



**Meeting Minutes
Board of Trustees
First Unitarian Church, South Bend
November 8, 2023, 6:30 p.m.**

Present: Rev. Chip Roush, Chuck Leone, Florence Klecka, Bill Stevens, Jeremiah Cox, and Dan Holm (in person); Lynn Liston, via Zoom.

Absent: Gail deSomer

Guests: Karen Dickson (via Zoom), Barbara Williams.

Call to Order

Meeting called to order at 6:40 by Bill Stevens. Rev. Chip led the Chalice Lighting.

Changes to Agenda

Bill explained that due to a fractured fibula, he was unable to make an agenda. Therefore, under Reports, the Building Use brochure would be discussed; Office personnel update, the MDF report, and an update on Ambroise would go into Old Business; and Anne Mannix's room request, a new sanctuary computer, and the Treasurer position would go into New Business. The minister's evaluation letter would be discussed in executive session.

Approval of minutes

Dan asked for the sentence "If more is needed... to the USA" be deleted in the Other Business section. Motion made to accept the October meeting minutes as amended by Chuck, seconded by Dan. Carried.

Reports

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

Treasurer: Chuck as Finance Committee liaison, with notes from Kathy Vetter, gave the report.

- Denominational dues is a quarterly payment; it is large this month.
- Vanco service fee was also very large, due to the Service Auction. Jeremiah asked about ways to minimize this in future. Chuck agreed; if people pay by check, it saves the church money. There are other avenues to explore.
- Not all the Auction money has been received.
- Many Endowment projects have finally been cleared out.
- Jeremiah asked about the \$721 in Office non-payroll expense; Chuck said he would find out.

Marketing: Jeremiah asked that any feedback on the Events rental brochure be forwarded to Dr. Louise.

DTD Task Force: Dan asked if there was a report. Jeremiah said that activity paused in October, to give more support to the Service Auction.

Old Business

Office Staffing Request: The position of office administrator has not been posted yet. Rev. Chip promised to write up the ad by Monday and forward it to Bill and Lynn. Lynn suggested that it be posted at IU and ND as soon as possible. Rev. Chip said several services would be used as well. Chuck moved to increase Pat's hourly pay to \$19/hour during the training of a successor, so both would be making the same during the transition. Dan seconded. Carried.

MDF Report: Chuck has gone through the notes and has a list of items that need documentation. Barbara sent Rev. Chip an email earlier this week, which he said he did not receive. A meeting will be scheduled; Rev. Chip would still like a third person to be present at this meeting.

Ambroise Niyongabo: Dan and Lois Holm met with Ambroise, who advised sending money via Western Union to pay for school fees. Also, Anne Mannix has recommended an immigration lawyer, and the case numbers for Ambroise's wife and children have been identified. With luck, the lawyer can speed up the process for getting the family to the USA. Lynn suggested an immigration organization in Chicago, and volunteered to follow up with referring this contact as well.

Town Hall Meeting: Barbara asked about a fall Town Hall meeting. Lynn reported that in October, the Board decided to have the Pulpit Host just make announcements about what the Board is doing every month or so. The January congregational meeting will cover the church's financial position. Lynn moved to schedule this meeting on January 21, to ensure that new members can vote. Jeremiah seconded. Carried.

New Business

Building Use request: Anne Mannix asked that the member-discounted rate of \$30 be waived for a meeting of volunteers working on funding for affordable housing. The Board agreed by consensus not to waive the fee.

New Computer in Sanctuary: Jeremiah mentioned that the used computer in the sanctuary has frozen twice in the last two weeks, and needs to be replaced. Alan Hamlet estimated a new one would be between \$1,100 and \$1,200. Florence asked about the \$1,080.45 still in the 2013-2014 Website Upgrade Endowment grant being used to cover this cost. Chuck felt this would be all right. Jeremiah moved to use these funds, with up to \$300 more as contingency, to purchase a new computer. Lynn seconded. Carried.

New Treasurer: Barbara Williams and Karen Dickson both felt that a new Treasurer should not be chosen until the Ministerial Discretionary Fund issue was resolved. The Board disagreed, saying that it would be good for the Treasurer to take part in the resolution. As there are two candidates for Treasurer, the Board determined that this should be decided in Executive Session. Before leaving, Barbara expressed the opinion that two Board members from the same household was a bad idea.

Adjournment

The meeting was adjourned to an Executive Session at about 8:00 p.m.

After deciding to install David Mayfield as Treasurer and editing the ministerial evaluation letter, the Executive Session was adjourned at 9:50 p.m.

Next Regular Board of Trustees Meeting: Wednesday, December 13, 2023, 6:30 p.m., in the Conference Room.

Respectfully submitted by:

Florence Klečka, Secretary, Board of Trustees