



**Meeting Minutes  
Board of Trustees  
First Unitarian Church, South Bend  
August 9, 2023, 6:30 p.m.**

*Present:* Gail deSomer, Florence Klecka, Lynn Liston, Bill Stevens, Dan Holm, Jeremiah Cox, Rev. Chip Roush

*Absent:* Elena Wake, Chuck Leone

*Guests:* Karen Dickson, Rin Adams

**Call to Order**

Meeting called to order at 6:40 by Florence Klecka, waiting for Bill's arrival. Rev. Chip led the Chalice Lighting. Next was check-in and recitation of Covenant.

**Approval of minutes**

Motion made to accept the July meeting minutes by Dan, with the proviso that the proposal by Elena be included with the minutes when posted to the website. Gail seconded. Carried.

**Changes to Agenda**

Under Task Force Report: proposals for publicity and fundraising permission. Under New Business: response to letter from Barbara Williams. At this point, Bill arrived.

**Reports**

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

*President:* At our 8/19 retreat, he hopes to talk about long-range goals, by looking at the 2018 Strategic Plan and how the Task Force will help to implement those goals. Lynn hoped the long-range plans will involve the whole congregation.

*Minister:* Jeremiah asked about the COM meetings. Rev. Chip said it has been difficult, with committee members' schedules, to get them all together at the same time. In addition, Howard Berberick has had to step down from the COM due to health concerns. Another member is needed.

*Committee reports:* For the Worship Arts Committee, Florence noted that the 8/27 and 9/3 services will indeed be a Quaker service and about first/worst jobs, in honor of Labor Day. RE Committee: Gail noted that there are 11 interested families for the OWL program, and that the leaders have gone to training.

*Treasurer:* In Elena's absence, Gail, with notes from Kathy Vetter, gave the report.

- Ambrose's funds have been separated from the Special Projects fund.
- She called attention to the Endowment Fund's previously unused project balances, which are itemized.
- In the Operating Fund, about \$11,000 of the pledge income is from last year's prepaid pledges, the amount that gets rolled over on July 1.
- The water bill is very high this month, due to miscommunication about the automatic sprinkler. The problem has been resolved for the future.
- In the CRE Professional Expenses, \$884 is from OWL leader training and hotel.
- For the Defeat the Deficit program, payments by check will go into the 115 line; payments via Vanco will go through 150, Other Contributions. Both are tax-deductible. The 145 line is for fundraisers in which the donor gets something in return, in which case it is not tax-deductible.
- Discussion ensued on EFTs, which may be a better idea. Karen Dickson suggested the BOT talk to Finda about this.

- In 2021-2022, the Technology Task Force set up a dark fiber internet connection. The monthly service charge was only recently discovered, as it had gone to a member's house. The balance is now \$3,610; this will be paid out of the Telephone & Internet line, and will be an approximate \$100 monthly expense.
- Lynn asked, while acknowledging that Kathy's performance has been exemplary and efficient, why Kathy Vetter, who is neither a church employee nor on the Finance Committee, gave the information to Gail. Karen Dickson explained that Kathy has helped with office administration for many years.
- Bill will talk with Chuck, the Vice-President, to determine procedures to get checks signed in Elena's absence.

*Task Force:* Dan was concerned that the Board had not formally voted to establish a Task Force to defeat the deficit. Bill said it was discussed and voted on by the congregation at the Annual Meeting as a prerequisite to approving the budget, and Lynn noted the Board talked about forming a Task Force for that purpose in the two meetings before the Annual Meeting. To address Dan's concerns, Bill moved to formally ratify the Board's approval of a Task Force to increase participation inside and outside the church, and to increase fundraising, to improve the ethos of the church. Lynn seconded. Discussion: Dan asked why the Task Force was duplicating the work of the committees; Gail assured him that a Committee Chairs retreat has been scheduled for September 9, for that very purpose, and Lynn said the Task Force plans to engage the congregation with the help of all the church ministries. Motion carried, with one vote against.

Gail then moved to delegate fundraising oversight to the Task Force for the fiscal year 2023-2024, with the understanding that the Task Force will consult the church calendar and work with other committees and established fundraisers, such as the Service Auction and Stewardship Campaign. They will also submit monthly reports. Florence seconded. Dan expressed concern that the Board would be relinquishing fiduciary oversight, and be powerless to stop the Task Force. He was assured that if the Board did not approve of what the Task Force was doing, policies are in place to deal with it. Motion carried.

Lynn moved to allow the Marketing Committee to use \$150 from the Invisible Church Fund to purchase sew-on badges, with an image of the Chalice, to increase our brand awareness. They will be used as premiums for members and friends who contribute to fundraising efforts. Jeremiah seconded. Motion passed.

### **Old Business**

*Between-meetings electronic votes:* Per Indiana law and the Church bylaws, an interim (email) issue can only be decided after every single Board member has weighed in. As this would tie the Board's hands, giving one member the ability to defeat any motion by not answering, the Board decided by consensus to call for a special Zoom meeting in the case of time-sensitive issues, which would follow the same rules as in-person meetings.

*Ministerial Evaluation:* There have been 55 responses, and the deadline to turn them in is 8/15. Jeremiah has results thus far in pie chart form, and will send a copy to everyone before the Board retreat on 8/19.

### **New Business**

*Building Use requests:*

- Louise Williams has asked about using our parking lot for Fusion Fest in September, and we are waiting for information on who would have the primary liability for any accidents. Bill suggested we wait until the contract is received, to determine the City's event insurance details.
- Gail moved that Mary Kay Kinsella, a new member, in conjunction with the Church Calendar, be allowed to use Room 104 to conduct Zero-Balancing massages for the current rate of \$10/hour, set by the Board. She needs a door code, to use the building when others are not present. Discussion included concerns about setting off the alarm and whether she has insurance and certification. Bill will look over the agreement to ensure these concerns are addressed in writing. Motion carried.

*Mission Statement:* Tabled until the Retreat, or after.

### **Adjournment**

The meeting was adjourned at 9:15 p.m., and went into Executive Session to address Barbara Williams' letter.

Next Board of Trustees Meeting: Wednesday, September 13, 2023. Time and place will be determined at the Board retreat.

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