

Unitarian Universalist Church of Bloomington, Indiana

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

Board Minutes

August 16, 2023



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**Board members attending in person:** Mary Craig, Drew Schrader, Regina DiLamore, Bill Lonnerberg, Jane McLeod

**Board members attending via Zoom:** Abby Gitlitz, Linda Pickle

**Board members absent:** None

**Ministers attending:** Reverend Connie Grant

**Guests attending:** Andrew Appel

**Submitted by:** Regina DiLamore, Secretary

**Attached Documents:**

- A. Lead Minister's Report
- B. Special Purpose Fund Report
- C. Duct Heater Replacement

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

Vice President Jane McLeod called the meeting to order at 7:02 pm, and Mary Craig lit the chalice. A quorum was in attendance.

**II. Check-in**

**III. Approval of the Board Minutes**

Bill Lonnberg moved to approve the July 2023 Board Meeting minutes, Drew Schrader seconded the motion and the motion carried.

**IV. Reports**

**A. Interim Lead Minister Report**

The interim lead minister reported that mold was discovered in Rooms 103 and 105. The rooms are closed off. A report from Amanda Waye detailing the testing and remediation already conducted is provided in Attachment A. It will be necessary to investigate the cause of the mold and remediate. A quote for testing and remediation was received.

The Lead Minister's report is provided in Attachment A.

**B. Special Purposes Fund (SPF) Report**

Andrew Appel discussed the SPF report. Earnings have outpaced distribution; therefore, the Board could consider increasing annual operational distributions slightly above only if temporary funds are needed.

Fossil fuel divested investments have increased 19% from January 2023-June 2023, higher than the S&P 500 and NASDAQ.

The Board asked about the policy regarding gifts of stock. Andrew Appel explained that the policy is to liquidate all stocks immediately.

The SPF report is provided in Attachment B.

## **V. New Business**

### **A. Summary of Insurance Policies, Limits and Coverage**

See the Lead Minister's report in Attachment A.

### **B. Duct Heater Replacement**

The Board discussed replacing the duct heaters. A formal request to the SPF funds will be required for this expense. Andrew Appel indicated that the SPF committee understands that it is difficult for the church to sustain a budget for building maintenance. The Board further discussed that the cost of the heat ducts could be split between operational reserves and SPF legacy funds. The Board will discuss requesting SPF legacy funds in the near future. Andrew Appel will inform the SPF committee of the request of funds.

The option of replacing the gas-fired duct heaters with electric heaters in the future was debated. The cost is estimated at \$200,000. The Board will make a high-level assessment considering the HVAC and mold issues in the near future. A capital campaign may be considered to fund these capital expenses.

See Attachment C for detailed talking points.

### **C. SPF Committee Cycle**

Andrew Appel informed the Board that all three members of the SPF committee are the same three-year cycle. Terms will end July 1, 2024. President Abby Gitlitz will take the issue to the Leadership Cultivation Committee (LCC) since Abby Gitlitz is the Board liaison with the LCC.

### **D. Board Retreat**

The Board retreat will be September 2, 2023, from 12-4.

Big Picture topics to cover during the retreat were discussed:

#### **Policy Revision**

Policies are not currently aligned with practices, and they should be reviewed and revised before the new minister is settled. The Governance committee will work on policies this year.

#### **Hotchkiss Model of Governance**

The partnership model of governance will be discussed.

#### **Update on Ends Statement**

The current ends statement was provided by Abby Gitlitz for review prior to the retreat.

## **E. Service Award**

The Board discussed service awards given out in the past to members during the June meeting. The Board decided to continue the practice and will consider members to receive the award in the December 2023 Congregational meeting.

## **VI. Old Business**

### **A. Bylaws**

The Board expressed their gratitude to Mary Craig for working so hard on the Bylaws revisions. The Board discussed the final set of revisions.

Jane McLeod moved that the revised Bylaws as amended by the Board be sent to the Congregation for review. Abby Gitlitz seconded the motion and the motion carried. The Bylaws will be released to the Congregation; however only members can vote on adoption.

Hans Kelson will upload the Bylaw revisions to the website. A temporary email and response form will be developed to collect comments.

The Bylaw revision timetable and logistics were discussed

## **VII. Housekeeping**

The Board retreat is scheduled for Saturday, September 2 @ 12 noon at the Fields

Board representative at services (full through 9/24/2023).

## **VIII. Executive Session**

The Board did not enter executive session.

## **IX. Adjournment**

Vice President Jane McLeod adjourned the meeting at approximately 8:50 p.m.

