

DRAFT
Minutes, Board of Trustees
Unitarian Universalists of South Bend
12 November 2025

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

Visitors: Dr Louise Williams, Jeremiah Cox, Anne Mannix

On zoom: Dawn Nye, Abby Joiner

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 8 October 2025 meeting. Motion to approve minutes as read. Moved by Francisco, seconded by Justine. **Motion carried.**

E. Set agenda. Bookkeeper salary added to **New Business.**

II. Reports

A. President's report--Gail. As written.

B. Treasurer's report--David. As written.

C. Office report--Dr Louise Williams. As written.

D. Committee reports, Welcoming Congregation.

1. Committee on Ministry--Francisco. Transparent timelines for endowment grants should be implemented. Gail noted that current guidelines require grantees to report quarterly to the Endowment Committee; Endowment Committee should be reminded to get this information. Dr Louise Williams noted that we could add to the church website information regarding current endowment projects.
2. Fern raised two questions. (1) Has the Grounds Committee set up the usual plans for snow removal. Francisco said yes, the same company will continue to do this. (2) Has the Marketing Committee made any progress on recommending a new sign for our building, as had been requested in August. Short answer, no progress yet though they are still aware of this task
3. Marketing Committee--Dr Louise Williams. So far, unable to secure extra advertising with WVPE. Suggestions on who to approach there (station director, Anthony Hunt)
4. Sunday Service Committee. Contract for Rev Gy Ludvig McCartney to perform services here the 4th Sunday of every month to run January-June 2026, payment of \$450 per service.

III. Old Business

A. Minister search--Gail. Should we update our profile to full-time? Should we raise the salary? **Motion to update our profile to full-time, salary to be mid-range for our size congregation (which is small).** Motion made by Fern, seconded by David. **Motion carried.**

B. Health insurance for office staff--progress on HRA--Gail. Affordable Care Act insurance still looks most likely choice by Dr Louise Williams. Gail will set in motion working with a knowledgeable third party to set up our HRA, as previously discussed (8 October 2025 Board meeting).

C. Planning for informational meeting (for use of legacy). Agreed to work on this at 22 November board retreat.

D. Trans Day of Remembrance requests, security plan, practice wandung--Dr Louise Williams. See page 6 of the Board packet for details. Note that the goal for the March Trans Day of Visibility event is not to have any police presence. **Motion to hold a practice security run during the Sunday service November 16.** Motion made by Francisco, seconded by Ann. **Motion carried.**

E. From Admin Committee--Special Collection, and Church Group Fundraising Policy--add line that Board can exempt the 10%--Gail. David supports the policy but notes that percentage could be lowered to 5%. Fern requested that consideration of this policy be done at the January board meeting, to allow all to review the policy thoroughly. Agreed.

IV. New Business

A. From the Administrative Committee. Motion to approve the descriptions for the Building Committee and the Grounds Committee. Motion made by Karen, seconded by David. **Motion approved.** Consideration of our Personnel Policy: our revised policy? The UUA Personnel Manual? **Motion to edit the UUA Personnel Manual to our needs.** Motion made by Francisco, seconded by Ann. **Motion carried with one abstention.** Task force to carry this out: Ann Hoewing, David, Anne Mannix, Justine.

B. From the Perpetual Calendar--mid-year mini Board retreat--Gail. Board had one mini retreat in October, will have another this month on November 22. David noted that Florence had indicated her (and therefore the Administrative Committee's) willingness to work on adding appropriate items to the Perpetual Calendar.

C. Creating a Safety/Security Policy--Gail. At some point we should have a group/task force to work on this.

D. Approve letter of recommendation for The Res, who should sign contract for next year's retreat there. Letter was written by Megan Sulok. **Motion to approve letter and authorize Gail deSomer, Board president, to sign the contract for next year.** Motion made by Francisco, seconded by Eli. **Motion approved.**

E. Congregational Discretionary Fund--is it always open to donation?--Gail. Motion to allow contributions to the Congregational Discretionary Fund until June 30, 2026. (Note: this would include the Christmas Eve service collection.) Motion made by Justine, seconded by Francisco. **Motion carried.** It was noted that David needs to review the procedures (for use of this fund) with the Care Committee co-chairs (Karen H and Gail).

F. Peace and Social Justice Request. Motion to approve the request to use the \$1000 in the committee's line item to support We Make Indiana for the 2025-2026 year.

Motion made by Karen, seconded by Justine. **Motion approved.**

G. Bookkeeper's Salary--Karen, for the Finance Committee. Motion to raise the hourly rate of Finda Kamanda, our bookkeeper, to \$22.00, effective the next pay period. Motion made by Eli, seconded by Fern. **Motion carried.** Gail also commented that we should discuss non-monetary ways to show appreciation of our employees.

V. Other Business. None.

VI. Privilege of the Floor. No takers.

VII. Adjournment. Motion to adjourn made by Francisco, seconded by Justine. Motion carried.

The meeting was adjourned at 9:10pm.

There will be a special board retreat Saturday, 22 November 2025, 1-3pm, in the conference room.

The next regular board meeting will be Wednesday, 10 December 2025, 7pm, in the conference room.

Fern Hamlin
Board secretary

Summary of assignments from Nov 12 board meeting:

Dr Louise Williams. In Board packet, under Sunday Service Committee, change "her" to "them".

Gail.

- Set up HRA
- Sign contract for next year's retreat at The Res

David. Review procedures for use of Congregational Discretionary Fund with Care Committee.