

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Board Minutes

August 17, 2022



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Board members attending: Drew Schrader, Jane McLeod Stuart Yoak, Steven Gilbert, Rich Slabach, Linda Pickle. By Zoom Abby Gitlitz

Board members absent: None

Ministers attending: Rev Connie Grant and Rev Emily Manvel-Leite

Present by invitation: Madison Colquette

Submitted by: Regina DiLamore, Secretary

Attached Documents:

- A. Lead Minister's Report
- B. Report on Asset Protection and Insurance

- C. Treasurer's Report
- D. Retreat Agenda

I. Call to Order and Chalice Lighting

President Abby Gitlitz called the meeting to order at 7:00 p.m. and the chalice was lit. A quorum of eight out of eight members attended.

II. Check-in

III. Approval of the Minutes

Regina DiLavore moved to approve the July Board meeting minutes. After a second, the motion carried.

IV. Reports

A. Report from Lead Minister

Rev. Connie Grant reported on her activities as summarized in Attachment A.

B. Summary of Insurance Policies, Limits and Coverage

Moved to future items to discuss

C. Treasurer's Report from Rich Slabach

Rich Slabach solicited feedback on graphs and charts within the Treasurer's Report. Monthly overview is good, more details will be provided in quarterly report. The Treasurer's report is provided in Attachment C.

V. New Business

A. Sponsoring seminarian Madison Colquette

Madison Colquette discussed her goals for a partnership with UUCB. Rev Grant will interview Madison in the near future. The Board offered Madison an open invitation to attend Board Meetings.

B. Vote to approve of minister's housing allowance

The motion to approve the minister's housing allowance was approved.

C. Confirm vote for spending for the Memorial Garden's Project

Spending for memorial garden project approved over email was formally approved. The motion passed. See Attachment E.

D. Retreat/Advance

The retreat agenda was discussed and is provided in Attachment D.

VI. Old Business

A. Congregational Transitions with David Pyle

Members of the Board are working on the Congregational Transitions report and will then meet with David Pyle to discuss it. A summary of the meeting will be prepared.

B. Housekeeping

Sunday announce signup slots are full for the next couple of months

VII. Topics for Future Consideration

A. Gift Agreements and Policies

B. Review insurance policies

VIII. Executive Session

The Board entered executive session at 8:50 p.m.

IX. Adjournment

President Abby Gitlitz adjourned the meeting at approximately 9:00 p.m.

ATTACHMENT A

Date: August 17, 2022
To: Board of Directors
From: Rev. Connie Grant, Interim Lead Minister
Subject: Monthly Report, August 2022

I'm planning to use the working title "Lead Minister," adding the descriptor "Interim" where appropriate.

In these early days of my ministry with you, some of the things I have begun working on include:

1. Planning our start-up retreat, scheduled for Sept 5 from 9:00 – 2:00, as described in my letter of agreement with you:
1.4 Start-Up: As soon as feasible, the Minister, the Board, the Transitions Team, and other appropriate congregational leaders and staff will set aside time to explore the history, culture, and norms of the Congregation, discuss the sharing of power, authority, and responsibilities, finalize reasonable goals for this period of ministry, and begin planning for the periodic review and renewal of the ministry of the Congregation.

Please review the draft agenda and provide feedback. What else would you like to accomplish in our time together?

2. Meeting individually with staff members (in addition to weekly staff meetings) to clarify their roles and develop and refine their job descriptions.
3. Meeting with the Social Justice Circle to learn about and support the work of Social Justice task forces.
4. Planning a worship schedule that will address "transition," explore contemporary issues and inspire action, honor diverse theological perspectives, help people find answers to questions about daily living, and incorporate the congregation's traditional ritual multigenerational services.
5. Meeting with former and associated ministers to discuss their experiences and roles UUCB
6. Meeting with the Transition Team to draw on their wisdom and experience with the congregation: "This group can give the interim invaluable information about the congregation's culture and circumstances and can strategize with the interim to discover how to engage both the leadership and the rest of the congregation in interim tasks. The team can serve as both a planning group and a progress monitor." (From *In the Interim* by Keith Kron and Barbara Child)

We'll plan some congregational workshops in the coming months, beginning with reflections on the history of the congregation and perspectives on the departure of professional staff members.

ATTACHMENT B

II.F.1-2 Asset Protection Report

August 14, 2022

by Carol Marks, Church Administrator
Unitarian Universalist Church of Bloomington, Indiana

Summary of insurance policies, limits, and coverage.

