

# ANNUAL REPORT

## 2019-2020



*Love is the spirit of this church, and service is its law.  
To dwell together in peace, to seek the truth in love,  
and to help one another: this is our Covenant.*

**May 17, 2020**

### **FIRST UNITARIAN CHURCH**

801 East Washington Street  
South Bend, Indiana 46617  
office@firstunitarian.us  
574-234-6588  
firstunitarian.us  
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Board of  
**Trustees**  
2019-2020

Ron Robinson, *President*  
Suzanne Waller, *Vice President*  
Melanie Smith-Guillaume, *Secretary*  
Elena Wake, *Treasurer*  
Janet Bogar, *Trustee*  
Anne Mannix, *Trustee*  
Howard Berberick, *Trustee*  
Bert Dodds, *Trustee*

**CHURCH STAFF**

Minister: Rev. Chip Roush  
Coordinator of Religious Education: Rich Wallace  
Office Manager: Peg Faulmann  
Bookkeeper: Finda Kamanda  
Pianist: Dylan Bajo & Ian Bunker  
Nursery Care Provider: Diana Mendelsohn

**Committee Chairs**

Adult Religious Education	Gail deSomer
Aesthetics	Melanie Smith-Guillaume
Arts	Kay Azar
Building	
Care	Mary Hagen & Lois Holm
Committee on Ministry	Jim Curlee (Acting Chair)
Building Use	Gary Metzler
Endowment	Joseph Gress
Events	Kathy Platt
Finance	Elena Wake
Grounds	Barb Carmichael & Susan Van Fleit
Marketing	Larry Dzaugls
Membership	Gail deSomer
Peace & Justice	Anne Mannix & Andrea Vollrath
Social	Kathy Platt
Stewardship	Suzanne Waller
Worship Arts	Florence Klečka
Youth Religious Education	Katie Williams

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# Draft Congregational Meeting Minutes

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First Unitarian Church, South Bend  
Annual Congregational Meeting  
May 19, 2019

**1. Call to order by President Chuck Leone at 12:00.**

**2. Quorum** —The Secretary determined that a quorum of members (35 plus 7 proxies) was present.

**3. Opening** — Chuck Leone

**4. Approval of Congregational Minutes** — Florence Klecka moved that the minutes of the May 20, 2018 Annual Meeting be approved as written. Roger Birdsell seconded. The motion was passed unanimously.

**5. Reports**

a) Minister — reviewed

b) President — Chuck referenced his report on page 5 of the Annual Meeting booklet, emphasizing our successes at revising the children’s religious education program, the hiring of Rich Wallace as the new Coordinator of Religious Education and the the ongoing work on the Strategic Plan. But he also highlighted some continuing challenges such as financial issues and the need for stronger marketing leadership.

**6. Proposed 2019-2020 Operating Budget** — (Report, pp. 6-8)

- Treasurer Elena Wake pointed out that the proposed budget has pledges of \$152,000 and Total Revenue of \$173,800.
- She also noted that on p. 7, line 205, our mortgage payments for the year are estimated at \$22,700. This includes payment on additional mortgage debt for roof repair and the fact that the mortgage interest rate will most likely rise when renegotiated in June or July.
- Another factor in the budget is that the Board raised the salary for the Coordinator of Religious Education, line 809.
- Barbara Williams asked how much the solar panels are saving us. Chuck said that this was difficult to say exactly because we also replaced the AC system, put in the solar panels and some of the electricity is being sold back to the utility. Elena found that our 2015-2016 cost was \$6,500 and now the cost is under \$2,000.
- A motion was made by Byrd Tetzlaff to adopt the 2019-2020 budget as proposed, seconded by Dan Groteke. Discussion centered around the proposed deficit of \$21,527. Joseph Gress pointed out that last year the budget deficit was \$5,000, and that year we had a surplus of \$11,000. Joseph raised a flag about a pattern of budget deficits as a long-term concern. Chuck said that typically we underspend our budgeted items and that leads to a surplus. This year our pledges have flattened, the CRE Director’s salary has been raised and the north roof needs to be redone. We can cover the deficit with a combination of the 2018-2019 surplus, unrestricted savings and fund-raising for the roof which has already begun. The motion to adopt the budget passed unanimously with no abstentions.

## 7). Endowment Disbursements

- Joseph Gress made a motion to adopt the list of disbursements by the Endowment Committee, seconded by David Wistreich. Ruth Regan asked where the playground will be. Rich Wallace answered that it will be in the fenced area on the north side of the RE wing. The motion was carried unanimously with one abstention.

## 8). Elections

**a) Officers and Trustees** for 2019-2020 — Gary Metzler moved that the slate of Officers and Trustees as listed on page 11 of the Annual Report be elected. David Mayfield seconded.

### Officers:

Vice-President	Suzanne Waller
Treasurer	Elena Wake

### Trustees:

Howard Berberick (2-year term)  
Camla Seegers (2-year term)

Janet Bogar (1-year term filling remaining term of Rich Wallace)

The motion passed unanimously.

**b) Endowment Committee Members** — Lois Holm moved that the slate of two members for the Endowment Committee listed on page 11 be elected. Lynn McDonald seconded.

Three-year term Marilyn Shaul

One-year term Joseph Gress (filling remaining term of Suzanne Waller)

The motion passed unanimously.

**c). Nominating Committee** — Dale Gibson moved that the slate from the Nominating Committee be elected. Wendy Lohman seconded.

Chair Person: Chuck Leone (outgoing Board President, 1-year term)

New Member: Becky Lindstrom (two-year term)

Current Member: Wendy Lohman

The motion passed unanimously.

**Nominating Committee Alternate** — Lynn McDonald volunteered from the floor to fill the Alternate position. Rich Wallace moved that Lynn McDonald be elected Alternate on the Nominating Committee. Jim Ward seconded. The motion passed unanimously.

