

Unitarian Universalist Church of Bloomington, Indiana



Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

November 28, 2012

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Attending: John Lawson, Carol McCord, Kathleen Sideli, Drew Schrader, John Summerlot

Not attending: Von Welch, Deb Hutton

Ex-officio: Reverend Mary Ann Macklin

By invitation of the Board: Carol Marks, Amy Taylor

Submitted by: John Summerlot, Member-at-large

Call to Order

Call to order by Kathleen Sideli, President, at 7:02 pm.

Chalice lighting and reading by Drew Schrader.

Attendance and check-in.

Changes to the agenda: None

Approval of Previous Board Minutes

Motion: Approve the October Board of Directors Meeting minutes by John Lawson.

Seconded by Drew Schrader.

Vote: approved unanimously.

Executive Minister's Report

Reverend Macklin reporting.

We have received word from the Center for Congregations that our Technology and Ministry grant proposal has been approved and we will be receiving the funds.

Our recent guests had successful visits here - Rob Keithan, speaking on reproductive rights on a Saturday morning, and Reverend Mark Kiyamba from Uganda, who gave a sermon before Thanksgiving. Reverend Child is willing to fill in as sabbatical minister.

Mary Ann is restructuring the Planned Giving committee.

Parking practices have shifted and more people are parking at the tennis courts and across the By-pass. The walk to the church from the intersection of Fee and the By-pass will be an issue as the weather declines.

Mary Ann is working on a women's retreat in the Spring.

Mary Ann, Bill Breeden, and John Lawson are working on a plan for the roof and looking at options, costs, finances, etc.

The Board should plan on activities on Sunday, April 7 that take the whole day.

Leadership Cultivation needs updated job descriptions for the Board. Carol McCord will find the current ones and send them out for review. The Board will discuss this topic further at its December meeting.

Report from Carol Marks, Church Administrator

Carol Marks reported on her role as the church administrator and how it has changed over time (see attached report). Administrative tasks consist of facilities management, office management, and payroll for an increasing number of people. Some tasks that are increasing are communications, electronic publications (e.g., Friday update, Prologue, etc.), pamphlets/paper publications, and risk management, especially as it pertains to events, operations, and insurance. Carol also spent much time working on the successful Technology and Ministry grant.

One change that has been key is switching from one 20 hour a week assistant to two 10 hour a week assistants, which has provided a lot of continuity that wasn't always there in the past. The workload of the assistants continues to increase as well, especially as the size of our congregation has grown. Mary Ann emphasized the assistant's role as "front line" staff answering phones, doors, and handling schedules and questions. Overtime is managed by taking comp time.

Carol McCord and John Lawson gave recognition to Carol's commitment and expertise in her role.

Report from Amy Taylor on District/Regional Changes

Amy Taylor, president of the board of directors of the Heartland District, reported on Regional/district governance changes. As of July 1st districts will no longer elect the Trustees. Instead they will be elected at large and will serve 3-year terms rather than 4. Also the number of trustees will be reduced. More information will be provided at General Assembly. District Presidents will have a larger role as well in Denominational Affairs committee. A new moderator will be elected this year.

The Board previewed a draft of the handout on Regionalization that Amy might be giving out at Congregational Meeting. Suggestions on revisions to the handout were made. Amy will have PowerPoint slides for the Congregational Meeting.

Kathy Sideli and Carol McCord gave recognition to the time and effort that Amy and other district staff have put into the Regionalization.

SFCC Update

Kathy gave an update on the recent meeting of the Sustainable and Fair Compensation Committee (SFCC). Given the board recommendations for the ministerial transition that were shared with the committee, the members are now able to tackle the compensation issues according to a specific time frame. The committee will be prepared to make a presentation at the Congregational Meeting about its work to date.

Congregational Meeting Agenda

The group reviewed the topics for the congregational meeting as well as the structure, content, number of presenters and format to be utilized.

Monitoring

Internal Audit

The Internal Audit was postponed until January because the Finance Committee has, by necessity, been working on the roof planning.

Communications and Counsel to the Board and Board Effectiveness of the Governance Process

The Board did not have the full policies in hand for completing the monitoring process so the discussion on this topic was minimal and tabled for a future meeting.

Executive Session

The board met in executive session at 8:10 pm. Exited executive session at 8:57 pm.

Adjournment

Motion to Adjourn by Carol McCord, and seconded by Drew Schrader.

Vote: approved unanimously.

The meeting adjourned at 9:05 pm.

Church Administrator's Report to the Board of Directors

November 28, 2012

The Scope of the Work.

