

Unitarian Universalist Church of Bloomington, Indiana

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

Board Minutes

October 19, 2022



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**Board members attending:** Abby Gitlitz, Jane McLeod, Linda Pickle, Rich Slabach, Stuart Yoak

**Board Members Attending via Zoom:** Regina DiLavore and Drew Schrader

**Board members absent:** None

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

**Submitted by:** Regina DiLamore, Secretary

**Attached Documents:**

- A. Connection Coordinator Report
- B. Financial Report

## **I. Call to Order and Chalice Lighting**

President Abby Gitlitz called the meeting to order at 7:03pm and the chalice was lit. A quorum was in attendance.

## **II. Check-in**

## **III. Approval of the Minutes**

Stuart Yoak moved to approve the September Board meeting minutes. Regina DiLamore seconded, after which the motion was approved unanimously.

## **IV. Reports**

### **A. Report from Lead Minister**

Rev. Connie Grant reported on her activities. She has been working on a staffing plan and a job description to fill Carol Mark's role. She has also started recruiting for a Worship Associate and is considering a more formal pastoral care position. She is considering the development of an engagement team (greeting, coffee, and hospitality) and a steering committee for multi-faceted, multi-generational events. Attendance has not been reported, but the feeling in the sanctuary is more positive since moving to one service. Topics for future services were discussed. Rev Grant will be traveling October 25-29 and Nov 3-8.

### **B. Connection Coordinator Report**

Board members discussed the report submitted by Anabel Watson. Anabel's hours will be increasing from 20 to 24 hours per week. The report is included as Attachment A.

**C. Financial Report**

Discussion of Rich Slabach’s report centered on a change in policy to audit biennially instead of annually. Rich Slabach moved to amend the policy to audit internally biennially and audit externally every four years. The Building and Ground document is under review and will be submitted to the Board to discuss how to develop a capital budget for 2023. The report is included as Attachment B.

**V. Old Business**

**A. Congregational Transitions Interview with David Pyle**

The report has been completed. Once approved by Rev Connie Grant, Abby will send the report to David Pyle.

**B. Update on Church bylaws and Policy Committee**

The committee has been established and will report to the Board.

**C. Update on Formation of Stewardship Committee**

Abby Gitlitz sent emails to prospective committee members and is awaiting responses.

**D. Update on Formation of Personnel Committee**

Jane McLeod and the committee met, and reviewed sections of the personnel manual provided by the UUA. A draft manual will be shared with Rev. Connie Grant and Abby Gitlitz and may be shared with the Board by the November meeting.

**VI. New Business**

**A. Governance Model**

UUCB currently follows policy governance. Discussion of other governance models used by larger churches was discussed, including pros and cons. The Board will need to decide on a philosophy for the

governance model adopted to get clarity and be able to delineate between staff, minister and Board responsibilities.

**B. Honoring Carol Marks**

The Board discussed celebrating Carol Mark's many contributions to our church community.

**VII. Housekeeping**

Board members have signed up for announcements through December 24.

**VIII. Topics for Future Consideration**

**A. None**

**IX. Executive Session**

The Board entered executive session at 9:00 p.m.

**X. Adjournment**

President Abby Gitlitz adjourned the meeting at approximately 9:12 p.m.

ATTACHMENT A

**Report to Board**  
from  
**Connections Coordinator**  
**October 11, 2022**

Dear Board,

It has been a pleasure getting to know and becoming a part of the community at UUCB since my start date in May of this year (2022). It is rewarding to know that my work strives to strengthen this community. Building thriving connections and helping to nurture welcoming and diverse environments where individuals feel comfortable and inspired are pursuits that bring me much fulfillment.

