

**Board of Trustees Minutes  
First Unitarian Church, South Bend  
January 13, 2021**

**Present:** Kay Azar, Melanie Smith-Guillaume, Anne Mannix, Howard Berberick, Gail DeSomer, Becky Lindstrom, Bert Dodds, Elena Wake

**Absent:** Rev. Chip Roush

**Guests:** Peg Faulmann, Lisa Presley

**I. Introduction**

**A. Chalice Lighting**

**B. Check-in**

**C. Covenant**

**D. Approval of Minutes from December 9, 2020 Meeting**

#3 part A. Are we decided we were decreasing pension also? Lisa states it is tied to his salary. This can't be changed for one month. Must be a 25% reduction in salary, housing and pension OR a reduction to 75%. Since pension is tied to salary, it can't be eliminated or figured differently. Professional development expenses reduced by a month. Minutes from December 2020 have been revised to reflect this correction.

Motion: Howard makes a motion to approve minutes as amended. Second by Gail. Passes unanimously.

**E. Set Agenda**

**II. Reports**

**A. Minister** – Minister is still on leave

**B. President** – Look at report. Due to a complaint that "our Church is falling apart," Melanie went to look at what's going on and found lots of activities and people who are involved.

**C. Treasurer** – See Finances and Actions under III.B.

**D. Committee Reports**

**III. Old Business**

**A. RE Program** – no report

**B. Finances and actions:** Deficit has gone down to \$10,000 from \$14,000 as a result of the usual trend with an increase in pledges in December. Can look at pledges YTD actual, shows -\$10,090. This means we have taken in future pledges which means we will see the deficit increase again. By June, we will see deficit but not as bad as predicted or designed because we are underspending on committee expenses and building expenses. The worship committee has expense for past week and others might come up with expenses not yet reimbursed.

There has been an issue with plowing expenses. We need to make sure the plowing service knows when to play. \$10K deficit does not include PPP funds. We have not paid DRE, musician and other underspending, which will continue which means instead of seeing \$24K deficit we are more likely to sustain \$10K to \$12K. Do we need to replace income in order to not have this \$12K deficit?

**1. Actions** – Advertise the auction at the February town hall meeting and let folks know how this loss is affecting the budget and urge them to donate more at the auction rather than a special fund raising effort. Stewardship drive comes about the same time, so would rather not have a special fundraiser at the same time. We can come to them in June/July if there is a real problem with the deficit.

**2. Auction** – loss of the majority of the money from auction. There will likely be a live Zoom auction to make up some of the loss but can't make up all the amount budgeted. We will also be cancelling the Trivia night, which means a loss of about \$1,000.

**3. PPP loans** – There is a second round of PPP available. Elena looked at availability. Qualify only if salary more that 25% lower than previous. So initial calculations seem to show we don't qualify. Finda prepared and submitted paperwork for forgiveness of initial PPP and it's been approved, so no funds need to be returned. That money can now be applied to the deficit.

**4. Jim Ward's service:** 6 musicians + Bill Skidmore. Jim is paying \$500 to them out of his pocket. We should be paying some of that. Jim said he would still pay even if we gave money. We need to be stepping up to pay at least \$315. Proposal to chip in \$50 per person from the money left from the decrease in funds for Chip's salary.

**Motion:** Moved by Howard and seconded by Gail that we give Jim Ward \$250 for the musicians. Passed unanimously.

**5. Fundraising** – The consensus is to have the auction and pledge drive. People could be encouraged to donate funds they might have spent at the auction if they can't bid. There is no current evidence that we need an extra fund drive at this time. If, come June or July, we feel we are in trouble, we can rethink this. This can be related to the congregation through the Chirp and the upcoming Town Hall meeting in February. Kay will get something about finances in her note from the Board in the Chirp.

**C. Chip's Status – with Lisa Presley, Executive Session**

**D. Update on newcomers**

**E. Mid-year retreat scheduled for [2/24/21](#) – agenda**

#### **IV. New Business**

**A. Certification of membership** – Gail didn't run the list by the Finance Committee for contributions of record as she figured many may have altered circumstances. MOTION: Gail moves that we certify the membership list at 106 members. Anne seconds the motion. Motion passes unanimously.

**B. Second Town Hall** – [Feb. 21<sup>st</sup>](#) for Town Hall. Chip will be back and we will be able to talk about finances and the deficit.

**V. Adjournment at [9:13 pm](#).**

**Next Board of Trustees Meeting: [Wednesday, February 10, 2021, at 7:00](#)**

Submitted by Kay Azar