## 9). Resolutions

### Resolution #1

**The Board of Trustees of the Church is hereby authorized to negotiate the renewal of the note and mortgage on the Church building at 801 E. Washington St., South Bend, Indiana, with 1st Source Bank, the current mortgage holder, at the prevailing interest rate for loans of this type, and under such other terms and conditions as the Board deems appropriate.**

- Currently our mortgage consists of three five-year renewable notes. The first five-year note started in August of 2014 and will be ending in July of 2019.
- The old mortgage rate was 5.67% and Chuck estimates that it will rise to about 7.75%. The budget proposal for 2019-2020 includes the increased interest rate.
- Lois Holm wondered if the Board had shopped around for a better rate. Chuck said that we had not because of the good relationship we've had with 1st Source, but that we could if the membership felt it necessary.

- Susan Siemers said that our other accounts were there and we would have to change our other accounts if we switched.
- The question was raised if there would be closing costs and fees. Chuck said there wouldn't be because it was the same loan.
- Jim Curlee said that he felt we should stay with a business where we had a good relationship and service.
- Byrd Tetzlaff felt we should keep a business where we have a good relationship.
- Roger Birdsell made a motion to authorize the Board to negotiate the renewal of our mortgage note as written in Resolution #1. Dave Wistreich seconded. The motion passed unanimously.

## **Resolution #2**

**The Board of Trustees of the Church is hereby authorized a) to contract for the replacement of the north roof of the Church building along with associated work, for an amount not to exceed \$40,000; and b) to borrow the additional sum of not more than \$20,000 from 1st Source Bank to be added to the Church's mortgage loan with the Bank, to be paid under the same terms and conditions as the renegotiated mortgage loan with 1st Source Bank.**

- We had an estimate a year ago from Dudek for \$36,600 that Dudek will hold for us. This includes removal and replacement of shingles, replacement of any damaged deck areas, removal of an old vent structure, installation of flashing and of ice and water shield underlayment. The north roof is larger than the south roof (which has already been reroofed) because the north roof includes the area over the sanctuary.
- There was a question about whether we had considered a metal roof. David Mayfield had suggested a metal roof earlier, but the Board had decided to stay with the shingles.
- Dan Holm asked about how this can be financed. Here are possible existing funds.

Remaining Capital Campaign funds	3,049.05
Ginger Bear Fundraiser	2,639
Endowment disbursement	4,000
Raise the Roof campaign	<u>12,200</u>
	21,888.05 (on hand)
Gap (\$36,600 - \$21,888.05) =	\$14,911.95
- Other possible sources of funds are: unrestricted savings, more Raise the Roof donations (only 8 people have contributed so far), and adding to our mortgage.
- Chuck said that we probably wouldn't need all of \$20,000. Discussion followed about whether to amend the resolution to lower the amount to \$10,000 or \$15,000. Larry Dzuagis said that it's better to have some extra because many projects run over.
- Joseph Gress asked if we have other major projects to undertake. Replacement of clerestory windows, \$1,000 in repairs to elevator and dishwasher were named.
- Barbara Williams asked if there would be a warranty on the work by Dudek. Kathy Vetter said we had worked with him before and had been very satisfied with his work and service.
- Ron Robinson pointed out that the more we can raise with the Raise the Roof campaign, the less we will have to borrow.

- How does a \$15,000 loan affect our mortgage payments? The budget proposal assumes a \$10,000 loan and a variation of about \$1,000 per year.
- A motion was made by David Mayfield and seconded by David Wistreich to adopt Resolution #2 as written. The motion was passed unanimously with one abstention and 2 proxy abstentions.

### **10). Committee Reports**

- **Stewardship** — Gary Metzler said that the Committee had been working on a plan to enable the church to accept credit cards for pledges and for the auction. This will be coming soon.
- Several people felt that it should be easier to find the Amazon button on our website so we can get a donation to the church from Amazon when ordering.
- Melanie Smith-Guillaume noted how much work that all the committees have done over the year. The Annual Report lays out the volunteer time donated to the church. Thank you to all.

**11). Peace and Justice Focuses for 2019** — Reviewed.

**12). Volunteer of the Year Award** — Gail deSomer and Susan Van Fleit were honored as volunteers of the year.

### **13). Recognition of 2018-2019 Board**

### **14). Other Business**

- Jim Curlee wanted to show appreciation for the Nominating Committee. Thank you.
- Gary Metzler wanted to thank Chuck Leone for his service as President this year.
- Rev. Chip wanted to thank Chuck for being President and also for contributing with his legal expertise. Chip presented Chuck with a book.

**15. Adjournment** — The meeting was adjourned at 1:15 pm.

## Minister's Report, Rev. Chip Roush

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“How am I feeling?

Acutely grateful for the blessings in my life; Scared and sad for the people who are losing so much; Filled with awe at the sacrifices we are collectively making to care for the common good. Grateful, afraid, heartbroken and awestruck. Is there one word for so many feelings all at once? In German? In any human language? Maybe only in language of the human heart.”

— Laila Ibrahim

Obviously, this report must mention the COVID-19 pandemic (and the bungled response of our government to that crisis). It will mention how we moved our worship services online (thanks to everyone who helps make our *First Zuunitarian* gatherings go as well as they do). And there will undoubtedly be more of that in next year's report. For the rest of this report, let us note things *other* than the virus.

We continued to work on our building & grounds, getting the roof repaired, adding a walkway and lovely boulders to our memorial garden, and making progress on a play area on the north side of the building.

Many of us worked on Mayor Pete's presidential campaign (some even went to Iowa to canvass).

We said goodbye to beloved members Mary Bethe, Roger Birdsell, and Dale Gibson (we had planned to memorialize Dale in June; it will likely be postponed).