## Attachment A

Date: August 16, 2023  
To: Board of Directors  
From: Rev. Connie Grant, Interim Lead Ministerhas  
Subject: Monthly Report - August, 2023

Some highlights:

- Mold has been found in Rooms 103 and 105. A report from Amanda Wayne is appended (see appendix A), detailing testing done so far and quotes on remediation received to date. Amanda has also reached out to Church Mutual to investigate insurance coverage for this.

Information about some leakage issues is also included in her report.

It will be necessary to investigate the cause/source of the mold as well as the extent of remediation necessary.

- A summary of insurance policies, limits, and coverage, as prepared by Amanda, is appended (see appendix B).
- A Building Community tabling event, intended to include information about and opportunities for engagement with the Facilities Committee and Safety Team as well as other infrastructure support activities as well as social activities, is scheduled for October 8.
- Religious Education Fair is September 10
- Social Justice Fair is October 22
- Young Adults are inviting IU and other students to lunch on September 17 at the church.
- Board members and others who interact with congregants are encouraged to participate in Dementia Friendly Training on October 29 at noon in the Meeting Room.
- The UUA is offering training for Board members of large congregations, including information about Hotchkiss's Governance and Ministry partnership, conflict and change dynamics, cultural competencies, fiduciary responsibilities, efficient meetings, mission-based budgeting and decision-making, self-differentiation, and boundaries, change and conflict, and spiritual grounding. Saturday, August 26, 2023, Noon-4pm EDT. Cost is \$200 per congregation. More information is available here: [https://www.uua.org/leaderlab/events/leading-large-board-training?mc\\_cid=f2d427612a&mc\\_eid=83b78d61c9](https://www.uua.org/leaderlab/events/leading-large-board-training?mc_cid=f2d427612a&mc_eid=83b78d61c9)
- I'm offering a six-week Credo-building workshop in September-October.
- I'll be away August 18-25, taking vacation.

## Appendix A

### Director of Administration's Building Only Report UU Church of Bloomington, Indiana August 15, 2023

**Building:** On Sunday, July 30, 2023 I received a phone call from Jo Bowman stating that rooms 103 & 105 smelled musty, like mold and that days' activities were going to be relocated to another area of the building due to safety reasons. On Monday I came in to find what appeared to be actual white surface mold spores clinging to the ceiling of rooms 103& 105. We shut down the ventilation immediately in those rooms. I contacted Pro Source Restoration to complete a mold test. (See attached. Pgs 5 & 10) This test costs the church \$325.00. The results came back a few days later as positive for mold. About a week or more later, Jeff Stone and I noticed the same smells in both bathrooms immediately outside of the meeting room. Saw some growth around the light fixture thereafter.

While awaiting the mold results I contacted Stanley Steamer for a quote on cleaning the ducts in the affected rooms. For duct cleaning only they quoted us: **\$5,325.00**. This quote is also based on the technicians saying we had, "some of the cleanest ducts we've ever seen in a commercial building".

Myself, Molly O'Donnell and Dick Stumpner have been in constant contact, not only with one another, but reaching out to local businesses to obtain quotes for what they believe will remediate this issue. Here is what we have so far:

-Pro Source Restoration (the company who did the mold test): Pending Remediation Quote

-Bloom Environmental: Remediation on 103/105, Restrooms outside of Meeting Room; **\$6,895.00**

-Core Restorations: Pending Remediation Quote for 103/105, Restrooms outside of Meeting Room (with and without repainting of walls \*if needed\*)  
Pending Duct cleaning Quote

Core Restorations was recommended to us from Commercial Services as we also had them come out to provide their expertise on thermostat settings, air flow, air quality and control, etc. While Commercial Services was here, the tech mentioned that if our building continues down its current path of moisture retaining that we may want to look into adding a built in dehumidifier into our HVAC system within that area exclusively. Commercial Services quoted us on this upon my request: **\$2,975.00**

In addition to the mold issue, we still have ongoing leaks around the building, too. Most recently, the leak in Stephanie Kimball's has returned. Steve Pollitt was kind enough to come out and "fix" it temporarily; however, he does not believe that it's a permanent fix. As was the reason for the previous leak in Stephanie's office, there are snow/ice guards on the top of the roof to prevent melting snow/ice from sliding down the metal roof and crashing onto someone's head. The screws that are holding these stoppers in place are not actually holding them. Steve said that the screws are merely "sitting in the holes". Steve believes that whoever installed the ice guards stripped the holes in metal roof where the screws are suppose to snug in and pinch the pieces together, therefore, sealing up any waterways. According to Steve, the screws are accounted for, they're just flopping about within their respective holes. He thinks we should have someone check it out/secure it very Spring/Summer going forward. Steve has also said that he will paint the ceiling in said office so we can detect a future leak sooner.

