

Unitarian Universalist Church of Bloomington, Indiana
Seeking the Spirit, Building Community, Changing the World



Board Minutes

Oct 17th 2013

<u>I. CALL TO ORDER</u>	<u>2</u>
<u>II. CHALICE LIGHTING AND READING</u>	<u>2</u>
<u>III. CHECK-IN</u>	<u>2</u>
<u>IV. CONSENT CALENDAR</u>	<u>2</u>
A. APPROVAL OF PREVIOUS BOARD MINUTES	2
B. MINISTER'S REPORT EMILY MANVEL LEITE	2
<u>V. DISCUSSION CALENDAR</u>	<u>3</u>
A. OLD BUSINESS	3
1. MEWG REPORT DEB HUTTON	3
2. REVISION OF ANNOUNCEMENTS TEMPLATE DOUG CAUBLE	3
3. UPDATE ON GOOGLE DOCS VON WELCH	3
4. UPDATE BOARD POLICIES ABBY GITLITZ	3
5. CFO/TREASURER DUTIES ARZETTA HULTS-LOSENSKY	3
B. NEW BUSINESS	3
1. MONITORING EMILY MANVEL LEITE	3
2. CONGREGATIONAL MEETING PLANNING FOR DEC 15 TH	4
C. VISIONING.	4
<u>VI. EXECUTIVE SESSION</u>	<u>4</u>
<u>VII. ADJOURNMENT</u>	<u>4</u>

Attending: Deb Hutton, Kathleen Sideli, Drew Schrader, Abby Gitlitz, Von Welch, Arzetta Hultz-Losensky

Not attending: Doug Caudle

Ex-officio: Reverend Emily Manvel Leite

Submitted by Abby Gitlitz, Secretary

I. Call to Order

Call to order by Kathleen Sideli, President, at 7:05

Changes to the agenda: Add Sabbatical Minister Contract discussion

II. Chalice Lighting and Reading

Chalice lighting and reading by Arzetta.

III. Check-in

Attendance and check-in.

IV. Consent Calendar

A. Approval of Previous Board Minutes

Motion: Approve the September 2013 Board of Directors Meeting minutes by Von.

Seconded by Deb.

Vote: approved unanimously.

Motion: Approve the September 29th Special board meeting 2013 Board of Directors Meeting minutes by Deb.

Seconded by Arzetta.

Vote: approved unanimously.

B. Minister's Report **Emily Manvel Leite**

The staff is working on updating operation policies.

A working group has been created to celebrate Bill's retirement.

The staff is training in Spirit Play and twice a month attending webinars on how to effectively use social media for the church.

(see Appendix 1 for complete details)

V. Discussion Calendar

A. Old Business

1. MEWG report

Deb Hutton

The group is reading "Running through the Thistles" regarding the sacrifice made by the retiring minister after s/he leaves his or her position.

The MEWG put forth a Board proposal for a congregational retreat to say goodbye to Bill. Suggested time Saturday Mar 29th, 2014. (see Appendix 2 - Board Proposal from MEWG)

Deb asks for suggestions to bring back to the working group. There was a suggestion that we make sure that the retreat is focused on Bill and does not linger in the generic. Concerns are raised about the date and it was suggested we move it earlier in the year to start the education process sooner (but not run too closely to spring break and the start of the stewardship campaign).

2. Revision of Announcements Template

Doug Cauble

Doug, Von and Abby present a new announcements script for Board members on Sunday mornings to start services. Some changes were discussed and made (see Appendix 3- Sunday Announcement).

3. Update on Google Docs

Von Welch

Von has sent out a tutorial to all the board members. All agreed to go try Google drive to find the documents for the next meeting.

4. Update board policies

Abby Gitlitz

Updates to the Board Policies will be posted to the website and the Google Drive.

5. CFO/Treasurer Duties

Arzetta Hults-Losensky

Arzetta, John Lawson, Carol Marks and the ministers have been working to clarify the relationship between the treasurer, CFO, the staff, and ministers. Guy Loftman says we do not have to change the By-laws to specify current practices regarding the treasurer depositing money since they are implied. (see Appendix 4- Working Document on Financial Roles at Unitarian Universalist Church of Bloomington October 2013)

B. New Business

1. Monitoring

Emily Manvel Leite

a) *II. B Staff and Volunteer Treatment*

Personnel policies: The staff and ministers are fine with the current policies and how they are being implemented.

b) II. E Financial Condition

Statement of Cash Flow: We are doing well and getting in more pledge payments than budgeted. (See attached 2013-14 Operating Budget and Appendix 5- 1st quarter budget report)

c) IV.A-D Management Team Relationship

This is a monthly chance for the board and the ministers to touch base and see how our working relationship is doing.

