

# Unitarian Universalist Church of Bloomington, Indiana

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

Approved Board Minutes

November 20, 2018



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

**Not attending:** Julia Lawson

**Present by invitation of the Board:** Carol Marks

**Ministers attending:** Reverend Mary Ann Macklin, Reverend Scott McNeill

**Submitted by:** Steven Gilbert

**Appended Documents:**

- A. Chair's Report to the Board
- B. Senior Minister's Report
- C. Administrator's Report
- D. Five-Year Capital Plan
- E. Fiscal Year Closeout Report
- F. Quarterly Social Justice Report
- G. Associate Minister's Report
- H. Center for Congregations Workshop Report

## **I. Call to Order**

Michelle Cook called the meeting to order at 7:00 p.m.

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

Helmut Hentschel led the chalice lighting and provided a reading from Cicero.

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

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

Steven Gilbert moved and Stuart Yoak seconded approval of the October board minutes. The motion was approved.

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

Reverend Macklin provided and briefly reviewed the senior minister's report shown in Attachment B.

## **VI. Old Business**

### **A. Congregational Meeting Agenda Review**

Michelle asked for comments on the December 9 congregational meeting agenda provided in a link in the Reports to the Board (Attachment A). Board members felt the agenda looked straightforward and complete. A few procedural matters were discussed before moving on.

### **B. Update on Undesignated Gifts Bylaw and Board Policy Change**

Sharon Wiseman updated the board on changes in the undesignated gifts bylaw and board policy (See Attachment A, Proposed Bylaw Change). Information on the change has appeared twice in the Prologue, and while some discussion of the change has been forthcoming from members during coffee hour, neither Ed nor Sharon detected any concerns of note. Michelle will introduce the change in the bylaws to the congregation for a vote, but wanted someone then to explain the change briefly to the congregation without becoming too technical. Sharon proposed asking Libby Devoe do it, since Libby is on the Planned Giving Committee and Michelle said she would act on this suggestion.

## **VII. Monitoring (per Board Policies, Section IV)**

#### **A. Church Administrator's Report**

Carl Marks reported on the church administrator's activities (Attachment C). Carol reported that she, Reverend Macklin and Anne LeDuc have begun reviewing the membership rolls in order accurately certify our current membership to the UUA in February.

#### **B. Five-year Capital Plan (II.D. Financial Planning)**

Ed Robbins updated the board on the current capital plan, shown in Attachment D. Funding for the new carpeting in the meeting room and work on the skylights has already been approved by the SPF.

#### **C. Fiscal Year Closeout Report**

As treasurer, Ed presented concerns about summarized in his own words in Attachment E.

#### **D. Social Justice Quarterly Report**

Rev. McNeill presented his quarterly report on social justice (Attachment F) and his minister's report (Attachment G). Helmut asked about the source of funding for the 13 social justice committees. Rev. McNeill cited three main sources of funding: a \$300 share from a previous capital campaign, social justice grant applications and some groups (those that volunteer to help with football parking) receive a share of parking revenue from football games. Other revenue comes from funding projects such as bake sales and miscellaneous sources. Stuart asked if there was much sharing among the groups. Rev. MacNeill replied that he was encouraging this, but not much has occurred so far. In response to a question from Ed, he said a given committee needs a leader and at least three active members. He works with Jackie Hall to coordinate the groups.

#### **E. Report from Coffee with the Board**

Julie Lawson stated in a email that most of her interaction was social. No issues have been raised.

#### **F. Observations to share**

- Michelle told the board that action has been taken with regard to the destruction of the Monarch garden to prevent such an occurrence in the future.
- Several individuals have complained about the quality of wifi reception in the church during services. Apparently the system is being accessed by too many people at one.

### **VIII. New Business**

**A. Bylaws Review: 4.8 Budget**

Michelle Cook presented this item in Reports to the Board (Attachment A) for information only.

**B. Center for Congregations Workshop Review**

Stuart Yoak and Rev. Macklin attended a workshop sponsored by the Center for Congregation in Evansville, Illinois on Thursday October 18. Notes on the meeting are included in Attachment G. Takeaways with regard to strategic planning include:

- Importance of defining terminology
- Conduct strategic planning every three years and set no more than three goals per cycle
- Keep to what can be accomplished
- Assign defined tasks and responsibilities
- Provide for regular check-in with committees on progress.