Today, 8/15/23, Jeff Stone let me know that there is another (possibly the same) leak that occurred Sunday night/Monday morning in Fellowship Hall. Jeff found sitting water in the entire seat of one of our plastic chairs in FH. I have informed both Molly and Dick on this issue as well.



## **Appendix B**

### **II.F.1-2 Asset Protection Report**

August 15, 2023

by Amanda Waye, Director of Administration

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, S.I., 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 04/16/23 to 04/16/24. A copy of the policy is filed in the Director of Administration'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 is \$1000 per occurrence, except in case of earthquake, when the deductible amount is 5% of the stated value of the building.

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](http://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 (2023-24) will be about \$9,182.00. 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 this has been paid in full already.

## Attachment B

# Special Purposes Fund Committee Board Report

January 2023 through June 2023 (quarters 23Q3 and 23Q4)

Name	Beginning Balance	Earnings	Distribution	Transfers	Deposits	Expenses	Ending Balance	Notes
Operational Endowment	92,636.62	5,863.39	-1,965.45		302.50		96,837.06	
Operational Available	174,712.39	8,864.93	1,965.45		2,902.50	-55,950.00	132,495.27	
Special Purpose Endowment	163,070.67	10,323.32	-3,353.57		302.50		170,342.92	
Special Purpose Available	283,551.05	12,741.14	3,353.57		302.50	-11,634.35	288,313.91	
<b>Totals</b>	<b>713,970.73</b>	<b>37,792.78</b>			<b>3,810.00</b>	<b>-67,584.35</b>	<b>687,989.16</b>	

## Accounts

Ending Balance	Name	Classification	Notes
37,764.85	Checking register (Cash)	Group One Assets	
415,013.52	Vanguard Wellington Fund (Admiral Shares)	Group One Assets	
35,472.94	Vanguard Brkrgr (FFD): Parnasus (PARNX)	Group One Assets, FF Divested	B
30,670.05	Vanguard Brkrgr (FFD): Cln Edge Green En (QCLN)	Group One Assets, FF Divested	
0.00	Vanguard Brkrgr (FFD): S&P 500 ex-Energy (SPXE)	Group One Assets, FF Divested	A,B
378.91	Vanguard Brkrgr (FFD): Money Market Fund	Group One Assets, FF Divested	B
0.00	Vanguard Brkrgr (FFD): Cash	Group One Assets, FF Divested	B
0.00	R.W. Baird (FFD): Parnasus (PARNX)	Group One Assets, FF Divested	B
0.00	R.W. Baird (FFD): S&P 500 ex-Energy (SPXE)	Group One Assets, FF Divested	A,B
0.00	R.W. Baird (FFD): Cash	Group One Assets, FF Divested	B
84,797.83	Vanguard Inter-Term Inv.-Grade Bond Fund	Group Two Assets	
83,891.06	Vanguard Short-Term Inv.-Grade Bond Fund	Group Two Assets	

## Proportions

Checking	5%	Equities	48%	Bonds	46%
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## Transactions

Date	Description	Amount	Notes
<b>Transfers</b>			
1/3/2023	From Vanguard Brokerage:Cash to Vanguard Brokerage: Mny Mkt	58.78	
1/4/23	From R. W. Baird to Vanguard Brokerage: Money Market	83.10	
2/20/23	Sale of SPXE, Proceeds to Vanguard Brokerage: Money Market	19,241.00	
2/10/2023	Vanguard Brokerage: Money Market to PARNX	5,700.00	
2/15/2023	Vanguard Brokerage: Money Market to QCLN	33,987.21	
5/15/2023	Vanguard Short Term Bond Fund to Cash	20,000.00	
5/15/2023	Vanguard Intermediate Term Bond Fund to Cash	20,000.00	
<b>Income [Deposits]</b>			
4/7/2023	In Memory of Sylvia King	500.00	
4/28/2023	In Memory of Anne Haynes	500.00	
5/12/2023	Claire Roberston Fence Repayment	1,600.00	
6/5/2023	In Memory of Richard Holl	30.00	
	Refundable deposit converted to gift from A. Scott Hutchison		
6/16/23	Memorial	150.00	
6/16/23	Operatioal Reserves	1,000.00	
	In Memory of Peggy Woodcock	30.00	
	<b>Income Total</b>	<b>3,810.00</b>	
<b>Expenses</b>			
1/12/2023	UU Church: Social Justice Grant Fall 2022	2,488.00	
3/14/2023	From SPF to TYRE T-Account	145.71	
4/24/2023	From Operating Reserves: Projector and Microsoft Office '21	5,950.00	
4/26/2023	SPF Legacy Fund: Rev. Constance Grant relocation expenses	9,000.64	

