

ANNUAL REPORT

2022-2023



*Love is the spirit of this church, and service is its law.
To dwell together in peace, to seek the truth in love,
and to help one another: this is our Covenant.*

May 21, 2023

FIRST UNITARIAN CHURCH

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Board of Trustees 2022-2023

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Minister: Rev. Chip Roush
Office Manager: Pat Davis
Bookkeeper: Finda Kamanda
Pianist: Ian Bunker
Nursery Care Provider: Diana Mendelsohn

Committee Chairs

Adult Religious Education	Gail deSomer
Aesthetics	Melanie Smith-Guillaume
Art on the Wall	Kay Azar, Dan & Lois Holm
Building	Pat Littlejohn
Building Use	Gary Metzler
Care	Mary Hagan & Lois Holm
Children & Youth Religious Education	Becky Lindstrom & Gail deSomer
Committee on Ministry	Jim Ward
Endowment	Chuck Leone
Events & Service Auction	Kathy Platt
Finance	Elena Wake
Grounds	Barb Carmichael & Susan Van Fleit
Marketing	Louise Williams
Membership	Gail deSomer
Peace & Social Justice	Dan & Lois Holm
Social	Kathy Platt
Stewardship	Bill Stevens
Technology	Ken Chambers
Worship Arts	Florence Klečka

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**First Unitarian Church, South Bend
Annual Congregational Meeting
May 21, 2023**

Agenda

- | | |
|---|-----------------|
| 1. Call to Order | Ken Chambers |
| 2. Verification of Quorum | Florence Klečka |
| 3. Opening Words | Rev. Chip Roush |
| 4. Approval of 2022 Annual Meeting Minutes | Ken Chambers |
| 5. Minister's Report | Rev. Chip Roush |
| 6. Treasurer's Report & Operating Budget | Elena Wake |
| 7. Endowment Grants | Chuck Leone |
| 8. Elections | Ken Chambers |
| ▪ Anne Mannix presents
slate from Nominating Committee | |
| ▪ Other nominations from the floor | |
| 9. Review of Committee Reports | Ken Chambers |
| 10. Volunteer of the Year Award | Ken Chambers |
| 11. Adjournment | |

First Unitarian Church, South Bend
Annual Congregational Meeting
May 15, 2022

Draft Minutes

- I. Call to Order at 12:13 by Anne Mannix
- II. Quorum Verification attested to by secretary Kay Azar.
There are 42 members present and signed in.
- III. Opening Words by Rev. Chip Roush
- IV. Approval of 2021 Annual Meeting Minutes Anne Mannix
A motion is made by Jim Gibson, seconded by Barbara Boyd. Motion carried.
- V. Minister's Report: See written report in Annual Report by Rev. Chip Roush
- VI. President's Report: Written report available in Annual Report by Anne Mannix
- VII. Operating Budget: Anne Mannix and Catherine Lundergan
Our finances look good for the year and it looks like we'll be breaking even for the year. Next year's budget is a deficit due to pledges being down and expenses increased as we come back to in-person meeting. We traditionally project a deficit budget every year, it is pointed out, so there is no reason for panic. Susan Siemers moves to accept the budget. Motion seconded by Byrd Tetlaff.

Barbara Williams moves to table the budget, seconded by Mary Alice Lundergan.

Concerns are expressed because the budget was released just last night electronically and printed today, many need more time to look into the budget more fully before being required to vote on it. What are the mechanisms to make this happen? We would need another congregational meeting within the month, but no date set, could be at the June 5th meeting or after a service.

Another concern is that Catherine is resigning and that there is not a treasurer on the proposed slate of officers.

Motion to table the budget fails with 8 for, 30 against, and 4 abstentions. The budget will be voted on at this time.

It is pointed out that there are mechanisms for controlling the budget during the year. The original motion to pass the budget passes with 4 abstentions, 5 against. Motion carried.

VIII. Endowment Grants

Chuck Leone

The Endowment Committee considered 4 requests for funding. Total available \$18,600. All were approved by the committee and are forwarded to the congregation for approval. A motion to approve all 4 requests is made by Lynn MacDonald and seconded by Alice Bentley. Motion carries.

IX. Elections

Anne Mannix

Melanie Smith-Guillaume presents slate from Nominating Committee. The motion is made to accept slate as presented. Motion carries.

Janet Bogar approved for Endowment committee.

Open treasurer position nominations from the floor. Elena Wake agrees to take the position for one year to finish Catherine's term. There is consensus to approve this.

Nominating Committee slate Anne Mannix, Jim Curlee and Barb Carmichael. Need alternate, Gary Metzler. No opposition.

X. Review of Committee Reports

Anne Mannix

No questions at this time

XI. Volunteer of the Year Award

Anne Mannix

The award this year will be awarded to Dan and Lois Holm for their work with the Peace and Justice Committee and Care Committee.

XII. Other Business?

Anne Mannix

David Groff moves to provide budget information no less than 15 days before the Annual Meeting. Seconded by Barbara Williams. Our bylaws preclude any new business that was not in the meeting notice that was announced from the pulpit and sent 10 days prior to the meeting. Motion is withdrawn.

XIII. Anne Mannix invites a motion from the floor to adjourn. Motion made by Barbara Boyd and seconded by Janet Bogar at 1:03 p.m. Motion carries.

Minutes respectfully submitted by:
Kay Azar
Secretary, Board of Trustees

Minister's Report, Rev. Chip Roush

“It is good to be with you, we say. It is more than good, it is soul-healing. Life-saving. Mind-expanding. To be with you changes everything.

Welcome home, we say.

Home to this community that has been here, and will be here, a haven, a sanctuary, a home that is more than a building and a Zoom room.”

— Sarah Lenzi (adapted)

Given the success of our Religious Education program's *Dungeons and Dragons* games, and the interest of some adults in *D&D*, *Pathfinder*, and other role playing games (RPGs), please allow me to use such games as a framing device for this report on our 2022-'23 congregational year.

