

**Board of Trustees Minutes
First Unitarian Church, South Bend
June 9, 2021**

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

Absent: Bert Dodds

Guests: Peg Faulmann, Ruth Regan, Ken Chambers, Catherine Lundergan, Darlene Catello

The meeting is called to order at 7:05 by Pres. Melanie Smith-Guillaume.

Introduction

A. Chalice Lighting

B. Check-in. Welcome new Board members.

1. Old members — What did you learn from being on the board?

2. New members — Why did you say yes to serve on the Board?

C. Covenant

D. Approval of Minutes from May 12, 2021 Meeting: Gail moves to approve the minutes of the May meeting. Becky seconds. No discussion. Motion passes unanimously.

E. Set Agenda

II. Reports

A. Minister: Melanie has a question from his report about hiring a janitor and making sure we got to that question later in the meeting.

B. President: Wishes the new Board well.

C. Treasurer: Last month we had a deficit of only \$2000, but it is now up to \$4000. The hope is that the deficit will decrease again as people get their pledges in before the end of the fiscal year.

D. Endowment Report Our endowment has gone up quite a bit because of the improvement in the market.

E. Tech Report: Anne reports on the 2 types of Internet available: Comcast vs. Dark Fiber. Comcast is too slow and jerky. Dark fiber is fiber optic and underground - so very stable. Cost given is \$5000 for Dark Fiber vs. Comcast is minimal given it is only a little faster version. If we want folks to be able to “come in” to conversation during a hybrid service, we would need Dark Fiber. We would need a new computer, a mixer (Black Magic), cables, installation and cameras. We would need someone to install the cable in the attic. Total cost with Dark Fiber is between \$7500 and \$8000. Might be able to save some with volunteer work. Howard-can we verify speed of the Dark Fiber? Ken thinks it’s about 50x faster than Comcast. Discussion: a lot of pros for Dark Fiber vs. Comcast. Comcast won’t be able to do what we need. Elena concerned about the differences in cost. Operating cost is fairly equivalent. Anne moves to accept Dark Fiber as opposed to Comcast. Seconded by Gail. It’s the right thing to do and is necessary to continue hybrid services. Elena abstains. Motion passes.

F. Committee Reports

Committee on Ministry

III. Old Business

A. COVID Report: We will be closed only until end of June at this point, unless we change that tonight. The decision ends before the next Board meeting. We need to make sure we extend the closure until the next Board meeting. Anne suggests that we open the building for committee meetings. As meetings open up, the chairs need to make sure they stay inclusive for those who can't get in. May no longer be necessary to make sure there is 24 hours between groups meeting. Masking is still required. Gail moves that Church be open to committee meetings for 10 or fewer following the current guidelines set forth by the COVID task Force, and Church is still closed for services until the Board approves reopening. Anne seconds the motion. Vote passes unanimously. Howard will email Kathy Vetter regarding how clean the building is staying with more meetings happening there.

B. Town Hall: Leaving decision to new Board. Anne would like to hold it sooner, still in June. UUA still saying "leave no one behind." Framing of question is very important. The Board is responsible for everyone being safe.

C. Tech Task Force — see Tech report above.

D. Restart Meeting: Chip will forward Zoom address for meeting. Melanie asks that all think about the questions Lisa Presley outlined ahead of time to make our time together go more smoothly.

E. Bob Asplund class: In committee report. Gail will fill out necessary forms. Bob wants to start in September. Gail will follow up.

IV. New Business

A. Signatures for 1st Source — Authorize Ken and Catherine for bank business and meet Andrew Knight, who manages our account at the bank.

B. COM Discussion: Only about a third of the congregation participated.

C. Should employee wage increases be tied to performance review? (per

Elena): Elena was prompted to ask about wage increases and performance review. There needs to be a system for performance review and wage. Committee on Ministry responsible for doing this with the minister, but no one is doing this for the staff - childcare worker, janitor, Office Administrator, CRE. Is there a system? We have a system that Chip has not done fully. Need to be setting goals for end of year staff review. Finance committee gives Board range for salaries depending on review. Put together a subcommittee to review job descriptions and formalize goals and performance review. Chip suggests that he, Gail and Becky meet to come up with a proposal and bring back to the Board. Catherine Lundergan also volunteered to be part of this group as Treasurer. Anne moves to appoint a personnel task force to look into compensation and evaluation for staff. Elena seconds. Motion passes.

D. Office update: Issues with the alarm system are more complex now with Peg Faulmann working remotely and with more folks coming into the building. The complication is mostly due to Peg or Erv Faulmann not being able to come over to help folks to get in the building when there are problems with the keypad/alarm system. Kathy Vetter is looking into this. Peg Faulmann asks that the volunteers not be checking the Church emails which can be sensitive and because it interferes with the office's administration of emails. Coming into the building, it is necessary to use ####1 and leaving ####2 on the alarm system. When working with outdoor keypad, don't panic if it doesn't work, wait at least 30 seconds before re-entering.

V. Other Business

A. Next meeting time: Retiring board members leave, and meeting officially adjourned at 8:49. Should we start meeting in person? We will stay in Zoom at least for now and when the new equipment is in, we can be hybrid to trial the new equipment.

B. Thank you to Old Board members, Best wishes to New Board members

VI. Adjournment at 8:49 p.m. Next BOT Meeting: July 14, 2021 at 7:00 pm

Respectfully submitted, Kay Azar, Secretary, Board of Trustees