5/10/2023	From SPF Checking (Cash) to UU Chase checking due to low Chase balance	30,000.00	65
6/5/2023	From SPF Checking (Cash) to UU Chase checking due to low Chase balance	20,000.00	66
			67
	<b>Expense Total</b>	<b>67,584.35</b>	77

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## Comments

At Board request, SPFC is now managing investment and reporting of the Operational Endowment and Operational Available Fund, which receives the endowment distributions as well as savings. Board maintains control of Operational Available Fund expenditures.	81
Group One Assets are allocated among all Endowment and Available Investment Funds in proportion to their balances. Group Two Assets are allocated among Available Investment Funds in proportion to their balances.	82
Terminology has evolved for clarification and to match the quarterly report format most recently updated in Feb 2022, with look-back to 21Q3. See online document at <a href="https://tinyurl.com/spfc-report-guide">tinyurl.com/spfc-report-guide</a> for a detailed description.	83
In the future a donor's name will only be associated with those funds if the donation equals or exceeds \$40,000.	84

## Committee

Approved by Andrew Appel (Chair), Bill Lonnberg (Board Treasurer), Deb Hutton, Linda Pickle (Board appointed), and Doris Wittenburg.	
In April, 2023, it was noticed that \$58.78 in Vanguard Brokerage: Cash on January 1, 2023 was not reflected in original 23Q2 and 23B1 reports. Corrections made and reports regenerated (adding "with Corrections" to titles) and approved by same SPF Committee members in April, 2023.	87

## Notes

A	SPXE fund was closed due to small size (\$27M total investment).	88
B	R.W. Baird assets transferred to a newly established brokerage account at Vanguard in December, 2022.	89
		90
Report Generated	8/9/2023 18:18:05	91
		92

## Attachment C

## Talking points related to the duct heater replacement

August 16, 2023 Board meeting

- The two duct heaters that serve the meeting room and fellowship hall have repeatedly failed for several years. Last winter the cause was diagnosed as corroded heat ducts, and replacement of the duct heaters is the only viable solution.
- Commercial Services provided a proposal to furnish and install new Reznor duct heaters for \$18,375. It is recommended that the work occur this fall.
- This work is not included in the FY23-24 budget, and will require the use of Operational Available Reserve funds.
- The existing duct heaters were installed in 1999, so the new units should also last 20+ years. The air handlers and AC units (installed in 2013 and 2010 respectively) should have another five to eight years. Those units would be replaced with ones that will be compatible with the new Reznor units.
- An alternative would be to replace the existing systems with heat pumps, but that would be estimated to cost at least \$200k.



February 1, 2023

Unitarian Universalist Church  
2120 N Fee Ln.  
Bloomington, IN 47408

From: David Sonneborn  
Subject: Replacement of Existing 250,000 and 30,000 BTU Duct Heaters

**Included in this Quote:**

- Purchase and installation of all materials for the scope of work below.
- Installation of:
  - Two (2) Reznor Duct Heaters
  - One (1) – 250,000 BTU | 80% AFUE Heater
  - One (1) – 300,000 BTU | 80% AFUE Heater
- Removal of the existing duct and insulation to access and remove the two existing duct heaters.
- Removal of the two existing duct heaters and disposal of them at a location off site.
- Re-connecting to the existing gas line, flue piping, high and low voltage wiring for the existing duct heaters.
- Hanging the two new heaters off of the existing all-thread mounted to the ceiling.
- Startup and verification of the proper operation of the newly installed equipment.

**Not Included:** Replacement or service of any high or low voltage wiring, flue piping, gas line, controls, fire suppression work, fire dampers or return air smoke detectors.

**Total Labor and Materials (Tax Exempt):** **\$18,375.00**

\_\_\_\_\_  
David Sonneborn  
Proposed –CSB Representative

\_\_\_\_\_  
2/1/2023  
date

\_\_\_\_\_  
Accepted –Customer/Customer Representative

\_\_\_\_\_  
date