Our congregation is insured with a multi-peril policy and workers compensation policy through Church Mutual Insurance Company, of Merrill, Wisconsin.

Brent Phillips continues as our agent, with assistance from Amanda Hanzel as our contact at Church Mutual. Our current policy period runs from 04/16/22 to 04/16/23. A copy of the policy is filed in the Church Administrator's office.

Claims Filed

We have filed no claims since April 2017.

Our Coverage

Church Mutual changed the insurance products that they offer in early 2021. Our new policy provides all the same coverage as our old one did.

The policy covers Property, including but not limited to the building and all the congregation's personal property stored inside it, personal property of the ministers, and systems and equipment breakdown (like exploding steam boilers, if you have them, which we don't) unless due to wear and tear.

Our building is not covered for mine subsidence but is covered for earthquake and sinkhole collapse. We are not covered for damage caused by government action, nuclear hazard, utility services, war, terrorism, or water damage unless such damage causes fire or explosion. This coverage is limited to \$1,000,000 per occurrence with an aggregate limit of \$3,000,000.

Our property deductible was raised to \$1000 per occurrence in April 2014, except in case of earthquake, when the deductible amount is 5% of the stated value of the building. The raise in deductible from \$500 to \$1000 was done to keep our premium stable. Church Mutual declined in April 2014 to offer a deductible lower than \$1000 per occurrence.

We have Legal Defense Coverage of \$5,000 for each defensible incident with an aggregate limit of \$15,000.

The General Liability part of our policy covers our congregation in case of a wide variety of awful things that might happen, including bodily injury, property damage, catastrophic violence, and abuse or sexual misconduct. The general aggregate limit is \$3,000,000.

Our policy does not cover the following:

- Certified acts of terrorism
- Hired law enforcement or hired security services
- Loss due to virus or bacteria
- Asbestos
- Lead

Of note, we do routine criminal background checks on all new employees as well as childcare staff and volunteer Religious Education teachers and facilitators. At one time they regularly received Reducing the Risk training, to prevent child sexual abuse, but because of Religious Education staff changes in the last year, I am not sure of the status of those trainings. Training materials for this purpose can be found at Church Mutual's website, www.churchmutual.com.

We are also covered for theft of church money and securities for a total of \$2,000, with a deductible of \$250. We have a blanket bond for anyone handling money, whether staff members or volunteers, in the amount of \$20,000.

Our policy covers our ministers or “employees and volunteers acting under our direction and control and within the scope of his or her duties” for counseling professional liability in the amount of \$1,000,000 per claim, with an aggregate of \$3,000,000.

We also have coverage for hired and non-owned automobile liability in case something unfortunate happens when a church event involves members going somewhere in a vehicle. Each occurrence has a limit of \$1,000,000 with an aggregate of \$3,000,000. There is also a medical expense endorsement for \$10,000 for any one person and an aggregate of \$25,000.

The total cost for the current year (2022-23) will be about \$8500. This includes our workers compensation policy costs, which can vary depending on the size of the staff each year. Policy premiums are annually updated in April, and we usually pay for half a year at a time.

Fiscal Manual Review

We also review our congregation’s Fiscal Manual on an annual basis. An updated copy is included, below.

Respectfully submitted,
Carol Marks
Church Administrator

Fiscal Manual
Unitarian Universalist Church of Bloomington, Indiana

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer and Accountant will investigate any *outstanding checks*.
4. Chase Bank has confirmed that no checks made payable to “UU Church” will be cashed at any of their branches—these will be deposited to our account only.
5. **No original financial documents** such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the account numbers are redacted and copies are destroyed after use. Some original financial documents may need to be kept offsite if staff are working from home due to a pandemic or other emergency.
6. The church’s **credit card** may be used only with the direct supervision of the church administrator. Staff members making a purchase using a church credit card must provide the church administrator with complete documentation about the date of the transaction and the amount, plus the budget line to be charged, printed on paper or sent via email to the church administrator within one hour of the purchase being completed. The church administrator and Treasurer will audit the credit card statement carefully on a monthly basis.

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals unrelated by blood or marriage will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit. This policy may be adjusted for pandemic condition, using generally accepted accounting practice.
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

1. Petty cash funds for General Petty Cash (Church Administrator) will be reconciled monthly by someone other than the petty cash custodian.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped “paid” and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website on an unannounced monthly basis. Username and password will be provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

Money Management Rules: How to Handle Cash from Fundraising

Top 4 Guidelines

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not reimburse expenses out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

Details

1. If you need start up change, contact the Church Administrator, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.

2. Turn in any cash and checks to the secure drop box or a staff member within 24 hours of each event.

3 – 4. Trackability and accountability are important.

- Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
- Use Check Request Vouchers or similar email to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
- Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for reimbursement checks to be generated. These vouchers and receipts or a scan or photo of them should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
- Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$50), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, Green Sanctuary coffee sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a locked location when not in use.

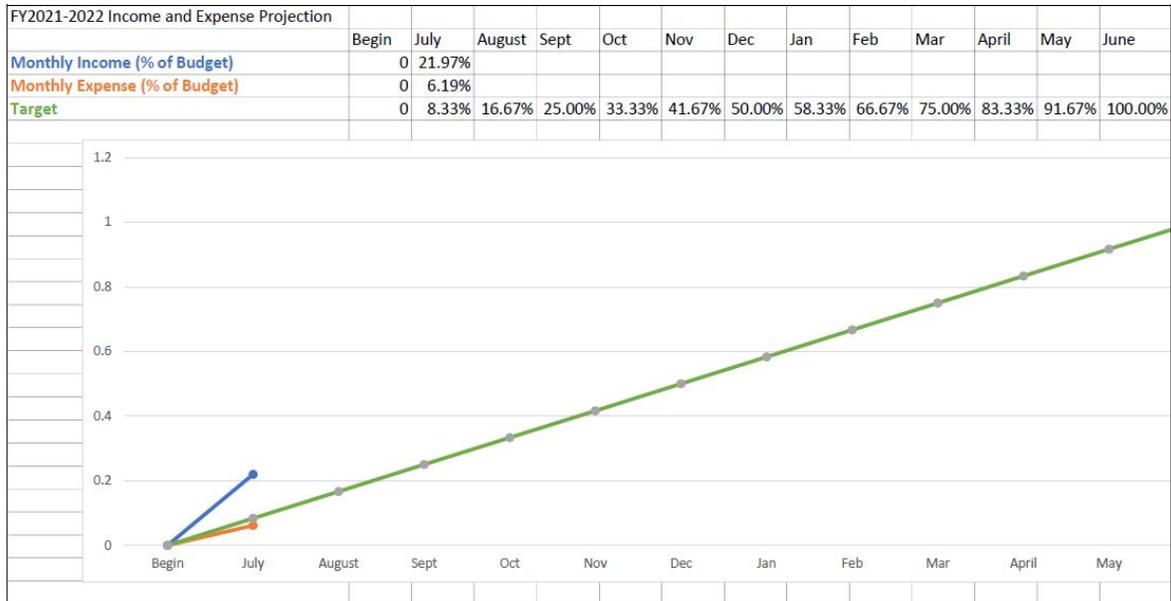
Questions, please see the Church Administrator or the Treasurer.

Reviewed and Revised 8-14-2022

ATTACHMENT C

Financial Report to the Board August 17, 2022

July financial statement graph of income and expense as percentages of the budget.



Two things that contributed to the above-the-target income figure:

1. At the beginning of each fiscal year, many members pay their new pledges up front.
2. We may have underestimated the amount of members payments of prior year pledges. We reduced that this year from our usual 20K to 15K, but we received over 15K in July.

Two things that are contributing to the below-the-target expense figure:

1. Reverend Connie Grant's salary did not start until 8/1
2. Nothing has been spent from the 84K earmarked for a contract minister.

I am in conversation with our bookkeeper to show the SPF funds on our balance sheet. I am hoping that will happen in the next few months to provide a more complete picture of UUCB financial status.

