

Approved Congregational Meeting Minutes

First Unitarian Church, South Bend

May 20, 2018

***Note that motions are underlined.**

1. Call to order by President Susan Siemers at 12:13.
2. The Secretary determined that a quorum of members (38) was present plus proxies.
3. Opening — Susan Siemers
4. Approval of Congregational Minutes — Byrd Tetzlaff moved that the minutes of the May 21, 2017 Annual Meeting be approved as written. Rose Fournier seconded. The motion passed unanimously.
5. Review of Reports by the Minister and President Siemers printed in the Annual Report.

6. 2018-2019 Proposed Operating Budget

- Chuck Leone pointed out that line 205 lists the mortgage payment as \$22,200. This includes a \$10,000 reduction from the “Singe the Mortgage” campaign.
- Not included in line 205 is a \$5,000 transfer from the Endowment Fund which is the next item on the Annual Meeting agenda. This transfer would effectively reduce the size of the budget deficit from \$11,671 to \$6,671.
- Roger Birdsell asked about the deficit and wanted to know how much of a shortfall there is in the stewardship campaign. Chuck Leone thought a rough estimate of a final total would be \$153,000.
- Anne Mannix noted that last year we didn’t receive enough pledges to meet expenses either. Chuck Leone said that most years less pledges are compensated for by less expenses.
- Roger Birdsell moved, and Dale Gibson seconded that the operating budget be approved. The motion passed unanimously.

7. Endowment Disbursements

- Joseph Gress introduced 5 recommended Endowment disbursements totaling \$14,081, the authorized disbursement amount. The individual or group proposing the project is in parentheses.
- The recommended disbursements are; \$5,000 for principal pay-down of the building mortgage (Board); \$4,000 for technology equipment and installation in the sanctuary (Rev. Chip Roush, Becky Lindstrom and Alan Hamlet); \$1,600 for an Automated External Defibrillator (AED) purchase and training (Barbara Williams); \$1,381 for Mobile Ecology Center (Diana Mendelsohn); and \$2,000 for miscellaneous grounds improvement projects (Grounds Committee).

- Barbara Boyd pointed out that there is \$1,500 already in the Funds Statement of the budget for and AED, but the true figure is \$1,600.
- A motion was made by Joseph Gress and was seconded by Rich Wallace to approve the proposed Endowment Fund disbursements for 2018-2019. The motion was passed with one abstention.

8. Elections

- The nominations as printed in the Annual Meeting Report need to be corrected to show that Melanie Smith-Guillaume is being nominated for a second two-year term as Secretary, not Treasurer.
- A motion was made by Roger Birdsell and seconded by David Mayfield to elect the corrected slate of nominated Officers, Trustees and Endowment Committee member as listed in the Annual Meeting Report.

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|----------------------|----------------------------------------------------|
| Vice President | Ron Robinson |
| Secretary | Melanie Smith-Guillaume |
| Trustee, 2-year term | Anne Mannix |
| Trustee, 2-year term | Rich Wallace |
| Trustee, 1-year term | Janet Bogar (for the last year of Jim Ward's term) |
| Endowment Committee | Allen deSomer (3-year term) |

The motion passed with one abstention.

- The nomination of Mary Alice Lundergan was made from the floor to fill the position of Alternate on the Nominating Committee.
- Dale Gibson made a motion and Ruth Regan seconded to elect the Nominating Committee slate and Alternate nominated from the floor.

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|-----------------|-----------------------------------------------------------------------------------------------------|
| Chair Person: | Susan Siemers (outgoing Board President, one-year term) |
| Current Member: | Lois Holm (activated as alternate this year, will serve for one year to complete the two-year term) |
| New Member: | Wendy Lohman (two-year term) |
| Alternate: | Mary Alice Lundergan |

The motion passed unanimously.

9. Strategic Plan Discussion and Vote

- Melanie Smith-Guillaume gave a short history of the Strategic Planning process and thanked Suzanne Waller, Becky Lindstrom and Chuck Leone for writing the Plan with her.
- Becky Lindstrom explained the Task Force's efforts to make the Plan accessible with icons, a summary page of strategic ideas, and an easy-to-follow structure. The Task Force planned to create an "on-going, living document" that would help us to "work smarter not harder and become the best version of who we are". She also stated that the Plan does not preclude us from doing other things that are not in the Plan.
- Susan Siemers said that she thought the Plan should be accessible in digital form so that it can be updated and members can see it evolving.

- David Mayfield thought the Plan should not preclude other projects and that it should be updated at the Annual Meeting. He asked the question, “What authority does it give people to act?”
 - Chuck Leone stated that it is a vision and a road map. Some actions would require Board approval, but Committees could take over.
 - Anne Mannix suggested that Rev. Chip could give us feedback. But since we are all volunteers, we can’t make anyone do anything.
 - Joseph Gress made a motion to adopt the Strategic Plan as a vision and roadmap and to thank the Task Force for all the work they have done. Dale Gibson seconded. The motion passed with three abstentions.
- Discussion continued about implementation of the Strategic Plan
 - David Mayfield asked what mechanisms were in place to make changes in the plan.
 - Bill Stevens said that the document should be seen as a statement of principle, not legislation of by-laws. The Task Force listened and synthesized feelings and aspirations of the membership. By approving the Strategic Plan, we are acknowledging a collective vision as a guide and a commitment to each other to follow the vision. Usually we don’t vote on these things, however, our vote equals thanks to the Task Force and acknowledgement of where we are.
 - Chuck Leone said that the Plan can be changed. When issues come to the Board through committees and individuals, that starts us in a direction with constraints as we adjust to opportunities and threats.
 - Kathy Vetter suggested a periodic update of where we are at given times.
 - Barb Carmichael suggested that the Board report at appointed times through the Newsletter and the Chirp and the pulpit.
 - Anne Mannix made a motion and Jim Curlee seconded to charge the Board with implementation of the plan and with responsibility of periodic reporting to the congregation. The motion passed with 3 abstentions.

10 and 11. Review of Committee Reports

12. The Volunteer of the Year Award was presented to members: Kathy Platt and Alan Hamlet.

13. Susan Siemers recognized and thanked the Board of 2017-2018 for its service and wished the new Board the best.

14. No Other Business

15. Adjournment — Dale Gibson moved and Barbara Boyd seconded that the Annual Meeting be adjourned. The motion passed unanimously. Adjournment was at 1:08.

Melanie Smith-Guillaume
Secretary