<http://www.uubloomington.org/uucb/govt/boardpolicies2013.pdf>

2. Congregational Meeting Planning for Dec 15th

What will we need to include?

- Report on Planned Giving
- Report on technology grant
- Welcoming Reverend Macklin back
- MEWG report and honoring Reverend Breeden.

C. Visioning.

1. Retreat update. Discussion of the schedule and a short overview of the content.
2. Sabbatical minister Contract. Barbara Child will be one sermon short of her contract due to addition of a sermon by Bill to break up what would otherwise result in his long absence from the pulpit. Rather than asking her to refund the cost of the sermon we will inquire if she would be interested in giving a sermon in the future.

VI. Executive Session

The board met in executive session at 8:42.

VII. Adjournment

Motion to adjourn by Abby, and seconded by Drew.

Vote: approved unanimously.

The meeting adjourned at 9:00.

Appendix 1

Minister's Report

Emily Manvil Leite

This month Carol Marks, John Lawson, Arzetta Hulst Lowsenski and I agreed on a working document for the Treasurer and Chief Financial Officer roles. The document will be adapted as experience shows adaption is needed, and will be revisited when Mary Ann Macklin returns from sabbatical.

Carol Marks, Bill Breeden and I have continued work on the operations policies, and recently completed work on the Youth Policies and Sexual Abuse Policies. We have the social media policy and personnel policies yet to review, but we are more than 80% done with the policy review.

Based upon the advice of several Breedens, I have recruited a working group to celebrate Bill's ministry in the coming months. Ann Kamman will chair the group, which also includes Drew and Margie Schrader, Steve Krahnke, Dick Stumpner, Licia Weber, Laura Jesseph, Dan Lodge-Rigal, and myself. Ann is seeking a meeting date for the group in the next couple of weeks. In other retirement news, Bill has agreed to write a few Prologue columns addressing his upcoming departure, and he and I have planned a first conversation with Theodore about their retirement for Sunday, November 24.

This month has been a busy one for training. We had three members of the congregation trained in Spirit Play, and four staff people and two volunteers began attending a nine-month bi-weekly workshop in using technology effectively in the work of the congregation. Four members of the staff will be attending a Center for Congregations Worship Workshop in Seymour on November 6.

Jackie Hall and I are back in communication with Tandi Rogers regarding the February Beyond the Congregation workshop, and I am talking with Lisa Presley regarding the April MidAmerica regional meeting, which will include a business meeting and workshops in our building.

Appendix 2

October 17, 2013

BOARD PROPOSAL from MEWG:

Saying “Hello” and saying “Goodbye” – perhaps the two most important and definitive tasks of a lifetime. As we prepare to say Goodbye to Rev. Breeden in the role of minister in June 2014, we know that our own present and future well-being is involved, as well as that of our congregation and our future ministry. (We also know that the impact of Bill’s ministry will endure.)

Actually, we are saying Goodbye all our lives – to people and places and times we have loved, to children growing up and leaving home, to youth, careers, ...and more. So this important time of goodbye and transition for us as a congregation presents an opportunity for us to reflect on our patterns of leave-taking, and how we deal with our different grievings (or deny and stuff them).

The MEWG Committee would like to propose an **all congregation retreat** on this topic on **Saturday, March 29, 2014, 8:30 a.m. – 3:30 p.m.**

The Rev. Dr. Laurie Proctor, UU Minister Emerita, Fort Wayne, is available to lead the proposed retreat. In addition to several years of experience as a parish minister, Laurie has also served as an interim minister. She has done extensive post-doctoral work with Rabbi Dr. Edwin H. Friedman, a well-known teacher and author on congregational dynamics. She is a kind and very approachable and practical teacher, as well. Her fee for the all-day workshop is \$500, plus travel (from Fort Wayne).

The MEWG Committee believes this workshop could benefit us all as individuals and families, and as a present and future congregation!

Barbara Carlson

On behalf of the Minister Emeritus Working Group

Rev. Bill Breeden

Jack King

Deb Hutton

Appendix 3

SUNDAY ANNOUNCEMENT

Edit Announcements

Let Minister know you have arrived – be visible

Ring Bell (inform choir members sitting closest)

Ring Bell in Fellowship Hall prior to second service

Good Morning ...

PAUSE 1 2 3

I am _____, [President, VP, Member, etc.] of the Board of Directors. We are glad you are with us today in this special place and through live-streaming.

A very warm greeting to those visiting us, whoever you are, whatever path you have traveled, whatever your age, whatever your ability, whomever you love, you are welcome here with us in this liberal religious community.

Everyone, guests especially, are invited to join us between services in Fellowship Hall for conversation and beverages.