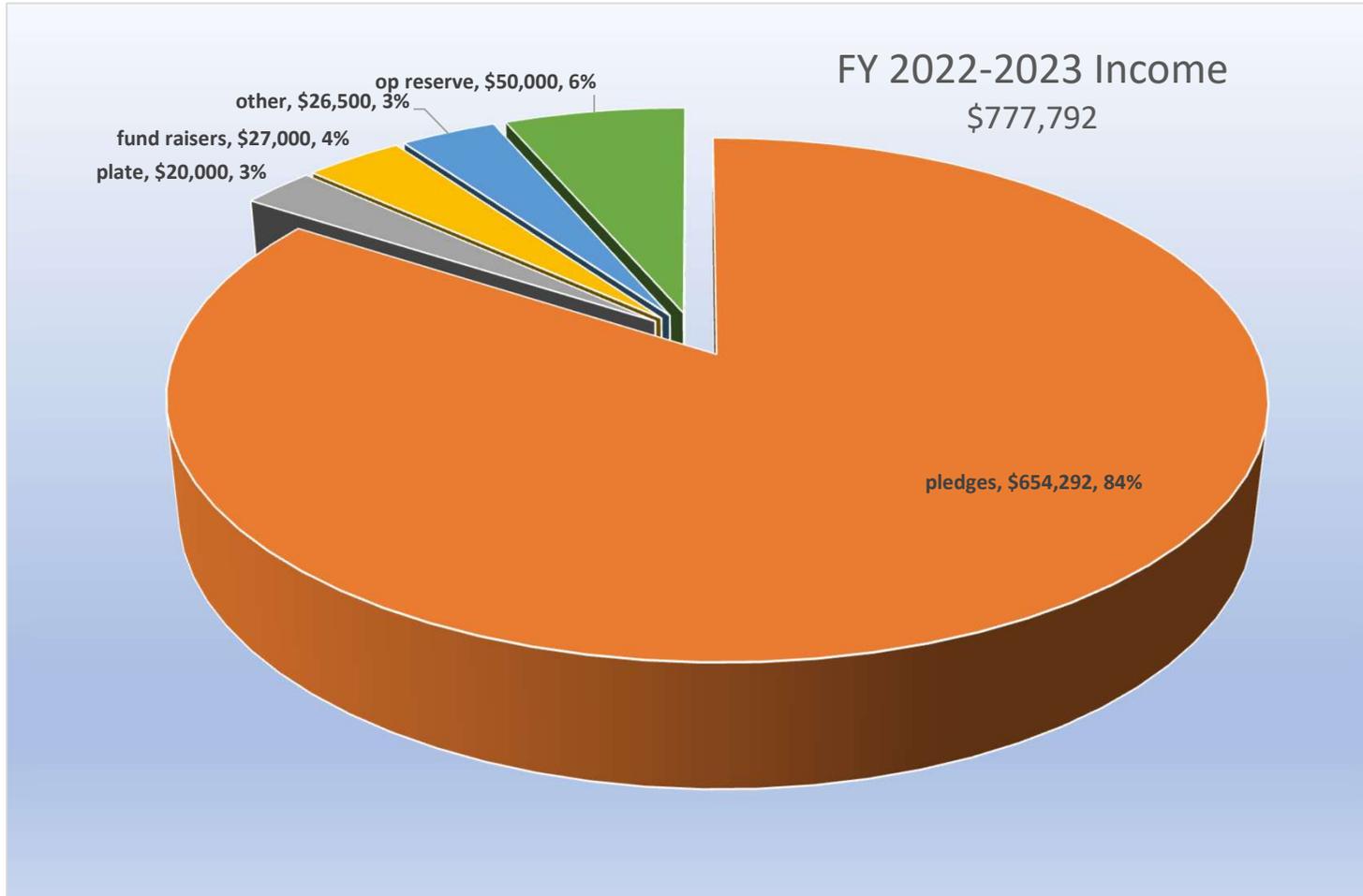
We need a motion to approve the Ministers' Housing allowance for this fiscal year:

