

**Minutes Board of Trustees
First Unitarian Church, South Bend
August 8, 2018**

The meeting was called to order by Vice-President Ron Robinson at 6:36.

Present: Rev. Chip Roush, Ron Robinson, Melanie Smith-Guillaume, Wendy Lohman, Janet Bogar, Anne Mannix, Rich Wallace

Absent: Chuck Leone, Elena Wake

1. Chalice Lighting

2. Check-in

3. Covenant

4. Approval of July 2018 Minutes — Motion to approve the July 2018 minutes as written was made by Janet Bogar and seconded by Wendy Lehman. Approved unanimously.

5. Set Agenda — Add two items to New Business — 8d. Peace and Justice, Anne; 8e. Housing Allowance, Chip

6. Reports

a. Minister

1) Chip was told that Barbara Williams has been investigating the AED purchase.

2) Items for next month's agenda are Crisis Response Team and Taxes.

3) Meadow will be leaving August 31st.

b. President — Report reviewed.

c. VP — Report reviewed

d. Treasurer

1) Janet pointed out that the "Actual" column on Line 110 is high because it contains \$22,000 in prepaid pledges.

2) Also the report has only one month's data, so it is not particularly meaningful because it can't be compared with the previous month.

e. Committee Reports — Reviewed.

f. Marketing Committee — Rich Wallace, as liaison, will talk to Florence Klecka about a chairperson for the committee.

g. Stewardship Committee — The Board thanks Joseph Gress for undertaking the follow-up with those people who have not yet responded.

h. Endowment Committee — Joseph Gress will report on Endowment grants next month.

7. Old Business

a. RE Program — There will be a meeting on August 22nd to work on a direction for the RE Program, including a vision and consultation of the Strategic Plan. Chuck Leone will constitute a committee to work on the broad direction and there may need to be an interim solution in light of Dan Holm's resignation as RE Director.

b. Young Adult Night — Rich discussed this with Eddie Forero and Eli Williams. A couple of dates in September were discussed. It was agreed that it would be better if the young adults took over responsibility with support from the Board if necessary.

c. Status of Church Pianist Search — Melanie has received the names of three candidates for the position from Prof. Mariah Boucher at IUSB. Melanie will forward the names to Chip who will follow up with them. Melanie will also contact Mariah Boucher to let her know that Chip will now be our contact.

d. Perpetual Calendar — Chuck distributed the two calendars (Board and Administrative) to all Board members. Chip will manage the Perpetual Calendar. He has combined them into one document and will assure that new items are put on the Calendar. He will submit the next two months of items for the Board's information in his monthly Board report. All agreed that this system has been working. Then the Board will decide if there is need for action, and liaisons will alert committees who are responsible for any needed action.

e. Board Retreat — August 23rd at Chuck's house, 5-9 pm. Potluck assignments:

- Chuck — antipasto
- Rich and Wendy — vegan — quinoa salad, humus
- Anne — salad
- Ron - dessert
- Janet - main dish
- Melanie - main dish
- Elena - drinks
- Chip - hummus

f. Activity Fair — Liaisons should contact their committees about the Fair. Ron will make sure that announcements are in the Chirp, Newsletter and Order of Services.

g. Calendar Meeting for Board and Committee Chairs — Chip will send a poll for the best date.

h. Committee Chairs — Already discussed.

i. Committee on Ministry— The chair is Jim Curlee. We need two members. Will Susan Van Fleit step in for the 1-year term? Chuck and Chip will check with Susan and will look for someone for the 3-year term.

8. New Business

a. Pilgrimage Healing — They proposed having a raffle to celebrate their first anniversary. After discussion, a consensus was reached to okay their proposal. Ron will contact them.

b. Ministerial Evaluation — The decision was made to discuss what to do with the evaluation at our retreat.

c. Evaluation of office hardware and software — Chuck wants to form a task force as described in his President's Report to assess what we have in the way of our copier/printer, computer and software and to make recommendations for upgrades and replacements. Anne Mannix made the motion to form such a task force and Janet seconded. The motion passed unanimously.

d. Peace and Justice — Anne related a conversation with the Humanist Forum which would like to have our support. After discussion, we decided that the best form for this would be to invite a humanist speaker and to give that person an honorarium. Anne will contact them.

e. Minister's Housing Allowance — Chip requested that his housing allowance for the next year be continued at the same level as last year. Anne moved that the housing allowance be continued at the same level and Janet seconded the motion. The motion passed unanimously.

9. Adjournment — The meeting was adjourned at 8:15.

Minutes submitted by Melanie Smith-Guillaume, Secretary.