

Unitarian Universalist Church of Bloomington, Indiana

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



Board Meeting Minutes

November 19, 2025

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**Board members attending in person:**

Jane McLeod, President

Bill Lonnberg, Treasurer

Regina DiLavore, Secretary

Mary Craig, Board Member at-Large

Pam MacLaughlin, Board Member at-Large

Steve Mascari, Board Member at-Large

Reverend Susan Frederick-Gray, ex officio Board Member

**Board Members Attending via Zoom**

Linda Pickle, Vice President

**Guests Attending via Zoom**

Anabel Watson, Connections Coordinator

**Submitted by:** Regina DiLavore

**Attached Documents:**

A. Consent Agenda

- President's Report
- Lead Minister's Report
- Social Justice Report
- Personnel Advisory Committee Investigation Procedure Regarding Workplace Misconduct

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

Jane called the meeting to order at 7:00 pm. The chalice was lit, and a quorum was in attendance.

**II. Check-in**

**III. Approval of the Consent Agenda**

The consent agenda consisted of the following items:

- October 2025 Fiscal Dashboard and Statement of Cash Flows
- President's Report
- Lead Minister's Report
- October 2025 Draft Board Meeting Minutes
- Beacon Fundraising Report
- Social Justice Report
- Personnel Advisory Committee Investigation Procedure Regarding Workplace Misconduct

Jane moved to approve the consent agenda. Steve seconded and the motion carried. See Attachment A for the consent agenda reports.

**IV. Monitoring Reports**

#### **A. Connections Coordinator**

Anabel presented the Connections Coordinator Monitoring Report (Attachment A) and provided key insights into visitor trends. She reported an increase in overall visitors, with higher attendance in the "New to UU" class and noted a demographic shift toward more young families and students. She also highlighted that former members are increasingly returning. Anabel observed that new visitors are primarily seeking community and a safe space with like-minded individuals.

### **V. Unfinished Business**

#### **A. Funding Capital Improvements**

The Board discussed a memo from Bill to Jane and Andrew Appel which requested funding for capital improvements to include upgrades to the kitchen, windows and doors; and parking lot sealing and repairs. The total cost for these upgrades is expected to be \$68,000. Bill requested that the Special Purposes Fund Committee and the Board approve funding for these improvements from the Special Purposes Fund and operating reserves, respectively. The Building Committee has copies of the proposals for these projects. Once funding is secured, these projects will be presented at the Congregational meeting and project implementation will commence.

After discussion, Jane moved to allocate \$15,000 from the operating reserves for capital improvements. Mary seconded the motion and all approved.

#### **B. Addressing Comments on the Bylaws and Articles of Incorporation**

The revised Bylaws and Articles of Incorporation were sent to the Congregation 30 days in advance of the Congregational meeting for comment. Comments were received during the Board's Cookies and Conversation event on November 16, 2025, and by email. Jane indicated that Zoom meetings will be scheduled for additional feedback. The Board discussed options for voting for these revisions during the Congregational meeting and Jane led a discussion about the comments that were received. Following the discussion about the comments received, the Board made some minor revisions to the draft Articles of Incorporation and draft Bylaws revisions. Jane then led a discussion about how to communicate the revisions to the Congregation. The Board decided the revisions will be communicated in a Friday update and via email.

#### **C. Internal Financial Audit**

Bill led a discussion about UUCB's internal financial audit, which the Finance Committee conducted using an internal control document provided by the Unitarian Universalist Association (UUA). The Committee will now develop an action plan to address the audit's recommendations and action items. This plan will prioritize the identified issues in collaboration with the staff, detailing which

tasks the staff will complete and which require the creation of new written procedures.

## **VI. Feedback from Congregants**

A Blessing of the Animals service was requested.

## **VII. Executive Session**

The Board entered executive session at 8:29.

## **VIII. Adjournment**

The meeting was adjourned at approximately 8:37.

**UUCB Board Meeting**  
**President's Report**  
**November 19, 2025**

If you would like this report, or any other items from the consent agenda, to move to the regular agenda, please let me know by Tuesday, November 18 at 5pm.

