

First Unitarian Church, South Bend
Approved Board Minutes
January 9, 2019

Board Members Present: Rev. Chip Roush, Chuck Leone, Janet Bogar, Wendy Lohman, Anne Mannix, Ron Robinson, Elena Wake, Rich Wallace,

Others Present: Jim Curlee, Susan Van Fleit

Excused: Melanie Smith-Guillaume

Minutes: Ron Robinson made a motion to approve the minutes. Wendy Lohman made a second to the motion. All voted in favor of the motion that the minutes were approved as written.

Set Agenda: Jim Curlee from the Committee On Ministry requested that members from the Committee on Ministry be permitted to attend this meeting. Chuck Leone asked Chip if this was acceptable to him and Chip said that it was. Chuck welcomed the Committee on Ministry members to the meeting.

Minister's Report: Chip said that he had nothing to add to the written Minister's report.

President's Report: Chuck said that we had a short list of items to focus on in this meeting.

Vice President's Report: Ron said that the outside lighting by the back door is poor and it goes off too quickly. In general, outside lighting all around the building is poor. The building looks dark at night. This is a security risk. Ron will send a memo to the Building Committee and to Grounds Committee. We need some light on each side of the building. Especially by the back door where everyone comes in.

The Ginger Bear Bonanza went well. The church received \$1,400 in donations for December. The Ginger Bears helped to raise awareness of the issue of the roof and three individuals donated a total of \$5,000 towards the roof. The committee received positive feedback from members. In general, this was a fun, relaxed and creative effort. The funds raised compensated for the auction shortfall. Lois Holm made the bears. He will send thank you to Lois for her work. Lois wants to work on the roof campaign.

Treasurer: Elena said that this has been an uneventful month from a financial perspective. On the balance sheet, the Capital Improvements line item has now been changed to Special Projects. The breakdown of special projects is the last sheet in the board packet. This is a new report that will be generated every month. It will make it easier to keep track of funds for special projects. The Memorial Garden has not been officially approved as a special project. We will discuss this later in the meeting.

Janet Bogar commented that the pledge revenue is high because people are making year end contributions.

Committee Reports: Ron Robinson commented that the Capital Campaign for roof will be kicked off at the annual meeting in May so as not to interfere with the annual pledge campaign. Chuck said that the Finance Committee discussed sources of funds for the roof. The board will have to address this. We have received a bid of \$38,600 from Dudeck Roofing. Some potential funding sources are the recent donations from the Ginger Bear Campaign , the building fund and our unrestricted savings. Other sources are the endowment, fundraising and an addition to the mortgage loan. Our mortgage loan is up for renewal and renegotiation this August. We will likely get another five year note at new interest rate. 1st Source Bank wants us to let them know if we want to increase the loan amount and add on additional funds. The board would need to pass a resolution authorizing a certain amount for borrowing. If we want to use the endowment, the application deadline is March 1st, then the proposal can go through the Endowment Committee, the Board and the Congregation in May. The request amount for the endowment funds can vary. The Board does not need to make a decision at this meeting.

There were no other verbal committee reports. The Events Committee suggested October 19th for the date for the auction. There is not a Notre Dame game or a symphony on this date. October 19th will be reserved as a preferred date with the final approval to come later.

Old Business:

Religious Education Program: The feedback session on the Director of Religious Education position is scheduled for January 13th. The Peace & Justice Committee meeting will be moved so members can attend the RE meeting.

There was discussion on the RE position. The current pay is \$15 per hour for 10 hours per week. The administrative assistant position is paid \$15 an hour so the RE position is now paid the same as the office staff. We need to review the rate and the number of hours. Anne will bring the LREDA (Liberal Religious Educators Association) chart to the meeting on the 13th. We have ample funds available this year; because Dan has only worked for 2 months. We have \$7,800 in this line items for salary and supplies. This would support someone at a higher rate for this year. The question would be would this rate would carry over to next year. One question is whether the upcoming meeting will focus on DRE position or RE in general. The plan is to make this an open session. We will jot down comments and record them. Are we soliciting ideas on how they envision the future of RE? Should the Religious Education person have a role in deciding the structure of the program? This meeting is not for the purpose of making decisions, the purpose is more to collect ideas. Ron is the pulpit host and he can remind people that this meeting will be after church. The RE Committee Meeting is scheduled for Tuesday at 3:00.

The RE Committee will get back together, will digest the will of the congregation and restructure the existing job description with the goal of advertising the position. Ron asked if the salary and job description are a board or a congregation decision. The salary is in next year's budget for the congregation We have authority to authorize the position and salary for this year. We need to be careful about buy-in for next year. Janet suggested we give the RE Director more hours in the first few months.

Pianist: This issue has been pending for several months. Our current pianist, Ian has resigned but is continuing to work until a new person is hired. Ian lacked skills in the beginning, however he has made progress and wants to help us find someone. He wants to be an alternate pianist and a choir member. A new pianist will be playing on Sunday. The Worship committee will be consulted and will supervise hiring the new pianist. Chip and Florence will stay in touch and work together on this.

Unfilled Committee Chair Positions: Anne would like to work on the Membership Committee. Gail is currently working on the committee but has limited time because of family and work. She would appreciate a co-chair.