Okay, one last thing about how we're handling life in pandemic-related social isolation. Life still goes on! Bill Stevens and Lucy Higgins celebrated their love with a wedding in our sanctuary (we stood six feet apart; I wore a mask; dozens attended via Zoom). And a few people—also in masks—attended outside the building, strewing rose petals and blowing bubbles to add to the celebration. Love *will* triumph.

With Spirit,

Rev. Chip

## President's Report, Ron Robinson

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This has been a tough few months for our congregation facing the challenges the coronavirus pandemic has presented. We have all had to get used to showing up on Sunday morning through Zoom. The Board has had to refigure how to conduct the business of the church collectively as one body and singularly as individuals from our home. Hand washing several times a day, wiping down door handles, keypads, cell phone screens and computers are now routines we all engage in without thinking twice. Face masks are a new fashion accessory to every outfit we wear. And through all these changes I have witnessed in our congregation how much relationship and connecting with one another means to us all. Even though we see each other virtually, every connection, every phone call takes on a heightened level of importance and we are so appreciative of the connection we have to one another. I see now more than ever that the power within our congregation is relational. We mean a lot to each other and depend upon one another to lift us up and carry us through. It is a beautiful thing to experience and witness as I conduct the business of the church, contact church members on the phone, and see all your smiling faces on Sunday morning via Zoom. I am proud to be included within the First Unitarian Church of South Bend's community and cherish what I experience here.



## Treasurer's Report, Elena Wake Finance Documents, Submitted by Finda Kamanda

We ended the last fiscal year (2018-2019) with a surplus of \$2,079 despite the projected \$11,671 deficit in the budget.

This year (2019-2020) the stewardship campaign received pledges of approximately \$152,000. The operating budget forecasted a deficit as well. However, thanks to cost saving efforts, we are expecting a surplus of approximately \$8,700 at the end of the year, if current trends as of the publishing of this report continue. We had successful fund-raising efforts. For example, the service auction brought in a record \$17,714 as opposed to the projection of \$11,000. We applied for Paycheck Protection Plan (PPP), a part of COVID-19 relief funds, and received a notice from the First Source Bank that \$16,000 was approved for the church. Although it is a loan, it is forgivable, if the fund is used appropriately as guideline (use it up within 8 weeks of receipt, at least 75% of it to be spent on payrolls and the remaining on utilities or mortgage).

The Stewardship drive for the next fiscal year (2020-2021) so far reported \$146,664 pledges, despite uncertainty of COVID-19 related social conditions. Notably this year, social distancing, closure of the building and unstable economy make it particularly difficult to forecast the budget. We focused on creating a balanced budget as much as possible, and in such efforts, unfortunately, we had to cut back on many funds.

We appreciate the generosity of our members and friends for financial and service contributions.

Finance Committee Members: Janet Bogar, Karen Dickson, Fern Hamlin

### ❖ Proposed 2020-2021 Operating Budget

At its April 29 meeting, the Board of Trustees agreed on the *Proposed 2020-2021 Operating Budget*, as shown in Table 1 below, for the Congregation's approval. The remaining principal owed on the building loan as of May 5, 2020 is \$143,879.

**Table 1: Operating Budgets: Final Prior Fiscal Year (2018-2019),  
Current Year Status as of 4-30-2020, and Proposed 2020-2021 Budget**

Line Item	Final 2018-2019		2019-2020 YTD		Proposed 2020-2021	Notes
	Budget	Actual	Budget	Thru 4-30		
<b><u>Income/Revenue Sources</u></b>						
110 - Pledges	153,000	143,635	152,000	119,464	146,000	
115 - Pledges – Additional	2,000	480	1,000	0	500	
120 - Loose Offering	5,000	5,368	5,000	3,155	3,000	
130 - Building Use Fees	1,200	643	600	1,077	700	
140 - Fundraisers						
142 - Holiday Bazaar	1,500	1,381	1,400	1,435	1,000	
143 - Service Auction	12,000	10,414	11,000	17,714	11,000	
144 - Concerts	1,500	908	600	45	50	
145 - Other Fundraisers	700	1,878	700	147	200	
150 - Other Contributions	700	1,492	1,000	1,988	1,000	
199 - Misc/Other Revenue	500	6,152	500	3,182	1,500	1
<b>Total Income/Revenue</b>	<b>178,100</b>	<b>172,351</b>	<b>173,800</b>	<b>148,207</b>	<b>164,950</b>	

**Table 1: Operating Budgets: Final Prior Fiscal Year (2018-2019),  
Current Year Status as of 4-30-2020, and Proposed 2020-2021 Budget**

Line Item	Final 2018-2019		2019-2020 YTD		Proposed 2020-2021	Notes
	Budget	Actual	Budget	Thru 4-30		
<b>Expenditures</b>						
205 - Mortgage Payments	22,200	17,970	22,700	10,427	17,117	2
210 - Church Insurance	6,500	4,381	5,000	4,908	5,000	
220 - Cleaning Services	3,000	2,430	3,100	2,400	2,500	
230 - Building Supplies	500	66	500	510	700	
240 - Building (& Grounds)	2,500	5,062	2,500	2,434	3,000	
242 - HVAC Preventive	400	0	400	0	400	
243 - HVAC Repairs	100	0	100	0	400	
250 - Grounds	1,000	1,143	1,000	830	1,300	
300 - Utilities						
310 - Gas	2,300	2,234	2,300	1,588	2,000	
320 - Electric	2,100	2,054	2,100	1,912	2,400	
330 - Telephone	1,000	1,008	1,000	879	1,100	
340 - Water & Trash	1,000	1,228	1,200	1,236	1,500	
351 - Endowment Repayment	1,000	1,000	1,000	0	1,000	
355 - Snow Removal	500	750	800	600	500	
360 - Security	400	560	400	640	400	
365 - Alarm Fees	100	0	100	0	0	
370 - Elevator & Sprinkler	2,000	1,558	2,000	1206	1,750	
410 - Admin & Office (Non-payroll)	3,500	2,454	3,500	2,429	3,000	
415 - Copier	1,000	585	1,000	923	1,000	
420 - Postage	300	309	300	112	150	
430 - Payroll Taxes & Expenses	2,098	1,310	2,098	1,227	1,500	
435 - Payroll Processing	1,500	1,103	1,500	1,032	1,250	
500 - Sunday Service						
510 - Sunday Service Committee	600	600	600	13	100	
511 - Sunday Service Supplies	50	50	50	11	50	
520 - Music	4,300	4,238	4,300	2,900	3,800	
620 - Service Charges	0	10	0	4	200	
700 - Committee Expenses						
710 - Membership Committee	400	0	400	601	400	
720 - Social Committee	200	79	200	23	100	
725 - Coffee & Tea	200	125	200	145	200	
730 - Events Committee	500	192	500	78	150	
735 - Aesthetics Committee	400	172	400	0	100	
740 - Care Committee	150	26	150	422	300	
744 - Committee on Ministry	-	-	100	0	50	
745 - Peace and Justice Com	200	0	200	204	200	
746 - Marketing Committee	500	0	300	0	100	
747 - Finance Committee	250	218	250	219	100	
748 - Endowment Committee	200	141	200	0	50	
749 - Inter-generational Choir	1,200	0	1,200	900	1,200	

