

**Draft Board Minutes
First Unitarian Church, South Bend
December 12, 2018**

The meeting was called to order by President, Chuck Leone, at 6:30.

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

1. Chalice Lighting

2. Check-in

3. Covenant

4. Approval of November 2018 Minutes — Ron made a motion to approve the minutes as written. Janet seconded. Minutes were approved as written unanimously.

5. Set Agenda — 8b). Wendy wanted to add an item concerning the AED training. 8c). Melanie wanted to discuss Pulpit Host duties.

6. Reports

a. Minister — Report was reviewed. Beloved Conversations are going very well. There are nine participants and 2 facilitators.

b. President — Ron commented that the Synagogue letter gave us a sense of connection with them. He also mentioned that the Ginger Bear sales were going well and that many people were sponsoring items for the church.

c. Vice-president — No report

d. Treasurer — There was a payout for Grounds Committee and Mortgage.

1) Chuck is concerned about the changed formula of UUA assessment for our dues. It is now 6.75% and will result in a \$10,670 assessment. Chuck is concerned that our transfer of \$1,000 to the Endowment Fund looks like an expenditure even though it is a balance sheet transaction. Paying principal on the mortgage would also fall in this category in his opinion. He wants to raise this issue. There are UUA webinars on this process which he is going to circulate to the Finance Committee to follow up on.

2) Do we need to continue to keep track of yearly membership numbers in January as indicated in the Perpetual Calendar since the new UUA assessment method does not require it? All agreed that it would be good for our own internal purposes to have “clean numbers” to do per capita analysis if needed.

e. Committee Reports—

1) Worship Arts — Rich will talk to Florence about doing a Strategic Plan report in January. One question is if she needs more committee members.

2) The question was raised about how we draw people in. A suggestion was made that we ask people do small tasks.

7. Old Business

a. RE Program —

1) RE Consultant, Tracy Beck, sent us her report. Chuck pointed out that we need to look at possibilities for the future, but we also need to understand what brought us to this point and work through that. We also need to seek investment of parents, parent participation on the RE Task Force and future RE Committee, and *First Unitarian SB – Board Docs – Jan. 2019 4 Final 1-9-19*

parent input in selection of the new RE Director. Names of possible new members to these positions were sought. Chuck will forward other comments from people unable to attend the workshop with Tracy Beck.

2) Possible changes to DRE hours and pay were discussed.

3) Anne wanted to be sure that the Consultant's Report was available to all congregation members. Chuck will insert a link in the Chirp and the Newsletter.

4). The next Task Force meeting is December 19th. The agenda for the January meeting will include hiring for RE positions.

b. Pianist position — Ian has improved markedly and is engaged, reliable and working well with the choir.

c. Committee Chairs — For the next meeting, Anne will get a list of active church members and church activities and positions that need filling.

d. Ministerial Evaluation — Follow-up on Ministerial Evaluation is tabled to January.

e. Strategic Plan Follow-up —

1) Worship Arts will be invited to report to the Board in January.

2) Finance — Kathy Vetter reports that the north roof will soon need to be replaced. We had a quote of \$38,600 from Dudeck six months ago. Stewardship and Finance Committees need to start talking about ways to finance the roof project. Ron said that some people were interested in giving partial payments toward the roof project through the Ginger Bear program.

f. Crisis Response Team — The Board asked Chip to convene a Crisis Response Team with representatives from the greeters, the AED committee, health professionals and others. The group would work on a plan with feedback from the congregation and models of other plans.

g. Personnel Policies — Chuck will make sure that Church Mutual is up and running for doing background checks. The contract has specific rules referring to Federal law, so we need a protocol for office personnel to follow. Chuck will ask Kathy Vetter to take out the rules and put into a procedure. Anne will check on UUA protocols.

h. Office manager position — Chip and Chuck will check on Kathy Vetter's expectations for the position. We need to start making plans for a transition. The January agenda should include a discussion of hiring process policies.

8. New Business —

a. Designation of Jim Curlee and Emily Wetherall as Church representatives for David Williams' designation of the Church as Alternate Attorney-in-Fact.

1). This designation would allow Jim and Emily to serve without compensation and to talk to David about acting in his interest.

2) Anne Mannix made a motion to accept the recommendation of the Care Committee to name Jim Curlee and Emily Wetherall as Church representatives to act as Alternative Attorneys-in-Fact for David Williams. The motion was passed unanimously.

b. AED Training — Rich Mah sent information in an email concerning scheduling training on our new AED.

c. Pulpit Host schedule — Board members worked out swaps and were encouraged to inform Kathy Vetter of changes.

9. Other Business — None

10. Adjournment — The meeting was adjourned at 8:25.

Submitted by Melanie Smith-Guillaume, Secretary