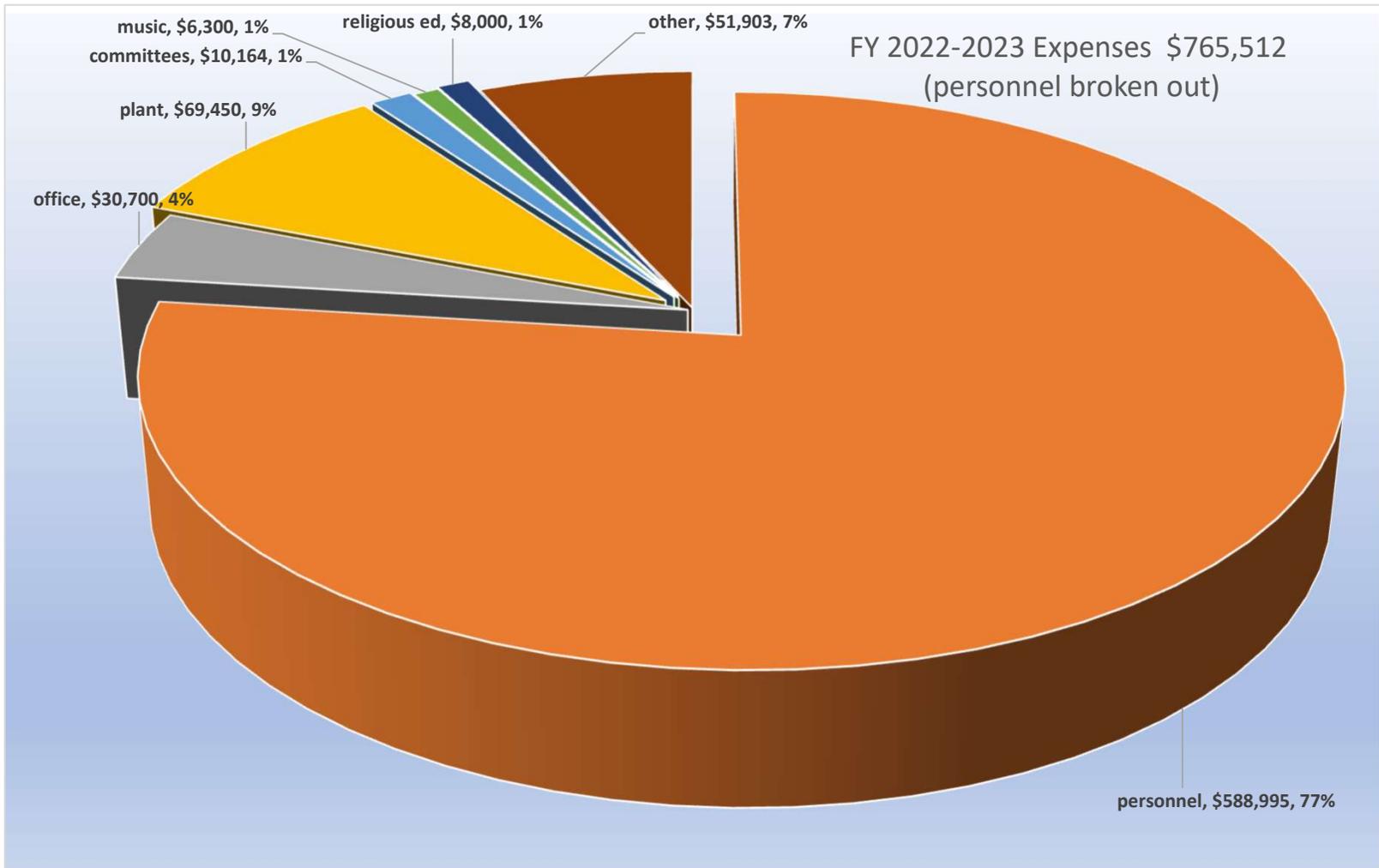
- Connie Grant – 30,603 of her 109,744 total compensation.
- Emily Leite – 17,000 of her 36,310 total compensation.
- Bill Breeden – 800 of his 3,660 total compensation (just for the month of July).

We may need formal board approval for the Memorial Gardens projects informally approved via email. I'd also like to discuss of the request to have a "gift agreement" signed by Claire Robertson.