**Table 1: Operating Budgets: Final Prior Fiscal Year (2018-2019),  
Current Year Status as of 4-30-2020, and Proposed 2020-2021 Budget**

Line Item	Final 2018-2019		2019-2020 YTD		Proposed 2020-2021	Notes
	Budget	Actual	Budget	Thru 4-30		
750 - Denominational Dues	9,500	9,718	10,690	8,018	10,102	
760 - Fundraising Expense						
761 - Stewardship Campaign	400	319	500	220	300	
765 - Holiday Bazaar	150	81	150	32	100	
766 - Service Auction	500	634	500	729	750	
767 - Concerts	1,000	340	0	0	0	
769 - Other Fundraisers	300	0	300	0	100	
800 - Religious Education						
808 - DRE Professional Exp.	1,000	1,190	1,000	0	1,000	
809 - DRE Salary	7,799	1,950	12,500	2,203	12,500	3
810 - Religious Ed supplies	1,000	446	1,000	369	500	
812 - Background Checks	100	56	100	17	50	
814 - Adult RE	100	150	100	0	100	
815 - Child Care	1,000	1,320	1,000	841	1,500	
900 - Ministerial Expenses						
910 - M's Salary & Housing	57,324	57,324	57,324	47,770	57,324	
915 - in lieu of FICA	4,385	4,385	4,385	3,654	4,385	
920 - Sabbatical Funding	100	100	100	0	100	
930 - Minister's Expense	5,732	5,088	5,732	3,075	5,732	
940 - Minister's Pension	5,732	5,732	5,732	4,777	5,732	
945 - Minister's Insurance	13,000	12,558	13,500	10,985	14,000	
950 - Office Personnel						
960 - Office Salaries	16,000	15,826	16,500	13,836	17,500	
999 - Miscellaneous Expense	500	0	500	298	300	
??? Leadership Development			0	0	1500	
<b>Total Expenses:</b>	<b>189,770</b>	<b>170,273</b>	<b>195,261</b>	<b>137,637</b>	<b>188,643</b>	
<b>Surplus/Deficit:</b>		<b>2,078</b>		<b>10,519</b>	<b>-23,693</b>	

**Notes:**

- 1) For this year (2019-20), this line includes one-time revenue from our Church Mutual Insurance claim for "Sanctuary Flood" expenses (\$1,966).
- 2) While the loan was being re-financed, we did not make any payments for two months (August and September 2019). Additionally, we used the \$4,000 Endowment Grant (see Table 4) to pay the principal for 6 months (October 2019 – March 2020).
- 3) For this year, to date we have only had four months of DRE Salary expenses (January 2020 – April 2020).

## ❖ Non-Operating Funds Reports

The following four tables document activity and balances in the Non-Operating Funds.

**Table 2: Non-Operating Funds Balances and Activity: July 1, 2019 – April 30, 2020**

First Unitarian Church, South Bend

Fund	Ending Balance 6-30-2019	Fiscal Year to Date 4-30-2020		Current Balance 4-30-2020	Notes
		In	Out		
Building Fund	612.74	200.00	228.30	584.44	
Capital Campaign	3,109.05	200.00	0.00	3,309.05	
Endowment Disbursements	5,285.61	14,732.00	12,878.20	7,139.41	1
Endowment Set-aside	1,445.00	1,145.00	1,445.00	1,145.00	2
Invisible Church	5,264.75	0.00	0.00	5,264.75	
Ministerial Discretionary	624.62	871.11	809.95	685.78	
Prepaid Pledges	6,960.00	2,900.00	0.00	2,900.00	
Sabbatical Fund	328.95	0.00	0.00	328.95	
Special Collections	1,092.66	4,583.36	7,591.37	795.00	
Special Projects	14,709.95	24,260.00	33,131.95	5,838.00	3
Teen Service Project	157.98	0.00	0.00	157.98	
Unrestricted Savings	22,399.56	0.00	0.00	22,399.56	4
Women's Group Fund	162.00	0.00	0.00	0.00	
<b>Fund Totals</b>	<b>62,152.87</b>	<b>48,891.47</b>	<b>56,084.77</b>	<b>50,547.92</b>	

### Notes:

- 1) For details of Endowment Disbursements, see Table 4 below. The additional \$5 in the balance here compared to the Total in Table 4 is due to a \$5 residual balance in a 2017-18 grant completed in its first year and not shown in Table 4.
- 2) This fund holds donations until we meet the minimum deposit requirement for the UU Common Endowment Fund.
- 3) For details of the specific project funds, see Table 5 below.
- 4) On June 30, 2019, we transferred the 2018-2019 Operating Budget Surplus (see Table 1) of \$2,078 from the Operating Fund to Unrestricted Savings. This transfer is reflected in the 6-30-2019 balance.