In most RPGs, a group of folks congregate to tell a story together. In the game, their characters face challenges and collaborate to find creative solutions. At certain agreed-upon intervals, the storytellers pause to explicate how the characters have changed and grown. At most such intervals, there are still issues facing the characters.

This year we had marvelous adventures, and we still face some challenges. While these are chronicled in more detail, elsewhere in this grimoire, here are some highlights. We are emerging from the worst of the pandemic with many people working very hard. We've started an Adult Forum, held two Town Hall meetings, and celebrated our 70th Anniversary with a whole weekend of activities. We worked with *Faith In St. Joseph County*, going to Indianapolis to help secure funds in the state budget for crisis response care. Before this campaign is over, we'll welcome back our friends *Frances Luke Accord* in concert.

We grew as much as we have in at least five years, welcoming toddlers, retirees, and many ages in between. Our congregation's staff grew, too, at least in depth, as Pat Davis took over as sole Office Manager and Ian Bunker grew from accompanist to *de facto* Music Director. If this really were a game, both Ian and Pat would “level up” for their excellent work in their roles.

In RPGs, players may take a while to learn how to use their magic successfully. This is one of our challenges, as we continue to learn how to best use the specific magic of the internet and Zoom. Our services are multiplatform, and we're still experimenting with how to make the online experience more robust and more

welcoming. Our Board and some committees allow participation via Zoom; others find it unsatisfying. We are exploring how Coffee Hour might include at least some Zoom chatting.

The most powerful magic, of course, is the human heart's drive toward connection and compassionate action. We will continue to explore that magic in our next campaign!

With Spirit,
Rev. Chip

Treasurer's Report and Finance Documents

Treasurer's Report, Elena Wake

The FY 2022-23 budget started with an expected deficit of \$28,082. On the income side, as of April 30, 2023, we collected \$116,203 of pledged \$130,000. Annual auction brought \$13,963, a lot more than \$11,000 in the budget. Loose offerings is exceeding the budgeted amount as well. On the spending side, the fire sprinkler system had a 5-year inspection which wasn't budgeted for, and one sprinkler head needed to be replaced in addition to other unexpected building-related repairs. We didn't use \$10,000 allocated for CRE (DRE). Office admin payroll had some excess due to transition from the previous assistant to the new. The board approved use of Capital Campaign fund (\$4,888 as of 1/31/2023) and Building fund (\$445 combined total 1/31/2023 through 4/30/2023) toward payment of mortgage principal.

All these combined, the best estimate of this fiscal year ending is a deficit of \$13,712. Although it appears that we did fairly well at a glance, an analysis would tell us different. As explained earlier, the largest savings came from the unused CRE salary, the use of Capital Campaign and the Building Fund to assist the mortgage payment. These should reduce the deficit to \$12,749 ($=28,082 - 10,000 - 4,888 - 445$) but we are expecting a larger deficit. At best, we end at exactly where we should be if we spend less in the remaining months. The resulting deficit will be covered by the Unrestricted Savings (\$37,923 as of 4/30/2023).

Looking into FY 2023-24, the proposed budget by the board is anticipating a \$26,443 deficit. The budget includes a 2% rate increase for the office assistant and the bookkeeper, a cost increase of approximately \$200 for the year. The board approved the raises to keep up with increasing rates in the labor market. Note that due to an extremely large expected deficit, for the first time the CRE salary was excluded from the budget. We will start the year with an Unrestricted Savings of \$24,211 ($=37,923 - 13,712$) after offsetting the FY 2022-2023 deficit.

At the end of FY 2023-24, it is very possible that we see the deficit very close as predicted. In some years we fiscally performed well because the CRE salary was often underspent and it worked as the largest fiscal cushion to reduce deficits. We no longer have that safety net. In addition, there may not be enough Unrestricted Savings to offset the entire FY 2023-24 deficit. This means that we must balance the budget for years after FY 2023-24.

We have \$106,556 of mortgage principle as of April 30, 2023. The mortgage was renewed in September 2019 for a term of 5 years with an interest rate of 6.25%. At this rate, we have 7 more years to pay off the loan. The next mortgage renewal will be coming up in September 2024.

Treasurer and Finance Committee Chair: Elena Wake

Finance Committee Members: Janet Bogar, Karen Dickson, Fern Hamlin

Finance Documents Compiled by: Finda Kamanda, Bookkeeper

❖ Proposed 2023-24 Operating Budget

At its May 10th meeting, the Board of Trustees agreed on the *Proposed 2023-2024 Operating Budget*, as shown in Table 1 below, for the Congregation's approval.

Table 1: Fiscal Year Operating Budgets: Final Prior Year (2021-22), Current Year (2022-23) Status as of 4-30-2023, and Proposed 2023-24 Budget

Line Item	Final 2021-22		2022-23 YTD		Proposed 2023-24	Notes
	Budget	Actual	Budget	Thru 4-30		
Income/Revenue Sources						
110 – Pledges	150,000	148,926	130,000	116,203	130,000	
115 - Pledges – Additional	1,000	800	0	1,000	0	
120 - Loose Offering	3,000	2,141	3,000	3,907	3,500	
130 - Building Use Fees	0	0	0	0	0	
140 - Fundraisers						
142 - Holiday Bazaar	1,000	395	1,000	639	700	
143 - Service Auction	11,000	12,594	11,000	14,028	12,000	
144 - Concerts	0		0	175	0	
145 - Other Fundraisers	0		100	70	100	
150 - Other Contributions	2,000	200	1,000	675	1,000	
199 - Misc/Other Revenue	1,000	405	1,000	730	1,000	
Total Other Financial Sources						
Total Income/Revenue	169,000	165,461	147,100	137,427	148,300	
Expenditures						
205 - Mortgage Payments	15,117	15,117	15,112	9,114	13,000	1
210 - Church Insurance	5,800	6,051	5,800	5,727	5,800	
220 - Cleaning Services	2,000	0	0	0	0	
230 - Building Supplies	700	0	700	0	700	
240 - Building	2,000	482	0	594	1,500	2
242 - HVAC Preventive	400	0	400	0	400	
243 - HVAC Repairs	400	0	200	0	400	
250 - Grounds	1,000	1,000	1,500	791	1,500	
300 - Utilities						
310 - Gas	1,700	2,281	2,000	2,410	2,500	
320 - Electric	2,000	936	2,000	1,405	1,500	
330 - Telephone & Internet	1,100	925	0	180	2,624	3
340 - Water & Trash	1,600	1,758	1,500	1,363	1,700	
351 - Endowment Repayment	1,000	1,000	0	0	1,000	
355 - Snow Removal	300	800	300	1,100	1,000	
360 - Security	400	689	400	474	500	
365 - Alarm Fees	0	0	0	0	0	

