



**Meeting Minutes
Board of Trustees
First Unitarian Church, South Bend
October 12, 2022, 7:00 p.m.**

Present: Gail deSomer, Florence Klecka, Karen Dickson, Rev. Chip Roush, Lynn Liston, Bill Stevens, Elena Wake, Ken Chambers, Becky Lindstrom

Guests: Rin Adams

Call to Order

Meeting called to order at 7:05. Rev. Chip led the Chalice Lighting. Next was check-in and recitation of Covenant.

Approval of minutes

Motion made to accept the September meeting minutes by Gail, seconded by Karen. Carried unanimously.

Changes to Agenda

None needed.

Reports

Reports from Minister, Treasurer, and Committees received in packet. Additional information given in meeting:

President: Nothing to report.

Treasurer: Overall, we're still in the black; routine expenses, and pledge income was good. Rev. Chip asked why no Auction income was budgeted. Normally, it would be pro-rated by month. Elena plans to ask Finda about this.

Technology Committee: Tabled until next month.

Stewardship Committee: Bill would like some guidance. Rev. Chip offered to meet with him, and Bill will contact Gary Metzler, Anne Mannix, and Barbara Boyd for information.

Building Committee: Lynn asked about repairs being budgeted. They are not, although supplies are.

Grounds Committee: The committee hasn't met, but plans to this month. They need help determining the fate of the memorial garden bench, and exterior lighting. Several people are unhappy about the lighting, but the committee is unwilling to form another task force. As funding is only available after next March from the Endowment Committee, Gail offered to look into past actions, so the wheel isn't reinvented, and see if a consultant or contractor can be gotten. Ken proposed we revisit the topic of lighting next month. *Snow Removal:* The committee

feels Pat should take care of this; they are unaware that Pat is only in the office three mornings a week. We need information from Anne Mannix as to which snow removal firm handled this last year, and from Barb Carmichael, who is privy to a policy template as to when a contractor should be called. Lynn will contact Anne and Barb.

Old Business

COVID Proposal: Gail moved that the current COVID policy be amended to read: “the Board strongly requests that, in the Green zone, everyone wear a proper, well-fitting mask, from when people enter the building on Sunday mornings, throughout the service, until 10 minutes after the conclusion of the day’s worship.” Florence seconded. Passed unanimously.

Discussion: Requiring vaccination, or mask-wearing, is difficult, if not impossible. The policy needs to be changed from “require” to “encourage.” Becky agreed to amend the policy. It was also suggested that the current risk level, as well as the basic policy, be announced from the pulpit every week, so everyone is aware of it.

Capacity of sanctuary per community risk levels: Ken wondered if the current advised capacities be changed (no limit for Green, 60 for Yellow, 30 for Orange). The Board decided that this is unnecessary; it is a self-correcting problem.

Communication Training: Gail said that Barbara Williams has an idea about communication skills for the Adult Forums. The next planning meeting for the Forums is 11/27; Lynn Liston, who has information about communication, plans to attend.

Board Town Hall Meetings: The first meeting is this Sunday, after church. Agenda should include what the Board has planned, and has done already, to address various issues. Florence will ask Pat to include a link to the updated Covid and Conflict Engagement policies, as well as any other useful documents, in the Order of Service email sent to everyone on Friday.

Importance of letting people talk freely, to feel heard, was stressed.

It was also suggested that the Pulpit Host spend 1-3 minutes on a “Board Moment” the Sunday after each monthly Board meeting, to give highlights of what is being done. Ken being the next host, agreed to start it off this Sunday.

Minister’s Goals: Chip suggested the following goals for himself:

- Offer at least one Book Group that explores these skills and/or tools.
- Preach at least three times about these skills/tools.
- Explore incorporating skills/tools practice in the majority of the services I lead.
- Take a class in communication / conflict / ambiguity / attuned listening this church year.
- Co-lead (with Board and/or Committee on Ministry members) a “Fireside Chat” / Q&A session to demonstrate transparency and accountability, approximately quarterly.

Florence moved to approve these, Gail seconded. Passed unanimously.

Board Goals: Becky suggested the following goals, to be discussed with the congregation at the Town Hall meeting:

- Communications/Hard conversations
- Stewardship that is smarter, not harder – who does what?
- Connection for all ages: engaging people more in the church

New Business

Game Tournament: Rev. Chip is toying with the idea of a games tournament, possibly Clank, over a series of evenings. See him if interested. Gail suggested he talk to Kathy Platt, of the Events Committee, to make sure no toes are trodden.

Office Support for Committees: Barbara Williams asked Pat to scan some documents for an upcoming Adult Forum. Pat questioned whether this was part of her job description. Barbara sent emails to Board members, asking for more paid hours for Pat. However, Pat does not necessarily want more hours. The following points and suggestions were made in the ensuing discussion:

- Committee liaisons should tell their committees to be respectful of Pat's time, and give enough notice that she is not swamped on a busy day.
- Pat's time and duties are difficult, if not impossible, to map out or control, due to phone calls, appointments, various committees needing things, etc.
- Volunteers, as well as paid staff, should avoid taking on too much. Committees should share duties, so no one person is overworked, leading to burnout.
- Chip is willing to send everyone a copy of the Office Administrator's job description.
- As Pat's supervisor, Chip is the one to talk to Barbara, explaining that the Board has discussed the matter, and that they do not control Pat's time or how it is spent.

Marketing consultant: Tabled until next month.

Other Business

Florence and Lynn switched pulpit host duties for 11/6 and 11/13.

Adjournment

The meeting was adjourned at 9:15 p.m.

Next Board of Trustees Meeting: Wednesday, November 9, 2022, at 7:00 p.m. eastern time

Respectfully submitted by:
Florence Klečka, Secretary, Board of Trustees