**Table 3: Endowment Fund\* Balance and Activity, July 1, 2019 – March 31, 2020**

First Unitarian Church, South Bend

Activity	Amount	Notes
<b>Balance as of 6-30-19</b>	<b>\$ 309,085</b>	
<b>Deposit</b> (Loan Repayment & Contributions)	\$ 1,445	We made one deposit (in July) to our UUCEF account from the Endowment Set-Aside fund. This amount included the 2018-2019 Endowment Repayment (\$1,000) transferred from the Operating Budget on 6-30-19, along with other contributions received earlier in 2018-2019.
<b>Withdrawal</b> (for Disbursements)	\$ 14,732	Funds put in <i>Endowment Disbursements</i> for new grants (see Table 2 above and Table 4 below).
<b>Market Gain (or Loss)</b>	(\$ 30,724)	Fund loss during this nine-month period.
<b>Balance (3-31-2020)</b>	<b>\$ 265,074</b>	

\* All of these funds are held in the Unitarian Universalist Common Endowment Fund (UUCEF), and are professionally managed using approved socially-responsible investing guidelines. Some of this fund (\$75,000) is permanently restricted to prohibit principal use.

**Table 4: Endowment Grants - Payments by Grant, July 1, 2019 – April 30, 2020**

First Unitarian Church, South Bend

	<b>Approved Amount</b>	<b>Prior FY Balance* 6-30-2019</b>	<b>Total FY Payments thru 4-30-20</b>	<b>Balance Remaining</b>	<b>Notes</b>
<b>2019-2020 Grants</b>					
Archives Project	\$900.00	--	900.00	0.00	
Building Loan Principal	\$4,000.00	--	4,000.00	0.00	
Memorial Garden	\$3,550.00	--	1,398.54	2,151.46	
Mobile Ecology Center	\$282.00	--	249.00	33.00	
Natural Playground	\$2,000.00	--	0.00	2,000.00	
North Roof Replacement	\$4,000.00		4,000.00	0.00	
<b>2018-2019 Grants</b>					
Defibrillator Purchase	\$1,600.00	1,600.00	0.00	1,600.00	
Grounds Improvements	\$2,000.00	1,645.06	1,645.06	0.00	
<b>2017-2018 Grants</b>					
Archives Project	\$3,500.00	330.40	330.40	0.00	
Mobile Ecology Center	\$1,550.00	350.00	106.22	243.78	
<b>2013-2014 Grant</b>					
Website Upgrade	\$3,000.00	1,354.95	248.98	1,105.97	
<b>Totals</b>		<b>\$ 11,083.81</b>	<b>\$ 12,878.20</b>	<b>\$ 7,134.21</b>	<b>1</b>

\* **Prior FY Balance:** For grants from prior fiscal years (FY), the 6/30 balance is calculated based on the approved amount less expenditures in the prior FY(s). For new grants, because the funding begins at the start of the FY (7/1), the balance on 6/30, the end of the prior FY, is zero.

**Notes:**

1. The Balance is \$5 less than Table 2 (*Endowment Disbursements*) due to a \$5.20 residual in a 2017-18 grant not shown.

**Grants Completed this Year**

Building Principal (2019-20) - March 2020      Archives Project (2017-18) - July 2019  
 North Roof Replacement (2019-20) - December 2019      Grounds Improvement (2018-19) - July 2019  
 Archives Project (2019-20) - November 2019

**Table 5: Special Projects Fund\* Activity by Project, July 1, 2019 – April 30, 2020**

First Unitarian Church, South Bend

<b>Special Project</b>	<b>Prior FY Balance 6-30-2019</b>	<b>Year to Date (4-30-2020)</b>		<b>Balance 4-30-2020</b>	<b>Notes</b>
		<b>In</b>	<b>Out</b>		
Memorial Garden	\$ 2,120.00	2,890.00	0.00	5,010.00	
Defibrillator	\$ 412.00	0.00	0.00	412.00	
Roof	\$ 12,177.95	20,870.00	33,131.95	(84.00)	
UW COVID-19 Relief	-	500.00	0.00	500.00	1
<b>Totals</b>	<b>\$ 14,709.95</b>	<b>\$ 24,260.00</b>	<b>\$ 33,131.95</b>	<b>\$ 5,838.00</b>	

**Notes:**

1. We recently received these funds as a grant from the United Way of St. Joseph County.

## Nominations

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### ***From the Nominating Committee:***

The Nominating Committee is pleased to present the following slate of nominations for the 2020-2021 Board of Trustees and Endowment Committee.

### **Board of Trustees**

#### ***Officers***

Vice President: Anne Mannix

Secretary TBD

#### ***Trustees***

Two-year Term: Becky Lindstrom

Two-year Term: Gail DeSomer

Bert Dodds to fill one more year for Camla Seegers

### **Endowment Committee**

Three-year Term: Chuck Leone

Marilyn Shaul & Allen DeSomer to continue into 2021

*Respectfully submitted by* Joseph Gress, Marilyn Shaul, Allen DeSomer

### ***From the Board of Trustees:***

The Board of Trustees is pleased to nominate the following members to serve on the 2020-2021 Nominating Committee:

Chair Person: Ron Robinson (outgoing Board President, one-year term)

2-year-term: Kathy Platt

2-year Alternate: Susan Van Fleet

## **Children's Religious Education Program Report – Rich Wallace**

A year ago, I started as the CRE for our church with the goals of making our congregation more appealing to children and their families and to integrate them into the broader church community. To do this, we made sure there were programs and involvement opportunities for them on Sundays. We made sure there was childcare available for any church event or meeting, so that parents of young children could add their perspectives and talents to the work of the congregation. We also had events that were for all ages to promote interaction between our children and adults in a wholesome and fun manner.

