

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

Present: Karen Dickson, Francisco Gomez-Dossi, David Mayfield, Fern Hamlin, Ann Hoewing, Cat Rambo, Rev Jenn Gracen

On Zoom: Ben Tovar, Justine Backus

Visitors: Gil Stafford

The meeting was called to order by Karen Dickson, board president, at 7pm.

I. Introduction

A. Chalice lighting

B. Check-in

C. Covenant

D. Approval of Minutes from the July 13, 2026, meeting. Fern requested clarification of New Business, Approve UUCEF permissions, explaining that the motion to allow “access to our UUCEF accounts” should have read to allow “on-line only view access.” David made, and Cat seconded the **motion to approve the amended minutes. Motion carried.** [Regrettably, Fern subsequently realized that we should specify that the Board President, Vice-President, and Treasurer all also have signature authority for our UUCEF accounts.]

E. Set agenda

- Cat: remove Old Business item A. This does not need to be discussed at this time. If a policy becomes desirable, it will be brought to the board.
- Fern: add affirmation of committee chairs.
- Karen: consider scheduling meeting for committee chairs and board members.
- Karen: discuss Start-Up meetings.
- Karen: requested that Action Items be included at the end of the formal minutes.

II. Reports

- A. **Minister's report—Jenn.** There will usually be a written report, and any additional information/questions will be dealt with at the board meeting itself. For now, she is thinking of using Friday and Saturday as her two days off a week. There will also be office hours.
- B. **President's report—Karen.** Nothing.
- C. **Vice President's report—Francisco.** Nothing.
- D. **Treasurer's report—David.** Monthly financial reports, as written.
- Collection of Payment policy. This is not being adhered to. David requests that board members re-read the policy, consider how it works in practice, and come to the September meeting prepared to discuss further.
 - Check requests. He is troubled by the use of check requests with photocopied signatures of the authorizing individual (usually a committee chair). There has not been any problem, but it is a situation open for misuse. He suggests that the Accountable Reimbursement Plan be amended to exclude photocopied signatures. Francisco considers this to add an extra, somewhat onerous step, especially for those not living close to the church. The idea of using electronic signatures was suggested, though no one knew precisely how this would be set up or what it might cost. Francisco volunteered to explore the topic (if not free, what would it cost) and report back at the September meeting.
- E. **Office report—Dr Louise Williams.** As written.
- F. **Committee reports/Task Force reports**
- Building. Fern reported that a change in our security system is in the works, though no contract available yet. Francisco asked about progress for the ADA doors. Fern did not have an answer at the time but subsequently learned that, once the security system is set to be done, the final planning for the doors will take place.
 - Grounds. Fern requested that, as summer draws to a close, this is the time to start looking for a better snow removal service for the winter. Francisco, committee chair, agreed.
 - Events/Social. Karen reported from Kathy Platt, committees chair, that the idea of an Activity Fair was suggested. We have done these, frequently annually, as an effort both to secure new members for committees and to let those new to the church see what we have available. Discussion of pros and cons; conclusion that it would help greatly if there would be an information sheet available with information about each committee/event represented

and where they are sitting during the Activity Fair, which usually have been held after a Sunday service. September 13 was settled on as a good date. Francisco will check with Kathy Platt to see if this is acceptable; if not, the alternative date would be September 20.

III. Old Business

- A. Policy for moderators on Discord/Social Media Policy** – this item was removed from the agenda.

IV. New Business

A. From the Perpetual Calendar

1. Consider and approve the Minister's request for identifying portion of salary that may be designated for housing. **Motion to approve the Minister's request to identify \$37,000 of her salary as designated for housing** made by Fern, seconded by Karen. **Motion carried.**

2. Affirm current committees and chairs.

Administrative, Florence Klecka	Grounds, Francisco Gomez-Dossi
Aesthetics, Melanie Smith-Guillaume	Lifespan Learning, Gail deSomer
Building, Kathy Vetter	Marketing, Dr Louise Williams & Cat Rambo
Building Use, Gary Metzler	Membership, Gail deSomer
Care, Gail deSomer	Nominating, Jim Ward
Com on Ministry, Francisco Gomez-Dossi	Peace & Social Justice, Barb Carmichael
DREAM Team, Gail deSomer	Stewardship, Francisco Gomez-Dossi
Endowment, Barbara Williams	Sunday Service, Anne Mannix
Events/Social, Kathy Platt	Technology, Jeremiah Cox
Finance, David Mayfield	Welcoming, Eli Williams & Dawn Nye

3. We neglected to appoint a board liaison for the Welcoming Committee at last month's meeting. Cat volunteered to do this.

4. Karen—meeting for committee chairs and board members? Fern suggested doing this following a Sunday service. Sept 27, 12 noon, was set. Board liaisons need to inform their committee chairs of this.

B. Stewardship Procedure. David proposed removing the final sentence

("Certification determines the church's Fair Share for the next fiscal year") since the number of members is no longer the only determinant of our Fair Share.

Motion to adopt the amended Stewardship Procedure was made by David, seconded by Fern. **Motion carried.**

V. Other Business

A. Start-Up—Karen. The dates available from Matthew Johnson, our

congregational life consultant, are Friday and Saturday, Nov 13 & 14. The Friday evening will be open to the entire congregation. Saturday morning will be leadership, including the board, and Saturday afternoon will be the board only. Karen will ask for more details from Matthew. The event will be added to the church calendar.

VI. Privilege of the Floor. No takers.

VII. Adjournment. The meeting was adjourned at 8:30pm.

The next board meeting will be Monday, September 14, 2026, at 7pm in the conference room.

Fern Hamlin

Board secretary

ACTION ITEMS FROM 10 AUGUST 2026 BOARD MEETING

ALL BOARD MEMBERS (yes, this means YOU)

- Study Collection of Payment policy for September meeting. Be prepared to discuss improved implementation or more rigorous enforcement.
- Inform your liaison committee chairs of planned Sept 27 (12n) meeting for committee chairs and board members. Every committee needs to be represented.

Karen

- Get details from Matthew Johnson for November Start-Up
- Prepare for Sept 27 committee chairs and board members meeting

Francisco

- Explore electronic signatures for Sept meeting
- Begin search for snow removal company
- Check with Kathy Platt re: Sept 13 Activity Fair

Fern – Stewardship Procedure to Admin Committee, office

--Dates to be added to church calendar:

Sept 13 or 20, 12n, Activity Fair

Sept 27, 12n, committee chairs & board members

Nov 13 & 14, Start-Up with Rev Dr Matthew Johnson

For the office:

- Editing access for one-drive (board packet)
- On church website: separate listing of committee chairs, using updated list in these (August 2026) minutes
- For board packets, use updated committee and chair list, from these (August 2026) minutes