

**Minutes, Board of Trustees
Unitarian Universalists of South Bend
1 April 2026**

Present: Gail deSomer, Fern Hamlin, Francisco Gomez-Dossi, Karen Dickson, David Mayfield, Ann Hoewing, Eli Williams

Absent: Justine Backus

No Visitors.

The meeting was called to order by Gail deSomer, board president, at 7pm.

I. Introduction

A. Chalice lighting

B. Check-in

C. Covenant

D. Approval of minutes from the March 11, 2026, meeting. Motion to accept the minutes made by Ann, seconded by David. **Motion carried.**

E. Set agenda. Included here for the record: on March 26, 2026, the board agreed, by e-mail, to call a special congregational meeting for April 12, 2026, for the sole business item of approving the contract with Rev. Jennifer Gray-Gracen.

II. Reports

A. President's report--Gail. As written, plus informing the board that she had, as agreed upon last month, met with our bookkeeper, Finda Kamanda. Notes from the meeting, which is considered a mid-year review, will be shared with the board. Two action notes: (1) when we can no longer use the old printer, Finda will need something for printing labels; (2) she would like us to be able to authorize credit card payments from our checking account, to avoid late fees. Comment: some kind of handheld printer should be available for not an exorbitant cost; David will work on the credit card payment question.

B. Vice President's report--Karen. Current pledge total for 2026-27 is \$150,604. Congratulations offered to Karen and the stewardship committee.

C. Treasurer's report--David. Monthly financial reports will be available for next week's board meeting.

D. Office report--Dr Louise Williams. Membership Database Systems. What action does the board want taken? David asked why we can't use Excel. Gail will follow up on this.

E. Committee/Task Force reports. As written.

III. New Business

A. Minister search update--Gail. No further information needed.

B. Moving bequest money to UUCEF--David. Motion to put the Boyd bequest fund, minus \$50,000 which goes into the Rainy Day Fund, plus its accumulated interest, into a second UUCEF account moved by Francisco, seconded by Eli. **Motion carried.** David

noted that the fund, which has been in a CD, will include about \$28,000 in earned interest. Discussion on whose names to enter on the Subscription Agreement; consensus on David as treasurer, Fern as secretary, Karen as vice-president.

C. Report from Personnel Policy Task Force--David. Task Force has a draft, which it continues to work on. Will come to the board in May.

D. Survey for congregants following Listening Sessions--Gail. Not done yet, with the current focus being on the April 12 congregational meeting.

E. General Assembly--Gail. No one other than Dr Louise Williams has asked for scholarship funding. Karen indicated that she would like to be one of our delegates.

F. Volunteer of the Year--Gail. Board agreed upon an individual.

G. Certified letter sent--came back undelivered, vote on membership status--Gail.
Motion to remove Jose Arevalo from our membership and to exclude him permanently from our premises and all activities made by Fern, seconded by Francisco. **Motion carried.**

IV. New Business

A. Requested contract changes in minister contract--Gail. Board reviewed the changes: 35 Sundays a year for leading/co-leading worship; advance notice of Sundays away; salary of \$82,100; 10% employer contribution to retirement plan; we pay 80% of minister's health insurance premium, 60% of dependents'; we pay 80% of minister's dental insurance premium; \$6210 professional expenses; intellectual property; we will reimburse maximum \$15,000 moving expenses; period of contract August 1, 2026-July 31, 2028; congregation will notify minister by January 15, 2028, if we wish to extend agreement; agreement effective upon congregational approval. **Motion to accept the contract changes and recommend the contract to the congregation for approval** made by David, seconded by Ann. **Motion carried.**

B. From the Perpetual Calendar--Gail.

- Determine slate for nominating committee. Discussion of possible people, Gail will pursue.
- Inform and submit people to attend Summer Leadership Institute. It was ascertained that this is still happening. This year it will be at Oberlin College, July 5-11. Gail will put a notice in the Chirp.
- File Indiana Business Entity Report, even numbered years. Gail has notified Anne Mannix for this.
- File Form NP-20 R in INTIME with Indiana Dept of Revenue, May 15 deadline. Gail has notified Kathy Vetter and Finda for this.

C. From Admin Committee--Building Use and Responsibilities for Memorial Service--Gail. Gail wrote this after some previous confusion over who would do what for Memorial Services held in our building. It has been circulated to all the involved committees. **Motion to approve the policy with the addition of the words "and their immediate family" following the words "pledging friends" in the first paragraph** made by Fern, seconded by David. **Motion carried.** David did point out that the individual committee descriptions

should also include these responsibilities. Gail will discuss this with Florence, Admin Committee chair.

D. Congregational meeting on April 12--what information to include--Gail. It was agreed that the ministerial contract should be available to the members. It will be put in the Members Only section of the website. We will also have a printed handout of the financial breakdown of the minister's compensation package available at the meeting. David will produce this.

V. Other Business

A. Francisco reminded the board that it will need to select a replacement Committee on Ministry member for the 2027-28 church year, and then one each following year. Gail will check that this is on the Perpetual Calendar

B. Eli noted that a congregational vote will be necessary to become a Welcoming Congregation. Gail has this on the agenda for the May annual meeting.

VI. Privilege of the Floor. No takers.

VII. Adjournment. The meeting was adjourned at 9pm.

The next board meeting will be Wednesday, April 8, 2026, 7pm, in the conference room.

Fern Hamlin
Board secretary

Action items from 1 April 2026 board meeting:

David

- Work on authorizing credit card bills to be paid directly from checking account
- Paperwork for second UUCEF account
- Personnel Policy for May board meeting
- Compensation handout for April 12 congregational meeting

Gail

- Excel for membership database?
- Pursue Nominating Committee suggestions
- Chirp notice re: Summer Leadership Institute
- Discuss with Florence impact of just approved Building Use and Responsibilities for Memorial Services policy on individual committee descriptions

Dr Louise Williams

- Update membership list -- one removal
- Ministerial contract to go on Members Only section of church website