**Table 1: Fiscal Year Operating Budgets: Final Prior Year (2021-22),
Current Year (2022-23) Status as of 4-30-2023, and Proposed 2023-24 Budget**

Line Item	Final 2021-22		2022-23 YTD		Proposed 2023-24	Notes
	Budget	Actual	Budget	Thru 4-30		
370 - Elevator & Sprinkler	1,200	1,154	1,200	3,059	1,600	4
410 - Admin & Office (Non-payroll)	2,500	4,626	2,500	3,319	1,100	3
415 - Copier	400	1,378	1,000	1,897	2,000	
420 - Postage	150	57	150	62	100	
430 - Payroll Taxes & Expenses	1,530	1,389	1,530	1,141	1,440	
435 - Payroll Processing	1,300	1,306	1,300	1,081	1,300	
500 - Sunday Service						
510 - Sunday Service Committee	650	315	700	1,181	1,000	
511 - Sunday Service Supplies	50	0	50	0	50	
520 - Music	3,000	1,735	3,000	3,350	4,200	
620 - Service Charges	200	194	400	384	400	
700 - Committee Expenses						
705 - Board of Trustees	-	-	-	-	200	5
710 - Membership Committee	200	0	200	211	100	
720 - Social Committee	50	60	50	0	300	
725 - Coffee & Tea	200	25	200	0	300	
730 - Events Committee	100	20	100	107	500	
735 - Aesthetics Committee	50	0	50	78	50	
740 - Care Committee	200	57	200	81	100	
744 - Committee on Ministry	50	0	50	0	0	
745 - Peace and Justice Com	50	0	50	40	1,000	
746 - Marketing Committee	50	0	50	0	0	
747 - Finance Committee	200	259	0	0	0	
748 - Endowment Committee			0	0	0	
749 - Inter-generational Choir	500	0	100	0	0	
750 - Denominational Dues	10,116	10,167	10,116	6,863	8,894	
760 - Fundraising Expense						
761 - Stewardship Campaign	200	0	200	319	400	
765 - Holiday Bazaar	50	0	50	0	50	
766 - Service Auction	750	246	750	241	500	
767 - Concerts	0	0	0	0	0	
769 - Other Fundraisers	100	0	100	0	0	
770 - Leadership Development	0	0	0	0	0	
800 - Religious Education						
808 - CRE Professional Exp.	1,000	0	0	0	1,000	6
809 - CRE Salary	12,500	314	10,000	0	0	6,7
810 - Religious Ed supplies	350	0	200	151	500	

**Table 1: Fiscal Year Operating Budgets: Final Prior Year (2021-22),
Current Year (2022-23) Status as of 4-30-2023, and Proposed 2023-24 Budget**

Line Item	Final 2021-22		2022-23 YTD		Proposed 2023-24	Notes
	Budget	Actual	Budget	Thru 4-30		
812 - Background Checks	50	0	50	0	50	
814 - Adult RE	50	0	50	0	200	
815 - Child Care	1,500	420	1,500	1,035	1,500	
900 - Ministerial Expenses						
910 - M's Salary & Housing	58,470	58,470	58,470	48,725	58,470	
915 - in lieu of FICA	4,473	4,473	4,473	3,727	4,473	
920 - Sabbatical Funding	100	100	100	0	0	
930 - Minister's Expense	5,847	5,512	5,847	3,070	5,847	
940 - Minister's Pension	5,847	5,847	5,847	4,873	5,847	
945 - Minister's Insurance	15,750	16,161	15,750	14,674	19,248	
950 - Office Personnel						
960 - Office Salaries	18,350	17,483	18,360	14,917	17,800	8
965 - Office Pensions	0	0	0	0	0	
999 - Miscellaneous Expense	300	400	300	211	100	9
Total Expenses:	183,950	163,207	174,955	137,955	174,743	
Surplus/Deficit:	-14,950	2,253	-27,855	-1,861	-26,443	10,11

Notes:

- 1) Three principal payments totaling \$3,171.68 are shown on the Mortgage Line (205) for FY 2022-23 YTD. All other principal payments were made from Non-Operating Funds. See Tables 2 and 3 for details.
- 2) Although nothing was budgeted for the Building line (240) in the FY 2022-23 budget, we have had, and will have more, miscellaneous building repair expenditures this year.
- 3) Starting in July 2023 we will record internet expenditures on line 330 (*Telephone*) instead of line 410 (*Admin & Office*). Therefore, we have changed line 330's name to *Telephone & Internet*.
- 4) The FY 2022-23 YTD balance for Elevator & Sprinkler (line 370) exceeds the 2022-23 budget due to expenses related to previously unknown, but required, 5-year fire sprinkler system pipe inspections (\$1100) and the replacement of one sprinkler head (\$850).
- 5) For FY 2023-24, a new expense line was added for the Board of Trustees (line 705).
- 6) For FY 2023-24, the names of expense lines 808 and 809 have been changed from *DRE* to *CRE* Professional Expenses and *CRE* Salary, respectively (Director vs. Coordinator).
- 7) For the FY 2023-24, we did not budget anything for expense line 809 *CRE* Salary.
- 8) The Board approved a 2% increase for the office assistant and bookkeeper for FY 2023-24.
- 9) This year's Miscellaneous Expenses (line 999) included \$150 for the Acting Ensemble. Members donated this amount, which was recorded on Income line 199 (Misc./Other Revenue). The additional \$61 in Misc. expenditures was for the Board of Trustee's expenses.
- 10) The true FY 2021-22 surplus was \$2,253. However, due to a \$16.77 credit on our AEP account at the end of the FY, only \$2,237.08 was transferred to Unrestricted Savings.
- 11) The current deficit includes the \$1,350 transfer from the General Fund to Special Collections for the Service Auction's designated "YWCA Donation" item (see Table 2 below).

