Minutes, Board of Trustees
Unitarian Universalists of South Bend
10 June 2026

Present: Gail deSomer, David Mayfield, Eli Williams, Fern Hamlin, Justine Backus, Karen Dickson, Francisco Gomez-Dossi
On Zoom: Ann Hoewing
Incoming board members: Ben Tovar, Cat Rambo
Visitors: Cindy Benedict, Anne Mannix, Megan Sulok, Barbara Williams

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 May 13, 2026, meeting. Motion to accept the minutes** moved by Justine, seconded by Karen. **Motion carried.**
E. **Set agenda**

II. Reports
A. **President's report--Gail.** As written.
B. **Vice President's report--Karen.** All is well.
C. **Treasurer's report--David.** As written.
D. **Office report.** As written.
E. **Committee reports/Task Force reports.** As written.

III. Old Business
A. **Personnel Policy review--David.** This is a draft and needs further revision. After some discussion of a variety of points, it was decided that we need a separate board meeting devoted solely to reviewing this policy. David pointed out that we all need to read the policy carefully and come to the meeting with comments, suggestions, questions. He will ask Florence, Admin Committee, to check and indicate whether any portions of this policy are effected by existing church policies. Meeting will take place Monday, June 29, 7pm, here in the conference room. [I am making note of the specific comments that were made during this discussion and will bring them to the June 29 meeting for consideration and inclusion then.]
B. **Start-up weekend--Gail.** No date yet.
C. **"Guard Rails" for Barbara Boyd fund--Gail.** So far, the only limits on using this fund come from our by-laws requirement for congregational approval for large expenditures not already in the approved budget. To this end, the congregation has approved using money from this fund for ministerial expenses over the next two years and, if needed, for the parking lot project and the ADA doors.

- Fern suggested that we leave the fund as is, i.e., requiring congregational approval for uses.
- Anne Mannix thought that we should have a purpose/goal for this fund, set priorities and not just 'chip away' at it. Her suggestion for a goal was to use it to

support a minister so that the minister can build up the congregation to a point where it can support a minister.

- Gail: We need a purpose statement for the fund.
- David: The money should be used by and for the church, rather than being given away. Some have said there should be a limit as to how much money can be taken out. How will this discussion continue?
- Gail: We need something written that can be discussed. She will start working on something.
- Karen: A goal could be to have something for the congregation to consider if we do have a November congregational meeting to approve a second round of endowment grants.
- Gail: Discussing this can be a topic at the August all-church retreat.

D. Dr Louise's hours change August 1. Gail suggested adding one more month to the weekly 30 hours, giving her time to work with the new minister. Ultimately, **a motion was made to continue Dr Louise Williams's 30 hours a week until October 1.** Motion made by Francisco, seconded by Justine. **Motion carried.** The board should plan to re-evaluate the situation at its September meeting.

E. Parking lot. Fern asked what the situation was with the bids for repaving and repairing the parking lot. Francisco: We have 2 bids and are waiting on a third. The first bid was for 2 inches of paving for $49,000 or 4 inches of paving for $68,000. The second bid is from Walt's Paving; they think 2 inches is enough for $37,000. He's waiting for a third bid (from Superior). All bids include repairing the dry wells.

IV. New Business

A. New Signage. Cindy Benedict was here for this discussion. She has been the person working on the project with the sign company. The board easily approved the two post and panel signs, with consensus. Discussion for the front (west) and back (east) side doors was longer, more complicated, and more convoluted, with discussions regarding the merits of QR codes, stated office hours, etc. Happily, Cindy took careful notes so that she can discuss the changes with the company and get a new price. Broadly speaking, the front door panel will have the information that is currently on that panel, updated to include our address and reflect our changed name and new minister. The minister's name will be on a removable plaque/piece. The back door will have our name, address, and Sunday service information. Office hours will not be on the panels, but rather on something paper (possibly laminated or in a plastic sleeve) inside the glass. Consensus was reached, and a check for the deposit should be available this Sunday.

B. From the Perpetual Calendar

- **Determine date for monthly meetings.** Second Monday.
- **Quarterly endowment reports.** Barbara Williams was at the meeting with minutes from today's Endowment Committee meeting. We discussed the possibility of needing a November congregational meeting to approve a second round of endowment grants. The board should keep this in mind, hopefully setting a date for that meeting at its August meeting.
- **New trustees/officers--work with Dr Lousie for door code.**

C. Pulpit host rotation and duties. Fern, as board secretary, will draw up the rotation list and distribute it to board members and the office. Gail noted that Dr Louise Williams will be putting together information for the new board members, including what their duties are as board pulpit hosts. Gail also noted that, when switching assigned weeks, board members must inform the office of any changes.

D. Need for new Peace and Social Justice chair. We were informed that Dan and Lois Holm are stepping down from this position. Alison Mynsberge and Dawn Nye are willing to co-chair. They will need to be informed of chair responsibilities, including annual budget submission.

E. New process for marketing of outside events. Clarification: this refers to church events that are open to/marketed to those outside the church (e.g. "outward facing"). Explanation of what is required is in the Marketing Committee's report; there is a Marketing Materials Request Form.

F. From Admin Committee. Nothing.

V. Other Business. None.

VI. Privilege of the Floor. No takers.

VII. Adjournment. Motion to adjourn made by Justine, seconded by Francisco. **Motion carried.** The meeting was adjourned at 9pm.

The next board meeting will be a special meeting devoted solely to discussing the proposed Personnel Policy, Monday, June 29, 7pm, in the conference room

The next monthly board meeting will be Monday, July 13, 2026, at 7pm in the conference room.

Fern Hamlin
Board secretary