



**Meeting Minutes
Board of Trustees
First Unitarian Church, South Bend
January 10, 2024, 6:30 p.m.**

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

Guest: Barbara Williams.

Call to Order

Meeting called to order at 6:35 by Chuck Leone. Rev. Chip led the Chalice Lighting, then check-in and recitation of the Covenant followed. At this point, Bill Stevens arrived.

Approval of minutes

David moved to accept the December 13 meeting minutes, with the addition of a more accurate current pay rate for Finda. Seconded by Gail. Carried.

Gail moved to accept the December 18 meeting minutes, with additions to the section on the MDF discussion. David seconded; carried.

Changes to Agenda

Old Business was to include status of the Office Administrator job search, certification of membership, and the January Congregational Meeting agenda. New Business would include additional handicapped parking spaces; policy on political petitions; dissemination of draft minutes; use of CDs for investment purposes; a church Venmo account; and a second Zoom account.

Reports

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

Minister: The draft letter from Rev. Chip to the congregation, in response to the Minister Evaluation, was discussed. Several additions were suggested, about the previous Treasurer's resignation, and plans by Rev. Chip and the Board to hold meetings to promote reconciliation and healing. It was agreed that an outside mediator should help, and that great care should go into their selection to ensure that everyone feels heard.

Treasurer: David reported that the Finance Committee determined that, in making future budgets, any deficit should be no more than 2% of the total budget, or 25% of unrestricted savings.

Old Business

Certification of Membership List to the UUA: Gail moved to certify the current membership list at 114 members. Jeremiah seconded; carried.

January Congregational Meeting Agenda:

- David suggested that the agenda note that this will be primarily an informational meeting, as mandated by the May 2023 meeting.
- David then gave a preview of proposal and findings from the Finance Committee.
- Jeremiah offered to edit the list from the December minutes to create the official agenda to be sent out Thursday to the congregation. After much discussion, the agenda was finalized, and Jeremiah agreed to email it to the office, as well as post it on the church website.
- The agenda will have a page of historical financial information and the Defeat the Deficit Task Force report from December attached.

Office Administrator job search:

- Rev. Chip reported that several applicants will have interviews, since Chuck's background checks have eliminated several candidates. Pat has agreed to stay for 4 weeks of training.

New Business

Second Zoom Account: Since the Adult Forum would like to make their meetings before church accessible via Zoom, Jeremiah asked about purchasing a second account. Chuck so moved, with the \$159/year cost funded via the 410 budget line item, Office Admin/Non-Personnel. Dan seconded; carried.

Additional Handicapped Spaces: Gail moved that two more handicapped spaces, by the east door, be painted with the blue paint donated by Chuck, and the work done by the Grounds Committee. Jeremiah seconded; carried.

Policy on Political Solicitation/Petitions: As a petition was circulated at the 12/31/23 Pancake Breakfast to put Biden on the state ballot, Jeremiah wondered if there is or should be a policy against this. After discussion, the consensus was that this is a rare occurrence, and that no action is need at this time.

Dissemination of Draft Minutes: As several committee heads asked about actions taken by the Board after the last few meetings, Gail moved that from now on, the draft minutes of Board and congregational meetings be sent out to Committee heads (forwarded by the Office), and posted on the Bulletin Board. Chuck seconded; carried.

Certificates of Deposit: David moved that the Finance Committee have the Board's authorization to invest money in short-term CDs, with said investments reported in the monthly reports. Jeremiah seconded; carried.

Venmo Account: Jeremiah suggested that the church create a Venmo account for small purchases, to make it easier for some members to purchase inexpensive items (T-shirts, tickets, fundraising articles, etc.) without cash or checks. He will discuss this with the Finance Committee, and will report on this at the February meeting.

Next Meeting: As Dan has a schedule conflict, the Board agreed to start future meetings at 7:00 p.m.

Adjournment

The meeting was adjourned at 9:28 p.m.

Next Regular Board of Trustees Meeting: Wednesday, February 14, 2024, 7:00 p.m., in the Conference Room.

Respectfully submitted by:

Florence Klečka, Secretary, Board of Trustees

Attachments:

January 21, 2024 Congregational Meeting Agenda (with attachments)