❖ Non-Operating Funds Reports

The following five tables document activity and balances in the Non-Operating Funds.

Table 2: Non-Operating Funds Balances and Activity: July 1, 2022 – April 30, 2023
First Unitarian Church, South Bend

Fund	Ending Balance 6-30-2022	Fiscal Year to Date 4-30-2023		Current Balance 4-30-2023	Notes
		In	Out		
Building Fund	165.00	280.00	420.00	25.00	1
Capital Campaign	4,849.52	40.00	2,232.25	2,657.27	1
Endowment Disbursements	3,260.74	18,625.00	12,742.70	9,143.04	2
Endowment Set-aside	1,000.00	375.00	1,000.00	375.00	
Invisible Church	5,264.75	0.00	1,000.00	5,200.56	3
Ministerial Discretionary	24,957.81	500.00	11,983.16	13,474.65	
Prepaid Pledges	15,200.00	3,700.00	0.00	3,700.00	4
Sabbatical Fund	628.95	0.00	0.00	628.95	
Special Collections	17,030.31	1,466.00	1,780.19	17,130.31	3,5,6
Special Projects	1,426.17	0.00	0.00	1,426.17	7
Teen Service Project	157.98	0.00	0.00	157.98	
Unrestricted Savings	37,923.13	0.00	0.00	37,923.13	8
Fund Totals	111,864.36	24,986.00	31,158.30	91,842.06	

Notes:

- 1) The expenditures from the Building & Capital Campaign funds were used to cover principal payments towards the Building Mortgage.
- 2) For details of the Endowment Disbursements, see Table 5 below. The additional \$5 in the balance here compared to the total in Table 5 is due to a \$5 residual balance in a 2017-18 grant completed in its first year and not shown in Table 5.
- 3) The Board approved a \$1,000 donation to *Faith in Indiana* from the Invisible Church fund. A special collection raised \$935.81, which was transferred to the Invisible Church fund.
- 4) We transferred the \$15,200 in FY 2022-23 prepaid pledges to the General Fund on 7-1-2022.
- 5) The current total for the Special Collections fund includes: \$50 for CASIE Stockings, \$50 for Rebuilding Together, and \$17,030.31 for Ambroise Niyongabo/the Niyongabo family.
- 6) This year's Service Auction raised \$1,350 for the YWCA. Before making the donation, we transferred this amount to Special Collections from the General Fund.
- 7) For details of the Special Project funds, see Table 6 below.
- 8) On June 30, 2022, we transferred the FY 2021-22 Operating Budget surplus of \$2,237.08 (see Table 1) from the General Fund to Unrestricted Savings. This transfer is reflected in the 6/30/2022 Unrestricted Savings balance.

Table 3: First Source Mortgage* Balance and Activity, July 1, 2022 – April 30, 2023

First Unitarian Church, South Bend

Activity	Amount	Notes
Balance as of 6-30-2022	\$117,378.17	
Principal Payments	10,822.38	Building Fund - \$420.00 Capital Campaign - \$2,230.70 Endowment Disbursements - \$5,000.00 General Fund - \$3,171.68 (See Tables 1 & 2)
Interest Payments	5,942.12	All interest payments are made from the General Fund (see Table 1)
Balance 4-30-2023	\$106,555.79	

* The mortgage note will be up for renewal in September 2024.

Table 4: Endowment Fund* Balance and Activity, July 1, 2022 – March 31, 2023

First Unitarian Church, South Bend

Activity	Amount	Notes
Balance as of 6-30-2022	\$ 313,406.14	
Deposit (Loan Repayment & Contributions)	\$ 1,000.00	We have only made one deposit (in July) to our UUCEF account. The \$1000 deposit was the Endowment (Loan) Repayment budgeted for in the FY 2021-22 Operating Budget that was transferred into the Endowment Set-Aside Fund on 6-30-22 and then transferred to our UUCEF account (see Table 2 above).
Withdrawal (for Disbursements)	\$ 18,625.00	Funds put in <i>Endowment Disbursements</i> for new grants (see Table 2 above and Table 5 below).
Market Gain (or Loss)	\$ 17,746.59	Fund gain during this nine-month period.
Balance 3-31-2023	\$ 313,527.73	

* All of these funds are held in the Unitarian Universalist Common Endowment Fund (UUCEF) and are professionally managed using approved socially-responsible investing guidelines. Some of this fund (\$75,000) is permanently restricted to prohibit principal use.

