

First Unitarian Church, South Bend
Approved Board Minutes
May 8, 2019

The meeting was called to order by President Chuck Leone at 6:30.

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

Visitor: Susan Van Fleit

Please note — Motions are underlined
— Items for next month's agenda are double-starred.

1. Chalice Lighting
2. Check-in
3. Covenant
4. Approval of April 2019 Minutes — A motion was made by Anne Mannix and seconded by Wendy Lohman to accept the minutes as written. The motion passed unanimously.
We **made a note for an agenda item in June — how to tackle the Strategic Plan in the second year and what, if any, modifications we might want to make.
5. Set Agenda
6. Reports
 - a. Minister — reviewed
 - b. President — reviewed
 - c. Treasurer —
 - 1) We have proposed a deficit budget next year but there are several things to consider.
 - Line 210 — Insurance is \$5,000, not \$6,500.
 - There is a \$4,000 recommended disbursement from the Endowment Fund to the principal of the mortgage (now at about \$160,000) if authorized by the Annual Meeting.
 - Interest rate on the mortgage must be renegotiated in July. The rate may rise by around 2%.
 - Chuck estimates mortgage payments at around \$22,700 for the year.
 - We also now have unrestricted savings of \$20,320 (4/31/19) and will have around \$15,000 surplus carried forward from last year.
 - There were some different dynamics going on last year. The receipts from the Auction fundraiser were down and pledges remained level. On the suggestion of Chuck Leone, we decided to refer this issue to

the Endowment Committee, the Board and the Stewardship Committee to look at the situation globally to try to understand the trends at work.

- 2) We also have to redo the north side of the roof this year costing around \$36,000.
 - We have commitments for \$9,000 toward the roof with \$4,000 in hand. And the Endowment Committee has proposed a \$4,000 disbursement to be authorized at Annual Meeting. There are also some funds left in the budget from last year that could be put toward the roof.
 - We may have to borrow between \$10,000 and \$20,000 to cover the roof expenses depending on all these variables. This will be discussed at Annual Meeting.

7. Old Business

- a). Rich Wallace was chosen as the new Coordinator for Religious Education.
- **b). Crisis Response Team/Emergency Plan — Since this item has been on the agenda since September of 2018 and has made no progress, Chuck suggested that we try to take it on in bite-sized pieces. He suggested that Chip make a list of the kinds of risks we have to look at and circulate it to the Board by May 22nd. Then we can decide our priorities and how to approach the most important pieces at the June Board Meeting.
- **c). Personnel Policy — There were several more changes to be made. We will review next month.
- d). Ad Hoc Lighting Task Force — Working on finding a date to meet.
- e). Annual Meeting Preparation — Nominations for Volunteer of the Year, Nominating Committee, Vice President, Treasurer, Trustees and Endowment Committee were discussed. Since some were still in flux at the time of the Board Meeting, the names of nominees are not included in the minutes.
- f). Cleaning person — Chip will follow up with interested parties.

8. New Business

- a). Fundraising campaign for Memorial Garden
 - 1). Susan Van Fleit attended the meeting to talk about raising money to construct the Memorial Garden. They have approximately \$1,600 left from last year's disbursement from the Endowment Committee and understand that they will receive additional funds from another disbursement if approved by the Annual Meeting. They anticipate needing an additional \$5,000 to complete the project outside and inside.
 - They also were thinking of selling bricks as a fundraiser.

- The roof fundraiser will be finished by the end of June, so it would be good to start soliciting funds for the Memorial Garden after June 30th.
- Ron complimented the Memorial Garden Committee on giving out clear information and on doing good work.
- Susan cited Roger Foreman for doing the drawings for the project.
- 2). Susan gave some observations on keeping up the grounds. In her opinion, the Committee can handle the grounds work for a while, but in the future it will not be viable, so the Board needs to think about finding someone to mow and do other work outside.

b). Report from the Committee on Ministry – Chuck will circulate this report.

c). Renegotiation of the church mortgage – The mortgage must be renegotiated by June or July. Chuck will follow up on the renegotiation including points and closing costs. There will need to be a resolution about this at the Annual Meeting.

d). Board resignation – Rich Wallace has resigned in order to accept the position of Coordinator of Religious Education. A motion was made by Ron to accept Rich Wallace's letter of resignation from the Board, Janet seconded, and the motion passed unanimously. The Board decided not to fill Rich's seat for the month and a half left of his term.

e). AED installation – The former arrangements to install the AED fell through. It was suggested that Peg's husband might be willing to install it. Chip will follow up.

f). Joys and Concerns discussion – Chip will conduct a survey and discussion on Joys and Concerns. This was suggested by Tom Platt.

9. Other Business – Anne will pursue a draft policy on sponsorship of outside groups with Peace and Justice.

– The next Board meeting will be June 12th. Chuck will invite the new Board Members to attend.

10. Adjournment – The meeting was adjourned at 8:45 by Chuck Leone.

Submitted by
Melanie Smith-Guillaume, Secretary