



**Meeting Minutes  
Board of Trustees  
First Unitarian Church, South Bend  
June 14, 2023, 7:00 p.m.**

*Present:* Gail deSomer, Florence Klecka, Karen Dickson, Lynn Liston, Bill Stevens, Elena Wake, Dan Holm, Chuck Leone, Jeremiah Cox, Rev. Chip Roush

*Absent:* Ken Chambers

*Guests:* Jim Ward, Melanie Smith-Guillaume, Mary Alice Lundergan

**Call to Order**

Meeting called to order at 7:04 by Florence Klecka, as Ken Chambers was absent, and Bill Stevens was delayed. Chip led the Chalice Lighting. Next was check-in and recitation of Covenant.

**Approval of minutes**

Motion made to accept the May meeting minutes by Gail, Lynn seconded. Carried.

**Changes to Agenda**

Under New Business: Pulpit Host schedule, Committee Liaisons, Next Town Hall, Scheduling of BOT retreat; policies and procedures.

Also, Gail suggested that the polling among Board members, via email a few weeks ago, to approve funds from the Invisible Church for the Pride Festival table be recorded here.

**Reports**

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

*President:* Nothing to report.

*Minister:* Karen mentioned that, per recent UUA postings, using units is no longer recommended. Chip said he will use whatever format the BOT agrees on, and it was suggested the Committee on Ministry work this out. Chip also said he will ask others at GA later this month for guidance.

*Treasurer:*

- We are in the black about \$3,400 for the month, due to more pledges coming in, the mortgage payment partly coming from non-operating funds, and over \$1,000 profit from concerts. The YTD numbers are still negative, however.

**Old Business**

*Ministerial Evaluation:* Gail suggested a deadline of 7/31 for evaluations to be returned, and offered to send the new members a copy of the file. Jeremiah suggested converting it to a fill-in form, and this was welcomed. Lynn proposed that Pat Davis will send the members and friends the form, and committee liaisons will take it to their committees, who will decide which sections to fill out as the evaluation pertains to their area of practice. Several extra demographics questions were suggested (age, participation and attendance, etc.).

At this point Bill Stevens arrived onscreen.

*Pulpit Host List:* Florence asked for any changes to the draft list in the packet. Gail mentioned she cannot take on PH duties very often, as she is sometimes in RE at that time. Bill Stevens agreed to take her slots. Several dates were switched, and Florence promised to send everyone the updated list asap.

*Committee Liaisons:* Florence again asked for changes, and the updated list is attached.

*Task Force:* Bill suggested forming the Task Force to address the deficit this month, with the first meeting on Wednesday, June 28, 7 p.m. Lynn Liston, Florence Klecka, and Melanie Smith-Guillaume volunteered to be on the committee, and will announce the first meeting on the next two Sundays and in the Chirp.

*Town Hall:* Bill felt the Board should meet again before the next quarterly Town Hall meeting in July. Of the three Sundays after the next meeting, the Board decided to hold it during and after the Ice Cream Social, scheduled for July 16, starting at 12:15 p.m., to give everyone time to get settled.

*BOT Retreat:* Bill offered to hold the retreat at his home on Saturday, August 19, starting at noon, to go until about 4 p.m. The Board accepted this date.

### **New Business**

*Disbursement Procedures/Check Signing:* Elena brought up her frustration with getting documentation on a timely basis for the Ministerial Discretionary Fund, before the check for the credit card can be signed. Chip maintained that he has shown whatever receipts have been necessary, and that he has followed the common practice among other UU churches, as well as our church's specific policy. The policy mentions a quarterly meeting, which Elena felt was not often enough, and that documentation needs to be more accessible. Lynn mentioned the confidentiality part of the policy; Elena would like copies made of the original receipts, which appears to compromise that aspect. Chuck suggested that Elena redact names on the receipts to preserve the confidentiality. Bill moved that the minister share the MDF receipts and acknowledgements with the treasurer as she requires, including copies. Karen seconded. Motion carried. Elena then asked for the most recent two receipts, which Chip said he could send her via email. The other receipts from the past year will be produced after Chip returns from General Assembly.

### **Adjournment**

The meeting was adjourned at 9:37 p.m. to go into Executive Session.

Next Board of Trustees Meeting: Wednesday, July 12, 2023 at 7:00 p.m. eastern time, via Zoom.

Respectfully submitted by:

Florence Klečka, Secretary, Board of Trustees