

APPROVED BOARD MINUTES
First Unitarian Church, South Bend
March 13, 2019

The meeting was called to order by Chuck Leone at 6:31

****Note: Motions are underlined.**

Present: Rev. Chip Roush, Chuck Leone, Ron Robinson, Melanie Smith-Guillaume, Janet Bogar, Wendy Lohman, Anne Mannix, Rich Wallace

Absent: Elena Wake

1. Chalice Lighting

2. Check-in

3. Covenant

4. Approval of the February 2019 Minutes — A motion was made by Janet to approve the February minutes with the two changes suggested by the Secretary in the Secretary's Report. Motion was seconded by Anne. Passed unanimously.

5. Set Agenda — VP Report — Ron wants to discuss Leadership School attendance.

8c) Chip — Support for Interaction Community Theater

6. Reports

a. Minister — Discussion of Rev. Amy DeBeck as Chip's Management Mentor. She does not supervise staff in Elkhart, but she does have management experience in small business. By consensus the Board affirmed this choice of Mentor.

-The Board agreed that the Pryor management seminar in Fort Wayne was a good one-day management educational class for Chip to try.

- Chip brought up the question of whether we needed insurance for Board members, who might be liable individually if church policies don't provide safety or if policies don't exist or if there is a pattern of negligence. Chuck will check to see if our Church Mutual policy might cover us

b. President — Chuck has not yet checked on the UUA Disaster Relief Fund regarding the flood in the sanctuary, but will do so for the next Board meeting.

c. Vice President — Ron has not yet looked into Leadership Training, but the application is due in June. This will be an April agenda item.

d. Treasurer — Chuck noted that our building expenses were higher last month because of the flooding in the sanctuary, but much of the expense will be reimbursed. Snow removal was also over budget.

- Chuck has sent in the applications from the Board to the Endowment Fund for \$5,000 for roof repairs and \$5,000 toward principal on the mortgage. Other applications that we know about are \$900 for Archives from Florence, playground from Eli, and Memorial Garden.

- Marketing — We are still looking for a chair and more committee members. There is also a question of dual roles for the committee — marketing and updating the website.

7. Old Business

a. Coordinator of Religious Education applications are at 15. The process decided upon for screening will be to circulate the applications to those on the Education Task Force (minus Rich Wallace) and then draw up a list for interviews. Chip will circulate the applications.

b. Strategic Plan Follow-up — Membership was not ready to make a presentation this month. Melanie noted that we did not meet the 10% growth for this year that was suggested in the Plan. In her opinion, if we really do want to pursue that level of growth, we need to make this a church-wide endeavor because Membership can't do it alone. Anne said that she would talk to Florence and Gail about combining Membership and Marketing Committees and will report next month.

c. Crisis Response Team — Chip will contact Larry Dzaugis and the Chambers to see if they would be interested in working on this. There will also be two training sessions coming up on how to use the new AED, 3/17 before church and 3/31 after church.

d. Church Policies and Job Descriptions — Reminder: We approved the Coordinator of Religious Education (CRE) job description in February. Chuck and Anne are working on the Office Manager job description and overall employment policies.

e. Office Manager position — There were 7 applications. Anne, Chip and Chuck will schedule and conduct interviews.

f. Ad Hoc Outside Lighting Task Force — Ron will contact Kathy Vetter, Larry Dzaugis, David Mayfield and Jim Ward and invite them to a first meeting. He would like to include someone from the Memorial Garden Committee, also.

8. New Business

a. Volunteer of the Year Discussion — This item should be on the Perpetual Calendar in March and April. This will be on the Board agenda in April. Janet will talk to Florence about finding out in the Archives who were the Volunteers of the Year before we started putting them on a plaque.

b. Sanctuary Technology —

- Discussion inspired by David Mayfield's memo to the Board. Some questions — What do we do with the video? Who puts it on the website? Who edits it? A volunteer? A person? Community college student? Stuart Mayfield? What is the role of the Office Manager? paid

- A suggestion was made to use Invisible Church Fund if we elect to pay someone.

- The discussion will continue next month.

c. Interaction Community Theater — In his Minister's Report, Chip reported a request for support from the Interaction Community Theater. The Board felt that we

need a policy for sponsorships of outside groups and activities. There will be further discussion on the April agenda.

9. Other Business — None

10. Adjournment — Ron made a motion to adjourn, Janet seconded. Passed unanimously.

Submitted by Melanie Smith-Guillaume, Secretary