Three updates:

Guy Loftman contacted Tom Belcher, on behalf of UUCB, to inquire about securing a sewer easement prior to their sale of the property. Two potential buyers have expressed interest in the property: IU and an unnamed second party. Mrs. Belcher continues to live in the property and is not interested in selling at this time. Because negotiations regarding the property are ongoing, Tom prefers not to formalize the easement. Guy sent Tom a letter on behalf of UUCB (reviewed first by me, Rev. Susan, and Dick Stumpner) confirming our desire to secure an easement.

The announcement of the mid-year congregational meeting was sent to members last week.

I added an item to the agenda for addressing comments about the proposed revisions to our Articles of Incorporation and Bylaws. I received several comments last week and others were shared at the Cookies and Conversation event. Some congregants feel that we should eliminate at least one of the mentions of "religious" in our statement of purpose; others felt that we should broaden our community beyond UUs. Some congregants feel that allowing the Board to add members who have voting privileges without a congregational vote gives the Board too much power. Attendees at the Cookies and Conversation event were generally supportive of requiring that youth representatives be elected at the annual meeting. I drafted revisions to our revisions based on these comments for discussion. Although we are required to distribute proposed bylaws revisions to members at least 30 days before the meeting, after consulting with our past Parliamentarian (Guy Loftman), I believe there is a way for us to present amended revisions at the meeting.

Sign-ups for [Perspectives articles](#) and Sunday Board [representatives](#) are still available. There is a folder for Perspectives articles. If you could be so kind as to upload any Perspectives articles you have contributed, we can maintain that part of the Board history in our records.

I look forward to seeing you soon!

November 2025 Lead Minister's Report to the Board  
Unitarian Universalist Church of Bloomington  
Submitted by: Rev. Susan Frederick-Gray

**General Reflections:** Overall, I feel the ministry of the congregation is going reasonably well. The world and our present political situation are exhausting. I don't know about you, but this seems to make everything else feel harder and more time consuming. Add to this, I realize that my commitment to two clergy groups that meet in back-to-back months (mid-Oct and mid-Nov) makes for an exhausting fall. I am happy to be a part of both groups and plan to continue, but the timing is not ideal. I hope the pulpit swap with Rev. Nic Cable went well this past weekend. I was delighted to visit with the UUCCI congregation and hope these efforts can help strengthen UUism in Indiana.

**December's Theme:** Community of Sanctuary

**Calendar highlights**

I expected to be in Bloomington for the Thanksgiving holiday, but that plan is likely to change. My brother's mother-in-law just died. Given this, my mom may be hosting the Thanksgiving dinner in St. Louis to be a source of support to my brother and his wife. If so, my family and I will likely be in St. Louis from Wed – Saturday of the holiday weekend.

**Updates and Highlights from Ministry**

**Personnel Committee:** The updated "Investigation Procedure: Complaints of Workplace Misconduct" is in the consent agenda folder. A small change to the title and first sentence made the context more general to address questions raised from last month. My hope is the Board will approve this updated policy.

**Health and Safety Project (i.e. Kitchen/window/doors project):** After meeting with Andrew Appel of the SPF and reviewing existing financial accounts dedicated to maintenance projects and reserves, Bill Lonnberg and I have figured out a way to address this project with minimal fundraising. We would need the support of the Board in releasing a small about of reserve funding and SPF's willingness to provide some funding for the project.

My hope is that in not having to fundraise substantially for this project, we can begin to think about fundraising for a second minister. I welcome ideas – including people to work with -- on how to approach this effort.

**Mission/Vision Working Group:** This group has met twice and understands that its work can begin slowly as the Name Change Discernment Group process has gone slower than expected. Overall, I think this is good. As I noted in my reflection, things seem to be taking longer amid so much change and trauma in the world. Significant conversations about identity should move at a pace that creates trust, transparency, participation and relationship. So, as the Name Change Discernment group begins planning for its next stage of meetings with members, the Mission/Vision Working Group has been focused on team building, clarification of our work (is it a Mission or a Vision we most need?) and designing a process to help lead the congregation in discernment about a new statement. I will have more updates as the year goes on. The Mission/Vision discernment group is: MJ Wallaker, chair; Steve Gilbert; Cynthia Schultz; Doug Anderson, Caden Baird, and Susan Frederick-Gray. Unfortunately, Caden has not been able to attend yet. The schedules of our youth are so demanding. I hope we can figure out how to make this work better for Caden, but so far, we have not.