With the help of the committee members, we planned Sunday lessons and established a consistent format to follow every Sunday for the children. This format started with being in the sanctuary until they were “sung out” after the Story for All Ages. When it was possible, we recruited children to read the stories. When the children were not available we had numerous adults volunteer to read the story giving, the kids more opportunity to become familiar with more adults.

Similarly to the congregation in the sanctuary, we incorporated some of the elements into each Sunday class. These included a chalice lighting, Joys & Concerns, Chalice extinguishing, and the closing covenant.

Different instructors were recruited to lead a class roughly once a month. We also had special celebrations of varying holidays and cultural events such as pagan holidays, Cinco de Mayo, International Ice Cream day, and the annual stocking stuffing for the CASIE Center.

The events that we had for all ages were a success. We had a Halloween party and an All Ages Dance party. Both were well-attended, and not only brought in members and friends, but people from outside the congregation. Participation in the downtown South Bend St. Patrick's Day Parade and a St. Patrick's party were planned but cancelled due to the pandemic. There was also another dance event being planned in coordination with the LGBTQ Center.

Aside from the childcare coordination, the Sunday activities, and the intergenerational events, we also hosted a monthly movie night that had varying degrees of attendance, but often gave parents an affordable entertainment option or a chance to leave their children in a safe place while they got a much needed Friday night respite.

As we move forward, figuring out ways to serve our young community members in the age of COVID-19, I look forward to continue to help the children feel welcomed in our congregation, parents feel supported, and our congregants feel secure that we're passing the torch to a new generation.

### **COVID-19 Task Force Report, Submitted by Chuck Leone**

On March 12, 2020, the Board of Trustees formed a COVID-19 Task Force to monitor and advise the Church on reopening the building for in-person services when the time is right. Mary Hagen and Chuck Leone volunteered to be on the task force and Howard Berberick is the Board liaison.

On May 1, 2020, Governor Holcomb's office issued new rules easing social distancing restrictions under certain conditions to allow services to be held. However, churches are still encouraged to hold services virtually especially for those who may be at risk of infection in the pandemic. Based on the data on the state's web site, however, St. Joseph County remains a location in which new cases continue to emerge daily and deaths continue to rise. Therefore, we recommend that services remain virtual at this time.

As we plan for reopening, we will be looking at the following areas of concern:

- Use of materials such as Orders of Service
- Serving of food and beverages
- Entering and leaving the building
- Arranging seating to maintain distancing
- Cleaning of the building between services
- Use of masks and other PPE
- Signage to remind everyone of protocols
- Air circulation in the building
- Visitor policies

Stay safe, everyone.  
Chuck Leone

## Committee Reports

### **Adult Religious Education Committee:** *Gail deSomer, Chair*

"Building Your Own Theology," a series of 8 classes, was offered by Rev. Byrd Tetzlaff in the fall of 2019. BYOT allowed the participants to explore their own belief systems and how they came to them, and to learn how to articulate them. The course culminated in a worship service led by those taking the class.

"Explorations and Discoveries Class," led by Rev. Byrd Tetzlaff, was offered monthly in the winter of 2020. This class was a continuation of "Building Your Own Theology," with participants able to drop in for any of the classes.

Barbara Williams and Marilyn Shaul coordinated the "Great Decisions" course, developed by the Foreign Policy Association each year. The Foreign Policy Association was formed after WWI to educate the population about foreign affairs and to encourage support for the League of Nations. The Great Decisions program studies current issues facing our nation thru a short video and some reading materials by international experts providing information and opinions. The topics are followed by group discussion.

Rev. Chip organized and launched the small group "Mix Tape of Your Life," in which participants bring examples of music that have touched their lives, and discuss its importance to them.

Committee members: Rev. Chip Roush, Byrd Tetzlaff

### **Aesthetics Committee:** *Melanie Smith-Guillaume, Chair*

This year, the Aesthetics Committee has continued its ongoing activities. Susan Van Fleit waters and takes care of the plants in the church. Barb Carmichael has updated the photos of Committee chairs and Board members. All members contribute to keeping tables clear and bulletin boards near the office up to date.

The Committee was instrumental in finding a woodworker to fashion a grate to cover the hole in the wall caused by exploding water pipes in the sanctuary. We assured that the design of the covering blended with the straight-line elements of the screen and had the same wood color as the pilasters. Thanks to Barb Carmichael for her part in this.

Committee Members: Barbara Carmichael, Gail DeSomer, Susan Van Fleit

### **Care Committee:** *Mary Hagen and Lois Holm, Co-chairs*

The Care Committee (CC) endeavors to support the members and friends of our community by providing connections between those who are going through life's transitions and those who can help.

The CC had the privilege to assist in the memorial service for Roger Birdsell (a long time member of our church) and Dani Poznak (Michelle Minisan's daughter).

Our committee, along with the congregation, is sincerely missing the presence and help of our longtime member, Dale Gibson. Dale's memorial service will be later this summer.

Along with the Loan Closet in the basement, we have a transport chair in the vestibule, and a first aid kit in the kitchen for emergencies.

Our community appreciates all those members and friends who help one another, especially during this physical distancing time.

Please remember to notify Rev. Chip or a member of the CC of a need for yourself or another.

