

**BOARD MINUTES
FIRST UNITARIAN CHURCH, SOUTH BEND
July 11, 2018**

Please note that motions are underlined.

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

Absent: Rev. Chip Roush

1. No Chalice Lighting — The meeting was called to order at 6:30 by President Chuck Leone

2. Check-In

3. Covenant

4. Approval of June Minutes — A correction under New Business #3, “Florence found the contract for the pianist and Janet put it into a format we could use”. A motion to approve the minutes as corrected above was made by Ron Robinson and seconded by Janet Bogar. The motion passed unanimously.

5. Set Agenda — Chuck requested an addition to New Business g, Bank and UUCEF Resolutions.

6. Reports

Treasurer’s Report

- Deficit on p. 3. The budgeted deficit was \$14,283, but the actual deficit was \$5,362.74. The shortfall will be taken care of with unrestricted savings on Assets page.

- So far pledges are at \$147,535 with about 20 people out. The Stewardship Committee will follow up with these people.

- After the Singe the Mortgage funds were applied to our loan, the new principal balance is \$163,332.41. The existing interest rate of 5.67% is good for one more year until August 2019, at which time we will have to refinance for another 5 years. Our new monthly payment will be \$1,914.15 beginning in July. The payment amount will be slightly higher than we expected, but we will also have the \$5,000 from the Endowment Fund to apply to the mortgage which will cover the difference for the fiscal year.

Endowment Grant Reports

- We need some extra record keeping for our Endowment Grants. Chuck will ask Finda to keep a separate spreadsheet of all open grants. When the grant activity is completed, any money left should revert back to the Endowment Fund and the spreadsheet would be closed. If, however, the grant takes longer than a year (the Archives project, for example), the spreadsheet will remain open for a longer term and will close either when all the money is spent or when the activity is completed.

7. Old Business

A. RE Program

- Anne has some draft job descriptions on her computer. She will bring to next Board Meeting.

- Committee now is Susan VanFleit, Jean DeWinter and one other person. No chair.

- Chuck will arrange a meeting with Chip, Dan, Chuck, Rich, Anne and one of the RE Committee members. He will set up a meeting in August with a facilitator.

B. Young Adult Night

- We will continue with the postponed format we had planned on.
- Taco bar, beer/wine/childcare. Rich will contact Kathy Platt about her availability in mid September.
- Rich and Tama could possibly help with this.

C. Roof repair

- No repairs have been done. Chuck will follow up with Kathy Vetter to schedule repairs to be paid from the Building Fund.

D. Hiring a pianist

- Melanie will take over from Susan Siemers and follow up with Emanuel Caraman about finding a pianist. If we are unable to secure a pianist with Emanuel, Ron will contact Andrews U.

E. Perpetual Calendar — Chuck will circulate both the administrative and the Board calendars.

F. Board Meeting day and time.

- Conflict with choir practice can probably be avoided if choir moves to Thursday night. For the time being, we will stay with the second Wednesday at 6:30.

8. New Business

A. Board Retreat.

- We would like to work on goal-setting for the minister and Board. Also on getting a sense of what Chip's expectations are as he comes off sabbatical and what the Board's expectations are.
- Chuck will coordinate a day and time in mid-August.

B. Activity Fair — September 16th would be our preferred date.

C. Calendar Planning Meeting — Suggested date is August 19th after church.

D. Committee positions to fill

- RE Committee Chair — Wait until after the focus meeting called by Chuck
- Marketing Chair — Suzanne Waller? Jean DeWinter?
- Committee on Ministry — 2 vacancies. Susan Van Fleit may be willing to step in temporarily. Joseph Gress? Usually the minister and Board chair work on filling these vacancies.

E. New Board Member needs

- Rich and Anne need building and access codes. They need to contact Meadow.
- ICON-CMO app can also be obtained from Meadow.

F. New Banner

- After her experience at GA, Kay Azar reports that we need a new church banner.
- Ron will contact her to let her know that she can spearhead making a new one.

G. Bank and UUCEF resolutions

- First Source Bank needs new signatures from the President, Vice-President and Treasurer to make bank transactions. Motion by Anne and second by Wendy to authorize the completion and submission of the Corporate Depository Authorization for First Source. Passed unanimously.
- Motion by Anne and second by Rich to add the Vice President and Treasurer

as authorized persons on the UUA Change of Authorized Person for UUCEF. Passed unanimously.

Meeting adjourned at 9:00.

Melanie Smith-Guillaume
Secretary