

Minutes, Board of Trustees
Unitarian Universalists of South Bend
11 June 2025

Present: Chuck Leone, Gail deSomer, David Mayfield, Fern Hamlin, Eli Williams, Dan Holm, Jeremiah Cox, Francisco Gomez-Dossi

Incoming Board members: Ann Hoewing, Karen Dickson (on zoom)

No visitors

The meeting was called to order by Chuck Leone, 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 14 May 2025 meeting. Dan moved, and Francisco seconded to approve the minutes as read. Motion carried.

E. Set agenda. Fern requested that the Personnel Policy be added to the agenda.

II. Reports

A. President's report--Chuck. Written report, plus update on ministerial search. The prospective candidate has e-mailed. He is still "in discernment" and hopes to have more to say by June 22. Dan asked if the salary has been discussed. Chuck noted that the only salary mentioned so far is the half-time salary we put on our profile.

B. Treasurer's report--David. The monthly financial report as written. He also noted that our insurance premium has gone up \$1500; we are looking into this.

C. Office report. The one question raised was if we would like to have a training session on the new copier scheduled for 6-7pm, Wednesday, July 9. Board agreed with this.

D. Committee reports

a. Review and approval of community service and fundraising proposals. There is nothing new to discuss here, but Chuck thinks it would be appropriate to keep this as a standing item on the board agenda, in hopes that approval for events would not get missed.

b. Technology committee request. As stated in the committee written report, the committee is requesting \$80 to cover the cost of two sets of wired headphones and potentially also a mouse and possibly other adapters or cables to assist with the set-up of the computer donated by Francisco to be a permanent zoom host computer. Discussion on where the money should come from. Consensus for the Sunday Service committee. Francisco will work with Anne Mannix on this, in order for Jeremiah to be reimbursed.

c. Eli asked Gail what her role with the DREAM team would be once she became board president. Gail explained that she will not be teaching RE and will be stepping back from RE matters (including adult forums) on Sunday mornings in order to focus on her role as board president. This led to a mention of the pulpit host rota, which Fern, as board

secretary, will draw up. Assignment of board liaisons to committees will be discussed at the July board meeting.

III. Old Business

A. Discrepancies in church alcohol policies. Liability coverage and responsibility is still unclear. Kathy Vetter has said she will look through our policy for this. Gail will check back with her and this item will again be on the board agenda in July.

B. Status of minister search. Already covered in president's report.

C. Follow-up on Assumed Business Name adoption. Chuck will complete the paperwork for the state.

D. Health insurance for office staff. Office manager Dr Louise Williams will need insurance beginning July 1. Chuck recommends setting up a health reimbursement arrangement (**Qualified Small Employer Health Reimbursement Arrangement**), which has been mentioned before. Discussion led to the figure of \$175-200 monthly, which she can use towards her health insurance premium on a reimbursement basis. Chuck will work on this with the goal of having a plan to adopt formally at the board July meeting. David noted that the finance committee will deal with the practicalities once the plan begins.

IV. New Business

A. Report from Endowment Committee on cancellation and reallocation of grant funds. Chuck discussed the confusion regarding the DREAM team's playground grant. Work on this project was actually underway and a contract has been signed for the work. Discussion centered on the revisions the board had considered back in December 2024, regarding the Resolution to Implement the Endowment Fund and the Plan of Operation. These revisions should be presented to the congregation for approval, and they will be presented at the next congregational meeting. In the meantime, the board does have overall responsibility for church affairs. To this end, Eli moved, and David seconded that the playground grant should continue. Motion carried. It was also clarified that to access funds in an endowment grant, the grantee(s) is the authorized signature for check requests.

B. Church Mutual insurance policy renewal terms. As noted earlier, our policy cost has increased by \$1500. It was explained that Church Mutual has been cancelling church insurance policies, and that the UUA is looking into other insurance companies to recommend to congregations.

C. UUA Program Fund request. This would appear to be a reminder to pay our agreed upon contribution.

D. Board meeting schedule for the incoming Board of Trustees. Fern suggested, and Gail agreed, that we keep the second Wednesday, 7pm, schedule. There was general agreement to this.

E. Board retreat for incoming Board. Gail presented the idea of a goal setting session as part of the August all-church retreat, inviting all members to take part. David preferred that it not be open to all. Board settled on the idea of having something open to all at the all-church retreat, with the board to follow up with its own retreat. Tentative date of Saturday, Sept 6, location TBD (Gail will work on this).

F. Personnel policy. Fern explained that this policy needs to be looked at for substance. A task force of Fern, Karen Dickson, and Anne Mannix was agreed upon. Chuck is willing to look over the results. Fern hopes to have something for the board to consider in October.

V. Other business. Chuck passed the ceremonial gavel to Gail. Gail thanked Chuck for this year's leadership and mentorship. Outgoing board members Jeremiah and Dan were thanked for their work.

Dan moved, and Jeremiah seconded to adjourn the meeting at 8:20pm. Motion carried.

The next board meeting will be Wednesday, 9 July 2025, 7pm, in the conference room.

Fern Hamlin
Board secretary

Summary of assignments from 11 June 2025 board meeting

Chuck
--submit DBA form to state
--work out details for QSEHRA

Gail
--follow up with Kathy Vetter re: alcohol policy and our insurance
--location for board retreat

Francisco
--details of Sunday Service committee's reimbursement of technology expenses for Jeremiah

Fern
--draw up 2025-26 board pulpit host schedule
--work with Karen Dickson and Anne Mannix on Personnel policy

Dr Louise Williams
--schedule, publicize July 9 copier training
--put board meetings on 2025-26 building schedule