### **Request for two items for Executive Session**

I request 5-10 minutes of Executive session time for two updates that are not urgent but connected to ministerial support and personnel.

### **Addendum (added 11/18/25)**

The Code of Conduct for UU Ministers requires current settled ministers and former ministers of a congregation (particularly when residing in the area) to have a covenant to outline expectations and hopes for their relationship and the relationship of former ministers with their previous congregations and congregants. Emily Manvel Leite and I have met on two occasions to discuss a covenant and I am pleased to share that today we finalized a covenant between us. I have included it in the Board Consent folder and it is linked [here](#).

Mary Ann Macklin and I have had several meetings and discussed the covenantal parameters of our relationship. While nothing is written or finalized yet, we have good working agreements and are in process on a formal covenant. I will share that with the Board when it is complete.

The Social Justice work of the UU Church of Bloomington has been and is well known in the community and a major factor for new people visiting and staying with us. Our new minister Rev Susan keeps us both grounded and leads us in our efforts to combat authoritarianism and build community and connections.

There was a presentation this fall from UUSC, the Unitarian Universalist Service Committee. <https://www.uusc.org/about/>. The UUSC advances human rights and social justice around the world, partnering with those who confront unjust power structures and mobilizing to challenge oppressive policies. Our SJCT, SJ Coordinating Team, is looking for a Liaison from our congregation who would Volunteer to bridge our congregation's work to UUSC. <https://www.uusc.org/congregation-hub/liaisons/>

Our Social Justice task forces continue to lead our many ways to Change the World. The SJ Task Force application process was updated this year to collect finance information about each task force and be able to report annual total financial assistance to the community. In total, nine of the 10 task forces raised or received \$40,728 in fiscal year 2024-25. They donated approximately \$57,212, by June 2025. Some task forces fundraise for one or two years before making a large donation, while others donate on a more regular basis. Information from Just Peace Task Force is pending.

The fall Getting Involved Fair format was changed. Social Justice and the task forces hosted an information gathering in the meeting room after an August Sunday service. This was an opportunity to share information and conversation before tall schedules were established.

Each SJ Task Force has a SJ month which means there is a SJ moment from the pulpit and representative from the task force attends the New to UU class. There are usually other activities that highlight the task force and its work. This year, none was assigned for December. There will be Giving Tree and food baskets for Pathways(formerly MCUM) as SJ holiday activities. The theme for December is Sanctuary which will also remind us that Sanctuary has many meanings including from a broad social justice perspective.

Football parking which generates significant income for our social justice activities as well as religious education donated a portion of the income to the operating budget last year and will continue to do so this year. The charge for parking increased from \$30 to \$40, still less than any IU parking which is \$50. There is one fewer home game this year than last year, but we anticipate that the income will be about the same even though early games did not fill our parking spaces.

The Democracy Task Force was established in 2025 to help our congregation become more powerful in the work of resisting authoritarianism and creating a democracy that prioritizes the needs of the people and dismantles systems that prioritize the rich and powerful. Emma Crossen is the chair; Rev Susan is an active participant. A Justice Advocacy page <https://www.uubloomington.org/justice/justice-advocacy-corner/> has been added to our website as a central hub for information sent to the UUCB Office about what steps can be taken to stand up for justice - on both local and federal levels.

The Homelessness task force added Mary Blizzard as a co-chair with Jason Michalek. They are partnering with other Bloomington groups in assuring that the homeless in the community can withstand the winter. There has been a coat drive and now the Bloomington Severe Winter Emergency Shelter 2025-2026 which will operate when there are lower temperatures at night. This organization is different than the one we were part of in the past. A high priority for this task force is assuring that the congregation upholds our commitment to raise and additional \$25,000 for Beacon.

Rainbow Rights has a new co-chair, Carl Deitchman. They participated in Bloomington Pride and struggled to be able to staff the Spencer Pride booth. They do have a 3 part 'Trans' presentation this fall.

