

APPROVED BOARD MINUTES

September 11, 2019

The meeting was called to order by President Ron Robinson at 7:00.

Present: Rev. Chip Roush, Ron Robinson, Elena Wake, Melanie Smith-Guillaume, Janet Bogar, Bert Dodds

Absent: Anne Mannix, Suzanne Waller, Howard Berberick

Guests: Peg Faulmann

*Note that motions are underlined

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

1. Chalice Lighting

2. Check-in

3. Covenant

4. Approval of August 2019 Minutes — Janet Bogar made a motion to approve the minutes as written and Bert Dodds seconded. The motion carried unanimously.

5. Set Agenda — Under New Business, Peg requested g. Readiness of kitchen to show to renters and ordering of supplies, and Chip requested h. Zoning Ordinance.

6. Reports

a. Minister — Reacting to the calendar for future GA meetings, Ron wanted to know if there were scholarships available for church members to attend. Chip said that perhaps the UUA had scholarships and we have used Endowment grants, also.

b. Coordinator of RE — Chip relayed that the CRE report was mailed in right before the meeting. Katie Robbins has agreed to chair Children's RE. Gail DeSomer will chair Adult RE. Also Rich has changed his office hours.

c. President's Report — Reviewed

d. Vice-President — No report

e. Treasurer's Report —

-Elena drew attention to Expenditures line 205 which shows zero for the mortgage. The bank was renewing the mortgage and was late. Next month there will be two payments due with no late fee. The new monthly mortgage payment will be \$1676.45, including principal and interest. Our new Total Balance Due is \$148,700 at 6.25% interest.

- Elena also reviewed the Finance Committee's Budgeting Schedule included below.

Mid-February — Solicit budget requests from all committees - due at March Finance Committee meeting.

March Finance mtg — Budget evaluation

April Finance mtg — Budget final proposal

April board mtg — Budget approval

May board mtg — Budget adjustment approval

Mid-May — Annual Meeting

7. Old Business

- ** **a. Crisis Response/Emergency Plan** — Anne Mannix was to report, but is absent. Melanie will contact Anne, CRE and RE Committee Chair regarding planning for evacuation of children and reuniting them with parents in an emergency. Melanie witnessed a fire drill at All Souls Church in DC.
- ** **b. Ad Hoc Outside Lighting Task Force** — A meeting is scheduled for Sept. 24. Discussion will include repeated vandalism of our sign and possibility of installing cameras.
- c. Report from Committee on Ministry** — Joseph Gress has agreed to be the new Committee member.
- d. Activity Fair, Sept. 15** —
- Janet Bogar will announce and explain it at church on Sunday.
 - 10 visits to committee tables qualify person for the raffle
 - Janet will contact Kathy Platt to find out who is setting up and if the layout will be like two years ago.
- e. Dudeck Roofing** — Kathy Vetter said that roofing was scheduled for mid-October. Work will be coordinated so as not to interfere with the League of Women Voters event.
- f. Building Committee Chair** — A chair is still needed. Kathy Vetter is not willing to be chair, but is willing to continue to coordinate maintenance and repair. She will be Facilities Coordinator. Howard will contact her for reports to the Board. People on the Committee are Kathy V., David Mayfield and Jim Ward.
- ** **g. Share the Plate Procedure and Forms** — Anne will report next month.
- h. New Process (electronic) and Guidelines for Board Minutes** —
- There was a lot of discussion on how to accomplish 2 goals: 1) how to get the results of the Board Meeting to the congregation as soon as possible and 2) how to approve minutes sooner so they can be posted on the bulletin board in a timely way. The ** following timeline was agreed upon and will be tested this month and discussed again at next month's Board meeting.
1. The secretary will endeavor to finish the minutes within 5 days.
 2. The secretary will then send them to Rev. Chip and the Board for review.
 3. The president will review the minutes for sensitive content (eg., personnel items).
 4. In 48 hours, Board members will review the draft and submit corrections.
 5. Once the minutes have been approved electronically, the secretary will send out copies to the Board, staff and committee chairs. Peg will post the approved minutes on the bulletin board and the secretary will prepare an article for the Chirp featuring Board Highlights.
- i. Update on Pulpit Host Duties from Worship Arts Committee** — The Board reviewed the suggestions from the Worship Arts Committee about the duties of the Pulpit Host. Ron will update the rotation list and be sure that Bert Dodds is included in the place of Howard. There will still be spaces that will need to be filled as Board members are able.

j. Discussion of “Creating Futures That Matter Today: Facilitating Change Through Shared Vision — We decided to discuss the book before the next Board Meeting at 6:30 on 10/9/19.

8. New Business

a. Tax Exempt Status on Purchases —

- Elena pointed out that we have a certificate stating that as a non-profit, we do not need to pay sales tax. She suggested that we could urge committee chairs to use the church credit card at businesses where we have accounts to save on taxes. There was some uncertainty about which businesses we have accounts at. Janet Bogar moved that Elena should contact all committee chairs and urge them to use the tax exempt certificate or the church credit card if needed for purchases over \$100. Bert seconded. All agreed but Melanie abstained.

b. Vetting RE subs — The question was brought up if subs for RE were being vetted. Chip said that there is a process in place and that he and Rich can order background checks on prospective subs.

c. Vandalism of Church Sign — Grounds Committee is looking into this as is the Ad Hoc Lighting Task Force.

d. Climate Strike September 20th — UUA and other organizations are participating. In South Bend there is a rally at 11:00 am and the church will be closed. Peg can do the Order of Service in advance and can contact Florence.

e. LGBTQ Thanksgiving potluck — A motion was made by Melanie to allow the LGBTQ Center to use the church on the Saturday before Thanksgiving from 5-7 for their potluck. Janet seconded. Passed unanimously. Chip will be sure that there is someone there to open and close the church and assure that it is cleaned up.

f. Solar Tour — This is a nationwide event. We can choose our hours. Chip offered to open the church during his office hours on October 5, from 1-3 pm. He will contact the organization.

g. Kitchen cleanup and supplies issues — Peg was showing a prospective renter around and found that the kitchen wasn't in rentable condition. The dishwasher was malfunctioning which caused some of the problem. Ron will contact Kathy Vetter, Kathy Platt, Marilyn Shaul and Gary Metzler to see what kind of structure we might need to be sure that the kitchen is clean to show for rentals. Chip advised Peg to contact Kathy Vetter if there are supplies running low.

h. Zoning Ordinance — Chip received a notice that the city is changing our zoning ordinance designation. He would like to have Chuck look at it. Ron will speak to Chuck about it.

9. Other Business — none

10. Adjournment — The Meeting was adjourned at 8:45.

**Submitted by
Melanie Smith-Guillaume, Secretary**