

**Minutes, Board of Trustees**  
**Unitarian Universalists of South Bend**  
**9 July 2025**

**Present:** Gail deSomer, Karen Dickson, Fern Hamlin, David Mayfield, Justine Backus, Ann Hoewing

**Absent:** Francisco Gomez-Dossi, Eli Williams

**No visitors**

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

### **I. Introduction**

**A. Chalice lighting**

**B. Welcome to new Board members / Check-in**

**C. Covenant**

**D. Approval of minutes from the 11 June 2025 meeting.**

**Motion to approve minutes.** Motion made by David, seconded by Justine. Motion carried.

**E. Set agenda.** Add Endowment Grants Recommendation from Finance Committee.

### **II. Reports**

**A. President's report--Gail.** Written report. No answer yet from ministerial candidate. Task force will be meeting this Sunday; one item to discuss--should we be offering this candidate a larger salary than is in our packet.

**B. Treasurer's report--David.** Nothing outstanding. Preliminary year-end report for 2024-25 church fiscal year shows pledge income down about \$20,000, though still with an overall budget ending of \$44,418 in the black. Money has been put into CDs.

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

**D. Committee reports.**

- Review and approval of community service and fundraising proposals: Service Auction (Nov. 1, Kathy Platt), Cookie Walk (Dec. 14, Kathy Platt), Love is Love (Feb. 14, Dr Louise Williams), Trivia Night (March 27, Florence Klecka), Dessert Auction (no date, Kathy Platt).

**Motion to approve these events.** Motion made by Karen, seconded by Ann. Motion carried.

- Welcoming congregation. Eli is spearheading work on this, with Jim Ward. She will be speaking on this subject at the July 27 service.
- Marketing committee request to fundraise for advertising on WVPE. Cost would be \$1000, anonymous donor will pay half. Discussion concluded that using the Share the Plate method would be most appropriate, to continue for as long as it takes to reach the \$500 goal. Marketing committee will explain this to congregation.

**Motion to approve this fundraising event.** Motion made by Fern, seconded by Justine. Motion carried.

### **III. Old Business**

**A. Discrepancy in church alcohol policies--Gail.** Tabled to August meeting, when Gail will present the changes that will resolve the discrepancies.

**B. Status of minister church.** Already discussed.

**C. Follow-up on assumed business name adoption--Gail.** Chuck has mailed in the necessary state form with the \$26 fee. Marketing committee has made changes on our public facing platforms.

**D. Health insurance for office staff--Gail.** Dr Louise Williams has found an ACA plan with a monthly premium of \$391. Chuck does not feel he has the expertise to navigate the legal shoals of how to arrange

our paying half of the premium (\$200) so that it does not appear as income. Karen offered to look within her legal contacts for a lawyer who works in this area. In the meantime, we will continue to add \$25 twice a month to Dr Louise Williams's paycheck, to go towards the monthly premiums. When we can figure out how to do this so that it doesn't appear as income, we will retroactively add the rest of our half of the monthly premium. David pointed out that in the next fiscal year we will have to start paying 5% towards Dr Louise Williams's retirement fund, since she will have accrued the required 1000 hours of employment. There was some discussion that all church employees should receive proportionate benefits.

**E. Name change process.** Discussion regarding church documents, like all our policies and procedures. We will not be changing the name on most of these. Ann suggested prefacing that section of the website with an explanation regarding the Doing Business As change. There was agreement on this, and Gail has offered to write this explanation.

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

**A. Pulpit host rotation and duties.** Pulpit host rotation list had previously been distributed to board members. Gail explained the responsibilities and procedures for Sunday mornings.

**B. Board liaisons to committees and duties.** See attached list. Gail explained responsibilities.

**C. Appoint assistant treasurers.** Gail explained these positions.

**Motion to appoint Fern Hamlin and Kathy Vetter as assistant treasurers.**

Karen moved and Ann seconded this motion. Motion carried.

**D. Orientation to board packet, officer job descriptions and orientation to church website, where to find policies, bylaws--Gail.** Most of this had already been discussed, Gail added explanations that were necessary.

**E. From the Administrative Calendar--set date for Annual Meeting.** May 17, 2026, is the obvious choice (the weekend between Mother's Day and Memorial Day). Consensus.

**F. Future Endowment gift--Gail.** We will be receiving a large bequest from a deceased member. Its use will require significant discussion at both the board and congregation level.

**G. Endowment Grants recommendation from Finance committee--David.** David expanded on the recommendation (which appears in this month's Board meeting attachments). The following 5 points were discussed:

1. The Board approve closure of the grants listed in Table 2 below.
2. The \$373 needed to cover the difference between the total of the new grants and the amount that can be withdrawn from our UUCEF account per the Endowment's Operating Plan be taken from the total amount of the closed grants' balances.
3. The amount that remains from the closures and not used for this year's grants (\$200.75) be kept in the Endowment Disbursements fund (not returned to our UUCEF account) and tracked via a new line on the Endowment Report titled "Old Grant Remainders" or something similar.
4. The \$5.20 kept as a footnote also be added to the "Old Grant Remainders" line.
5. The proposed uses of these "remainders" would be: (1) To cover unanticipated overages for current grant projects, and (2) added to amount available from our allowed UUCEF Fund withdrawal to cover all, or more of, requested grants in a funding cycle.

The grants recommended for closure are:

RE exterior door (2023-24)	\$ 57.43
Mobile ecology center (2019-20)	\$ 33.00
Mobile ecology center (2017-18)	\$243.78
Website upgrade (2013-14)	\$241.54
Total	\$575.75

**Motion to approve these recommendations from the Finance committee.** Moved by Fern, seconded by Ann. Motion carried.

The final recommendation from the Finance committee --

Write a policy (?added to Operating Plan, or separate policy) to govern (1) closure of grants (who, when, and how), and (2) use of the "Remainders" fund that would at minimum specify how the funds can be used, who can approve their use, and if there is a maximum amount that can be kept in this sub-fund before we must return funds to our UUCEF account

will be necessary to address, but not at this time, not without significant thought and consideration, and probably not without congregational approval. However, as was discussed last month, the board does have overall responsibility for the working of this organization, and the problem with the current Endowment grants requires our attention now.

**V. Other Business.** There was no other business.

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

The meeting was adjourned at 8:30pm.

The next Board meeting will be Wednesday, 13 August 2025, 7pm, in the conference room

Fern Hamlin  
Board secretary

Summary of assignments from 9 July 2025 board meeting

Gail

--church alcohol policy reconciliation information for August meeting  
--write explanatory preface regarding DBA name change

Karen

--look for legal aid for framework for health insurance payments

**Unitarian Universalists of South Bend  
Committee Liaisons for Fiscal Year 2025-2026**

<b>Committee Name</b>	<b>Liaison</b>
Administrative	Fern Hamlin
Adult Religious Education	Gail deSomer
Aesthetics	Eli Williams
Building Committee	Fern Hamlin
Building Use	Gail deSomer
Care	Karen Dickson
Children's Religious Education	Gail deSomer
Committee on Ministry	Francisco Gomez-Dossi
Endowment	David Mayfield
Events	Ann Hoewing
Finance	David Mayfield
Grounds	Francisco Gomez-Dossi
Marketing	Justine Backus
Membership	Gail deSomer
Nominating	Karen Dickson
Peace & Social Justice	Justine Backus
Social	Ann Hoewing
Stewardship	Karen Dickson
Technology	Eli Williams
Sunday Service Committee	Francisco Gomez-Dossi