

**Board of Trustees Minutes  
First Unitarian Church, South Bend  
May 12, 2021**

**Meeting is called to order at 7:00 by Melanie Smith-Guillaume**

**Present:** Melanie Smith-Guillaume, Gail DeSomer, Howard Berberick, Anne Mannix, Rev. Chip Roush, Becky Lindstrom, Elena Wake, Kay Azar

Absent: Bert Dodds

Guests: Peg Faulmann, Rich Wallace

**I. Introduction**

- A. Chalice Lighting by Rev. Chip Roush
- B. Check-in
- C. Covenant
- D. Approval of Minutes from April 14, 2021 Meeting – Eliminate first sentence from policy on Executive Session minutes, “document will be on password protected computer in office.” Amended to read, “The minutes will be in password protected computer in the office” rather than also needing to password protect the file itself. No other comments or corrections. Kay moves to accept minutes with correction, Howard seconds. Motion passes.
- E. Approval of Minutes from April 28, 2021 Meeting – no comments or corrections. Anne moves to approve the minutes. Gail seconds. Motion passes.
- F. Set Agenda

**II. Reports**

- A. Minister
- B. President – clarified Susan Van Fleit’s position as alternate moving to member this past term. She will be on the ballot as a member of the nominating committee for a 2-year term.
- C. Treasurer – the deficit now below \$2000 and mostly due to money coming in from the auction. If the current trend continues, the forecast is for us to break even.
- D. Committee Reports – none at this time

**III. Old Business**

- A. COVID policies from Task Force
  1. We are still in a high-risk area even as numbers are going down.
  2. Usage requires extra cleaning and opening will require the hiring of a cleaner.
  3. Need sign-in in the foyer, need cleaning supplies, wipes, etc if people are in the building
  4. Need to communicate with Building Use Committee
  5. Need to have a concrete plan for hybrid services. It will allow folks not willing to come in to join in services
  6. Children in the building will be unvaccinated and how will that set with adults?
  7. Technology will cost about \$1000 to hook up dark fiber. Our upload speed is poor and the upgrade will take care of that. \$75 a month from non-profit consortium for phone and Internet. Other consultants still to come in for more thorough look at needs.
  8. With children not being vaccinated, it creates 2 groups, one of which cannot come to the building. Could have outdoor activities, but if they needed to use restroom, that could present a problem.
  9. No social hour if we come back, and people will be seated alternating rows and 6’ apart. Would wear masks.
  10. All the issues need to be explained to the membership by the Task Force so members know.

11. Consider a Town Hall to explain, educate and discuss.
12. Anne and Chuck will talk about explaining some of this at the Annual Mtg.
13. Need to extend duration of closure to June 30, 2020. This was agreed upon by consensus of all Board members present.
14. Group using building will be expected to clean after their mtg.

**B. Any last-minute concerns/issues about Annual Meeting?**

1. Committee on Ministry has asked for 5 minutes at beginning to sign up members for Cottage Conversations.
  2. We need volunteers to count members for a quorum and report to Secretary. Also need volunteers to count hands for voting. Gail will help Kay count.
  3. Other?
- C. Review of Budget details from last meeting — wages and internet cost  
D. Tech Committee report tabled from last month.  
E. Final Stewardship numbers

**IV. New Business**

- A. GOSH Group would like to meet in the church. No need for equipment for the group so they would not be able to use the facility.
- B. Another request was by Darlene Catello for a Memorial Service for Dale in June. The consensus is that it be outside and we can provide some chairs.
- C. Delegate to GA – will ask at the meeting Sunday
- D. Government forms: IN Entity Report due April 30 – Anne will do this, as she is familiar with the form; Assessor Forms 103, and 104 due May 15th. Elena filed the 2 latter forms today at the CC Building.
- E. Restart meeting on June 12th. Do we have any requests for topics for Lisa?  
On the relationship between minister and leadership  
Look at Mission/Vision/Goals
- E. Any thoughts on agenda for Joint Board Meeting in June?
  1. Get passwords to open building, files changed
  2. Arrange for name changes on bank accounts, Church Mutual, other?
  3. Arrange meetings for new/old treasurers, VPs, and presidents.
  4. Is there an orientation that new trustees get? Plan retreat with/for new Board
  5. Pulpit host responsibilities

**V. Other Business –**

- A. Bob Asplund has offered to teach a class. Not sure if in-person or online. Not sure when he's thinking of doing this.
- B. P & J committee will be looking at a variety of activities.

**VI. Adjournment at 8:53 pm**

**Next Board of Trustees Meeting: Wednesday, June 9, 2021**

**Submitted by**

Kay Azar

Secretary Board of Trustees