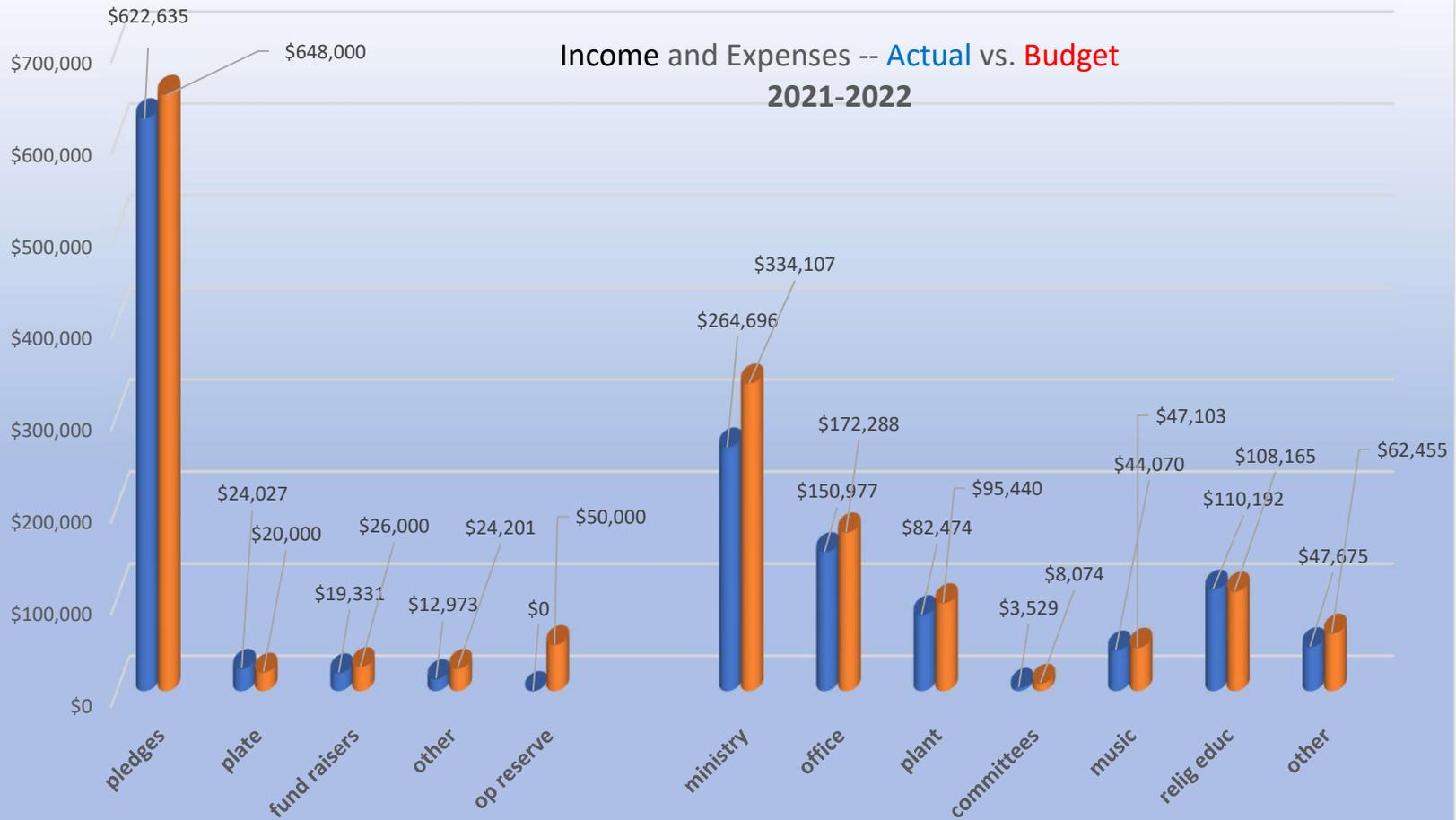
In last Thursday's SPF meeting, the other members of the committee urged the establishment of a Stewardship Committee to work on pledge and fundraising initiatives year-round. We also discussed the impact of the June/July market downturn on our investments.

