

Approved Board Minutes **First Unitarian Church, South Bend**

November 13, 2019

The meeting was called to order by President Ron Robinson at 7:30. Visioning work was conducted from 6:30-7:30pm.

Present: Rev. Chip Roush, Ron Robinson, Elena Wake, Janet Bogar, Anne Mannix, Suzanne Waller, Howard Berberick

Absent: Melanie Smith- Guillame, Bert Dodds

Guests: Peg Faulmann, Joseph Gress

*Note that motions are underlined

**Items for consideration in the next month's agenda are double-starred.

1. Check in
2. Chalice Lighting
3. Covenant

4. Approval of October 2019 Minutes — Howard suggested edits to:.... “rewired” instead of “retired.”- Peg will change word and post. Howard moved to pass minutes with edits. Anne seconded. Motion passed.

5. Set Agenda — Joseph Gress will talk about Stewardship work

6. Reports

- a. Minister —As reported
- b. Coordinator of RE — No report
- c. President's Report — Reviewed
- d. Vice-President — No report
- e. Treasurer's Report —
Elena drew attention to first payment made to new mortgage.

Endowment project- used up fund and \$30.40 remaining in account however, we have a standing check request from Florence for \$300. Joseph spoke with Florence and she misunderstood the amount of funds remaining in the grant. Joseph received report from her and is bringing to endowment to have them review. In that meeting, they will discuss what to do about her being over budget....Joseph does not have a recommendation at this point. Elena will hear from endowment about recommendation. Elena said the General Fund is likely the right place to draw funds from. Invisible Church fund has been used in the past for advertising and signage. Next Endowment disbursement is likely the right mechanism to direct Florence to for continued funding. Anne made motion to pay Florence out of General Fund, Suzanne seconded, motion carried.

Bowman Creek education fund did not cash check- check cancelled. Life Treatment check also cancelled (\$530 total). Discussion regarding use of funds and depositing in general fund.. Anne will give Finance Committee information by first Tuesday of Dec. , if no result, monies will be deposited to General Fund.

*Add information to Annual Meeting to notify congregation that best efforts will be made to make contribution but if not within reasonable timeframe, funds will be returned to General Fund.

- Additional costs from Roof due to pledge not realized (\$228)
- Gutters needed, and information will be gathered by Building Committee.

7. New Business

JosephGress, as rep of Stewardship Committee, stated that the Square collection system for electronic funds test has worked well. Member of Stewardship committee will be at service to collect donations. This will be a pilot program with the donated iPad. Finance committee has approved going

forward with this program. The Square will be connected to bank account for church (1-2 business days to process transaction). Finda or Kathy Vetter will need to be trained on who donated and recording transactions (and for what). Joseph will train. Joseph is looking for approval to move forward and start taking transactions. Anne asked about execution. Howard asked about iPad donation and Swiper. He suggested that maybe we would want a separate account. Joseph stated the Square would not be ideal for pledges, only for one-off donations and concert tickets, for example. Elena expressed concern from Finda about amount of additional work. Reports will likely only be available at the website portal (memos will be attached)- emails will be sent to Finda for each transaction with gross and net amount.

Joseph suggested that the Board set up receiving donations through Square. Anne made motion to authorize that the Stewardship committee work with Church bank account and move forward with project. Suzanne seconded and motion passed.

Anne got started with Crisis committee and set agenda. RE committee has also started working on this.

AdHoc lighting committee is putting together plan and is conducting a trial test of 4 light bulbs and reflective tape.

Dudeck Roofing – Kathy sent email to Howard that is will happen next week. Grounds committee is looking for covers to gutters (cheapest time is to do this when roof work is being done). Asked to have cost identified. - Additional funds needed for Roof due to pledge not realized (\$220.30). Building Fund has funds available.

****Follow up needed to investigate exact Gutter guards (\$754) cost and will also see where we land with potential additional costs for roof. Anne proposed that the Board approve up to \$2000 in contingency and \$754 in gutter guards to be funded by the Ginger Bears or private donors. Howard seconded the motion. Motion passed.**

Ron shared that we had an issue with the kitchen not being left clean. We need a procedure and Kathy Platt proposed that she would be notified by Peg to ensure that we provide a clean kitchen.

Addendum: Elena stated that we need to annually renew our status as a Welcoming Congregation. See steps in addendum. Each year we will receive a certificate and receive recognition at the General Assembly. We have completed these steps and will complete the application. Chip will speak with LGBTQ Justice Committee to confirm application needs. Chip will circle back with Worship Arts and Peace and Justice for next steps.

****Plumbing repair update- fixed and paid deductible (\$500 + \$285 plumbers). Funding will be discussed in future meetings.**

****Remaining items have been tabled until next meeting.**

Meeting adjourned at 9:02pm

Board members to review Strategic Plan further and prepare for Visioning work beginning at 6:30, Dec. 11.