

**BOARD MINUTES**  
**First Unitarian Church**  
**October 10, 2018**

\*Note that motions are underlined.

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

**Present:** Rev. Chip Roush, Chuck Leone, Ron Robinson, Elena Wake, Janet Bogar,  
and Anne Mannix

**Absent:** Rich Wallace, Melanie Smith-Guillaume and Wendy Lohman

**1. Chalice Lighting**

**2. Check-in**

**3. Covenant**

**4. Approval of the September 2018 Minutes**

Motion to accept the minutes as written was made by Ron Robinson, seconded by Anne Mannix. Passed unanimously.

**5. Set Agenda**

- Added thank you note and response to donations
- Added arrangement with cleaning people

**6. Reports**

**A. Minister —**

- Chip advised of Art Beat taking place in August 2019. He will follow up with Peace and Justice and Marketing committees regarding possible participation.

**B. President —** Reviewed

**C. Financial —**

- Elena reported that line 197 has been set up to record Charlotte's restitution payments. Another \$200 has been received, but payments are currently running 2 months in arrears.

**D. Other Committee Reports —** Reports were reviewed.

**7. Old Business**

**A. Religious Education —**

- There has been no response to internal asks or an entry in the newsletter for someone to serve as interim RE director.

- Conversations with Eddie Forero and Willow led to discussion of the need for more focus on younger people. Willow mentioned that some children aren't attending because Katie's children aren't coming. Interest in more varied speakers, "better" music, and more upbeat services was expressed, and that more information be shared on social media.

- Kathy Vetter needs to complete the paperwork for Henry's work in the Nursery. Of special concern is following up with Church Mutual for the background check and verifying that Henry is paid for 2 hours per week and Diana 1. There was some discussion about continuing to pay Henry when there are no children in the nursery. Since he is driving from Elkhart and we really need to have someone in the nursery in case visitors with an infant or toddler come to church, it was decided we should continue to pay him.

- Chip made inquiries and was able to locate an RE consultant who may be able to help us sort through our issues and help us plan for the future of our RE program. Tracy Beck of Des Moines, Iowa is available.

- Tracy needs us to collect 15 – 20 years of RE attendance and other data. Per Susan Van Fleet's review of the church directory, there are 36 children/teens who could be in RE. To prepare for a visit from Tracy we'll need to interview parents and teens and understand their issues.

- November 15 & 16 have been set as tentative dates for Tracy's visit. Chip will work on a schedule of events which may include a lunch on Thursday and a dinner on Friday including parents and teens. People to contact and invite would include people who discussed RE with Joseph Gress when he contacted them regarding their pledges.

- It was suggested that the costs of Tracy's visit could be paid from the unused funds budgeted for the salary of an RE director. Ron moved and Elena seconded approving an amount not to exceed \$1,500 to cover the costs of Tracy's fee, travel and expenses. Passed unanimously.

- There remains a pressing need to establish an RE committee.

- Completion of documentation of employment practices and personnel policies should include some focus on making the practices and policies more explicit and fair to RE staff and families.

**B. Young Adult Night** — A reminder email will be sent to Rich Wallace by Chuck to determine the status of this event.

**C. Hiring of pianist** — Chip reported continuing telephone tag with IUSB and reported he needed to call them. It was noted that while Ian was a talented improvisational pianist he is not an accompanist. Lois Holm knows someone who plays who has started to come to church again and could be a prospect. There are still no children in the intergenerational choir.

**D. Committee Chairs** — We still need a chairs as well as a committee for Children's RE. Florence Klecka and Jim Ward are on the Marketing

Committee but there is no Chair. Marla DePew has experience in marketing and may be a prospect.

- E. Committee on Ministry** — Kathie Carr is willing to join as a member on the Committee. This will complete the Committee.
- F. Ministerial Evaluation Process** — Due to the meeting running long the evaluation process has been rescheduled as a dinner meeting at Chuck's house on October 25 at 5:30 PM.
- G. Strategic Plan Follow-Up** — Peace & Justice and Endowment will report at the November meeting and the Worship Arts and Finance committees will be reporting at the December meeting.

**H. Crisis Response Team/Emergency Plan** – Chip reported that this can also be referred to as “ushers on steroids.” Possible members for a team to pursue this include Karen Chambers, Richard Mah and Marilyn Shaul.

## **8. New Business**

**A. Dedicated Gifts** — Barb Williams made a \$1,500 donation to be used to design a memorial garden. The Board authorized acceptance of the gift to the Church for that purpose. The design will be discussed at a meeting after the service on the last Sunday in October.

**B. Acknowledgement of Gifts** - Allen deSommer is sending thank you notes on behalf of the Endowment Committee. Kathy Vetter will be asked to work with Finda to develop a template for Finda to use in composing thank you notes for other donations. Chuck will assist with the wording.

### **C. Board Service Auction Dinner**

- Scheduled for 6:00 PM on January 26, 2019.
- Proposed menu includes salads (Janet), antipasto (Chuck), lasagna (Ron), lasagna and/or dessert (Anne). We still need to fill out the menu.

**D. Email Addresses for Committees** - Chuck suggested that there could be benefits for having email addresses for Committees such as [building@firstunitarian.us](mailto:building@firstunitarian.us). Our system could support this and committee chairs and/or members could have access to messages. He suggested starting with the Building and Grounds committees.

## **9. Other Business**

### **A. Alternate Power of Attorney Request**

- David Williams has asked if the church could serve as his alternate POA.
- Chuck has signed his request on behalf of the church. There was discussion of preparation for more requests of this type, liability and involvement of the Care Committee.
- Ron offered to draft a policy of parameters without precedent.
- The motion to establish a pending policy was made by Ron and seconded by Anne. Passed unanimously.

### **B. Duties of Cleaning Staff**

- Martha was assigned a list of duties when she was first engaged to clean the church. Since becoming interim church administrator Kathy Vetter has amended the list and has assumed a supervisory position.
- Chip will follow up with the following:
  - Compare the original list to the one composed by Kathy
  - Determine to whom Martha reports

## **10. Adjournment** — Adjournment at 9:00 pm.

Submitted by  
Janet Bogar for Melanie Smith-Guillaume, Secretary

