

**Approved Board Minutes
First Unitarian Church, South Bend
February 13, 2019**

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

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

Absent: none

***Note that motions are underlined.**

1. Chalice Lighting

2. Check-in — Melanie thanked all who stepped up to help during her absence during the death of her mother-in-law and Melanie's subsequent illness.

3. Covenant

4. Approval of the January 9, 2019 Minutes — Corrections — New Business — North Roof Status (p.6) — This item should read "The repair work on the south roof and the ridge vent has been completed. Funding options for the north roof will be wrestled with as we go forward by the Stewardship and Finance Committees." Rich Wallace made a motion to approve the minutes as corrected. Motion seconded by Janet Bogar. Passed unanimously.

5. Set Agenda — #7f - Old Business — Ron — Outside lighting
#8e - New Business — Letter from Committee on Ministry — Timing of Ministerial Evaluation
#8f - New Business — Chip — the UUA Disaster Relief Fund

6. Reports

a. Minister — Chip wanted feedback on long list of possible management classes. Chuck recommended the Pryor one-day seminar, for me to take. The Board also liked the IUSB class, but it was already full. Chip will follow up.

Chip wanted feedback on interest in an outdoor service during the summer. Chuck is interested in a retreat — overnight at a farm or beach. Thinks it would be energizing, a good experiment. Rich suggested Camp Eberhart which has tree houses.

b. President — Board Liaisons need to remind Committees to send their requests for next year's budget by March 5th because the Finance Committee will start planning for the budget next month.

c. Vice-President — The Pledge Brunch will be March 3rd.

d. Treasurer — Revenues were lower than budgeted in January. This is to be expected. In general people give more in December and we did have a surplus that month. Our year-to-date figure is still okay.

7. Old Business

a. RE assessment and planning proces

- At the **January 13th meeting**, there were 19 people. Feedback on characteristics wanted for Coordinator of Religious Education (CRE) were solicited and notes were given to the Task Force which met 2 weeks later and pulled together the Job Description for CRE.

- **Job Description** — The responsibility for Adult RE was taken out. The emphasis is broader than Sunday School. It is on faith formation and includes family activities.

- **Pay** — The recommendation was made to increase the hours for the CRE from 10-12 hours to 12-15, and to increase the pay to \$20 per hour. There is enough money in the budget for the rest of this year because there has been no one in the position but we will need to work on adequate funding for next year.

- A motion to approve the job description for the CRE was made by Anne and seconded by Rich. Discussion - Ann felt that the Job Description reflects the Task Force discussion. Rich pointed out that it reframed the congregation's expectations. Motion carried unanimously.

- A motion to approve the pay increase for the CRE to \$20/hour was made by Ron and seconded by Wendy. The sense of the Board is that we need to be proactive and to get good candidates for the position and get RE back on track. Elena said that the issue was discussed at the Finance Committee meeting and the increase would be \$2,600 per year. Anne felt that this is a high priority. The motion passed with all Board Members voting yes and Rich Wallace abstaining.

- The next step to take is to publish the ad. We decided on March 15th as the deadline for applications. Chuck will issue the call for applications in the Chirp, indeed.com, homeschool network, IUSB, and on our regional and local UU social media.

b. Strategic Plan Followup — The Membership Committee will present its work on the Strategic Plan next month. Chuck noted that a 10% increase was called for in the Plan, but instead our membership went down. We feel the need to look at this from outside the box and with sufficient data on age/demographics, etc. Building RE would influence this. It was suggested that John Hagen might be willing to look at data for us. Anne will bring a report next month.

c. Crisis Response Team — Two greeters were willing to work on this but not head it. Possibility of asking Ken and Karen Chambers and Larry Dzaugis. Chip will follow up.

d. Church personnel policies and job descriptions — Chuck asked that Board members review policies and job descriptions and be prepared to discuss at the next Board meeting. On page 12, I. Applicability — This needs to be changed so that policies apply to all employees except the minister.

e. Office Manager Position — Kathy Vetter needs 4 weeks to get the systems in a condition to hand off to a new person. She is also open to completing special projects. We will have to advertise for the position without a full job description. Input from Kathy and Chip is still needed. The deadline for applications will be March 1. Chuck will disseminate the ads.

f. Outside Lighting — Ron pointed out that the sensor light outside the office is unreliable and that the building in general is dark and unsafe, although it does look as if the sensor is fixed. Chuck said that the police told us that the cheapest way to protect a building is lighting. The Board decided to form an AD Hoc Outside Lighting Task Force. Money would come from Building Funds and Maintenance. Ron will organize the Task Force and be the liaison. Anne will contact Larry Dz, Chuck will contact Kathy Vetter and David Mayfield, and Rich will contact Jim Ward. Janet made a motion to form an Ad Hoc Outside Lighting Task Force, seconded by Rich. Motion passed unanimously.

8. New Business

a. Ratification of membership certification to UUA — A motion was made by Rich to ratify the certification of membership to the UUA at 106 members. Seconded by Wendy. Motion passed unanimously.

b. Ratification of sale of snowblower — Rich made a motion to ratify the sale of the snowblower for \$375 or best offer. Motion seconded by Wendy. Passed unanimously.

c. Endowment request authorization: mortgage and roof — Chuck pointed out that we are facing an expense of around \$36,000 for the north roof this summer. He recommended two requests for Endowment Fund distributions: \$5,000 for the roof and \$5,000 for the principal of the mortgage. Melanie pointed out that this would represent about two thirds of the total disbursements available from the Fund, and there would not be much left for other projects. After some discussion, Janet made a motion to approve two requests from the Endowment Fund: one for \$5,000 for the roof and one for \$5,000 for the principal of the mortgage. The motion was seconded by Wendy. The motion passed with all Board Members voting yes except Melanie voting no.

d. Approval of Memorial Garden Design Services — Anne made a motion to approve the contract for the Memorial Garden Design services by Wall Architecture LLC. Ron seconded. It was made clear that this was an informational proposal and the Board was only approving the terms that applied to the work that Tim Wall has already performed under Item A. (Design) of his proposal. Two additional items in the proposal pertain to work which the church may hire him to do in the future that are, at this point, informational only.” The motion passed unanimously.

e. Committee on Ministry — The Committee had two requests. They will need a new member appointed by the Board before June 30th. This will be put on the June agenda. The Committee also wanted to know when the Board would need their Evaluation of the minister. Dates of either April 1 or June 1 were suggested. The Board decided that April 1 would be better so that there would be time to consider budget ramifications before Annual Meeting. Chuck will respond to Jim Curlee that we prefer the April 1 date.

f. UUA Disaster Relief Fund — Chip discovered that some of the cost of our deductible for our burst pipe in the sanctuary could possibly be covered by the UUA Disaster Relief Fund. Janet made a motion to authorize an application to the UUA Disaster Relief Fund for help paying for costs associated with the burst pipe. The motion was seconded by Wendy. The motion passed unanimously. Chip will forward the form to Chuck.

9. Other Business—

The question of sending Ron to Leadership School before he becomes president was brought up. Chip will talk with Ron about it.

Meeting was adjourned at 9:00. Submitted by Melanie Smith-Guillaume, Secretary