One of the greatest measures of success in my work ties in with the core of what I feel this work is: witnessing and facilitating in the flow of congregants tangibly visiting UUCB as newcomers, getting involved in groups, attending New to UU, attending Exploring UU, signing the membership book, and then participating in the [new] Covenanting Ceremony. To me, this feels like a natural progression of community-building and of welcoming. I have so far welcomed and facilitated three official new members through every step of this process and have facilitated the individual steps of this process for quite a number of others, including book signings for five other new members. I feel that UUCB's variety and wealth of opportunities for engagement allow new congregants fulfilling and accessible ways to get involved and feel a part of something collective and synergistic.

**Some challenges:**

- It has been difficult to recruit sufficient volunteers for Sunday morning tasks, especially when we have had two services on Sundays.
  - Reverend Connie has suggested the upcoming implementation of Hospitality Teams to mitigate this, with a first step of identifying potential team "leads" from within the congregation.
- As likely anticipated, I feel I have had a substantial learning curve in plugging into a pre-existing staff role wherein I am not yet familiar with all of the systems in place including technological systems such as the use of Planning Center as well as general processes of events and coordination. Layered onto that is the natural dichotomy of figuring out how prior Connections Coordinators carried out tasks and figuring out whether I or other staff feel changes should be made to prior processes.
  - I welcome any nudges if I appear unaware of a task or process that the Connections Coordinator has previously been in charge of.
- Along with the above point is the added challenge that I did not know any of the congregants, Board Members, or staff prior to starting in this role, meaning that I did not have knowledge on who is involved with what (i.e. *who is the best person to recruit/ask support/redirect a person to regarding X?*). Further, having three (wonderful)

supervisors since starting this role in May has required continued relationship-building and adjustments.

- I will continue to endeavor to get to know the congregation and community, which will naturally continue to occur over time. Sharing meals with some congregants has been very helpful as has facilitating new member programming.
- I welcome continued conversations and opportunities to engage with members of the congregation.
- One less topical challenge that has been discussed at length by staff is the lack of transportation options for those without a car. There are a number of congregants, including multiple newcomers who would like but feel unable to participate, who rely on others for carpooling (some do not know many churchgoers). I believe there is no bus service on Sundays in Bloomington. Staff are concerned that a church-facilitated/organized carpooling system may be a liability risk.
- Lastly, I have had continued questions on aspects of the Personnel Policy, particularly relating to the benefits and compensation for a salaried but not full-time staff member. The current policy includes sections referencing other unlinked documents as well as highlighted or notated changes.
  - I hear that a Personnel Policy Committee has been assembled and is actively working on clarifying the policy. Reverend Grant has been in communication with me on addressing questions.

Below is a list of the activities that take up the bulk of my time. I have attempted to make this list as comprehensive as possible.

#### **Current Connections Activities:**

- Facilitate Membership Book Signings and Co-lead New Member Covenanting Ceremony during worship service
- Congregant Connections on Sundays: updating Java Crew lead on registered volunteers, answering questions, inviting newcomers to upcoming classes/events, welcoming newcomers, connecting congregants with congregational leaders
- Maintain emails connecting congregants to resources and answering questions
- Connect newcomers with congregational groups and staff members
- Connect current members to the church
- Update attendance spreadsheet with membership total and members lost/gained
- Update Membership Book as needed
- Attend staff meetings
- Gather updates for Team Tend and organize/facilitate weekly Zoom meetings
- Organize/manage membership anniversary phone calls team
- Facilitate New to UU on first Sunday in-person and via Zoom
- Invite newcomers: New to UU and Exploring UU
- Maintain Connections Coordinator Workflows on Planning Center
- Organize/schedule/facilitate Exploring UU prep meetings and classes
- Write updates for Friday Update and Prologue

- Serve on the Leadership Cultivation Committee
- Recruit volunteers for Java Crew, Greeters, Flamekeepers
- Maintain registrations on Planning Center for volunteer groups
- Update Facebook and Vimeo livestream attendance spreadsheet
- Assist in planning and coordination for Spencer Pride

In addition, since May, I have helped coordinate the regrouping of the Rainbow Rights Committee, have organized Gardeners' Gatherings, and attended meetings with the Social Justice Task Force Leaders and Caring Committee. In my spare time (not for "work") I have participated in the church choir and in Earth Kin.