Committee Members: Barbara Boyd, Jim Curlee, Gail deSomer, Wendy Lohman



## **Endowment Committee: *Joseph Gress, Chair***

### Overview

The endowment committee met 7 times in the last year. Our activities include the following:

- Keeping an eye on endowment fund balance
  - Starting balance – July 1, 2019: \$ 309,085
  - 2018-2019 Donations deposited after July 1 445
  - Congregation loan repayment 1,000
  - Withdrawals for 2019 endowment disbursements (14,732)
  - Net Loss – as of March 31, 2020 (28,325)
  - Fees (2,399)
  - Ending balance as of March 31, 2020 \$ 265,074  
(The market loss is directly related to the coronavirus pandemic)
  - 2019-2020 Donations to be deposited \$ 745
- Soliciting and thanking donations to the endowment fund  
As of March 31<sup>st</sup>, we received 2 donations totaling \$ 350 in honor of Roger Birdsell, 6 donations totaling \$ 395 in honor of Dale Gibson and \$ 1,000 from the congregation as repayment of loan. We greatly appreciate these contributions.
- In 2019, our church awarded endowment grants for the following projects:
  - Archives
  - Memorial Garden
  - Mobile Ecology Center
  - Natural Playground
  - North Roof Replacement
  - Building PrincipalWe are excited about the progress that has been made on these projects during the last year.
- Soliciting and reviewing endowment proposals. We received 11 proposals totaling \$39,444 for endowment disbursements. Based on the congregationally authorized formula for disbursements, we are authorized to recommend disbursements for \$15,127.

### **Endowment Committee Recommendations**

The Endowment Committee considered 11 proposals totaling \$39,444 for endowment disbursements. This was challenging because all of the proposals had merit but we were authorized to recommend disbursements for only \$14,732.

- 1) The Endowment Committee recommends that \$3,000 be approved for paying principal on the mortgage if necessary.
- 2) The Endowment Committee recommends “postponing any decision about other disbursements until” the Coronavirus crisis has been resolved.

## Summary of this Year's Endowment Proposals

Here is a list of the proposals and amounts:

*Religious education committee-OWL*     \$2,790

This is a plan to reinvigorate the curriculum on sexuality offered by the UUA called Our Whole Lives (OWL). The endowment grant would be used to buy two sets of books for each level of OWL for children (k-1, 4-6, 7-9, 10-12) because each course has at least two facilitators. We would also like to have more people trained as facilitators. Preferably a male and female facilitator for each level. The k-1 and 4-6 is one training while the 7-9 and 10-12 is another.

*Finance committee- Mortgage*     \$5,000

Endowment grant to fund payment of mortgage principal for the fiscal year 2020-2021. The grant will be used toward the payment of mortgage principal, monthly starting July 2020 until exhausted in December 2020.

*Care committee - Baby changing tables*     \$760

Two additional baby changing tables, one in the women's restroom and one in men's restroom. We also would install signage signaling where the baby changing stations are located.

*Humanist Forum - Humanism in Star Trek*     \$600

Humanism in Star Trek", a program presented by Susan Sackett. Susan was executive assistant to the late Gene Roddenberry (creator of Star Trek) for 17 years until his death in 1991. She co-wrote several Star Trek: The Next Generation scripts and is the author of 10 non-fiction books about the entertainment industry.

*Florence Klecka - Archiving*     \$3,500

I hope to complete the scanning (and sorting of yet more records received in the last two months) of Board minutes, minister information, newsletters (pre-Word documents), photos, and other information downstairs in the archives room, and write up protocols to keep them current.

Once the files have been mostly sorted, I would inform the various committee heads as to what is down there, and how to access it, either through the physical files or the computer.

Also, at least once a year, contributing to a service based on information found in the archives, and at least six times a year, updating a bulletin board with discoveries.

*Ad-hoc Lighting committee*     \$5,824

The Ad-hoc lighting committee consisting of Ron Robinson, David Mayfield, Howard Berberick, Kathy Vetter and Jim Ward was appointed by the board to make recommendations about outside lighting improvements. The committee recommended the following set of improvements to upgrade the outside lighting of the First Unitarian Church of South Bend to create a safe, well-lit and inviting presence of the church building at 801 E. Washington. These upgrades will make access and egress safer for those attending functions so they can clearly see where to walk. It will also deter vandals from breaking into or destroying church property even when persons are not present at the facility. It will also create a warm and well-lit building that identifies to the community what this building is at night for those who pass by.

*Ad-hoc group - Janitor \$8,000*

This proposal from Lois Holm, Dan Holm, Jim Curlee, Becky Lindstrom, Kathy Platt, and Tom Platt is for a quarter-time/on-call janitor for our building at 801 East Washington.

The janitor's responsibilities might include monitoring HVAC systems, scheduling regular inspections and maintenance of equipment and making miscellaneous minor repairs.

*Building committee- Indoor Lighting Improvements \$990*

We would like to make lighting changes in two areas of the building that were not upgraded during the building renovations. These are:

- West Stairway: Landing Light Fixture and Light Fixture at bottom of west stairway
- Clerestory Lights

*Building committee - HVAC adjustments \$7,350*

Since the installation of our HVAC system in the spring of 2016, over time we have observed some ongoing issues including uneven distribution of heat within zones and inability to heat all peripheral zones on cold days. This proposal addresses these issues.

*Grounds committee - North Patio \$4,200*

The Grounds Committee is now focusing on a renovation of the north yard. Our plan is to remove the two concrete pads that are there and install a stamped concrete patio approximately 400 square feet with a 20' x 4' sidewalk leading north from the patio to the existing sidewalk.

*Diana Mendelsohn-Ecology education events \$430*

We are proposing to co-host with the Holiday Bazaar Committee a green gift making event next December. This June, July, and August, plans will be to solar cook muffins or gluten-free tacos to be eaten after our service on a sunny day with our Solar Oven. I met with the Landscape committee as scheduled during their February 16 and proposed growing tomato plants in various sunny locations, to be dedicated to the children. Finally, the Summer Solstice Celebration is scheduled to take place on Saturday, June 20, from 12-5 pm CST, Roseland Park, will feature solar cooking demonstrations, planting of kids pizza gardens, music, community safety exhibits, live drum circle, wildflower yoga demonstration, live animal petting zoo, artists selling items, bike ride on the LaSalle trail, wildflower hike.