FY 2022-23

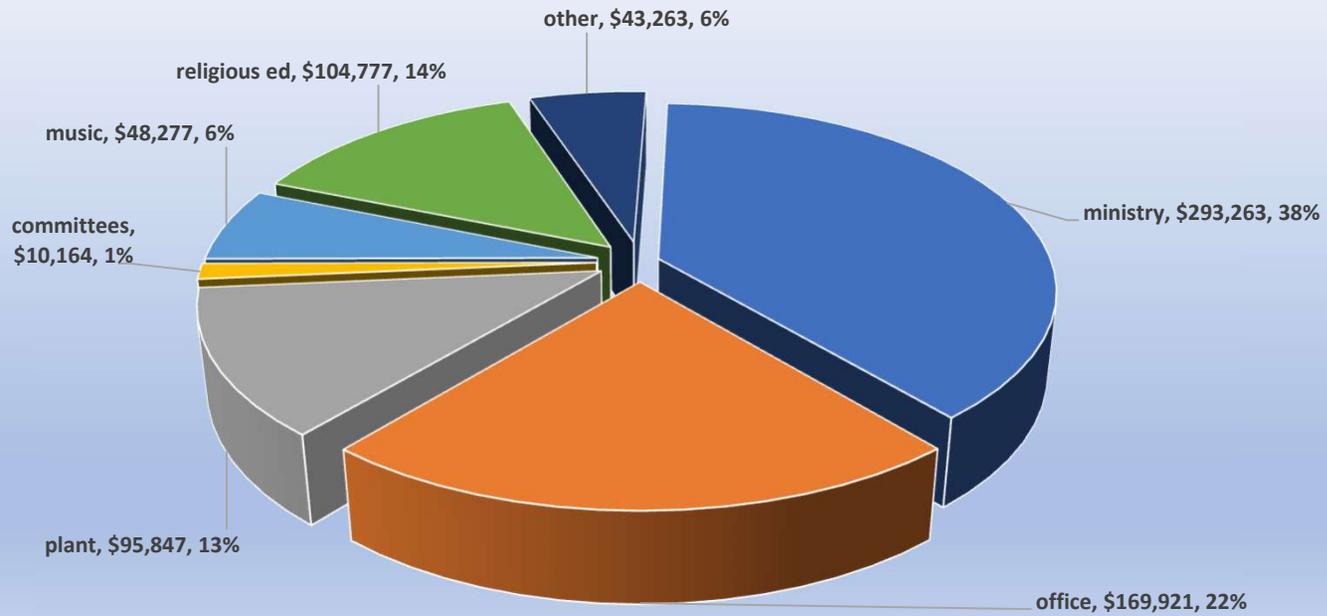




Income and Expenses -- Actual vs. Budget 2021-2022



FY 2022-2023 Expenses \$765,512
(including personnel)



ATTACHMENT D

September 5, 2022, 9:00 am – 2:00 pm

The Fields, 1333 S. Fenbrook Lane

Advancing with the Board of Directors and Interim Lead Minister

From Interim Ministerial Agreement Between UUCB and Rev. Constance L. Grant

1.4 Start-Up: As soon as feasible, the Minister, the Board, the Transitions Team, and other appropriate congregational leaders and staff will set aside time to explore the history, culture, and norms of the Congregation, discuss the sharing of power, authority, and responsibilities, finalize reasonable goals for this period of ministry, and begin planning for the periodic review and renewal of the ministry of the Congregation.

Draft Agenda

1. 9:00 Chalice lighting
2. 9:10 Introduction
 - a. Remarks from interim minister
 - b. Remarks from board president
 - c. Board member introductions in six words
 - d. The most important thing for your interim minister to know
3. 10:30 Break
4. 10:45 Questions
 - a. What is the role of the Board?
 - b. What is the role of the Interim Lead Minister
 - c. How will the Board, Congregation, and Interim Lead Minister work together this year?
5. 11:45 Lunch
6. 12:15 What do we want to accomplish this year?
 - a. Goals
 - b. Priorities
 - c. How will priorities be accomplished? By whom? Are additional resources needed?
7. 1:45 Summary
8. 2:00 Chalice extinguishing

In six words...

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

From UUCB Congregational Record for interim ministry

What are the top three things your next minister should focus on to have a successful ministry with you?

Transitioning to something more like normal operations. As is true for many UU congregations, our operations and worship services changed abruptly at the beginning of the pandemic, including the cancellation of in-person gatherings. We first welcomed congregants back into the building for worship services on February 6, 2022 at reduced capacity. We have slowly increased capacity and are steadily moving back to normal operations but this process will not be complete by the summer. Of particular importance, as a result of these disruptions, many members feel less connected to the church and to one another. So we place a high priority on renewing these connections and relationships, both in worship services and in the numerous groups, committees, and chalice circles.

Rebuilding trust among staff and between the staff, Board, and congregation. Our associate minister left the church as part of a negotiated resignation just before the pandemic. Although the Board had the (near) full support of the congregation for that resignation, that experience coupled with subsequent leadership challenges (a difficult transition in our religious education staff, ambiguities and concerns about the role of our consulting minister and an abrupt departure)--all of which have happened while congregants have not been in regular contact with each other--have weakened bonds in the church.

Fostering the ongoing evolution of our leadership model. In 2008 we moved into a policy governance model of leadership with one of our ministers serving as Executive Minister. Among other challenges, that model overburdened our Executive Minister with administrative work and left the Board uncertain about its lines of authority. We continue to question whether policy governance is the right leadership model for our church. We also wish to reflect on our broader leadership structure.

Helping us develop a better sense of our identity in the community (branding). In Southern Indiana, we are known as a church dedicated to social justice. We wish to identify and make visible to the community other strengths of our church, such as our celebration of music and the other arts, our welcoming of many spiritual paths, our embrace of science and intellectual inquiry, and our commitment to public service.

Desired strengths of the minister

Experience facilitating ministerial transitions for congregations who have lost ministers through negotiated resignations. We have a beloved minister who has been with the congregation for twenty years. Helping the congregation let go of the retiring minister in a healthy way is our top priority for the interim period. This transition has been made more complex by the loss of an associate minister through a negotiated resignation immediately prior to the pandemic and the subsequent pandemic which disrupted connections between the congregation and ministerial staff.

