

**First Unitarian Church, South Bend**  
**Approved Board Minutes, August 14, 2019**

**The meeting was called to order at 7:07 by President Ron Robinson**  
**Present: Rev. Chip Roush, Ron Robinson, Elena Wake, Bert Dodds, Howard Berberick, Suzanne Waller, Anne Mannix, Janet Bogar**  
**Absent: Melanie Smith-Guillaume      Guest: Peg Faulmann**

**Note that motions are underlined**

**\*\*Items for consideration in the next month's agenda are double-starred.**

**1. Chalice Lighting**

**2. Check-in**

**3. Covenant**

**4. Approval of July 10, 2019 Minutes.** Janet Bogar stated that Treasurer Report Item c. correction needed.... beat the budget by \$13,748.59 and finished the year \$2,078.59 in the black. Ron corrected Board Liasons list (see attached). Anne Mannix corrected name for Roofing Co- Dudeck. Janet Bogar made a motion to accept the minutes with the corrections put forth. Anne seconded. The motion passed unanimously.

**5. Set Agenda** — Items to add to New Business are:

- e. WVPE Fall Campaign volunteers
- f. Chip's salary/housing
- g. Visit City Church

**6. Reports**

- a. Minister** — Chip added a goal- to gain control of email. Also, each member of Board is invited to a beverage or meal with Chip.
- b. President** — Retreat was successful. We are moving forward with Creating Futures that Matter Today and focusing on goal to become more relational.
- c. Vice President-** Suzanne reached out to Larry Dzaugis about leading rebuild of Marketing committee.
- d. Treasurer-** Elena Wake offered that mortgage interest will be 6.2% (a little lower than we thought). Principal remaining= \$148,200. Monthly payment will drop.
- d. Committee Reports** — Endowment Committee has recommended the following:  
*By default, projects will be given a 1-year term with a clear procedure for exceptions, and extensions for an additional year. Once it is determined that a project's term has expired, any unused funds will be returned to the Endowment Fund.* Endowment Committee will share procedure with award recipients so that they know they have to request an extension or the money will no longer be available. Policy will be effective immediately and Endowment will update Board as needed. Suzanne will review research how to disburse to alternative or related items. Endowment will follow up with recipients.  
Anne made a motion to accept procedure as outlined by Endowment Committee, Howard seconded and it passed unanimously.

**7. Old Business**

- a. Crisis Response/Emergency Plan** — Anne will continue research and report in Sept.
- b. Ad Hoc Outside Lighting Task Force** — Waiting for sun to set earlier to understand need better sensors are unreliable- Howard, David Mayfield, Jim Ward and Kathy Vetter will meet with Ron. Howard to give report in October.

- c. Report from Committee on Ministry** — Chip suggests that we should seek alternatives. Ron to check with list from Chuck. Ideal candidate should be well-known, honest, approachable, easy to talk to.
- d. Committee Fair** – Janet reported that we need to choose a Sunday when Chip is preaching (last year not as successful-confusing), Janet will announce on Sept 15 (day of) and cards will be printed and inserted that day. Peg will produce 100 cards on colored paper. Janet to check with Jim Ward about grand prize opportunity (2 tickets to 1 yr of Sounds Concerts?, desserts?).
- f. Master Calendar-** Meeting is Sept 8 after church (pot luck that day as well)- Board members to join along with chairs if possible- please remind your liassons. Meeting will ensure no overlaps- Kathy Platt and Jim Ward to attend, etc. Peg will produce drafts for all to edit in real time.
- g. Roofing-** Ron is in communication with Kathy Vetter to verify the date when Dudeck Roofing will begin the work to repair the roof.
- h. Money for Teen Group-** Chip reported that Rich knows and will spend funds this year.
- i. Church Cleaning-** Chip reported on need for electronic payments for Ian. Peg and Chip to review. Kathy Vetter has trained him.

## **8. New Business**

- a. Building Committee Changes** — Roger Birdsell is resigning from Building, Building Use, Stewardship committees. He expressed concerns about building committee- what is needed? Chip added that David Mayfield, Kathy Vetter, and Chuck Leone are very much involved and a committee is warranted. The committee will need/clarification a new chair or co-chairs. Ron will send email to committee members and ask for chair designation- will report to Peg.
- b. Share the Plate Procedure**
  - Anne to assist Ron in understanding Peace and Justice procedures, Anne will activate form and will forward to Finance Committee.
- c. Draft Board minutes**
  - Ron and Board discussed that they should likely not be posted until final and approved. Draft will be shared and approved by Board within 10 days via email. Discussion with Melanie next month to understand if this could be long term procedure.
- d. Paper Copies of Printed Reports vs. Electronic Copies**
  - Moving forward agendas and financials will continue to be printed by Peg (she will print 2 full packets) and Board members will print parts that they want for the meeting.
- e. WVPE Volunteers to run phones** — Kathy Platt suggested that we do this for the publicity. Suzanne will speak with Larry and Anne will speak with Membership committee to vet this opportunity.
- f. Chip's Salary and Housing** — Janet moved that the salary and housing split for Chip be unchanged. Howard seconded and discussion ensued. Motion carried.
- g. City Church of SB** — The success of this church (especially with young people) is interesting. Suggestion is made for Board members to visit and learn more about this church. Suzanne suggested that it could be beneficial for Marketing and Membership committees as well.

## **9. Other Business — none**

## **10. Adjournment at 9:00.**

**Submitted by Suzanne Thoren Waller, filling in for Secretary**