Thanks very much for your time and support,

Anabel Watson



ATTACHMENT B

Treasurer and Finance Committee Report to the Board  
October 19, 2021

This report will include the 1<sup>st</sup> quarter financial information and what we have for a 5-year capital plan.

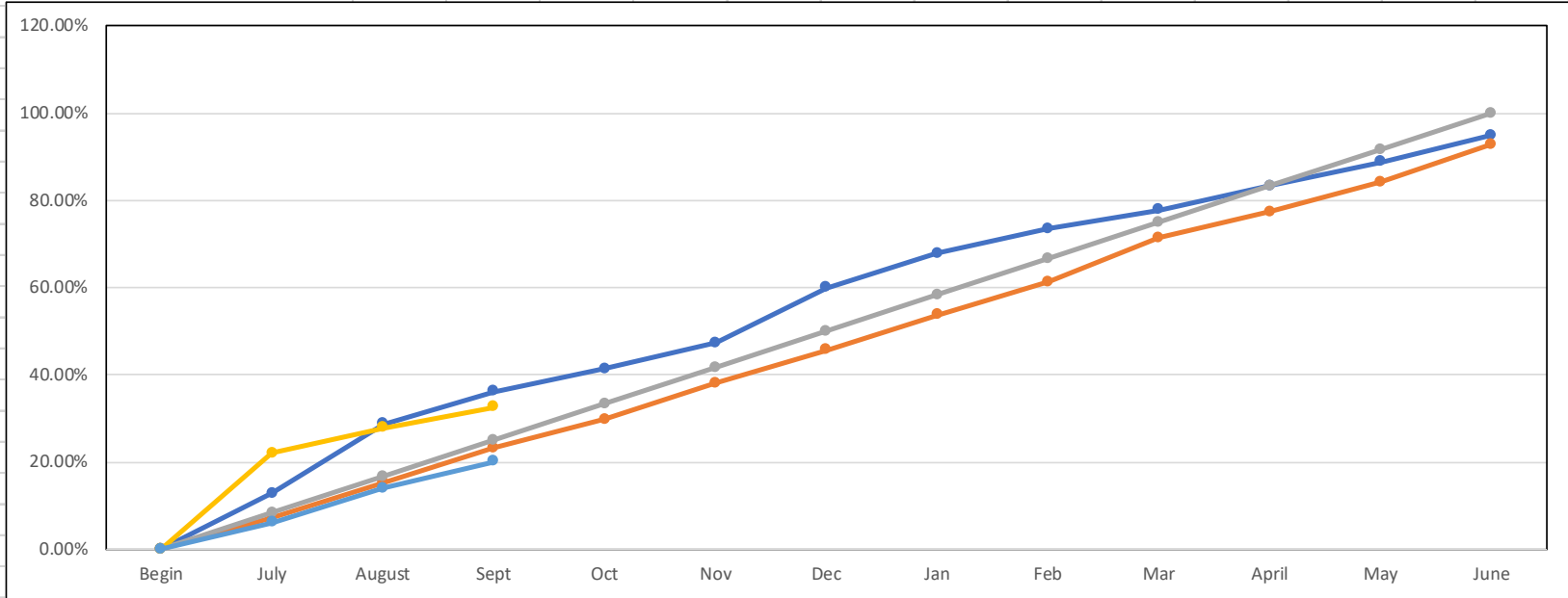
In the past the quarterly financial report has included what was called the “cash flow report”. It was a comparison of a 3-year average income and expense to the current year’s income and expense by broad categories. It highlighted and compared the natural fluctuation in the rate of income received and spending made within those categories. It had some basic flaws since the prior 3-year averages were based on total actual income and expenses while the current year was based on budgeted income and expenses. I am less concerned at this point about the fluctuations by category and more concerned about both having the same (budgeted) basis. The new chart continues to show the fluctuations in total income and total expenses throughout the year and also gives us some indication at how well we’ve stayed close to the budgets overall.