In response to a question about the relation of strategic planning to appreciative inquiry, Rev. McNeill proposed the appreciative inquiry should feed the process of strategic planning which then feeds back to appreciative inquiry in an ongoing cycle.

**IX. Executive Session**

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

**X. Adjournment**

The motion to adjourn made by Steven was seconded by Michelle and approved by all at 9:00 p.m.

## ATTACHMENT A

# Reports to the Board

Michelle Cook, President

November 20th, 2018

## Old Business

### Congregational Meeting Agenda Review

A [draft of the Congregation Meeting agenda](#) is presented for review by members of the Board.

[Congregational Meeting How-To](#) document available for reference.

### Undesignated Gifts Bylaw & Board Policy Change

Agreement on the bylaw and policy changes identified below has been confirmed by the Board and SPF. The ad hoc Undesignated Gifts Committee has begun its efforts to educate the congregation on these proposed changes that will be presented for a congregational vote at the December 9th Congregational Meeting.

#### Proposed Bylaw Change

Replace the last sentence of section 7.6, which reads

If an asset is received by the Committee they shall **place it in the Fund or in the Endowment as they deem appropriate**, except that they will honor any instruction concerning placement which was made by the donor of the asset.

with the following sentence (which replaces the highlighted text above with the highlighted text below)

If an asset is received by the Committee they shall **apportion it as they deem appropriate among the SPF general fund, SPF endowment, operational general fund, and operational endowment**, except that they will honor any instruction concerning placement which was made by the donor of the asset.

# Monitoring

## Five-year Capital Plan (II.D: Financial Planning)

Rev. Macklin presented the status of the church's five-year capital plan in accordance with board policies section II.D: Financial Planning which reads...

With respect to planning fiscal events, the Senior Minister shall not jeopardize either programmatic or fiscal integrity of the UUCB. Accordingly, the Senior Minister shall not cause or allow fiscal projections that:

1. Contain too little detail to enable reasonably accurate projection of revenues, expenses, and cash flows or fail to disclose planning assumptions, including future budget impacts.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Fail to separately present a plan for capital expenditures and the means to pay for them. Capital expenditures are (1) all repayments of debt and (2) any building additions or equipment purchases over \$1,000.00 each.
4. Deviate materially from Board-stated priorities and requirements in its allocation among competing fiscal needs.

## Internal Audit Report (II.F.3-9: Asset Protection)

Treasurer, Ed Robbins, presented the internal audit report per board policies section II.F.3-9: Asset Protection to the Board for review.

## Fiscal Year Closeout Report

Treasurer, Ed Robbins, presented the fiscal year closeout report to the Board for review.

## Social Justice Quarterly Report

Rev. Scott McNeill presented a quarterly report on all social justice committee work to the Board of Directors.

# New Business

## Bylaws Review: 4.8 Budget

**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.

The Board President, Treasurer, and Chief Financial Officer, in coordination with the Senior Minister and Church Administrator, investigated the potential for the Office budget line to exceed its approved limit due to expenditures against the Multimedia Specialist sub-section. Due to increased use of the church facilities and multimedia capabilities for special events, the budget allocations for the multimedia specialist(s) will be exceeded; however, the anticipated expenditures will not exceed the budgeted amount for Office by more than 5% or \$3,000, thus negating the need for congregational approval.

This item was brought to the attention of the board as an educational and informational item only.

## Center for Congregations Workshop Review

Vice President, Stuart Yoak, and Rev. Macklin attended a Strategic Planning workshop hosted by the Center for Congregations. Stuart's [notes from the workshop](#) are shared with the Board.

