



Special Meeting Minutes
Board of Trustees
First Unitarian Church, South Bend
December 18, 2023, 6:30 p.m. via Zoom

Present: Dan Holm, Rev. Chip Roush, Chuck Leone, David Mayfield, Florence Klecka, Jeremiah Cox, Lynn Liston, Gail deSomer, and Bill Stevens.

Guest: Barbara Williams.

Call to Order

Meeting called to order at 6:32 by Bill Stevens, for the purpose of discussing the Ministerial Discretionary Fund.

- Bill suggested that first, we would discuss the MDF report prepared by Chuck Leone, Barbara Williams and David Mayfield. Then we would go over the procedural outline prepared by David Mayfield.
- Chuck gave a summary of the 12/11 report, which covered the period from 5/11/22, when the present policy was approved, to a few months ago. He noted that, while there was no overt evidence of malfeasance, the policy had not been followed, and that more complete documentation would be required in future.
- Gail asked how many transactions there were in total, and the percentage of incomplete records. Chuck estimated about 120 to 150, with 36 that had incomplete documentation, and stated that 36 out of 120 was a significant deviation from the policy, and a matter for concern.
- Lynn suggested moving onto the procedures, since the report appears complete. She asked if the meeting was to be an executive session, in which case Barbara would need to leave. Barbara noted that since she had helped to prepare the report, and suggested changes to the check request form referenced in the policy and procedures, her presence was important. The Board then decided to ask for her input for the procedures, after which it would move into executive session.
- Jeremiah shared his screen for the procedures, and the various changes to the current check request form, as well as the procedures for administering, reimbursing, and auditing the funds, were discussed.
- Barbara offered to provide a list of agencies that provide aid, for easy reference.
- David noted that the biggest change was that the logbook would have one page per request, with documentation to be attached to each page, for easier auditing. Also, the check request form would have two parts; the one for the bookkeeper did not have confidential information on it. There should be a separate logbook for each month, or quarter, instead of one annual one, so that Rev. Chip would be able to keep the current one with him while a previous one would be archived for auditing.
- Barbara noted that she had done extensive research with other churches and the UUA, and that she felt the issue should be revisited in the next quarter.
- At this point, Barbara was asked for any other comments, before the executive session began, as it would cover personnel matters. She noted that she felt affronted at being asked to leave, then left the meeting.

Executive Session

- The Board asked that monthly audits of the MDF be part of the Treasurer's report for the near future, and David agreed.
- Rev. Chip was asked to prepare a statement for the congregation, and he agreed.
- Dan Holm moved to approve the MDF procedures, revised 12/18/23, and Jeremiah seconded. Motion carried.
- Gail moved to change the wording in the current MDF policy that says "customary form" to "MDF Check Request Form." See accompanying procedures, to be revised as needed by the Finance Committee, and affirmed by the Board of Trustees. Chuck and Lynn seconded. Motion carried.

- To make documentation easier and keep it confidential, David moved to ask the Technology Committee to purchase a Wi-Fi (air) printer for use in Rev. Chip's office, with the cost not to exceed \$200, with funds to come from the 410 budget line item, Admin & Office Non-Payroll. Chuck seconded. Motion carried.
- David noted that thanks should be given to Chuck Leone and Barbara Williams for their work in researching and preparing the report. The Board agreed.

Adjournment

The meeting was adjourned at 8:03 p.m.

Respectfully submitted by:

Florence Klečka, Secretary, Board of Trustees

Attachments:

- MDF Policy, approved 5/11/22
- Report on the MDF, revised 12/11/23
- Procedures for MDF, revised 12/18