I often use this phrase when I am envisioning what-all is going on around here that the administrative staff is involved with. Strangely, it sounds both intimidating and also like we are getting a grip.

Now in my 21st year as Church Administrator, I find that my work (40 hours per week) currently falls into the following categories:

- Accounting and Bookkeeping
- Facilities Management
- Staff Supervision
- Communications / Publications
- Risk Management

Accounting and Bookkeeping

I oversee or am personally responsible for taking care of bill paying, payroll for 27 employees, bookkeeping for over 500 pledges (operating budget and capital campaign), reports for Special Purposes Fund quarterly, reports for Women's Alliance monthly. In addition, I assist social justice task forces in keeping track of their fundraising income/outflow.

Facilities Management

With Reverend Breeden's guidance and support, I facilitate repairs to the building and schedule use of the facility, including all congregational events and use by outside groups. Reverend Breeden is direct supervisor for Custodian Jeff Stone, but has delegated me to give Jeff his task lists on a day-to-day basis. Reverend Breeden is also the staff member with direct oversight concerning building maintenance.

Staff Supervision

I supervise the Office Assistants, Erica Caldwell and Monica Overman, who help with bank deposits, publications, communication, and countless other administrative tasks. At Reverend Breeden's request I provide detailed instructions to the custodian (see above). I also assist lay leadership in a variety of projects including the Bazaar, Garage Sale, and Talent Auction. Also on my list is oversight of the Kitchen, Aesthetics, the Library, and the Booktable.

Communications / Publications

I serve on the Communications Committee. I also oversee or personally edit publications, both paper (order of service, Prologue newsletter, pledge statements, stewardship campaign materials, in-house pamphlets) and electronic (facebook, website, Friday UU Update, and miscellaneous email).

Risk Management

Although I believe that to support congregational health, it is important to be "permission-giving" as much as possible, it is also part of my job to manage our risk, according to current policies and the limits of our insurance coverage. This can sometimes create delays or additional safety measures regarding congregational activities, increasing congregational awareness of safety and security.

Grants

This fall, I devoted a great many hours, along with other staff and lay leaders, to helping assemble information for the Center for Congregations Technology Grant proposal (submitted 11/16/12) and the Hoosier Interfaith Power and Light Solar Panels Grant proposal (submitted 11/15/12). Both proposals were submitted on time.

New Staff Member

In addition, this fall we have trained our new office assistant Monica Overman, who replaced Ginger Ko; Ginger left in August 2012 to take a teaching position. We may wish to consider expanding the number of budgeted office assistant hours. Since 2004, we have planned for 17-20 hours per week total office assistant hours.

Our membership in 2004 was 352. Today's membership is 505.

Pictorial Directory

We are also currently working on a report form that congregation members will be able to use to generate their own pictorial directory from the uploaded photos of members and friends in our database. We took snapshots in September 2012 of everyone who wanted to participate, and are in the process of uploading these photos this month.

With each passing week, I continue to improve my delegating skills!

Respectfully submitted,

Carol Marks
Church Administrator
11/26/12

AGENDA

November 28, 2012, 7:00 p.m.

UU Church of Bloomington, Board of Directors

Seeking the Spirit, Building Community, Changing the World

| <u>Time</u> | <u>Topic</u> | <u>Reporting</u> |
|-------------------------------|--|----------------------------|
| 7:00 p.m. | I. Call to Order/ Welcome* Attendance/ Determination of Quorum | Kathleen Sideli, President |
| | II. Chalice Lighting/Reading | Drew Schrader |
| | III. Check-in | |
| 7:15 | IV. Consent Calendar | |
| | A. Approve October 2012 minutes | All |
| | B. Minister's Report | Executive Minister |
| | C. Staff Report* | Carol Marks |
| | D. Regionalization Report | Amy Taylor |
| 7:30 | V. Discussion Calendar | |
| Old Business | | |
| SFCC Update | K Sideli | |
| Congregational Meeting Agenda | All | |
| | Structure/Topics/Speakers | |
| 8:00 | B. New Business | |
| Monitoring | Executive Minister | |
| | II. F 3-9 Asset Protection (internal audit) | Internal Audit Cmte |
| | II. H Communication and Council to the Board | |
| | Direct inspection by the Board of the Effectiveness of Board | Executive Minister |
| 8:20 | 1. Executive Session | |
| 8:55 | VI. Check-out | All |
| 9:00 | VII. Adjourn | Kathleen Sideli |
| SEPARATELY: | Sign-up Sheets | Von Welch |

The primary role of the Board shall be to care for the temporal and spiritual health of the congregation. The Board shall set policy with end objectives and executive limitations, and shall monitor compliance.

Distribution:

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