The Just Peace Task Force is on hold until its leader David Keppel can return. Meanwhile the task force is on the back burner until he can return, find another leader or possibly retire this task force,

## **Personnel Advisory Committee Investigation Procedure: Complaints of Workplace Misconduct**

The Head of Staff will assess a complaint to determine whether it requires a formal investigation. If so, the Head of Staff will refer it to the Personnel Advisory Committee (PAC). Per the Personnel Manual, if the complaint involves the Head of Staff, the chair of the PAC will make the determination as to whether it requires a formal investigation. If so, the PAC will refer the complaint to the Board of Directors. The Board may enlist the PAC to lead the investigation, or they may choose another course for the investigation.

### **Formal Investigation**

The PAC will conduct fact-finding as to the complaint and preserve all evidence it collects.

1. The PAC will notify the Complainant (the person making the complaint) and the Respondent (the person against whom the complaint has been made); inform the Respondent of the allegations; provide the Respondent with an opportunity to address the allegations; and establish a deadline by which the Respondent must meet with the PAC to discuss the matter.
2. If a complaint is of a nature as to make the workplace or another employee potentially unsafe, an employee may be put on administrative leave that may be paid or unpaid, during the investigation. During an administrative leave, the employee on leave will only be allowed to communicate with the PAC and, if authorized, with the Head of Staff and/or the Director of Administration.
3. An investigation may include, but is not limited to:
  - a. Interviews with the Complainant, the Respondent, and other witnesses identified by any party as having relevant information;
  - b. Examining written statements, including electronic communication by the parties, relevant documents, and other relevant information;
  - c. Consulting with the Director of Administration and/or Head of Staff; and
  - d. Considering the Respondent's prior or subsequent conduct to assess whether it was substantially similar to the conduct under investigation or indicates a pattern of similar prohibited conduct, as well as knowledge, intent, or motive.
4. All members of the UUCB community are expected to cooperate fully with the investigative process. The PAC may contact any individual believed to have information relevant to an investigation and request an appointment to discuss the matter.
5. All persons involved in the investigation process, including the Complainant and Respondent, shall keep all information related to the investigation confidential.

## **Report of Investigation**

Following the investigation, the PAC will provide an Investigation Report to the parties.

1. The Investigation Report will include:
  - a. The specific allegation(s);
  - b. The Respondent's response to the allegation(s);
  - c. The PAC's summary of the investigation and its determination.
2. If the PAC determines that the Respondent violated law, UUCB policy, or other standards of workplace behavior, the PAC will recommend appropriate sanctions. The PAC will then provide the Investigation Report to the Head of Staff.
3. If the Lead Minister/Head of Staff is the subject of the investigation, the PAC will provide the report to the Board, if the Board assigned the investigation to the PAC.

## **Finding and Decision**

Upon receiving the Final Investigation Report, the Lead Minister as Head of Staff (or, if the Lead Minister is the subject of the complaint, the Board) shall issue one of the following findings using a preponderance of the evidence standard:

1. **Finding of “No Violation”:** If the behavior the Complainant alleged and PAC investigated did not violate law, policy, or workplace standards, the Head of Staff shall provide the parties written notice finding no violation. The Head of Staff shall maintain files containing documents of the investigation, and not place these in the employee's Personnel file.
2. **Finding of a “Violation”:** If the behavior the PAC investigated did violate law, policy, or workplace standards, the Head of Staff shall issue the finding of violation and appropriate sanction(s) as described below. The Head of Staff may consult with the PAC or Board prior to issuing the finding and/or sanction.

## **Sanctions**

The Head of Staff shall provide the parties written notice of the finding and any sanctions. When determining the appropriate sanctions, The Head of Staff shall consider the nature and severity of the behavior and the existence of any prior incidents or violations. Sanctions include the following:

1. **Level One Sanctions:** Sanctions that do not directly modify job duties or actual salary, such as informal discussions, additional training, periodic review, letter to Personnel Advisory file or other similar corrective action. Level One sanctions are not appropriate if the Respondent is found responsible for a physical act of violence.
2. **Level Two Sanctions:** Sanctions that directly modify job duties, salary, or job status, including pay cut, suspension, and termination.