## ATTACHMENT B

**Reverend Mary Ann Macklin**  
**Senior Minister**  
**Board Report October 17, 2018**

Issues concerning constraints of the Board Policies or UUCB Bylaws  
 Reports of conflict of interest by the Senior Minister (Section II.G: Purchases, Grants, and Contracts) *None at this time.*

Issues related to policy II.H: Communication and Counsel to the Board  
*Request for Board Time on Saturday, March 2<sup>nd</sup> Enneagram.  
 Three hours with Reverend Keith Kron. Morning or Afternoon?*

Issues related to policy II.I: Sanctuary  
*Nothing to report at this time.*

Issues with or proposals to improve the Board-Senior Minister relationship (IV)  
*Important to meet monthly with President and Vice President. Appreciated reschedule of last meeting.*

**Progress of UUCB towards Ends: A view from August 2018**  
**Seeking the Spirit**

We have a meaningful liberal religious experience which includes:

1. A rich diverse worship life: *Continue to deliver through sermons, music and other liturgical elements. Chris Long was Guest preacher in October. Our annual Celebrate our Ancestor's service involved intergenerational aspect with weaving in of choral music. We had an amazing band with stellar music for the Sunday prior to elections; special appearance by Darth Bader Ginburg. Intergenerational Service for Thanksgiving Service led by Reverend Leite and Revered McNeill, deeply appreciated. Of note, our Music Director, Susan Swaney, is in Iowa at present; her father died November 14<sup>th</sup>. We have been in touch with Sue since she left to be with him in his last days.*
2. Compassionate pastoral care.  
*Ann LeDuc continues to meet with the Caring Committee and provides updates and connections all around. Ann creates so many important places of connection.*

Also our End of Life Task Force recently provided a successful “Dying to Know Event” replete with workshops, displays, and information fair.

3. Life-long opportunities for spiritual growth through religious practice, religious education, leadership roles, and community action.  
Religious Education continues to work with their vision team. In November Reverend McNeill and I will participate in a webinar about leadership in the 21<sup>st</sup> Century. Community action---I participated in a “Service of Commemoration and Healing” at Beth Shalom Congregation after the mass shooting at Tree of Life Synagogue in Pittsburgh, PA. The outpouring from the Bloomington community reminds all of us why we live here.

Knowledge of denominational and congregational history and traditions.  
In early November Reverend McNeill attended a large church conference for the MidAmerica Region. Reverend McNeill is also involved with UUA Campaign coordination.

### **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.

5. We are generous with our time, talent, and resources.  
`Continue to use our resources in a spirit of generosity while maintaining healthy boundaries. Several requests have been made to SPF regarding important building updates: Skylight removal as well as new Carpet for Sanctuary.
6. We actively encourage ministry, lay leadership and congregational participation in social justice and the operation of UUCB.  
At my request, we now include a social justice report as one of our monitoring reports. This evening will be the first of quarterly reports.
7. We responsibly manage our staff, volunteers, resources, and facilities.

We continue to evaluate and make necessary changes in this area. Currently, we are revamping our Childcare Policies and hope to have new policies in place by December

8. We provide pastoral care as appropriate to the congregation's needs and our ability. Continue to consult Sharon Yarber (Caring Committee Chair) and Melinda Swenson (Health Concerns Team) regarding these needs and limitations. In November and December, Sharon and Melinda are offering a Grief Support Group for those in need during the holiday season.

### **Changing the World**

We are leaders in our community and world.

9. We are committed to social justice and equality for all people. We are considering the Welcoming Congregation Renewal program. Ann LeDuc attended a Webinar on the process.

10. We advocate against prejudice, injustice, and oppression of any person or group. See Social Justice Report from Reverend McNeill.

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

In early November our staff engaged a half day Implicit Bias Training. Two members of "Building a Thriving Compassionate Community (BTCC)" lead an "Implicit Bias" training for our staff, similar to one they led for the city of Bloomington (Spring 2018). It was a great opportunity to learn more about what's meant by implicit bias. The trainers provided their slides, so that staff could refer to it – as well as a bibliography. Reverend McNeill and I believe this training would be of great use to the Board. Also attending the workshop were people who were learning to lead the program for other organizations; this was another example of our congregation giving space to people to develop their skills and take them into the larger world to create justice.

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

We work to keep these relationships healthy and up-to-date. Reverend McNeill recently connected with MidAmerica staff at the annual Large Church Conference.

