

**Minutes, Board of Trustees
Unitarian Universalists of South Bend
8 October 2025**

Present: Gail deSomer, Fern Hamlin, David Mayfield, Ann Hoewing, Eli Williams

Absent: Karen Dickson (attending Stewardship training meeting), Justine Backus, Francisco Gomez-Dossi

Visitors: Chuck Leone, Barbara Williams; Mary Alice Lundergan (on zoom)

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 10 September 2025 meeting. Motion to approve the minutes as read. Moved by David, seconded by Ann. **Motion carried.**

E. Set agenda. Nothing added.

II. Reports

A. President's report--Gail. Health insurance issue will be dealt with under Old Business.

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

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

D. Committee reports

1. Gail: Welcoming Congregation activities need to be done every year, so she proposes that the Welcoming Congregation task force be made a standing committee of the church. **Motion to make the Welcoming Congregation task force a standing committee of the church.** Moved by Eli, seconded by Fern. **Motion carried.** Eli will see that a description is written for the committee.

2. Marketing request. **Motion to use \$499 from the Invisible Church fund to sponsor John Adams High School's winter athletics season.** Moved by Fern, seconded by Ann. **Motion carried.**

3. Events/Social committee would like us to reserve The Res for next year's all-church retreat, August 22-23, 2026. **Motion to reserve The Res for next year's all-church retreat, August 22-23, 2026.** Motion made by David, seconded by Eli. **Motion carried.**

III. Old business

A. Minister search. This topic will be included in New Business, sections A & B.

B. Health insurance for office staff--progress on HRA--Gail.

- **Motion to establish an ICHRA (Individual Coverage Health Reimbursement Arrangement) starting 1/1/2026 for Dr Louise Williams (though waiting until Nov 1 when she decides what insurance plan to take), and at the end of current 2025**

calendar year, to pool the money the church should have been paying towards her health insurance (\$150 per month, July -December) plus the taxes owed on that sum and to pay her that total amount. Motion made by David, seconded by Ann. **Motion carried.**

- **Motion to approve the one-time charge of \$400 to work with an ICHRA third party administrator to create the set-up document required by the IRS (use line item #966).** Motion made by Fern, seconded by Eli. **Motion carried.**

C&E. Process for sales tax exemption. Gail explained that having people request these letters through the office, as originally set out, would bring the office staff into closer contact with church financial business than has been our practice for a number of years (because securing the letters requires access to the church portal with state financial departments). David asked that requests for letters be submitted to the Finance Committee, not the office.

D. Trans Day of Remembrance requests, security plan. Eli discussed the planning group's meeting with Det. Stephanie Northcutt and its consensus that the most workable situation would be a police officer in uniform in an unmarked car in our parking lot, though this is not yet a recommendation to the board. A recommendation will come at the November board meeting. Eli also expressed the need for the church to have a safety/security policy. Gail will ask our district person what others are doing. **Motion to approve the expense up to \$500 (from line item #770) to pay for the minister officiating at the Day of Remembrance (\$350 plus mileage) and for 12 safety team vests.** Motion made by David, seconded by Eli. **Motion carried.**

IV. New business

A&B. Need for temporary savings account. Gift money received--how to allocate. (Also, peripherally, how this impacts Minister Search.) Obviously there was a lot of discussion, ranging far and wide. To distill the essence:

- **Motion to put the \$50,000 (earmarked in the bequest for either mortgage payoff or general fund) into the building/rainy day fund.** Motion made by David, seconded by Ann. **Motion carried.**
- The idea of putting \$300,000 into our Endowment Fund (which would more than pay off the \$100,000 originally borrowed for our current building) was discussed, though not resolved because the most immediate issue was where to put the legacy as quickly as possible with as high and secure a return as possible until planning and decisions could be carried out. To this end, David shared enlightening charts that graphically demonstrated how long this money would last depending on interest rates and what the money was used for (i.e., endowing ministerial salary).
- **Motion to put all the legacy into an 8-month certificate of deposit at First Source at the rate of 3.85%.** Motion made by David, seconded by Fern. **Motion carried.**

Later in the meeting, based on information provided by Chuck, the motion was amended with the agreement of David and Fern.

Motion to put all the legacy into a 6-12 month certificate of deposit at the best available rate, regardless of financial institution. Motion carried.

- Next topic was how to approach congregational decision making regarding the use of the legacy. It was agreed that the board needs to provide possible choices when the congregation discusses this. To that end, a special board retreat will be held Saturday, 25 October 2025, in the conference room [time was originally to be 10am-12noon, changed to 1-3pm]. Tentative plans for a congregational information meeting in January, followed by small groups for additional discussion.
- How the legacy should impact our current ministerial search has not been determined. The church has until December 1 to submit the search packet. If we are going to increase the salary offered therein, a decision will have to be made at the November board meeting.

D. Date for Italian dinner at Auction--Gail. January 24, 2026, 6pm. Children 12 and under will be free, though once bidding is done we will need to know how many such children will be attending in addition to the paid places.

E. From the Administrative Committee.

- DREAM Team Committee description. **Motion to approve (slightly edited) committee description.** Motion made by Ann, seconded by David. **Motion carried.**
- Lifespan Learning Committee description. The words “replaces Adult Education Committee” were added. **Motion to approve the edited committee description.** Motion made by Ann, seconded by Gail. **Motion carried.**
- Special Collections and Church Group Fundraising Policy. It was decided to postpone consideration of this policy until the November meeting.

F. Congregational Discretionary Fund. Motion to use the Christmas Eve service collection for this fund. Motion made by Gail, seconded by Fern. **Motion carried.**

V. Other business. There was no other business.

VI. Privilege of the Floor. No takers.

VII. Adjournment. Motion to adjourn made by Ann, seconded by Gail. **Motion carried.**

The meeting was adjourned at 9:15pm.

There will be a special board retreat Saturday, 25 October 2025, 1-3pm, in the conference room.

The next regular board meeting will be Wednesday, 12 November 2025, 7pm.

Fern Hamlin
Board secretary

Summary of assignments from 8 October 2025 board meeting:

Eli: committee description for new Welcoming Congregation committee

Gail: work with ICHRA third party administrator for set-up document

David: put legacy money in certificate of deposit