

**FIRST UNITARIAN CHURCH, SOUTH BEND
APPROVED BOARD MINUTES
February 12, 2020**

6:30 - 7:30: Visioning session

Organizational Items

- A. **The meeting was called to order by President Ron Robinson.**
 - 1. **Present: Rev. Chip Roush, Ron Robinson, Suzanne Waller, Melanie Smith-Guillaume, Elena Wake, Anne Mannix, Howard Berberick, Bert Dodds, Janet Bogar**
 - 2. **Absent: None**
 - 3. **Guests: Peg Faulmann**
- B. **Note that motions are underlined**
- C. ****Items for consideration in the next month's agenda are double-starred.**

I. Introduction

- A. **Chalice Lighting**
- B. **Check-in**
- C. **Covenant**
- D. **Approval of January 2019 Minutes.** A motion to approve the January minutes as written was made by Howard Berberick and seconded by Suzanne Waller. The motion was passed unanimously.
- E. **Set Agenda.**
 - 1. **In IV. New Business, Item E, Should the Board submit an Endowment grant request to send two people to Midwest Leadership School?**
 - 2. In Minister's Report, we can deal with the question of whether we need another Board meeting in late April because of tight schedule for the budget process.
 - 3. **In IV. New Business, Item F, Should we submit a proposal to Endowment for a grant to pay down the mortgage principal?**

II. Reports

A. Minister

- 1. Intern — The intern did not see the proposal to serve our church as possible due to the commute.
- ** 2. The tight schedule for budget approval and need to inform the congregation ten days before the Annual Meeting may necessitate a second Board Meeting in April. The Board decided to schedule the tentative date of Wednesday, April 29th for a meeting if necessary.

B. President — Reviewed

C. Treasurer

- 1. Elena pointed out that we are about \$11,000 in the black.
- 2. She also said that Budget season is beginning and that a request to Committee chairs has gone out from the Budget Committee asking for budget requests to be submitted by March 1.
- 3. The Budget Committee will meet on the first Tuesday of March, and will try to have a first draft proposal for the April Board Meeting.

D. Marketing

- 1. The Marketing Committee met at the end of January.
- 2. Larry Dzaugis is working on our sign.
- 3. The committee is working on a list of places and events where we should/could be visible. They went to the People's Inauguration at the mosque. The Committee is also working on a format for a table and a standard message to put out to the public.

E. Stewardship

1. Suzanne Waller reported that the Stewardship Luncheon will be on March 15th. The Committee is drafting a letter to the congregation.
2. Suzanne also reported that the designation of a person wearing a checkered hat who can accept electronic donations on Sundays is working well.

- F. Peace and Justice** — The Committee has decided to okay the Humanists' request to be an organization for Share the Plate.

III. Old Business

- A. The Ad Hoc Lighting Task Force** had its last meeting and will be submitting a proposal to the Endowment Committee to request funds to put in the suggested lighting upgrades.

B. Welcoming Congregation Application

1. There is no deadline. It is more like a rolling application.
2. Chip hopes to have all the requirements fulfilled by June 30th when the application is turned in.

- C. Emergency Plan** — There will be a congregational meeting on February 23 after church to receive input on the emergency plan.

D. Amazon Payment Programs

1. Suzanne reported that the Smile Program seemed to be the best way to go for us because it is easy. We need to get on their list of eligible charities.
2. This could be accessed by a link on our website or as a favorite on one's computer.

E. Restitution Status by former employee

1. So far we have been repaid \$2,050. \$6,337 is still owed.
2. There are six months left to repay what is still owed. The court will evaluate at that point.

IV. New Business

A. Lighting in Main Corridor

1. In her meeting with Chip, Peg voiced a concern about the lack of good lighting in the corridor outside the offices.
2. Chip says that we already have new energy-saving bulbs and Kathy Vetter has a plan for replacing the old ones.

B. Office Concerns

1. Peg feels that she could work on the website if she had more skills.
 - a. She would need more hours in the afternoon to learn either from Kevin Barry, on her own with a tutorial or through a class.
 - b. Anne Mannix made a motion and Suzanne Waller seconded to approve up to 30 hours of web-page training and development for Peg. Motion passed unanimously.
2. Making the Newsletter public on the website.
 - a. Presently, the newsletter is only accessible on the website in the password-protected Members-Only section. Peg wondered why this was because all other church newsletters that she had run into had the newsletter in a public section.
 - b. Anne made a motion and Bert seconded to make the Newsletter accessible to the public while protecting privacy by redacting ID information and Care Committee information. People could give permission to allow phone numbers or email addresses. Motion passed with all voting yes and Elena abstaining.

3. All agreed that there was no longer a reason to have a Board Password-Protected page. We can get rid of it.

C. Request from Building Committee (see Addendum B)

1. Anne made a motion and Janet seconded to approve spending up to \$250 from the non-operating budget to hire a consultant to identify the source of the HVAC problems listed by the Building Committee. It is also understood that the Committee is seeking donations to cover part of this request and that the Committee will be submitting a request for Endowment Funds to cover the cost of fixing the problems. Passed unanimously.

D. Leadership School

1. Chip and Ron recommended that both Rich Wallace and Suzanne Waller attend Leadership School scheduled for July 12-18 in Bloomington, IL.

2. Anne made a motion and Janet seconded to approve spending \$1800 to send Rich and Suzanne to Leadership School in July 2020. Motion passed unanimously. Elena will talk with Chuck Leone to seek his assistance with finding a source of funds. She will also put this as a line item in the budget for future years.

E. Endowment Request for Mortgage Principal Paydown — The Board will ask the Finance Committee to request \$5,000 to pay down principal on the mortgage.

V. Adjournment — The meeting was adjourned at 9:03.

Submitted by
Melanie Smith-Guillaume, Secretary