Table 5: Endowment Grants - Payments by Grant, July 1, 2022 – April 30, 2023
 First Unitarian Church, South Bend

	Approved Amount	Prior FY Balance* 6-30-2022	Total FY Payments thru 4-30-23	Balance Remaining	Notes
<u>2022-2023 Grants</u>					
Office Equipment Upgrade	\$2,000.00	(983.76)	-	1,016.24	1
Archives Project	\$3,000.00	-	1,200.00	1,800.00	
70 th Anniversary Celebration	\$8,625.00	-	6,542.70	2,082.30	
Building Principal	\$5,000.00	-	5,000.00	0.00	
<u>2021-2022 Grants</u>					
Tech Task Force	\$7,000.00	856.55	0.00	856.55	
<u>2019-2020 Grants</u>					
Mobile Ecology Center	\$282.00	33.00	0.00	33.00	
Natural Playground	\$2,000.00	2,000.00	0.00	2,000.00	
<u>2017-2018 Grants</u>					
Mobile Ecology Center	\$1,550.00	243.78	0.00	243.78	
<u>2013-2014 Grant</u>					
Website Upgrade	\$3,000.00	1,105.97	0.00	1,105.97	
Totals		\$3,255.54	\$12,742.70	\$9,137.84	2

* **Prior FY Balance:** For grants from prior fiscal years (FY), the 6/30 balance is calculated based on the approved amount less expenditures in the prior FY(s). For new grants, because the funding begins at the start of the FY (7/1), the balance on 6/30 is usually zero.

Notes:

- 1) The negative starting balance reflects equipment purchased prior to the start of the fiscal year.
- 2) The Balance is \$5 less than Table 2 (*Endowment Disbursements*) due to a \$5.20 residual in a 2017-18 grant not shown.

Grants Completed this Year

Building Principal (2022-23) – February 2023

Table 6: Special Projects Fund* Activity by Project, July 1, 2022 – April 30, 2023
 First Unitarian Church, South Bend

Special Project	Prior FY Balance 6-30-2022	Year to Date (4-30-2023)		Balance 4-30-2023	Notes
		In	Out		
Memorial Garden	\$ 1,067.12	0.00	0.00	1,067.12	
UW COVID-19 Relief	\$ 500.00	0.00	0.00	500.00	1
Totals	\$ 1,567.12	\$ 0.00	\$ 0.00	\$ 5,838.00	

Note:

- 1) Funds were received as a grant from the United Way of St. Joseph County in 2020.

Committee Reports

Adult Religious Education Committee Gail deSomer, Chair

Organized by the Adult RE Committee:

- Adult Forums- met generally three out of four Sundays per month at 9am in the church Conference Room. The topics were planned every several months by those attending. Attendance was generally around 8-12 people per forum. The topics were on a wide range of subjects including conspiracy theories, books that have impacted you, elections, UU World article discussions, public transit, social media, who changed your life, how communities change, what brings joy to your life, bees, white supremacy culture, homelessness, climate change, an 8th principle, what's on your mind, how your formative years impacted you. Proposed future topics are: Christian nationalism, mural walk, zentangles, "composting religion", DISC , intentional communities, and the 5 languages of appreciation in the work place.

Offered by Rev.Chip:

- Grief Group met monthly
- Eco Grief Group met monthly
- online book discussion of the book *Search, A Novel*
online book discussion of the book *The Sum of Us*,
- In person Covenant Group discussing the book *Awe, The New Science of Everyday Wonder and How it Can Transform Your Life*

Organized and led by Barbara Williams:

- *Great Decisions*, an 8 session program prepared by the Foreign Policy Association, was held in February, March and April this year. Seventeen persons, some members and some friends of our church, read articles, watched videos and discussed 8 topics of foreign policy that are most timely. Ideas and viewpoints were shared in lively discussions. All participants agreed that the program provided a context for understanding news reports.

Other Activities:

- Pathfinder Role Playing game
- G.O.S.H, Group of Open Source Happiness, continues to meet twice per month.
- Weekly Zoom chat

Committee members - Rev. Chip Roush, Becky Roush, Barbara Williams, Lynn Liston, Pat Littlejohn, Jim Curlee, Lois and Dan Holm, Anne Mannix, Chuck Leone, Mary Alice Lundergan, Heidi Kaufman, Byrd Tezlaff, Louise Williams, Jeremiah Cox, and Gail deSomer, Chair

Aesthetics Committee

Melanie Smith-Guillaume, Chair

Here are the activities that the Aesthetics Committee undertook this year:

We framed and hung in the foyer, the picture of trees by Eileen Murphy. Melanie also encouraged the hanging of a couple of Eileen's paintings in the office to brighten the walls. Pat Davis followed through to have them hung.

Barb got the glass replaced when the Covenant fell off the wall in the sanctuary. It was rehung by David Mayfield.

We had the copper ziggurat hung in the foyer with much help from David Mayfield. And of course, we can't forget that John Hagen spent many months restoring the copper and applying materials to preserve it. An explanation of the history of the piece is in a frame on the side table beneath the ziggurat.

Barb and Susan bought new tablecloths for the coffee hour serving tables.

Barb posted and labeled the updated Board and Staff pictures, which Becky Lindstrom took. They are on a bulletin board in the foyer.

Submitted by,
Melanie Smith-Guillaume, for the rest of the Committee — Barb Carmichael, Gail deSomer and Susan Van Fleit

Building Committee

Pat Littlejohn, Chair

The Building Committee met on April 30, 2023, with David Mayfield, Kathy Vetter, Howard Berberick, Gail deSomer, Kathy Platt, and Pat Littlejohn in attendance.

We talked briefly about the important work that these individuals have been and continue to do for the maintenance of our church building.

We discussed the work needed on ceiling tiles in the narthex and meeting rooms, and David will check on rosettes to secure the tiles to the ceiling. The plan is for David and Pat to rent scaffolding to re-glue missing tiles and screw rosettes to all of the tiles in the narthex. It is not clear how long this might take, so we will have to look at the church schedule to see what dates give us the most flexibility and when we both can do it.

We discussed the budget process and the somewhat reduced building line, which will help get the figures closer to balancing.

We discussed the endowment fund request and our expectation that we will receive partial funding, which should enable us to work on getting some camera/intercom capabilities, and some re-working on some other exterior lights to help illuminate areas that need improvement, especially when there are events at the church. Pat will check on Ring and Wyze doorbell options. The first idea of a screw-in lightbulb that provides these capabilities has not proven out to be workable. We did a quick tour to look at the can lights around the building and discussed options for elevating the light production from them.