From Reverend McNeill,

*“On November 8, I attended a conference for ministers and staff of large churches, in our region within the UUA. The organizers and MidAmerica staff were grateful to see us represented (and several times I was asked to report back (to the congregation, staff, and board) how valuable we are to the region and UUA, in terms of financial support, leadership, innovative ideas, and more). Much of the workshop focused on issues of white supremacy characteristics that seep into hiring/firing staff, staff work and relationships, etc. I cannot speak highly enough of the workshop and its presenters (Rev. Ashley Horan and Pastor Danny Givens). Early in the day, people met with their counterparts (music directors met together, religious education professionals, etc). In my discussion with other associate ministers, two congregations (First Unitarian Society of Madison, and Unity Temple in Oak Park, IL) had very recently held similar anti-implicit bias/anti-racism trainings that were attended by both staff and the board (and sometimes other leaders). They had a number of good ideas – but given Bloomington’s experience the day before (with the “Implicit Bias” training, it reiterated the usefulness of our board joining in this work with our staff).”*

### **13. We help heal the earth.**

Our Green Sanctuary Task Force and Green Grounds will offer the Social Justice Moment in December with updates on all of their activities, struggles in these times, and vision.

## ATTACHMENT C

### **Unitarian Universalist Church of Bloomington, Indiana**

#### **Church Administrator's Report to the Board of Directors, November 18, 2018**

I joined the staff in May 1992, and so now in my 27th year as your Church Administrator, my work (40 hours per week) continues to fall into the following categories:

##### **Accounting and Bookkeeping**

I oversee or am personally responsible for taking care of bill paying, payroll for 27 employees, bookkeeping for over 300 pledges, reports for Special Purposes Fund quarterly, reports for Women's Alliance monthly, and reports for the Treasurer, Senior Minister, and Chief Financial Officer monthly. In addition, I assist social justice task forces in keeping track of their fundraising income/outflow. Since April 2016 of Jessica Bailey, our Bookkeeper, has taken care of many bookkeeping tasks.

##### **Facilities Maintenance and Management**

With assistance from Molly O'Donnell, Jana Pereau, and Dick Stumpner of the Building Committee, and Reverend Macklin, I order repairs to the building and replacement of equipment. I also oversee scheduling the use of the facility, including all congregational events and use by outside groups.

In the past year, we have replaced the sewer line from the church to the main on Jordan Avenue, which had been damaged by IU contractors and Smithville Telephone; removed the leaking skylights in the Commons and repaired the roof; replaced the old choir risers with new ones that are lighter weight and more attractive; and made plans for new lighting in the Commons and new carpeting in the Meeting Room.

Facilities use continues heavy from the campus and music community. We also helped produce *Resilience: Stories of Monroe*, in October 2018, which represented comprehensive use of space to support racial justice education. Our parking lot is often full for IU home football games--fundraising for social justice task forces still seems to be worth our not having use of our building at these times.

##### **Staff Supervision**

I supervise the Office Assistants, Monica Overman and Mandy Skinner, and various office volunteers who help with bank deposits, publications, communication, and other administrative tasks. I also supervise the Custodian, Jeff Stone, the Bookkeeper, Jessica Bailey, and the Multimedia Managers, Andy Beargie and Ned Joyner. I provide administrative assistance to the Bazaar, the Auction, and Stewardship. I also have oversight of the Kitchen, the Library, the Archives, and the Booktable. In addition, I manage employee intake when new employees are hired, filing all necessary government paperwork, entering them in the payroll. Since 2014, we employ a payroll service to generate our twice monthly payroll and take care of all employment tax-related reporting to the federal and state governments.

### **Communications / Publications**

I oversee or personally edit the church's publications, both paper (order of service, pledge statements, stewardship campaign materials, in-house pamphlets) and electronic (Facebook, website, Friday UU Update, Prologue newsletter, and miscellaneous email).

### **Risk Management**

It is part of my job to manage our risk, according to current policies and the limits of our insurance coverage. This can sometimes create delays or additional safety measures regarding congregational activities, increasing congregational awareness of safety and security of both people and property.

