

**First Unitarian Church, South Bend**  
**Approved Board Minutes**  
**June 12, 2019**

**The meeting was called to order at 6:45 by President Chuck Leone.**

**Present: Rev. Chip Roush, Chuck Leone, Ron Robinson, Elena Wake, Melanie Smith-Guillaume, Janet Bogar, Anne Mannix, Wendy Lohman**  
**New Board Members: Camla Seegers, Suzanne Waller, and Howard Berberick**  
**Visitor: Peg Faulmann**

**\*Note — All motions are underlined.**

**All referrals for items on the July agenda are double starred. \*\***

**1. Chalice Lighting**

**2. Check-in**

**3. Covenant**

**4. Approval of the May 2019 Minutes** — Susan Van Fleit supplied a wording to replace the second paragraph of #8, New Business a) 1), which Melanie attached to the minutes and recommended for adoption. A motion was made by Janet Bogar and seconded by Wendy Lohman to approve the May minutes with the replacement paragraph. Passed unanimously.

**5. Set Agenda** — A new Pulpit Host schedule was shown. Janet Bogar volunteered to take June 30th to replace Rich Wallace's last Pulpit Host duty.

**6. Reports**

**a. Minister** — Reviewed. Chuck and Ron will address the questions in the report by directing them to committees.

**b. President** — Reviewed

**c. Treasurer** — Elena noted that the \$1190 item on line 808 was for Ron Robinson's Leadership School expenses.

**7. Old Business**

**a. Crisis Response/Emergency Plan**

— The Board reviewed the list of topics drawn up by Chip and added several to it. 8) Medical emergency — illness or injury, 19) Flood, 20) Gas leak, 21) Sexual assault, 22) Someone stuck in the elevator, 23) Structural failure of building.

— Chuck suggested that instead of looking at each individual threat, we might look at procedures that apply to many threats

— Anne said that perhaps natural disasters could be grouped.

— Chip felt that we needed to have plans because we would feel very guilty if there were an incident and we weren't prepared.

— Melanie thought that evacuation of children and plans to reunite them with parents should be a priority.

- Anne will organize a meeting on this in August. She, Janet, Rich Wallace, Tom Platt and Melanie have voiced an interest.

**b). Personnel Policies**

- Ron made a motion to accept the Personnel Policies as written. Janet seconded. Passed unanimously.

**c). Ad Hoc Outside Lighting Task Force**

- Ron said that the Task Force members decided to wait to meet until fall so that they could observe the lighting at a time which is convenient to meet.

**d). Cleaning Person for Church**

- Chip said that he had talked to Ian Bunker about the job and Ian was interested. He would have to be trained. Joe Gress, Lois Holm, or Kathy Vetter could do this. Payment for cleaning the church twice per month will be \$120 per cleaning. Chip will talk to Ian on Sunday.
- Questions raised were: Would he need a background check? Does he understand the tax ramifications of being an independent contractor?

**e). Memorial Garden**

- Janet made a motion to authorize the Grounds Committee to initiate a fundraising campaign as needed in July to fund the Memorial Garden. Seconded by Wendy. Passed unanimously.

**f). Report from Committee on Ministry**

- Chip and Chuck will work on finding a new member for the Committee on Ministry.
- Chuck will forward the report to the new members and Peg.
- Both Ann and Chuck voiced concern about Sunday services.

**8. New Business**

**a). Unused Endowment Fund Allocations**

- It was agreed that, in general, any monies left in a disbursement allocation after the project is finished should revert to the Endowment Fund. The Mobile Ecology Lab and the AED could be in this category.
- Other projects that are still ongoing and active such as Archives and Grounds for the Memory Garden should be obligated for this ongoing use.
- The Board agreed that this issue should be referred to the Endowment Committee to see what status should be recommended for all projects with funds still remaining past the year they were allocated.

**b). Mid-America Fall Young Adult Conference**

- This group asked to stay in our church and use it as their meeting place for a weekend in September. A question was raised about our liability insurance for an event like this. Chuck will follow up on this. Anne Mannix made a motion to approve the request by the Mid-American Fall Young Adult Conference to use our building for their meeting for a

weekend in September. Seconded by Elena. Motion passed unanimously.  
Chip will coordinate.

**c). Committee on Ministry Member Appointment**

– Discussed under Old Business f).

**d). Church trends and the future of the Church**

- Chuck in his president's report brought up the idea of working on looking at long-term trends and data to back up the trends.
- Membership — In the past it has been as high as 120 and as low as 90. Now it is 106. But we have never been able to grow higher. Do we have more friends than members? Is membership the most important thing? Or is it more important that more people come in the door for events like the art openings, concerts, and just to visit?
- Pledge income — It had been growing and special projects had been supported generously. Now income seems to be more flat.
- RE data — We need this.
- Can we correlate attendance at Sunday services/coffee hour/social justice work?
- What does all this mean? Chuck is suggesting that we need to collect other data and compare with what is happening at other churches. He would like to do this.
- The Board agreed that Chuck could investigate this.

**9. Other Business**

- Joys and Concerns Survey — Chip would like feedback on
- \*\* — Pulpit host list — Do we really need this? Should announcements be written? Some board members are comfortable being Pulpit Host and others are not. Ron thinks that members and visitors can identify leaders of the church when there is a Pulpit Host. People come up and talk to you and it's an additional welcome. Agenda item for July.

**10. Adjournment at 8:30 pm.**

**Submitted by**

**Melanie Smith-Guillaume, Secretary**