Submitted by,

Pat Littlejohn for the Building Committee: David Mayfield, Kathy Vetter, Howard Berberick, Gail deSomer, Allen deSomer, Kathy Platt, Tom Platt, and Pat Littlejohn, Chair

Building Use Committee
Gary Metzler, Chair

While we've had nibbles, the Building Use Committee has not rented out space in our beautiful building since 2020. Our church is available for weddings, meetings, and other events. Contact the church website and office for details!

Respectfully submitted,
Gary Metzler for the Building Use Committee

Children & Youth Religious Education (RE) Program Report
Current Co-Directors of the DREAM Team:
Becky Lindstrom and Gail deSomer

During the summer we offered play-based activities outdoors. As the weather became colder, we moved activities indoors. Beginning in September we focused on a new UU principle each month. We would explore the theme through games, role-play, art activities, and Dungeons and Dragons. We used a one-room schoolhouse approach and had between 2 and 10 children in attendance. Diana Mendelsohn provided childcare for those four and younger. Occasionally the younger children would join the older ones depending on the activity.

In addition to Sunday morning activities we had a Halloween party at Potawatami Park, provided Christmas stockings for the C.A.S.I.E Center, had a "Green" Holiday party organized by Diana Mendelsohn, enjoyed a Games Night in late January, celebrated an Easter Egg Hunt in April, and are planning a playground meet-up in May.

Some progress has been made in our outdoor play area – tree stumps for an outdoor classroom and climbing have been installed. Future plans include a balance beam sectioning off a garden area and a rain barrel under the slide for crawling through.

Tama Crisovan and Rich Wallace will receive O.W.L. training in May. Our goal is to then offer a middle or high school O.W.L course in the fall of 2023.

There is now a Facebook Messenger group for the parents and grandparents of children participating in Religious Education. This group serves to announce activities in addition to the *Chirp*. The group also allows parents to communicate with each other and build community.

We used a team approach to planning and executing activities, calling ourselves the D.R.E.A.M Team to signify Directors of Religious Education and Mindfulness. Many thanks to Becky Lindstrom, who had the vision to implement this team approach and worked to reestablish our Religious Education program for children. Becky will be leaving our team this year, and we welcome Kaely Barwick to the team.

The team included: Rev. Chip, Gail deSomer, Becky Lindstrom, Lauren Keck, Diana Mendelsohn, Megan Sulok, and Kaely Barwick. Many thanks also to Brett, Forest, and Sorin Keck for helping each month with Dungeons and Dragons.

Thanks also to Mary Hagen, Byrd Teztlaff, Mary Beth Dickey, and MaryAnn McDowell for help with activities this past year.

Endowment Committee Annual Report and Recommendations

Chuck Leone, Chair

The Endowment Committee of the First Unitarian Church has received five requests for funding from the Endowment Fund for the 2023-2024 Church Year as follows:

- A. A request from the Social Committee, RE Committee, Grounds Committee and Building Committee to install an exterior door and sidelight from the RE classroom closest to the sanctuary to the outside enclosed patio area, including updated security, in the amount of \$12,550.00.
- B. A request from the Building Committee for exterior lighting, cameras and a doorbell/intercom for the back door of the Church in the amount of \$4,890.00.
- C. A request from the Finance Committee for paydown of the principal balance on the church mortgage in the amount of \$7,000.00.
- D. A request from Barbara Williams on behalf of the Adult Education Forum for wall-mounted display cabinets and boards and meeting communication enhancements to allow better remote participation in programs in the amount of \$10,000.00.
- E. A request by Anne Mannix on behalf of the Adult Education Forum for a “Meeting OWL” communication device in the amount of \$1,049.00 with a net cost of \$190.00 with re-allocation of certain unused funds and the donation of a laptop to run software.

Based on the criteria for Endowment Fund disbursements and the formula for funding of grants, all proposals submitted for funding this year are eligible. However, the total amount requested is \$34,630.00. The maximum amount to be funded this year is \$16,069.00 based on 5% of the average Fund balance at the end of the 4 prior calendar quarters. Requests exceed the maximum amount by \$18,561.00.

The Endowment Committee therefore recommends the following expenditures from the Endowment Fund and the re-programming of certain unused funds from the current year’s Endowment grants as follows:

- 1. Approval of the request for the construction of the exterior door and sidelight including security updates in the amount of \$12,550.00

2. Approval of the request of the Building Committee for lighting, cameras and an intercom for the back door to the Church in the amount of \$2,500.00 with a recommendation of priority for the back door doorbell/intercom system.
3. Approval of the request for paydown of the Church's mortgage principal balance in the amount of \$7,000.00.
4. Approval of that portion of the Adult Education Forum request for the Meeting Owl, under the terms and conditions of the separate request by Anne Mannix, as described in the following item.
5. Approval of the request for a "Meeting OWL" communication device for the Adult Forum subject to reprogramming of unused funds from a previous technology grant in the amount of \$859.00, leaving a net cost of \$190.00, and contingent on the donation of a laptop computer by Anne Mannix to run the OWL software during meetings.

The total recommended for funding of these proposals is \$22,240.00 which exceeds the amount calculated as available by \$5,631.00. However, there remains \$3,000.00 unspent from the 2022-23 Endowment Grant for the Church's 70th Anniversary Celebration. The Endowment Committee recommends that the amount be re-allocated to this year's funding cycle, leaving an overage of \$2,631.00 in expenditures beyond the calculated funds available.

The Committee recommends the funding presented in this Report under the terms and conditions described above.

Chuck Leone, Jerry Brooks and Janet Bogar, Endowment Committee

Events Committee

Kathy Platt, Chair

Anyone who wants to help with events is welcome on this committee. Different people head up different events that help us have fun and develop community.

