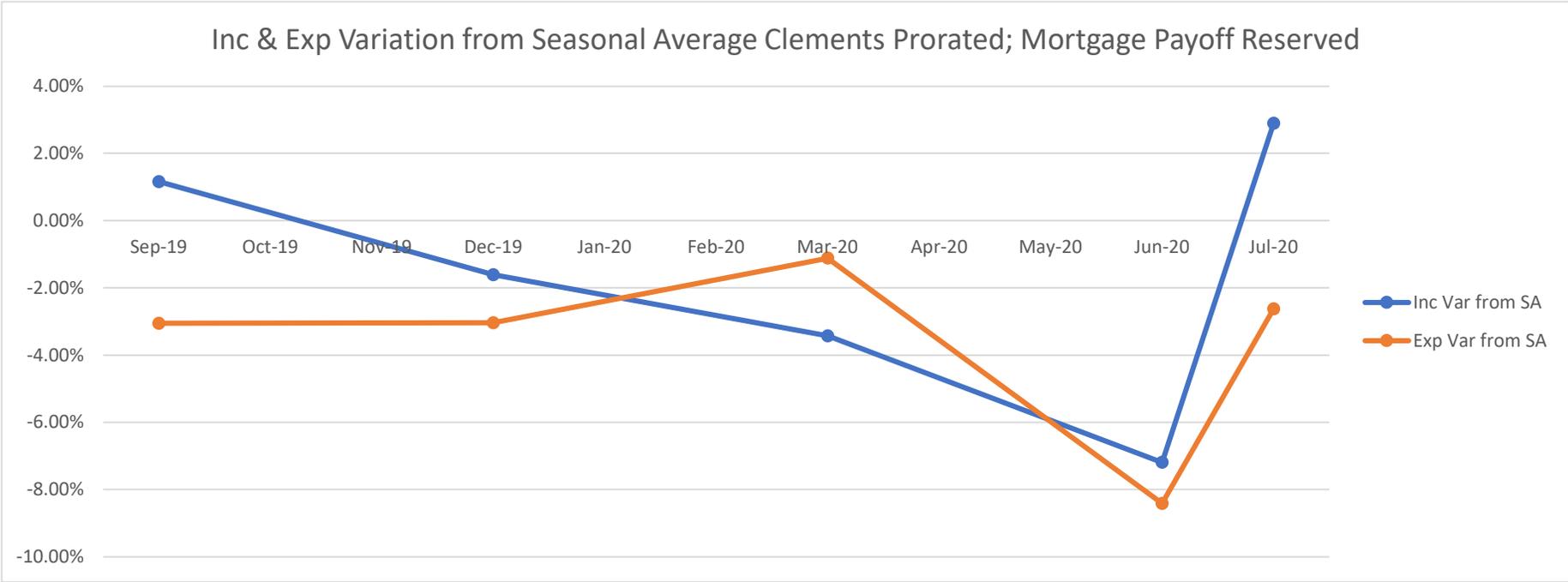
**With Grant; Clements Prorated; Mortgage Payoff Reserved**

Inc & Expenses as %

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Sep-19	1.16%		Sep-19	-3.05%
Dec-19	-1.6%		Dec-19	-3.0%
Mar-20	-3.42%		Mar-20	-1.11%
Jun-20	-7.19%		Jun-20	-8.41%
Jul-20	11.50%		Jul-20	-1.69%

Inc & Expenses as \$

Qtr	Inc Var from SA		Qtr	Exp Var from SA
Sep-19	8,646.86		Sep-19	-22,617.74
Dec-19	-11,975.58		Dec-19	-22,480.23
Mar-20	-25,464.89		Mar-20	-8,258.14
Jun-20	-53,474.05		Jun-20	-62,293.36
Jul-20	83,838.95		Jul-20	-13,190.33



Sunday Plate Trend Calendar year 2020

Month	Amount
Jan	2,206
Feb	2,324
Mar	2,035
Apr	2,296
May	1,677
Jun	2,180
Jul	1,176
Aug to date	1,637
Assumed August	2,728

2 more Sundays to go