Ministerial Evaluation: Chuck summarized the past events related to the ministerial evaluation process. The Board reviewed the evaluation conducted by the Committee on Ministry. The Board members had a meeting in October. Based on the feedback discussed in that meeting, Chuck wrote a letter to Chip on November 7th, laying out our concerns in certain specific areas. The comments were in the areas of practical arts, personal professional growth, religious education and worship. Chuck and Ron Robinson delivered the letter in a personal meeting. Chip did not read letter at meeting. Chip sent a response on 11/25/18 that challenged the perceptions of the board.

Discussion was deferred on these issues in the December meeting due to the death of Chip's mother. The current discussion should involve our next steps as a board and Chip's reaction to the letter. What are our next steps and follow-up plans? Chuck asked Chip if there was anything other than his letter of November 25th to be considered. Chuck said that because of what we have seen, there are certain areas of concern: 1) administration, 2) staff management and employment relationships and 3) follow through on assigned tasks. These are critical issues and we need a path forward. Chuck stated that these discussions are usually done one on one but since we have a board, the discussion is being conducted in the board meeting. His hope is that we can address these issues directly and have an answer from the person involved. We need clear expectations of Chip as minister. Standards should be laid out as clearly as possible. Perhaps we have not been clear. Employment relationships are challenging. Chip is not currently doing a good job at management. This is not a character defect; it is a skill that people learn over time. Supervision involves telling someone what to do to help them achieve their best for the benefit of the organization. The church has recently had issues with hiring decisions, employee guidance, and dealing with situations. How do we get past that? One way is to do it. A second way to learn management skills is classroom learning. Chuck took a class in personnel management at IUSB. Chip said that the UUA doesn't offer any specific training in this area.

Rich asked whether congregations delegate these responsibilities to the board or is this a ministerial responsibility. Chip said that he didn't know. His colleagues have complained they don't have enough input on management decisions and hiring. Chuck stated that this is an area that will be clarified in personnel policies which will set up structure for personnel management. Ron said that we are reviewing personnel policies to see what we have in place. We start with existing policies as a baseline. One expectation is that we implement existing policies. The Board will set the policy and the staff will implement it. We have shared responsibility for hiring. Ron said the issue is transparency in hiring and letting go of people. In feedback, it seems that decisions were

made in private conversations. One of the goals we're working toward is to do everything with transparency. Chip says he has room to grow in this area and would like to do that. He is willing to take a class. Chuck says that that could be done this spring. One advantage of a class is being in a mix of people. Elena asked if there are funds available. Chuck said that we need to look into this. There are short term trainings available on non-profit management. Ron said that group called PESI has seminars in how to manage people. Ron says that he learned through experience and trial by fire. His view of management is that it helps people follow the mission. Jim Curlee said that a volunteer organization is difficult to manage because there are mixed lines of responsibility. Anne suggested that Chip could find a mentor in these areas, possibly Gordon Gibson. Chip responded positively to this idea.

Going forward, the expectations and actions are that Chip will take class on personnel and non-profit management and will find mentor and report back to the board on his plans in the next board meeting.

Strategic Plan Discussion: We need to find more people for the Worship Arts Committee. Rose Fournier and Maura Scott do work with Worship Arts Committee. We don't need to do anything on this immediately. We will skip having a committee report for February and the Membership Committee can report in March.

Crisis Response Team: Chip got in touch with John Bentley and Tom Platt on Sunday. They may bring in a few other people. Use existing write-up as a document. Chip will report back next month.

Church Personnel Policies and Job Descriptions: Chuck will get a copy of the Personnel Policies to Chip. We need to review these policies, starting with the Personnel Policies. Anne will look at the Policy, mark it up and bring it to the February meeting. When the review is finished, we should add a date when we reviewed it. The Personnel Policy should be posted on the church website. Anne will circulate the policy in advance of the February Board meeting.

Office Manager Position: Kathy is thinking about staying in the position for a few more months. We will work on the job description for the office job. Chuck will talk to Kathy and get a sense of how long she plans to stay in the position. Kathy could do special projects in the future. Pay rate is \$15 per hour.

Italian Board Dinner: This is coming up. Rich is making a white chicken lasagna. Rob is doing garlic bread. Janet is doing salad. Elena is bringing wine. Wendy is doing a veggy lasagna. Chuck is doing antipasto. Melanie is doing meat lasagna. Chip is doing other beverages. Anne is doing desserts.

Janet will come and help set up. This is at the church. It is buffet style. Janet will coordinate setup. Dinner is set for 6 pm. We should show up at 5 on Saturday the 26th. We should all plan on doing cleanup. Janet will try to get instructions for the dishwasher. Joe knows how to run the dishwasher. Chuck will send out reminders to guests.

New Business

Certification of Church Membership: This needs to be turned in by 2/1. Gail has gotten the membership list from Kathy Vetter and hasn't had time to go through it. Gail is working on revising the list. We will defer turning this list in. We still have to time to go through it. The UUA dues are assessed on a different basis (annual expenditures) this year. Chuck will circulate the list. Kathy does the certification through the office. Chuck wants to make sure that we do the budget certification carefully.

Dedicated Contributions to the Memorial Garden: Chuck asked for a motion that we accept these. Anne made the motion that we accept contributions to the Memorial Garden. Rich made a second to the motion. We will set this up as a capital expenditure fund. All present voted in favor.

North Roof Status: 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.

There being no other business before the Board, the meeting adjourned at 9:30.

Submitted by:

Anne Mannix
Board Member