

Board Minutes Status: Approved as Amended
First Unitarian Church, South Bend
December 8, 2021

Present: Kay Azar, Gail DeSomer, Catherine Lundergan, Anne Mannix, Ruth Regan, Rev. Chip Roush, Becky Lindstrom, Ken Chambers

Guests: Peg Faulmann

I. Introduction: The meeting is called to order at 7:05 p.m. by president Anne Mannix.

- A. Chalice Lighting
- B. Check-in
- C. Covenant
- D. Approval of Minutes from the November 10th meeting: A motion is made by Catherine and seconded by Gail to approve the revised minutes. Motion passes.
- E. Revisions to the minutes from October (see attachment). Peg will make the change.
- F. Set Agenda

II. Reports

- A. Minister: Opening and closing the church
 - Ventilation: see Old Business
 - Phones: Rev. Chip's phone is working fine. Office phone set up but not fully clear possibly due to wiring. Phone in elevator and security not yet working new system. Not able to get a message to Rev. Chip unless the person knows his extension. No menu yet. Pat has recorded the messages but Mike hasn't gotten that far yet.
 - Anne would like to see Rev. Chip's work units clumped together under categories that she will provide to him.
- B. President: See report
- C. Treasurer: Expenses higher than revenue due to phone/tech time. We are still within the budget. There are still outstanding grants, likely Endowment grants. Catherine will check with Chuck Leone or Joseph Gress. Would go back to Endowment if they came from Endowment.
- D. Office: Pat is doing well with just 2 hours 3 days a week. She has a good handle on what she needs to do. Next month she will be doing the Board packet. Pat needs to be able to get emails from home especially as the weather gets worse. This seems to be difficult to accomplish.
- E. Committee Reports
 - Technology Committee: There is nothing new beyond the phones. We do need more volunteers to work the technology at services.
 - Peace & Social Justice Committee: meeting Sunday, 12/12. Faith in St. Joe Co got funded for their mental health proposal.

III. Old Business

A. Retreat Follow up: Becky contacted Mark Bernstein who was ready to go. Likely need to wait until the new year. Will be done on Zoom. Mission and Vision sessions 2 hrs each and done in one day. It can all be done in one morning or one morning session and one afternoon session broken up by a one hour lunch break. The latter is preferable. People can attend one or both sessions though both is preferable. Let's shoot for February to tie in with church's anniversary; end of January would work though Chip is off until Feb. 8. We would look at a Saturday with one session in a.m., and one in p.m. It will be dependent on Mark's schedule at this point.

B. Church Rental to Gravity Diagnostics

- They would like to rent the conference room rather than be outside. One problem is there is no keypad in the front meaning they would need to come in the back and open the front door. If we need to use the conference room, would we be able to?
- They state that they do disinfect often.
- With it being winter, it would be hard on the floors and they would need to be covered.
- This is for 6 months.
- There are problems with ice in front of the building. We could block off that area with cones and they would be responsible for placing the cones. Suggestion that the area of the roof where melted water drips needs to be looked at.

C. Conversation with the UUA/Lisa Presley re Ministries of the Church

- Anne shares letters with Rev. Chip
- Use of Good Officers to help with process
- COM works with Lisa Presley, Board, Rev. Chip
- Being kind by being lovingly honest.
- COM and Rev. Chip to create feedback group to offer support on services and help Rev. Chip understand how they are "landing."
- Presentation on conflict engagement, difficult conversations, and how to move from complaining about things to engaging in the process of creating a beloved community.
- Rev. Chip will reach out to the letter writers, and attempt to do relationship repair.
- Gail and Ruth expressed concerns about the process we have gone through to get here. We are all learning from this situation. It's been very beneficial to get the UUA's help with this.

D. Reservations for "in person" Church Services:

- * Church services to continue for 25 family units.
- * At services, the worship leader needs to have their mask off when speaking. Members need to remain masked during the entire service. A Church member expressed concern about the safety of allowing people to sing during a service. We need to remember to ask people not to sing. The policy is still for people NOT to sing.
- * People are still being required to be masked and being asked not to sing. Do we need to require "fully vaccinated" to include boosters for those eligible?
- * Numbers are not so high that it has been a problem. We need to make sure people are masked, not singing, and facing the same direction. Gail moves that policy be updated to say anyone who is planning to attend in person services have a booster shot when eligible and that there is no singing in the service. Becky seconds the motion. Motion passes. Suggestion made that a sign on the door saying that you need to be vaccinated to

attend and that by entering you are acknowledging you are up to date on all eligible vaccines.

* Reservations will no longer be required. It was suggested using seating in the foyer as overflow, but COVID task force has not been in agreement with that and not to expand numbers at all.

* Looking at more ventilation should be looked at, too.

* Is there a plan for Christmas? Require reservations for Christmas Eve service only.

E. Performance Reviews: Gail presents initial proposal

- Minister will have annual, bi-annual or tri-annual evaluation by the BOT and COM to be decided by Board and/or COM
- Minister will evaluate staff
- Evaluation of job and responsibilities yearly
- Staff recognition/appreciation

F. Lighting: The easiest thing for us to do is reset the timer. The equipment needs will have to wait for funding. In March the Endowment committee will call for proposals at which time we can submit a request for the lighting. The Grounds Comm. should be the one refining the proposal to reflect current pricing and resubmitting to Endowment Committee.

IV. New Business

A. Church Services on Christmas Eve

B. The Humanist group wants to use our building in December but our policy during COVID is church groups only so Peg will let them know the building is not available.

V. Other Business

VI. Adjournment at 8:48 pm.

Next Board of Trustees Meeting: Wednesday, January 12th, 2022