### **Archives and Library**

Since Spring 2016, we have enjoyed more activity in our Library and Archives. Anne Haynes is our church Librarian and has gathered a committee to assist her with that work. Ginny Richey is our Archivist. Reverend Dr. Laurel Hallman recently visited our Archives to find materials from her ministry with us in the 1980's. These documents will go to the archives at Meadville-Lombard Theological School.

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### **Continuing Education**

I regularly participate in workshops offered by the Center for Congregations, and will attend the Association of UU Administrators' Professional Days at General Assembly in Spokane, Washington, in June 2019. I currently serve as Vice President of the AUUA and am on the Good Offices Committee of that organization. I also meet several times a year via web meeting with MidAmerica UU administrators.

Respectfully submitted, Carol Marks  
Church Administrator 11/18/18

## ATTACHMENT D

### CAPITAL PLAN Board Report for November 2018

Priorities:

#### **Carpet in the Meeting Room**

The carpet in the Meeting Room was installed in 1999, over 19 years ago and is heavily stained. Even annual cleanings do not remove the stains. The old, worn, and stained carpet will be replaced with carpet tiles, thus allowing us to replace the soiled tile with a fresh tile. The cost of this for the Meeting Room is \$21,302.97. The cost for tiles for the adjoining corridor is \$5,873.74. Total cost: \$ 27,176.71. The cost includes about 400 sq. yd. of carpet squares, shipping, labor for the installation, and removal and recycling of the old carpet.

#### **Skylights**

In September, workers removed the skylights and installed a new roof over the openings. There have been no leaks after the many fall rain days. Without the skylights the Commons is quite dark. Now we need to insulate the openings, repair the drywall, paint, and install energy efficient ambient lighting in the coves. The plan also includes installing lights on the wall to highlight art work and the Social Justice area. There will need to be drywall repair and painting done. The estimated cost of this is \$10,000, including: \$1800 for new wiring and switching (Cassady Electric); \$1888 for tracks and wall-washing lights (Stewart Electric); \$110 for primed coves for inside of skylight wells; \$1000 for acoustical treatment; as well as drywall replacement, cove installation and painting.

Note: A request for an SPF grant for these two special projects has been submitted.

#### **Sewer line**

The sewer line was repaired at the end of September 2018. The total cost for the repair was \$10,850. During the repair it was discovered that IU and Smithville data lines interfered with the sewer lines and caused part of the problem. As a result of grounds chair Dick Stumpner's due diligence, Indiana University and Smithville paid \$5,485---only after much discussion did IU and Smithville agree to cover a portion of the cost. The church received an SPF grant to pay the remaining amount of \$5,365.

#### **Entrances**

- The concrete on the landing and steps to the office entrance is cracked and crumbling. For safety reasons this needs to be repaired soon.
- Add three LED "Dark Sky" light fixtures outside of the main entrance and meeting room sliding doors (replaces the old, round globe lights). These lights were added outside of Fellowship Hall and the portico and work well.
- Our main entrance is not very intuitive. Is there an architectural solution? The sign "Main Entrance" is small and not easily seen from the driveway. Consider changing this.
- Portico Entrance – make this a more attractive and inviting entrance. Move yoga cushions or have a cabinet to store the cushions. Place art work in this area and walls by the library.

## **Painting**

- Exterior – The north and south side of the building were last painted in 2014. Will be assessed in the spring of 2019. The east side of the building was painted in 2016. Will be assessed in 2020/2021. The west side of the building, including the wall at the meeting room's narrow windows, the wall at the round window, and by the office door were all painted in September 2017. The round window was caulked and the stucco under the round window was patched before painting. Will be assessed in 2021/2022.
- Paint walls in the sanctuary. The cost estimate is \$6,000. May want to do it in sections. May want reflective paint for the projection areas (especially to be able to see photos).
- Paint room 201 (administrator's office) and room 204 (workroom). Also the hallway wall in the RE wing and one wall in room 210 needs to be painted.
- The upstairs RE kitchen needs to be painted.
- Paint Portico entry with an accent color.

## **Other**

- Install low E-film on south and west office windows. Some of the windows are difficult to crank shut, especially one left open in the rain. They can be adjusted, but with difficulty. Consider replacing the handles of the windows in rooms 105.

