

## **Board Minutes First Unitarian Church, South Bend June 2018**

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Present: Susan Siemers, Janet Bogar, Wendy Lohman, Melanie Smith-Guillaume, Chuck Leone, Florence Klecka

Absent: Rev. Chip Roush, Eli Williams, Elena Wake

Visitors: Ron Robinson, Rich Wallace

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

2. Check-In

3. No Covenant

4. Approval of May Minutes. Kathy Platt's name should have been included under New Business, 3, Volunteer of the Year Award. A motion to approve the minutes as corrected above was made by Janet Bogar and seconded by Florence Klecka. The motion passed unanimously.

5. No agenda changes made.

6. Vice President's Report —

- We received a request from the South Bend Common Council for an invocation for their meeting. Chuck will contact the Council and ask that our turn for the invocation be put off until Chip returns.

- The Archives Project is ongoing. See update in Committee Reports of Agenda Packet.

- On the July agenda, Chuck requests that we talk about leftover money from Endowment Fund projects.

Treasurer's Report —

- Regarding budget line 240 Buildings and Grounds — There is an unusually large expenditure this month because of the installation of the rain gardens, but this will be offset in the future by grant money.

7. Old Business

1. Paypal on agenda on hold until Chip returns.

2. We have a small DRE report this month and Dan says there will be a longer one next month.

3. The Grounds Committee has met and is pursuing ideas on a Memorial Garden. They will keep the Board updated.

4. Focus Group for RE. We need to write a job description for RE and consult with Dan. Concerning the Focus Group, it was suggested that it be led by a UUA facilitator or a facilitator from Elkhart. Susan will talk to Eli and Becky about a framework for the Focus Group and about a job description.

5. Young Adult Night scheduled for June 22nd. The Board decided to postpone

it because many of the people needed to put it on are not available.

#### 6. Dudek roof repair

- We have no information about the Dudek repairs.
- Roger Birdsell is the Building Committee chair because Jean DeWinter cannot be co-chair. Chuck will meet with Roger about reorganizing the Committee.
- Appreciation that Kathy Vetter does the large job of controlling the HVAC system on her phone, but concern that we don't have back-up people if at any time she is unavailable.

7. Perpetual Calendars — There are two: one for Board tasks and one for administration. Chip oversees this. Do we need an administration committee to oversee items like this? How do we make sure that the calendars are maintained? Decided to put this off to the July meeting agenda. There is also the Activity Fair, probably on 9/16, which should be on the Perpetual Calendar.

#### 8. New Business

1. Welcome to new Board members for the 2018-2019 year. Florence will email the updated Pulpit Host schedule to new and returning Board members.

2. Eli is absent, so there is no discussion of ideas for RE.

3. Search for a pianist. — Susan will continue the search with Emmanuel. Janet found the previous contract with Natasha and passed it out. One thing needs to be added: the responsibility of the pianist to find a substitute in case of absence.

#### 4. Salary increases

- There is enough money for a \$1/hour raise for Finda according to Chuck. Motion to raise Finda's salary by \$1 per hour made by Florence and seconded by Janet. Motion passed unanimously.
- Chuck will inform Chip, Dan and Finda about the raises.

#### 5. Strategic Plan discussion —

- Decision to use part of the Board Retreat to discuss how to implement the Plan and how to communicate progress to the congregation.
- We need to rely on Meadow to upload minutes to the website. Chuck found procedure manuals in the office. This would need to be included there. Chip is Meadow's supervisor.

#### 6. Board liaisons for the next year

Rich Wallace Marketing and Worship Arts  
Melanie Smith-G Aesthetics and Endowment  
Janet Bogar Membership and Adult RE  
Anne Mannix Peace and Justice and RE  
Ron Robinson Stewardship and Grounds  
Chuck Leone Building and Ministry  
Wendy Lohman Care, Social and Events  
Elena Wake Finance and Building Use

Susan will contact all the Liaisons and inform them of their duties.

- We need two people for the Committee on Ministry. Perhaps Susan VanFleit would go back on, but also someone else. This needs to be on the

first agenda when Chip gets back.

7. GA delegate – Chuck says that there is \$418.61 leftover from the Endowment allocation for GA expenses for 2017. Chuck made a motion to allocate the \$418.61 to Kay Azar for GA expenses as our delegate and Florence seconded the motion. Passed unanimously.

8. Celebration for new and old Board members.  
Meeting adjourned at 8:45.

Melanie Smith-Guillaume