

**Minutes, Board of Trustees**  
**Unitarian Universalists of South Bend**  
**13 August 2025**

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

**Absent:** David Mayfield, 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 9 July 2025 meeting.** Karen requested that the minutes be amended to add the following sentence to Section III, Part D: "There was some discussion that all church employees should receive proportionate benefits." **Motion to approve amended minutes.** Motion made by Francisco, seconded by Ann. Motion carried with one abstention.

**E. Set agenda.** No items added.

### **II. Reports**

**A. President's report--Gail.** All items in her written report will be addressed in items under Old and New Business.

**B. Treasurer's report--David.** There is a written report plus the monthly financial figures, but David had requested that the Accountable Reimbursement Plan be considered next month, when he is present.

**C. Office report.** As written.

**D. Committee reports.** As written. Also, Gail reminded that the annual calendar meeting, at which committee chairs should be present, will be Sunday, September 14, at noon, in the conference room.

### **III. Old Business**

**A. Approval of Building Policy, Church Alcohol Policy, Building Use Agreement, Policies and Procedures for Non-Church Use, who signs agreement--Gail.** Gail noted the changes that have been made and the reconciliation of explanations of our alcohol policy. She, Kathy Vetter, and others have spent considerable time working these items out, for which the board extended its grateful thanks. The only change to the documents will be on the Building Use Agreement: added to the Signature page, under the First Unitarian Church section, the line "Officer, Board of Trustees" will be added under the line Printed name and title. The signature of an officer of the Board of Trustees will be required on this document. **Motion to make this change** moved by Francisco, seconded by Eli. Motion carried. Gail also noted that a revised Memorial Service policy is in the works, as is reconciling the two intake forms for non-church building use.

**B. Status of minister search--Gail.** Gail and Chuck will be discussing with the candidate the possibility of his working for us at one-quarter or one-eighth time in addition to the full-time position he is taking. Gail wanted to know what board members thought about this idea, and after discussion the consensus was that this arrangement would not serve our needs; basically, such a small amount of time and with his living in Illinois would not provide much in the way of ministerial services for us.

**C. Follow-up on Assumed Business Name adoption/Name change process--need to contact UUA--Gail.** Gail has not yet been able to write the explanation that will preface our website's section on policies and procedures regarding the Doing Business As change. It has also not yet been possible to find the right people/office at the UUA to have the name change recorded.

**D. Health insurance for office staff--progress on HRA--Gail.** In short, no progress. The information from Cindy Benedict which Gail included in her written president's report was discussed. It does appear that the QSEHRA (Qualified Small Employer HRA) looks most likely to fit our needs, although complications may develop if/when we hire a new minister. Gail will discuss this further with Chuck.

#### **IV. New Business**

**A & C. Agenda for Meet the Moment at Retreat and Discussion of changing the word church in our covenant--Gail.** Gail asked if the board thought including discussion of the word change would be a good item to include at the Meet the Moment session at the church retreat this month, as part of the general discussion of where we are at this moment and where we hope to be. Consensus was yes, to include this item.

**B. Aesthetic Committee description and policy approval. Motion to approve these** made by Fern, seconded by Ann. Motion carried with one abstention.

**D. Agenda for Board retreat--Gail.** Retreat will be at Gail's house, September 6, 10am-3pm. Agenda will be working on this year's goals, using information from the all-church retreat.

**E. From the Administrative calendar--inform Chairs and Congregation that committees are formed and chairs approved--Gail.** No one was sure that this is something that has actually been done by the board in recent history, but it was decided to go ahead and affirm the current committees and their chairs, as listed here:

Administrative, Florence Klecka	Events/Social, Kathy Platt
Adult Education, Gail deSomer	Finance, David Mayfield
Aesthetics, Melanie Smith-Guillaume	Marketing, Dr Louise Williams
Building, Kathy Vetter	Membership, Gail deSomer
Building Use, Gary Metzler	Ministerial Search Task Force, Chuck Leone
Care, Karen Heffernan & Gail deSomer	Nominating, Chuck Leone
Committee on Ministry, Francisco Gomez-Dossi	Peace & Social Justice, Dan & Lois Holm
DREAM team, Gail deSomer	Stewardship, Karen Dickson
Endowment, Barbara Williams	Sunday Service, Anne Mannix
Grounds, Francisco Gomez-Dossi	Technology, Jeremiah Cox

**F. Trans Day of Remembrance plans, November 20. Motion to approve the Marketing Committee's suggested plan to host this event and seek financial contributions from outside organizations (all proceeds to be donated to The Trevor Project).** This plan is detailed in the written committee reports. Motion made by Fern, seconded by Francisco. Motion carried. It was noted that our hosting this event will be part of our Welcoming Congregation activities.

**G. New process for sales tax exemptions--Gail.** There is a new on-line process that appears to be required every single time we make a purchase. Kathy Vetter is checking to see if we really do have to do this every single time or if there is some way to get a blanket letter, as we've had in the past.

**H. Sign on south side of building -- 801 -- Gail.** Though the sign was stolen a while ago, the posts remain and could be used to display our street address in a large format. People driving along Washington have a hard time seeing the address which is on the south side of the building. Gail wondered if the board should ask the Marketing committee to look into this, looking for something inexpensive, maybe getting more than one so that if and when a new sign is stolen, we'd have something on hand to replace it. Consensus was yes.

**V. Other Business.** Gail reminded us of the August 28 situational awareness and security training that can be attended at the Jewish Federation; pre-registration is required. She had sent an email with details to the board and committee chairs.

**VI. Privilege of the Floor.** No takers.

**VII. Adjournment.** Karen moved, and Ann seconded, that the meeting be adjourned. Motion carried. The meeting was adjourned at 9pm.

The next Board meeting will be Wednesday, 10 September 2025, 7pm, in the conference room.

Fern Hamlin  
Board secretary

Summary of assignments from 13 August 2025 board meeting:

Gail: --Write explanatory preface regarding DBA name change  
--Inform UUA of DBA name change  
--Discuss QSEHRA with Chuck  
--Ask Marketing to look into inexpensive address sign

Fern: --Discuss personnel policy with Anne Mannix