Knowledge of and experience with staff restructuring. Given the growth in our congregation, our current ministerial and administrative staff structure may no longer serve the congregation well. We seek an interim minister who understands organizational structures and can apply that knowledge to our church.

Strong worship leader. Our congregation is used to powerful services with strong ministerial messages and regular collaboration with other worship leaders. Maintaining strong worship services will be especially important as we seek to draw congregants back into the church building. We are fortunate that our Minister of Story and Ritual and our Music Director contribute richly to worship. Our congregation also includes several retired ministers, who have offered pastoral care, overseen social justice activities, provided programming, and taken part in services since the negotiated resignation of our associate minister.

Strong pastoral presence. Similar to worship leadership, our whole ministry team contributes to pastoral care and our retiring minister will leave a vacancy in this regard. We are a large church and have more pastoral needs than a single minister can meet.

Leadership cultivation. With the growth of our congregation, we need to examine our methods for cultivating lay leadership, ensuring that we take full advantage of our broad and talented membership. This is another way in which we aim to nurture fuller engagement in the life of the church.

Ongoing momentum we would like to continue

Racial Justice. In May 2021, our congregation adopted the 8th Principle. Since then, we have sponsored several congregation-wide book readings and discussion groups on topics related to racial justice. The Racial Justice Task Force has also been reenergized. We look forward to deepening our engagement with the 8th Principle with the guidance of our interim minister.

Access through technology. We have increased our use of technology to facilitate broad participation in worship services as well as in committee meetings and other congregational gatherings. We will want to continue to explore new opportunities and update technologies that allow us to increase our reach.

Lifespan Religious Education. In fall 2021 we began a concerted effort to restructure and revitalize our Lifespan RE programming, using the expertise of an interim RE consultant to assist us in doing so. New families with young children seem particularly interested in a strong CRE program taking shape; a demand for more Adult RE courses has also arisen in the past months.

Year-round stewardship and a budget that reflects our values. While our members and friends give generously of their time, services, and money, and while we continue to improve our stewardship program, we still fall short budgetarily for a church of our size. We would like to find effective ways to move into year-round stewardship and encourage people to feel a stronger sense of ownership in the church.

Broad community appeal. We are located in a college town with both Indiana University and a local community college (Ivy Tech), and we attract congregants affiliated with those institutions. We continue to seek to attract a broader constituency, reflecting the full range of class, race, gender, and educational level in our community.

ATTACHMENT E

On Tue, Aug 9, 2022, 7:36 PM Rich Slabach <RichSlabach@hotmail.com> wrote:

The C Robertson Grounds Endowment and C Robertson Grounds Income accounts are two accounts in the SPF managed Operational Endowment and Operations Available funds. Spending from these funds is under the control of the Board (not SPF). The endowment and the income line from the endowment were created in the spring of 2000. We have some documentation on its intent but nothing was stated about Claire's ability to direct the use of the funds. In fact, per the attached "July Correspondence...pdf", it appears the intent was to transfer all the income from the endowment regularly to the operating budget for landscape management. I don't know if that was ever actually done. At least for the past 5 -10 years, funds were moved regularly from the endowment to the Income line and occasional spending occurred from the Income line.

We have recently received two proposals for work in the Memorial Garden spot which is on the east side of the building (toward the main parking lot). It's to the right of the steps leading down from the parking lot.

The first proposal is to establish a passive irrigation system using rain barrels and redirected gutters on the east end of the building. The cost estimate is \$2,000. See the attached Memorial Gardens Irrigation Proposal Word document.

The second proposal is to erect a fence at the upper side of the Memorial Garden to hide the air conditioning units from the garden itself. The cost estimate for that is \$3,200. See the attached Unitarian Universalist...Final Estimate PDF.

The Grounds Endowment account originally funded at \$10,000 had a \$14,009.69 balance at the end of June.

The Grounds Income account's balance at the end of June was \$1,786.58.

Claire indicated to me this year that her original intent was to have everything over the original 10,000 endowment (4,000.69) available for grounds projects as well as the amount in the Income account (1,786.58). That would total \$5,796.27, more than enough to cover these two projects.

I'd like to get your approval (by email) for these projects and to resolve any concerns about spending from these accounts as soon as possible - prior to our August 17th Board meeting.

BTW, both projects have been OK'd by Molly M of the Building Committee.

Please respond with your vote to approve the release of these funds and/or further questions about spending from these accounts.