

**Board of Trustees Minutes  
First Unitarian Church, South Bend  
March 10, 2021**

**Present:** Rev. Chip Roush, Melanie Smith-Guillaume, Kay Azar, Anne Mannix, Bert Dodds, Howard Berberick, Gail DeSomer, Elena Wake, Becky Lindstrom  
**Guests:** Barb Carmichael, Susan VanFleit, Tamara Cisczon, Peg Faulmann

The meeting is called to order at 7:00 by President Melanie Smith-Guillaume

**I. Introduction**

**A. Chalice Lighting**

**B. Check-in**

**C. Covenant**

**D. Approval of Minutes from February 10, 2021 Meeting**

Anne moves to approve the minutes, Kay seconds. Meeting minutes are approved without any additions or corrections.

**E. Set Agenda**

**II. Reports**

**A. Minister:** Attached

**B. President:** Attached

**C. Vice-President**

**D. Treasurer:**

1. Deficit this month is \$16,000 due to drop in pledge income and what we expected it to be. If the pledge income follows the usual trend, we will have an increase toward the end of the fiscal year, May and June.

2. With PPP funds, we are essentially even. Hopefully, the auction will bring us a little more income. Melanie would like to see a report on the Endowment Grants status. Elena submitted Endowment Grant for mortgage payment.

**E. Committee Reports**

**1. Grounds Committee – Memorial Garden Policy (See Addendum A)**

**a.** Barb Carmichael and Susan VanFleit present the final draft of the Memorial Garden Policy and Procedures.

**b.** Final approval is given for the Memorial Garden Policy and procedures. Amended to read #2 a « subcommittee to serve for at least 2 years ». Motion to approve amended policy was made by Melanie and seconded. Motion was passed unanimously.

**2. COVID Task Force – See Addendum B**

**a.** Tamara Cisczon presents the latest report from the COVID Task Force

**3. Endowment (See report)**

**4. Tech Committee**

**a.** A request was submitted to the Endowment Committee for \$7000

**b.** We don't fully know yet what we need, but a trial run using the existing equipment will be made later this month.

**c.** The goals are to

1) enhance the experience for our members who are watching from home.

2) to enhance the visual and audio quality of our productions.

3) to get better sound out into the lobby

4) to enhance electronic giving

**d.** Other considerations are better internet and faster download speeds and how much that would cost.

## **5. Stewardship Committee**

- a. Mailings have gone out
- b. Pledge forms can now be filled out online on our website at Member Documents
- c. Now have \$78,000 in pledges and are about halfway there

## **III. Old Business**

### **A. Subcommittee for Policy on Executive Session Minutes**

1. Kay, Peg and Chip are on a committee to formulate policy on what to do with minutes from Executive Sessions. Motion made by Anne, seconded by Gail to form a subcommittee to write a policy on Executive Session meeting minutes and return the policy to the board at the next meeting. Motion passes.
2. Sub-committee will meet before next meeting

### **B. Report from Tech Committee** (see above)

### **C. Quarterly Update on Endowment Disbursements** (see attached report)

### **D. RE Bags for Easter, Teens?** (no feedback)

### **E. Any follow-up from Town Hall or Retreat?** (no feedback)

## **IV. New Business**

### **A. Proposed raise in wages for Finda from \$16/hour to \$18/hour**

1. Discussion follows with Elena commending Finda for all the work she has done. Last raise given 2 years ago. Recent salary review revealed hourly wages of \$15-25 an hour.
2. Motion made by Elena to raise Finda's rate from \$16 to \$18 per hour starting with new fiscal year (July 1, 2021). Kay seconds the motion. Concerns include deficit budget, and setting precedent with other Church staff that would expect 12%-15% raises also. Gail proposes a lower rate of increase especially considering the deficit budget.
3. Check with UUA recommendations for salaries for positions including all positions.
4. Vote to table motion and send it back to the Finance Committee to look at guidelines for salary for all staff members. Howard makes the motion to table the current motion and to go back to the Finance Committee to re-evaluate wages for all our employees and to come back to us with a policy on how to give raises. Gail seconds the motion.
5. Motion is amended with Howard's permission to read Table the previous motion while the Finance Committee explores raises for all employees. Motion passes.

### **B. Nominating Committee Report on progress**

1. Ron Robinson sent report listing Ken Chambers for Vice-President, Catherine Lundergan for Treasurer, and Jerry Brooks for Endowment Committee. No others are known at this time.

**C. Reset re-opening date for church** – We will stay closed at least until June 30 per Task Force recommendations

## **V. Other Business** - None

## **VI. Adjournment at 8:50 p.m.**

**Next Board of Trustees Meeting: Wednesday, April 14**

**Respectfully Submitted by Kay Azar**