Since COVID, we've been able to have a few Art Openings. Lois and Dan Holm hung one in January. We had an Art Show as part of our big Anniversary Celebration weekend on March 17. Eric Morgan expertly arranged the juried show which included 38 entries, cash prizes, food and drink.

Jim Ward was able to finally book a Concert with Hiroya Tsukamoto and Chris DuPont last July. Peter Mayer did one as part of our Anniversary Celebration weekend March 18, and did the Service the next day. On May 5, Francis Luke Accord performed, opened by Starheart.

We had our 45th annual Service Auction on October 1 and finally got to use Janet Bogar's suggested theme of 'Roaring '20's Redux' in 2022!

The Service Auction team:

- Jim Ward, auctioneer
- Wendy Lohman, joke seller
- Florence Klečka, dessert competition organizer
- Gail & Allen deSomer, Florence, and Kay Azar kept track of the bids
- Catherine Lundergan, Alice & John Bentley, and Lois Holm managed the online Silent Auction
- Kathie Carr made the playlist
- David Mayfield, sound system
- Dan & Lois sold the 50/50 playing cards
- Ilene Crutchfield and Susan Siemers, bartenders
- Pat Davis did the Program
- Lois, Kay, Janet, Florence, Gail, Alice did food & and SO MANY others helped with clean-up, etc.

Thank you all!

Our annual Holiday Dessert 'Auction' was online on our Auction website from Dec. 1-15. www.peoplecomingtogether.net

Rev. Chip has held some Zoom game nights and in-person ones. We had a Family Game Night, sponsored by RE, in January.

We had our annual Family Potluck Supper/Picnic in August at Kay and Deeb Azar's. This coming August 27, it will be at the lake home of Lois and Dan Holm.

We will have an Ice Cream Social following the Service on Sunday July 16. It will include some home-made ice cream made by our children in RE!

I'd like to finish by thanking the 70th Anniversary Celebration Committee for a wonderful weekend March 17-19! (Even though we were founded in 1952^t, we were unable to celebrate last year.) Anne Mannix, Karen Dickson, Lois & Dan Holm, Kay Azar, Eric Morgan, Jim Ward, and Kathy Platt planned for almost a year. Lots of people came and enjoyed the Art Show Friday night, the Peter Mayer Concert Saturday night, the Chili Cook-off lunch and Environment Panel and workshops on Sunday. The Green Landscaping workshop was presented by our own Garry Roberson.

Grounds Committee

Barb Carmichael and Susan Van Fleit, Co-chairs

During this church year, July 1, 2022 – June 30, 2023, our committee accomplished the following:

- Secured professional lawn mowing twice a month during the main growing season
- Regularly watered lawn and gardens during the heat of the summer
- Contacted Trademark Irrigation and received an estimate for installation of an irrigation system. We decided against the project due to cost and will use hoses and timers for the foreseeable future.
- Attached two commemorative plaques on the benches for the Memorial Garden
- Purchased a Memory Book and had a meeting to discuss plans for its use
- Purchased outdoor furniture for the north patio
- Organized a spring 2023 grounds cleanup with church volunteers

Before we closed down in 2020 there was a committee that did quite a bit of research about cameras, lighting, etc. but it is our understanding that no action was taken. We encourage the board to revisit this issue to ensure the safety of our grounds and our people who use the building after dark.

We would like to give special recognition to Garry Roberson, who regularly tends the rain gardens and other plants around the building.

Committee Members: Alice Bentley, Howard Berberick, Alan Hamlet, Kathy Platt,
Garry Roberson

Marketing Committee **Louise Williams, Chair**

In March 2023, Dr. Louise became marketing chair after a four-year period of having no chair.

Major tasks completed since March

- **Marketing Campaign for the 70th anniversary celebration**
 - Social media campaign
 - 14 total posts
 - Over 6,000 impressions
 - At least one person is confirmed to have attend the event specifically because of the social media efforts
 - Banner for St Patrick's Day Parade
- **One full month of experimental social media promotions through the facebook page**
 - 19 total posts
 - 1,420 impressions
 - At least one person is confirmed to have come to a Sunday service as a direct result of the social media efforts
- **Surveyed the congregation for their ideas/feedback on marketing efforts**
 - 40 members responded
 - Major takeaways from the survey include
 - We need to increase our visibility in a variety of ways including
 - Collaborating with groups in the local community
 - Online using social media
 - Highlighting our values and identity in all of our spaces
 - We need to identify and center our target audience in our church activities
 - There is a vague sense that we need to bring in families, but a real lack of clarity on specifically who we want.
 - Many of our events seem out of touch with the target audience, so we need to re-center that group's needs in all that we do.
 - Email Marketing is our strongest form of marketing.
 - We have some deeper issues that are going to continue to undermine our marketing efforts. This includes intergenerational issues, being authentically welcoming, and a

- need for increased positivity. These need to be addressed at the congregation level.
- Action Items to be completed in the upcoming year for the marketing committee based on the survey
 - Collaborate
 - with the congregation on identity, values, and target audience
 - with community organizations that are in alignment with our values and target audience
 - Email
 - streamline The Chirp for ease of use
 - leverage list segmentation
 - do more one-on-one outreach via email
 - Start collecting data to evaluate what marketing efforts are actually effective
 - Create a sustainable consistent publication schedule for social media
 - Find community organizations that we can collaborate with
 - See the detailed report attached at the end of this document [for online access, [CLICK HERE](#)]
 - **Social Media Marketing Education**
 - Created a training video to help members of the congregation learn how to effectively support our social media efforts
 - The training is uploaded to our blog
<https://firstunitarian.us/2023/02/22/learning-social-media-how-to-share-a-post-on-facebook-february-2023/>
 - Met with everyone who has posting abilities on our facebook to train them in best practices for posting and how to reference the editorial calendar.
 - Met with Rev. Chip to train on creating graphics and promoting the upcoming sermons.
 - **Began investigating a print-on-demand option for T-shirts** that can integrate into our website so that members can at any point have the opportunity to get the resources needed to represent First Unitarian in the community.