The faint grey “Target” line is what our income and expenses would be without fluctuation. The darker blue line is the prior 3-year average income by month. The yellow line is the current year income by month. The orange line is the prior 3-year average expenses by month. The lighter blue line is the current year expenses by month. It is apparent that the usual big jump in income at the beginning of the year occurred earlier than usual this year and has also dropped off faster than usual. Our expenses are a little lower than average at this point of the year but Reverend Grant is beginning to implement some changes that will tap into the \$84,000 amount ear-marked for a contract minister, so I expect to see that expense line rise closer to the average by next quarter.

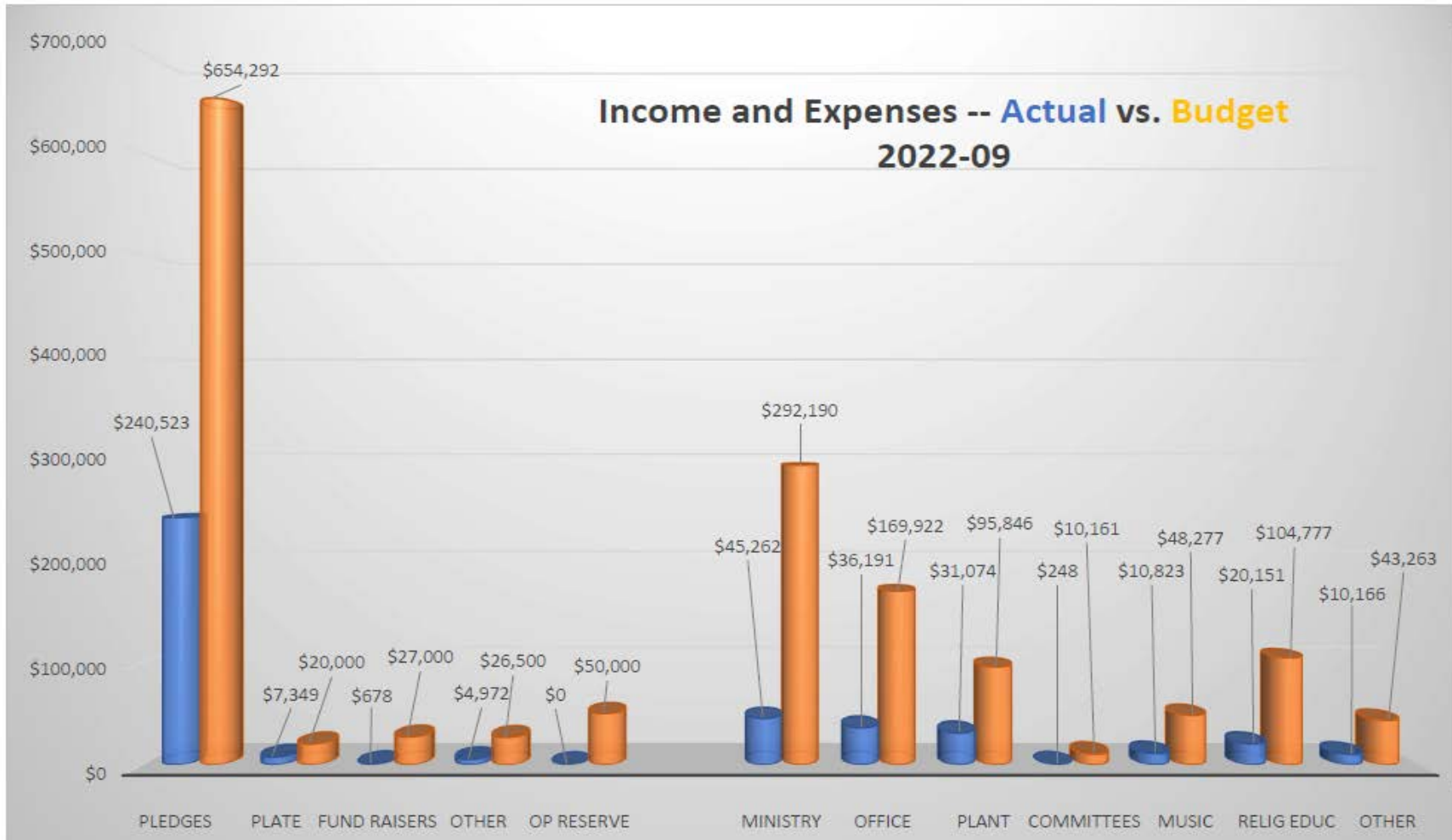
One other note from the chart is that we have ended up just 7 to 8% below our budget on average over the past 3 years on both income and expenses. That’s either an indication that we are pretty good at budgeting or we are really paying attention to the budget.

**3 Year Ave Income and Expense with Current Year to Date**

	Begin	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
<b>Average Monthly Income (% of Budget)</b>	0.00%	12.87%	28.69%	36.14%	41.29%	47.25%	59.99%	67.77%	73.53%	77.79%	83.33%	88.73%	94.95%
<b>Current Year Monthly Income (% of Budget)</b>	0.00%	21.97%	27.78%	32.60%									
<b>Average Monthly Expense (% of Budget)</b>	0.00%	7.38%	15.30%	23.16%	29.83%	38.04%	45.61%	53.66%	61.36%	71.44%	77.37%	84.16%	92.78%
<b>Current Year Monthly Expense (% of Budget)</b>	0.00%	6.19%	14.04%	20.11%									
<b>Target</b>	0.00%	8.33%	16.67%	25.00%	33.33%	41.67%	50.00%	58.33%	66.67%	75.00%	83.33%	91.67%	100.00%



This next chart shows what we've received as income and spent as expenses by a few broad categories in this current year as of the end of September. The blue columns are actuals to date, the gold columns are the budgeted numbers for the year. Note that the \$292,190 amount budgeted for Ministry includes that \$84,000 earmarked amount mentioned earlier. That amount will be re-allocated to other expense categories when those plans are firmed up and will be reflected in a revised budget we present at the December congregational meeting.



I have attached the detailed Budget v Actual report and Balance Sheet spreadsheets from the end of September with this report.

The five-year capital plan we are to provide is more problematic. The last such plan I've seen in full is one from 2018. The information that I have indicates that preparing such a plan had been the responsibility of the senior minister and the church administrator. They had based the plan on the information from the annual walk through conducted by the Building Committee, headed currently by Molly O'Donnell.

The 2018 plan was in the form of a spreadsheet and listed specific elements of the interior, exterior, and grounds. It has information for estimated replacement dates, useful life, and estimated costs with targeted completion dates. Many of the items lack complete data.

Moreover, that information has not had a relationship to our annual budget preparations. It should feed into each fiscal year's budget, specifically the Equipment Reserve and Long-Term Maintenance Reserve line items. There would need to be a review of the total amount we have reserved over the years in our "Green Maintenance & Equipment Replacement" reserve account and the projected spending from that account over the next 5 years to determine if those budgeted line-item amounts are adequate to cover the planned spending. Instead, we have pretty much kept the budgeted amounts steady year after year. That's understandable considering the budgeting challenges we've faced recently. I will work with Molly O'Donnell, the Finance Committee, and the Lead Minister to get a process in place to get that information updated and in a form that can be used to help prepare our annual budget

I have attached the notes from the 2022 walk through and the very latest "Building records w-o grounds" spreadsheet. I am unable at this point to provide cost estimates for any of the items.