

**BOARD MINUTES  
FIRST UNITARIAN CHURCH, SOUTH BEND  
MAY 9, 2018**

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

Visitor — Joseph Gress

Absent — Rev. Chip Roush, Elena Wake NOTE\* — Underlined passages are motions.

1. Chalice Lighting
2. Check-In
3. Covenant
4. Approval of April Minutes — Moved to approve minutes as written by Janet Bogar, second by Florence Klecka. Approved unanimously.
5. Set Agenda — Report on Endowment Committee recommendations taken out of order to accommodate Joseph Gress.
6. Reports
  1. There has been no DRE report for 5 months. Last one was December.
  2. Stewardship — So far \$76,000 in pledges have been received for Singe the Mortgage. This equals about \$10,000 per year reduction in mortgage payments. Pledges are due on June 15th.
  3. Buildings and Grounds — A quote was received from Dudek Roofing for \$38,606 to replace the north roof. Another quote for \$3,875, was for vents and flashing repairs to the south side of the roof. See attached report from B & G Committee. Chuck Leone moved that we use Building Fund money to authorize Dudek to do the repair part of the quote. Eli seconded. Passed unanimously.
7. Old Business
  1. PayPal on agenda on hold until Chip gets back.
  2. Administration. Need to know who supervises Diana. Susan will email Dan to find out and also ask about DRE reports.
  3. Young Adult night — According to Eli, the best time would be Friday from 6-8, with beer and taco bar because most are gluten free — meat, beans, and guacamole. Babysitting also, perhaps asking Autumn Crisovan and her siblings. Eli will check with Eddie Forereo, Kathy Platt and Meadow. Suggested dates are June 15th or 22nd.
8. New Business
  1. Joseph Gress — report on Endowment Committee's recommendations for 2018/19. See minutes from April Board Meeting.
    - a. There was a question about why the Mobile Ecology Center was funded last year and again this year. Apparently the center was bought over two years.
    - b. Another question — Chuck asked if there was a standard form for requesting grants because there was one several years ago with info requested on how the request fulfilled our mission and how it leveraged other resources. Joseph said that they will have a standard form asking for the impact on the church and the cost basis. The method used for deciding this year, was that each member ranked the proposals separately, they compared, and discussed.
    - c. Grantees should know that there need to be regular reports made on progress to the Board and the Endowment Committee. Elena will keep track of disbursements with Finda and Finance

Committee.

d. For the Technology and Grounds requests, there were no financial details or priorities. Joseph will talk to both committees and get that info to Meadow for the Annual Report.

e. Florence moved to accept the proposals with the understanding that financial details from the Technology and the Buildings Committees will be attached by Annual Meeting. Wendy seconded and all voted in favor.

2. Nominating Committee recommendations. See attached slate. Chuck moved that we nominate the slate to the congregation at Annual Meeting. We will have to take nominations from the floor for the Nominating Committee alternate. Florence seconded. Passed unanimously.

3. Volunteer of the Year — Alan Hamlet and Kathy Platt. Florence will write a paragraph for Kathy for the Annual Meeting and Chuck will do the same for Alan. Florence will find out about getting names on the plaque including names before the start date of the plaques.

4. Focus Group for RE. Chuck will check with Meadow to see what job descriptions exist.

5. Memorial Garden — After discussion, no action was taken. The Board will continue to monitor this issue.

6. Susan will check with Bethel and Melanie will check with IUSB about the availability of pianists to replace Siwon. Some support for pay could come from the line for the choir accompanist.

7. Review of budget for the next fiscal year from the Finance Committee so that it can be recommended to the congregation at Annual Meeting.

a. The budget does not take into account the \$5,000 from the Endowment to go toward the mortgage. That would reduce the deficit by \$5,000. (Line #205).

b. There is no salary increase for Chip or DRE. For a 2% increase for Chip this would raise lines #915, #930 and #940. For DRE it would also raise the line for FICA. Total for a 2% raise for both of them would be \$1587.72.

c. DRE — Has there been a background check? We've lost institutional knowledge. It should be in DRE's job description.

d. Florence moved to accept the proposed budget with 2% increases for the minister and DRE. Wendy seconded and the motions was approved unanimously.

Meeting was adjourned at 8:52.

Minutes submitted by Melanie SMith-Guillaume, Secretary