

Board Minutes
First Unitarian Church, South Bend
November 14, 2018

*Note that motions are underlined>.

The meeting was called to order at 6:35 by President Chuck Leone.

Present: Chuck Leone, Ron Robinson, Elena Wake, Melanie Smith-Guillaume, Anne Mannix, Janet Bogar, Rich Wallace, Wendy Lohman

Absent: Rev. Chip Roush

Visitors: Dan Holm, Diana Mendelsohn, Suzanne Waller

1. Chalice Lighting — not done

2. Check-in — not done

3. Covenant

7. Report from Endowment Committee (Taken out of order).

e. Committees are being asked to report to the Board on how they plan to implement the Strategic Plan as it relates to their committee's charge. Suzanne Waller represented the Endowment Committee for its report. She said that there were 5 Strategic areas of interest.

1. Contributions to the financial health of the congregation — Endowment grants were made to lower the principal on our mortgage, to provide tech support in the sanctuary and to fund an AED.

2. Increasing membership and develop outreach to community — The Committee will put on a Wills Workshop which will be open to the greater community. The Committee has added a new criterion for grants, which asks how the grant would promote diversity. The Endowment grant to support the Ecology Van gives us publicity in the community.

3. A 10% growth target for the year — The Committee is talking about how they can reach out to the community at every meeting, and the Wills Workshop is part of this.

4. Building a welcoming community — Tech support for sanctuary and encouraging future grant proposals in this area.

5. Communication — Attending meetings of other committees to look for ways of collaborating and using a 3-fold approach to communicating (newsletter, hard copy, and online)

4. Comments to the Board by Dan Holm and Diana Mendelsohn

a. Dan Holm raised concerns about there seeming to be no process for hiring and vetting RE employees. His opinion was that there should be 1) a clear written process that needs to be followed and 2) vetting for competence and background checks.

b. Diana Mendelsohn raised concerns about pay issues for RE employees, the timeliness of background checks being done, and communication between staff and RE employees.

c. The Board took these concerns under advisement.

5. Approval of October 2018 Minutes — Anne Mannix made a motion to approve the October minutes as written and Wendy Lohman seconded the motion. Approved unanimously.

6. Set Agenda — Ron Robinson had an addition to the VP's report concerning the banner. *First Unitarian SB – Board Docs – Dec. 2018 4 Final 12-12-18*

7. Reports

- a. Minister's Report — reviewed
- b. President's Report — Chuck Leone is concerned about the new UUA method for assessing our dues. This will be the first year that dues will be figured at 6.75% of operating expenses. Chuck suggested that we refer this question to the Finance Committee to determine what the fiscal impact will be. Chuck will contact the Finance Committee.
- c. Vice President's Report — Ron Robinson talked with Kay Azar about the church banner. The price she quoted was a 3' x 4' banner with a 3" pocket for \$140 or \$90 each for two. Ron suggested we review possibilities, especially the fabric — vinyl or cloth. Ron will follow up.
- d. Treasurer — There were only 2 payouts that are not regular — one for the principal of the mortgage from the Endowment Fund and one for work on the archives.
- e. Worship Arts — Anne thinks that Florence needs help because Kay Azar is gone for six months. Anne will follow up.
- f. Chuck will follow up with the Committee on Ministry chair, Jim Curlee, to see what their regular scheduled meeting time will be.

8. Old Business

- a. Religious Education Program with Tracy Beck — It is important that the Board give her our viewpoint on where we've been, are now, and our vision for the future. The RE Task Force and Rich will meet with her on Friday morning.
- b. Young Adult Night — There have been scheduling conflicts. Rich will follow up with Eli Williams and Eddie Ferraro. Should we just let this go?
- c. Pianist — There has been no apparent movement. What is the status?
- d. Committee Chairs — Anne suggested that perhaps Andrea Vollrath would be willing to chair Peace and Justice, allowing Anne to chair RE. Ann will follow up. We still need a Marketing chair.
- e. The Board continued review of the minister's evaluation.
- f. Strategic Plan follow up — Rich will contact Worship Arts to present its plans next month.
- g. Crisis Response Plan — Need to ask Chip to organize a committee.

9. New Business

- a. Church personnel policies and job descriptions — Chuck will resend these to Board members.
- b. Office manager position — Procedures for hiring need to be followed.
- c. Letter to Pittsburgh Synagogue — Chuck will ask Dale Gibson to draft a letter.
- d. Sanctuary Audio/Visual Plan — At a tech meeting, David Mayfield proposed a plan for two big screen television sets to be mounted in the sanctuary. They would raise into the attic space and lower into the sanctuary on brackets. There would also be a camera mounted to record events. This would cost more than the Endowment Fund grant for the project. Anne Mannix made a motion to thank David for his work on this project and stipulate that the additional funds not to exceed \$1000 will come from leftover funds in the Website Upgrade account. Rich Wallace seconded. The motion passed unanimously.
On the agenda next month, we need to discuss procedures for disposition of leftover Endowment Grant monies.

- 10. Other Business** - Discussion of personnel issues.