## **Heating/Cooling**

- The first floor, air conditioning unit number 6 AC, Rooms 104 and 106, nursery and infants, is old and needs to be replaced. In spring 2017, Harrell Fish, Inc. replaced the refrigerant to give the unit a few more years. The cost was \$600 instead of an estimated \$5,000 for a replacement in 2020-21. Unit 4 AC, Rooms 103 and 105: May need replacement soon. The estimated replacement date was 2016. Estimated cost is \$6,000.
- The furnace in Fellowship Hall is not working properly and will need to be assessed.

## **Lighting**

- The area near the main entrance and the steps to the Courtyard steps were very dark. This was a safety hazard. Two solar LED bollards have been temporarily installed by the curved stairs near the main entrance. Two solar LED bollards have been temporarily installed by the steps into the courtyard. They light the area well and will be permanently installed.
- We may need to replace the LED fixtures in the Meeting Room with ones designed for LEDs. Watch the LEDs for future problems. Several have burned out. Wall sconces are currently wired with the last row of spotlights (near the double doors to the Meeting Room). Consider leaving sconces on current circuit and rewiring the overhead last row of spots. This will require renting the lift.

- Replace fluorescent lighting with LED tubes in room 204. The fluorescent tubes flicker and buzz.

### **Carpet**

- Plan for new carpet in rooms 112, 208, and 210 in the future.

### **Furniture**

- The sofa in room 110 was dusty and dirty, causing breathing issues. Two new love seats were purchased for the library. The furniture in the library was moved to room 110.

### **Gutters**

- The west end of the gutter at the main entrance roof drips and forms ice in the winter. The gutters above the north porch need to be cleaned and re-nailed.
- Downspout on south side by kitchen is clogged, needs to be cleaned out. Need to know if the faucet on the outside near this downspout is leaking inside the wall as well as outside.

### **Wood Issues**

- Wood signs are beginning to deteriorate. We will keep the metal posts and replace the wooden signs with metal and vinyl graphics and text.
- Carpenter bees and then woodpeckers have damaged many of the horizontal rails in the courtyard fence. Will explore a wood fill to blend in and add repellent to deter further damage.
- Windows in room 105 won't lock because of loose gasket or handle; there is water damage. Need to either repair or replace.
- Add a trellis to shade the nursery play area in summer.
- The doors on the shed need to be realigned. Replace the small shed with a larger one.

### **Bike Parking**

- Additional bike parking was added in November 2018. It is a longer area for bikes with carts. It is located by the peace pole.

### **Grounds**

- An Eagle Scout Project will convert the grassy area outside the office entrance in 2019. Add a picnic table (or two benches that converts to a table) for staff and guests to meet outside in good weather.
- Consider appropriating funds to hire someone to do weekly general grounds maintenance during the growing season. This would allow volunteers to concentrate on small areas or projects that have particular resonance for small groups or individuals. To hire 2 men for 4 hours every other week, May through October would cost approximately \$ 2,000.

**Church Survey**

A survey of the church property was completed to mark the corner boundaries.

## ATTACHMENT E

1. Ed Robbins brought up a potential recommendation for a change in the structure of the Church Balance Sheet. There is one large Endowment Fund that has existed for many years, in the amount of about \$72,000. It is managed by the SPF Committee (SPF). Moreover, we anticipate another \$27,000 to shortly be transferred from a T-Account to start the Operational General Fund, as an integral part of the work of the Undesignated Gifts Committee in its setting up of a default option for gifts both designated and undesignated. Thus, the Endowment portion of the Balance Sheet is expected to assume more importance over the years.

Since Endowments by their legal restrictions cannot distribute more than their bylaws indicate (for example, prohibition of invasion of principal), the use of such monies is severely restricted and not largely available for general purposes. Ed recommended that a "restricted equity" entry be established in the Balance Sheet, equal to the current value of endowments owned by the Church.

Michelle asked Ed to contact the SPF Committee, so that the SPF Committee would make a formal recommendation to the Church Board to establish the corresponding line in the Balance Sheet.