Committee Members: Allen deSomer and Marilyn Shaul

### **Events Committee: *Kathy Platt***

- The Event Committee has something special nearly every month.
- Our annual Ice Cream Social was July 21 following the Service.
- Kay and Deeb Azar again hosted the Family Picnic on Sunday August. 25.
- On September 15, the Activity Fair provided information on church committees and groups.
- Our 41st annual Service Auction on October 19 raised over \$15,000- thanks to including 2 African Safari trips. Jim Ward had a grand debut as our new Auctioneer!
- We co-hosted a Friendsgiving Dinner on November 23 with the LGBTQ Center.
- The Holiday Bazaar in December, including the Cookie Walk and Dessert Raffle, made over \$1,400.
- Jim Ward, of Souunds South Bend, brought us the Rough & Tumble and Caroline Cotter concerts, and sponsored Frances Luke Accord at the Civic Theater.
- We celebrated our church's 68th anniversary on February 16 with stories and goodies.
- The Art Committee (Kay Azar and Dan & Lois Holm) kept our walls covered with the Art of Janet Johnson, Millie Steveken, Nancy Turner, and the Watercolor Society. Openings were held for all.
- Game Nights were planned for March and Trivia Night for April, but were cancelled due to the pandemic

### **Grounds Committee: *Barb Carmichael and Susan Van Fleit, co-chairs***

During this church year, our committee accomplished the following:

\* Organized seasonal grounds cleanups with church volunteers

- Secured professional lawn maintenance monthly during the main growing season to augment volunteer help
- Secured professional organic fertilization services to improve the condition of our lawn
- Added boulders and plants to the memorial garden area on the south side of our building as well as the west rain garden
- Accepted a proposal from a local landscaper for a small seating area, as well as a paved walkway from our parking lot to the memorial garden, for installation in spring 2020
- Resolved the problem of poor drainage in the north yard through multiple additions of sand
- Worked with the RE Committee to create an integrated play and social space in the north yard
- Selected a landscape contractor to install a stamped concrete patio in the north yard contingent on future endowment funding

Committee Members: Alice Bentley, Howard Berberick, Alan Hamlet, Kathy Platt, Garry Roberson

**Membership Committee: Gail deSomer, Chair**

Greeters for each Sunday were coordinated by John Bentley. Thank you to our greeters: Alice Bentley, John Bentley, Lois Holm, Dan Holm, Tom Platt, Michael Coppedge, Ruth Regan, Karen Chambers, Ken Chambers, Jim Curlee and Emily Wetheral.

Each Sunday, a person wearing the "mint green scarf" was available to speak with newcomers during coffee hour. For those who signed the visitor book, a welcome letter in the form of an email was sent out.

Thank you to Jim Ward for taking over the role of name badge maker.

The new UU class was offered in the fall with an ingathering in December.

**New Members** - Fall 2019- Kaely and Ben Barwick, Brigitte Hagman, Catherine Lundergan, Carol Rybak, and Andrea Vollrath

Committee Members: Rev. Chip Roush, Dale Gibson (who will be sorely missed), Wendy Lohman, Kathy Platt, Jim Ward and Ruth Regan

**Peace & Justice Committee: Anne Mannix & Andrea Vollrath, Co-Chairs**

The committee organized the Monthly Share-the-Plate collections on the second Sunday of each month. Following are the groups that received the funds.

Month		Recipient	Amount
July		YWCA Backpack Program	\$287.84
August		Unitarian Universalist Promise & Practice Program/ BLUU	\$423.48
September		Church World Services CROP Walk	\$405.84
October		The Upper Room	\$241.11
November		Group Violence Intervention Project	\$692
December		Unitarian Universalist Association – United Nations	\$245.87
January		Resale to the Rescue	\$199
February		Our Lady of the Road	\$632.97
March		Moms Demand Action	\$735

The program is suspended for the time being. We may incorporate it into the Zoom services or elect to wait until in-person services resume.

Please contact a member of the committee if you have a group to suggest. Priority is given to local 501(c)3 non-profit groups that help people in need in the community.

Church members gave a total of \$3,575. to different groups this year. Thanks to everyone for their generosity. We are a caring congregation!

Committee Members: Erv Faulmann, Peg Faulmann, Dale Gibson, Lois Holm, Dan Holm, Dale Gibson

### **Social Committee:** *Kathy Platt, Chair*

Mary Alice Lundergan coordinates the monthly Feasters, where everyone is welcome to meet at a local restaurant. The Women's Potlucks are monthly in different homes.

The Committee never has meetings! We make the Coffee for Social Hour, provide food for meetings, and coordinate 1st Sunday Potlucks (thanks Kathy Vetter) and the Christmas Eve Reception (thanks Janet Bogar). Volunteers are greatly appreciated.

### **Worship Arts Committee:** *Florence Klecka, Chair*

As always, there were many lay-led services, by guests and congregants. We are always on the lookout for other topics and speakers, both inside and outside the congregation, so feel free to suggest your ideas to us.

Because of the pandemic, many outside speakers' services were postponed while Rev. Chip presented the services on Zoom. At this time (late April), we are working on the rest of the church year's services and how to present them.

Alan Hamlet, Garry Roberson, David Mayfield, and Neil Taylor took turns manning our sound system; and Allen DeSomer, Alan Hamlet, and Deb Carew rotated special music duties, with several guests in the lineup. This year, Ian Bunker and Dylan Bajo have played the piano. We also enjoyed several performances of our intergenerational choir, led by Alan Hamlet and Carys Kresny.

As always, we can't stress enough that almost everyone who contributes to the weekly services is a volunteer. The committee thanks you all for taking part, but remember that this is your church, this is our church, and we are all truly blessed to have each other.

Committee Members: Anne Mannix, Jim Ward, Mary Alice Lundergan, Kay Azar, Rose Fournier and Mara Scott