



**Meeting Minutes  
Board of Trustees  
First Unitarian Church, South Bend  
May 10, 2023, 7:00 p.m.**

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

*Absent:*

*Guests:* Jim Ward, Byrd Tetzlaff, Lynn McDonald

**Call to Order**

Meeting called to order at 7:04 by Ken Chambers. Chip led the Chalice Lighting. Next was check-in and recitation of Covenant.

**Approval of minutes**

Motion made to accept the April meeting minutes by Gail, Lynn seconded. Carried with one abstention.

**Changes to Agenda**

Under Old Business: Review of Task Force, under Annual Meeting discussion.

**Reports**

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

*President:* Nothing to report.

*Minister:* Gail asked about the Musicians. Chip says they want to have a concert in the church, and he has discussed this with Jim, to determine a date, preferably a Friday night.

*Treasurer:*

- We have started to see deficits in both the YTD and MTD numbers.
- The new mortgage loan rate will be negotiated in the summer of 2024, taking effect that fall. It is 6.5% now, and the balance is about \$106,000.
- Elena asked the Board to decide whether to repay, as per the original agreement, \$1,000 to the endowment this year. This would be awkward, as we just took money out of the Endowment Fund to pay down the mortgage principal a bit. Ken pointed out that in about seven years, the mortgage will be paid off, and we would have much more money available to pay the Endowment Fund back. Karen moved to not pay it this fiscal year. Florence seconded. Motion carried, with one nay vote.
- Elena asked the BOT to authorize moving the money in the Special Collections account that is earmarked for Ambroise Niyongabo (most of it) to its own account, while he is waiting to get his family to America. Karen suggested putting this money into a CD or other interest-bearing account. Gail so moved, charging the Finance Committee to determine the best place for this account, whether simple savings or a CD. Bill seconded, and the motion was carried.
- The proposed budget for next year has been amended slightly, to reflect the Capital Campaign money being used to pay down the mortgage. (See details in 2023 Annual Treasurer's Report.) Karen moved to adopt this amended proposed budget. Florence seconded. Motion carried.

## **Old Business**

### *Annual Meeting:*

- BOT needs to present a slate for next year's Nominating Committee. Bill nominated Karen Dickson, who will no longer be on the BOT at that time. After discussion, it was decided to present Ken Chambers (as former BOT president), Barb Carmichael, and Karen Dickson, with Melanie Smith-Guillaume as alternate, pending her willingness to serve.
- Pat must be reminded to send out the Endowment Committee recommendations with the other Annual Meeting announcements. Ken will email her, and Florence will remind her in person on Thursday.
- Task Force: As we are presenting a deficit budget, it was reiterated that an explanation must accompany the budget's presentation by the Treasurer. Discussion followed on who should be on the Task Force to see that the deficit is addressed and mitigated in the following year. The congregation must see that the Board takes the deficit very seriously, and that all can help minimize it, not just a few people or committees. People can start thinking about taking part in that mitigation as early as the Annual Meeting, and the June BOT meeting, which will include new and old BOT members, will begin the process of recruiting and forming the Task Force.

*Ministerial Evaluation:* Jim Ward sent Board members an evaluation form from the UUA on April 25. Who should fill it out? It was decided that various committees fill out parts of it, with Board liaisons sending the pertinent committee that section. Congregation members should also be asked to fill it out, with a deadline as close to July as possible. Chip asked if this should be done every year, as opposed to a three-year cycle (Professional Minister, all outward-facing ministries of the church (P&SJ, Marketing, WAC, etc.), and all inward-facing ministries of the church, such as Care, Stewardship, Membership, etc.). Lynn M. pointed out that the contract states a yearly ministerial evaluation, and Lynn L. said annual evaluations are a sign of a healthy church. The consensus was to finalize the launch of the evaluation at the June Board meeting, giving everyone a chance to read *Fulfilling the Call*, and going over which committees should be assigned which parts of the evaluation form.

## **New Business**

*Volunteer of the Year:* The Board decided this. (It's a secret.)

*GA Delegates:* Gail moved to nominate Louise Williams and Jeremiah Cox (if he would like to be one as well) as delegates to 2023's General Assembly, which will be in Pittsburgh this year. It can be attended online.

*Auction Dinner Assignments:* These were chosen and Florence will send everyone a reminder of their role for the June 3 dinner.

It being late, it was decided to table the last two items, Strategic Plan Implementation and Mission Statement, to next month's meeting.

## **Adjournment**

The meeting was adjourned at 9:27 p.m.

Next Board of Trustees Meeting: Wednesday, June 14, 2023 at 7:00 p.m. eastern time, via Zoom.

Respectfully submitted by:

Florence Klečka, Secretary, Board of Trustees