2. A general discussion ensued regarding the general financial condition of the church relative to the current and future Endowment amounts.

# ATTACHMENT F

## Social Justice Report to the Board – November 2018

For this inaugural report to the Board, I will share some base-line information and then offer updates to it quarterly (per the Board's discussion in a previous meeting).

Generally speaking, **our social justice work is housed by 13 small groups ("Task Forces")**, which must be led by a member of the congregation and have three or more members in the task force. In addition to those requirements, task forces submit an "application" (mostly to gather information, though it is explicitly discussed that there may be times that task forces combine with each other or end if the congregation needs to focus its efforts elsewhere). These task forces are given 3 minutes to speak in worship (once a month) to inform the congregation about its work, and often they use that month to highlight their work through a workshop, event, movie, etc. Some groups have subcategories within them (one that comes to mind is the Hope for Prisoners Task Force, which has the new program, "Kids with Absent Parents" as a subgroup).

The leaders of these groups join together to make our "**Social Justice Circle**", which is both an email list and a meeting that takes places (more or less) quarterly. In these meetings (currently led by Jackie Hall), there are administrative updates that Jackie and I (as the staff person responsible for social justice) share with the task forces (information about budgeting/funds, answering administrative questions, etc.), and the task forces have 2-3 minutes to give an update about the work they're doing. And for the past couple of years that I've been here, we've often had a third part of the meeting that is more substantive/content-based. Examples include having a speaker from one of our community partners attend and make a presentation, or an activity whereby task forces begin to map out their connections to one another, other parts of the congregation, and parts of the larger Bloomington and UU communities. In essence, we've focused our work on finding connections between the groups ("intersectionality") and to be mindful of our partnerships outside of the church.

Other social justice work happens ad hoc in response to changing/evolving needs, often from the ministers/staff (as well as through chalice circles, which commit to doing a social justice project each year, or religious education, the women's alliance, and so many other groups). New task forces can be formed (the most recent is the End of Life Task Force) and we're exploring ways to contract the groups (to have fewer than 13) or expand their work beyond one particular focus (for instance, what role does gun safety work play in our Just Peace Task Force).

The **latest highlights** within social justice are:

- We held a workshop in early October with the Reverend Chris Long, who continued the work the Social Justice Circle is doing as it pertains to crafting a vision for our justice work and recognizing our need to partner within the church and beyond the church.

- The development of consistently scheduled "social justice movie nights", with members of a couple of task forces working together to create a program (in consultation with adult religious education) that involved screening a movie, and a follow-up discussion.

- Hosting the "Implicit Bias" training for the staff, planning for a winter 2019 workshop/keynote address regarding history of race and racism within Unitarian Universalism, and hosting a free legal aid clinic for undocumented immigrants and/or those who needed legal (or other) advice. These emanate from our community partnerships and we want to keep developing those relationships and opportunities to offer meaningful programming to our congregation, as well as a helpful service to our community. As was noted

in a previous meeting (but worth mentioning again), the congregation was honored by the Outstanding Community Agency Award from the City of Bloomington's Commission on Hispanic and Latino Affairs.

In faith, Scott McNeill (Associate Minister)

## ATTACHMENT G

Board Update re: Implicit Bias Training: On November 7, two members of “Building a Thriving Compassionate Community (BTCC)” came to the congregation to lead an “Implicit Bias” training, similar to one they led for the city of Bloomington (I believe those were in Spring 2018). Most of our staff attended and it was a great opportunity to learn more about what’s meant by implicit bias. They provided their slides, so that staff could refer to it – as well as a bibliography. That said, I believe the training would be of great use to the Board (for reasons I’ll explain in the next section). Also attending the workshop were people who were learning to lead the program for other organizations; this was another example of our congregation giving space to people to develop their skills and take them into the larger world to create justice.