Membership Committee

Gail deSomer, Chair

The Membership Committee offered the Newcomers' Class both in the fall 2022 and winter 2023, followed by an Ingathering. The classes were offered in person with the option to join on Zoom.

- Joining in November 2022 were Tarryn Chun and Kyle Jaros (daughter Hannah), and Louise Williams and Jeremiah Cox
- Joining in April 2023 were Ian Bunker, Gregory Chandran, Karen Heffernan, and Alex Hsu and Julia Kowalski (daughter Clara was born shortly after their joining)
- We mourn the loss of members Eileen Murphy and Cathy Duncan, and friend, Ralph Radecki

Thank you to:

- Jim Ward for making name badges
- Our Greeters - John and Alice Bentley, Karen and Ken Chambers, Mary Alice Lundergan, Kathy Platt, Ron Robinson, Gail deSomer and Peg Carmen (with subbing by Allen deSomer and Pat Littlejohn)

Current membership 109

Committee Members: Rev. Chip Roush, Wendy Lohman, Kathy Platt, Jim Ward, and Gail deSomer, Chair

Social Committee
Kathy Platt, Chair

We are mostly about providing food and beverages at the church when people get together. Plus the Women's Potluck, which is now meeting in different homes each month.

We don't have meetings! Our big job is organizing Coffee/Social Hour each Sunday and the Sunday Potlucks. We are always looking for volunteers to help make Coffee or to help set-up and clean-up for Potlucks. There is a sign-up sheet in the kitchen by the refrigerator.

We also take care of the Reception following the Christmas Eve Service and a light lunch for the Annual Meeting in May.

We thank Vicki Stevens and Kelly Faust for buying us a new coffee maker!

Stewardship Committee
Bill Stevens, Chair

Our committee recommends and requests the church invest in required software to SEND TEXT MESSAGES to congregants for stewardship communications. Texting helped a great deal this year, but using personal phones was both cumbersome and lacked security. I have no vendor information, but medical and dental offices use texting routinely in 2023.

We have at least one volunteer to help the stewardship committee this coming year, but need more. Please advertise this opportunity!

Respectfully submitted,
Gary Metzler for the Stewardship Committee

Worship Arts Committee Florence Klečka, Chair

As always, there were many lay-led services, by guests and congregants:

5/16/22: Rev. Peg Faulmann

5/30/22: Peter Mayer, coordinated by Jim Ward and Barb Carmichael (sponsor)

6/12/22: Ecological Planning. Presented by Alex Bazan, coordinated by Anne Mannix.

6/26/22: Rev. Misty-Dawn Shelley, via Zoom from the Elkhart church

7/17/22: Highlights from General Assembly

7/24/22: Andre Stoner, coordinated by Barb Carmichael

7/31/22: Daniel Fischer (guest speaker)

8/28/22: Jim Ward and Kathy Burnette (Brain Lair Books)

9/18/22: New Beginnings: A reading of an old Chuck Leone sermon from 1994

10/2/22: Kay Azar, High Holy Days. Guests are the Ft. Wayne congregation

10/24/22: Walking as Spiritual Practice, Karen Chambers, Mary Alice, Rich Wallace

11/13/22: Anne Mannix and others, People who Inspired Us.

11/27/22: When the Frost is On the Pumpkin, by Florence Klečka, Lynn McDonald

12/25/22: Christmas morning service, coordinated by Mary Alice Lundergan

1/1/23: What's New, coordinated by Florence Klečka

1/8/23: Rev. Darrick Jackson, guest minister via Zoom

1/15/23: Rev. Pam Rumancik, guest minister via Zoom

1/22/23: Rev. Mariela Perez Simons, guest minister

1/29/23: Rev. Byrd Tetzlaff, Worthy Now.

2/26/23: Brother Sage, Underground Railroad, coordinated by Anne Mannix

3/19/23: Peter Mayer, What We Know

4/16/23: National Poetry Month service

4/30/23: Benefits of Generosity, Mary Alice Lundergan & Dan and Lois Holm

We are always on the lookout for other topics and speakers, both inside and outside the congregation, so feel free to suggest your ideas to us. Keep in mind that we have lots of newer people, with new ideas, and that we are trying to keep our budget reasonable. **Feel free to suggest a service that you would like to give.**

We had hoped to bring back the Christmas Eve service in-person, but neither the weather nor the COVID risk level cooperated. This was also the case with the New Year's Day Pancake Breakfast. **Next year!** Who's with me?

During January, Reverend Chip again took a leave of absence, arranging for outside ministers to fill in the gaps.

Alan Hamlet, Ken Chambers, Lynn McDonald, Michael Coppedge, Joseph Gress, and Ben Tovar have taken turns hosting for Zoom, so that those at home can attend services, as well as forming breakout groups for chatting after the services.

David & Stuart Mayfield, Howard Berberick, Alan Hamlet, and Ken Chambers have taken turns staffing the sound board. We hope to get a few others to learn what to do.

This year, Ian Bunker graciously filled in, and provided special music as well, with Deb Carew, Allen deSomer, Lynn McDonald, Sara Kawira, Alan Hamlet, and Bill Skidmore filling in some weeks. Sara Kawira recently started helping out by acting as cantor on the hymns.

As always, we can't stress enough that almost everyone who contributes to the weekly services is a **volunteer**. The committee thanks you all for taking part. Remember that this is *your* church, this is *our* church, and we are *all* truly blessed to have each other.

In service,

Florence Klecka, Anne Mannix, Jim Ward, Mary Alice Lundergan, Karen Chambers, Karen Dickson, and of course Rev. Chip Roush

Notes: