

**Minutes Board of Trustees
First Unitarian Church, South Bend
September 12, 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, Melanie Smith-Guillaume, Wendy Lohman, Janet Bogar, and Anne Mannix

Absent: Rich Wallace

1. Chalice Lighting

2. Check-in

3. Covenant

4. Approval of the August 2018 Minutes —

- Two corrections were made. Wendy Lohman's name was corrected on page 3 of the agenda, as was the spelling of the word hummus on page 4.
- Motion to accept the minutes with the above corrections was made by Ron Robinson, seconded by Janet Bogar. Passed unanimously.

5. Set Agenda — No additions

6. Reports

A. Minister —

- Reminder that there will no longer be announcements from the floor during Sunday services. Pulpit Hosts need announcements 5 minutes in advance.
- Perpetual Calendar — Item to be added — Periodically update Committee Members and Chairs, and census of membership — Chip will add this.
- Chuck suggested putting the list of Committee Chairs, Committee Members, and Membership on ICON-CMO.
- Chuck will send an email to all committees to ask them to read the section of the Strategic Plan that relates to their area and to let the Board know how they might contribute to implementation of the Plan. The Peace and Justice and the Endowment Committees will visit the Board in November to present their plans. (See more information on Strategic Plan under Old Business H.)

B. President — Reviewed

C. Financial —

- In June at the end of the Fiscal Year, a transfer to the Endowment Fund of \$1,100 was made as a lump sum repayment toward the loan the church took out from the Endowment Fund.
- In Line 110 of the Financial Report, prepaid pledges of approximately \$22,000 were included in the year-to-date total of \$37,555.
- The deficit for the last Fiscal Year was \$5,358.08. Unrestricted savings were transferred to cover the deficit.
- The Endowment grant of \$5,000 voted on at the Annual Meeting went to reduce the mortgage principal which reduced our monthly mortgage.
- The Finance Committee has received a check for \$100 representing the first restitution payment from a former employee. If she completes her program with the Court and repays \$6,337 by December 26, 2019, her case will be dismissed. If not, then the Court will accept her guilty plea and will sentence her.

D. Other Committee Reports — Reports were reviewed.

7. Old Business

A. Religious Education —

- Areas of immediate concern are lack of plans for fall Religious Education and need for an Interim RE Director. In the meantime, there are quiet activities for children in the back of the sanctuary and childcare for very young children.
- Continuing to work on the RE Director position, but no leads so far. We're looking for an Interim who will work with us as we reinvigorate the RE Program.
- Anne Mannix wants to be sure that we have uniform hiring practices, since there seems to have been a lack of communication and lack of consistent protocol in the past. She will bring in a protocol for hiring that can be used with relevant constituencies. For RE, she suggested 1) advertise, 2) input from parents, 3) Chip hires.
- There will be another meeting of the group working on RE later this month. In the last meeting, it was suggested that we focus on data, for example there are about 20 children in the directory. Contact Chuck Leone if anyone is interested.

B. Young Adult Night — Continued to next month

C. Hiring of pianist — Chip is working on it.

D. Activity Fair — Chuck issued a reminder to committee chairs, and a notice to be put in the order of service. We noticed that Stewardship was not on the Door Prize drawing list.

E. Committee Chairs — We still need Chairs for Children's RE, Marketing and Membership.

F. Committee on Ministry — We still need a third member for the Committee.

G. Ministerial Evaluation Process — Chuck will resend the Evaluation and it will be put on the agenda for next month.

H. Strategic Plan Follow-Up —

- For the Technology Task Force, there could be input from Roger Birdsell on Building Committee, and Chuck would like to be in the loop for emails.
- Anne will make a chart to keep track of how progress on the Strategic Plan is going. Elena will help.

8. New Business

A. Need for Board Secretary in October — Janet will take minutes and distribute.

B. Crisis Response Team/Emergency Plan —

- We need research on UUA models, the Jewish organization's plan, and what training the Greeters already undergo.
- Chuck will contact the people who have already shown an interest or who have been involved in some way: Karen Chambers, Barbara Williams, Rich Mah, and Marilyn Shaul.

C. Peace and Justice Initiatives —

- See Board Packet p. 12.
- Anne says the Committee would like to engage a well-known speaker and join with other groups to have a small-group meeting with the person and then a large meeting in a larger venue than the church.

D. Humanist Forum —

- Board suggests that P&J ask them for a proposal of an event that we could co-sponsor.

9. Other Business — none

10. Adjournment — Adjournment at 8:30 pm.

Submitted by
Melanie Smith-Guillaume, Secretary