Board Update re: MidAmerica Region “Large Church Staff Conference): On November 8, I attended a conference for ministers and staff of large churches, in our region within the UUA. The organizers and MidAmerica staff were grateful to see us represented (and several times I was asked to report back (to the congregation, staff, and board) how valuable we are to the region and UUA, in terms of financial support, leadership, innovative ideas, and more). Much of the workshop focused on issues of white supremacy characteristics that seep into hiring/firing staff, staff work and relationships, etc. I cannot speak highly enough of the workshop and its presenters (Rev. Ashley Horan and Pastor Danny Givens). Early in the day, people met with their counterparts (music directors met together, religious education professionals, etc). In my discussion with other associate ministers, two congregations (First Unitarian Society of Madison, and Unity Temple in Oak Park, IL) had very recently held similar anti-implicit bias/anti-racism trainings that were attended by both staff and the board (and sometimes other leaders). They had a number of good ideas – but given Bloomington’s experience the day before (with the “Implicit Bias” training, it reiterated the usefulness of our board joining in this work with our staff).

In faith,

Scott McNeill

# ATTACHMENT F

## Strategic Planning You Can Use

### Presenter

June Miller, Non-Profit Consultant

Sponsored by the Center for Congregations

Location: First Presbyterian Church, 609 SE 2nd St, Evansville, Indiana, 47713.

Date: Thursday, October 18, 2018, 11:00 AM - 1:00 PM

### UUCB Attendees

Rev. Mary Ann Macklin

Stuart D. Yoak, V.P., Board of Directors

### Lecture Notes by Stuart D. Yoak

- Assess current status as a starting point for the process (recommend conducting an environmental scan of the organization and community)
- Develop and communicate a common terminology for the plan (recommend following the KISS rule to Keep It Simple)
- Set and prioritize realistic goals you can achieve (recommend no more than three goals)
- Develop a plan to meet the goals
- Identify projected outcomes for each goal (no more than five outcomes from each goal)
- Set objectives to provide a basis for evaluating success in achieving the goals
- Identify opportunities and potential pit-falls in achieving success
- Appoint Planning Committee with charge and timeline for completion (three goals in three years)
- Set clear steps for evaluating the process from beginning to end
- Be open to making changes to the goals as the process proceeds

## **Strategic Planning You Can Use - Program Handouts**

### **Program outline for October 18, 2018** by June Miller (1 page)

- Desired Outcomes for Program
  - Understand Strategic Planning terminology
  - Easy-to-Use framework
  - Gain understanding on how to create Strategic Plan
- Advice
  - Plans vary by scope, keep it simple and achievable, use common language
  - Form a Strategic Planning Committee with a clear charge and lead chair
  - Scope of the plan should be for no more than 3 years and have no more than 3 goals
  - Planning process should take 3-6 months depending on scope
  - Evaluate the process at set intervals and allow things to change
- Determining Goals Exercise
- Elements of Finished Strategic Plan
  - Organization Mission and Vision
  - Executive Summary of the Strategic Plan
  - Description of the process and the people involved
  - Summary of environmental scan
  - The Goals and Objectives identified
  - Timing for completion of the goals and objections

### **Strategic Plan Outline** by June Miller (1 page)

- Executive Summary
- Strengths, Weaknesses, Opportunities, Threats
- Vision and Mission
- Goal #1; Goal #2; Goal #3
- Accountability Charts
- Appendices

### **What is a Strategic Plan?** by June Miller (1 page)

- Vision, Mission, Guiding Principles
- Goals
- Critical Success Factors, Objectives, Barriers
- Strategies
- Action Plans

### **Strategic Plan Terms and Definitions** by June Miller (1 page)

### **Accountability Chart** by June Miller (1 page)

- Goal
- Objective
- Strategy
- Owner & Committee
- Action Steps (By whom, By when, Resources needed; Status and date)

## **Strategic Planning You Can Use - Program Handouts**

### **Strategic Planning outline by Michael Wilkinson (1 page)**

1. Where we are today
2. Where we want to be
3. Goals and Objectives
4. Barriers to success
5. Critical success factors
6. Strategies for achieving success
7. Actions to be taken

### **4 Components of Strategic Planning – from Leadership Strategies (11 pages)**

1. The Whys – 5 Reasons to Plan
2. The How – The Drivers Model for Strategic Planning
3. The Whats – Terms and Definitions
4. The Who – Knowing How to Choose a Strategic Planning Facilitator