Please review the order of service for any announcements, and please silence your electronic devices at this time.

PAUSE 1 2 3

(Special announcements only)

Now let us...

options:

- find welcome in this place of beauty, justice and peace
- open our hearts and minds to the possibilities
- celebrate life together
- discover the wondrous gift of a free religious community
- enter into the sacredness of this time
- be in a place of gratitude for all that is our lives
- gather in the mystery of this hour
- gather in reverence before the wonder of life

Appendix 4

Working Document on Financial Roles at Unitarian Universalist Church of Bloomington October 2013

I. Chief Financial Officer Duties:

- Serves the Executive Minister
- Prepares the annual budget. Provides the budget first to the Finance Committee for review and comment. Then sends the budget to the Executive Minister. The Executive Minister then presents it to the Board.
- Assists with the preparation of the quarterly financial condition report for the Executive Minister to present to the Board.
- Reviews the finances as needed with the Executive Minister (whenever something unusual is happening).
- Evaluates trends (ex. pledge income, total income) over several years.

II. Treasurer Duties

- Oversight of all financial functions (i.e. income/expenses). This includes review of bank statements, deposit paperwork, time cards, etc.
- Monitoring income and outflow
- Chair of Finance Committee
- Provides financial oversight on behalf of the board. The CFO will provide the quarterly finance report.
- Makes brief monthly finance reports to the Board. The Board does not need to see the detailed reports, but needs a summary.
- Presents budget to the congregation at the June congregational meeting.
- Presents mid-year report, including big budget changes, at the December congregational meeting.
- Member of Special Purposes Fund (SPF)

III. Finance Committee Duties

- Reviews budget as proposed by the Executive Minister and the CFO (prior to the budget going to the Executive Minister and the Board).
- Receives quarterly financial report (informational)
- Involved in large financial decisions (prior to taking it to the congregation). This applies to expenditures above 3000 and anything going to the congregation.
- Conduct a yearly internal audit. The treasurer is not involved. The treasurer appoints an audit leader. The church administrator and the treasurer must not know the timing of the audit.

IV. Monthly Financial Report

- Includes reports on the operating budget, YTD and the balance sheet
- These reports are prepared by the church administrator
- The reports are sent to:

- Executive Minister (or Emily while Mary Ann is on Sabbatical)
- Chief Financial Officer
- Treasurer

V. Monthly Financial Analysis Report

- These reports are created by the CFO
- The reports are sent to:
- Executive Minister (or Emily)
- Church Administrator
- Treasurer

VI. Check Signers

- Currently the check signers are: Treasurer, CFO, the 3 ministers (Emily, Bill, Mary Ann), President of the Board, Vice President of the Board (optional)
- Should the CFO be a check signer? The consensus was no.
- John Lawson stated that Chase Bank requires the Secretary of the Board to sign bank documents. We will need to eventually add the Secretary as a check signer.

Appendix 5

As of September 30, 2013

2013-14 Operating Budget

(\$ in thousands)

Income		Outlays	
Budget	Actual	Budget	Actual
\$588.9	\$180.9	\$586.9	\$145.0

The operating cash position of the church is well above the amount of cash necessary to meet current obligations. Cash in and available operating budget funds above current expenses add up to \$79,503.

Pledge payments for the first quarter of the fiscal year are slightly below the three-year average. The shortfall was in the month of July. The next two months have reduced the shortfall by \$5,000, bringing the pledge payment level closer to the desired level. Prior year pledge payments have been much larger than expected, making total income greater than the previous three-year average.

Expenses are also above the three-year average, driven primarily by minister benefits which have increased the percentage of total outlays expended earlier during the fiscal year. Without this increase, expenses are in line with the three-year average.

The cash flow of the operating budget is well within the anticipated level of church finances through the first quarter of the 2013-14 fiscal year.

1:56 PM

10/02/13

Cash Basis

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual
 July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
2014 Pledges & Grants - Cmted	142,660.60	508,598.00	-365,937.40	28.0%
2014 Pledges & Grants - New	0.00	3,000.00	-3,000.00	0.0%
Bazaar	0.00	10,000.00	-10,000.00	0.0%
Facilities Use Fees	4,029.00	6,100.00	-2,071.00	66.0%
Interest Income	0.00	50.00	-50.00	0.0%
Investment Income	963.93	2,000.00	-1,036.07	48.2%
Kroger-Marsh Fundraiser	0.00	8,000.00	-8,000.00	0.0%
Miscellaneous	1,369.00	1,200.00	169.00	114.1%
Other Fundraising	2,607.25	1,000.00	1,607.25	260.7%
Prior Year Pledges	22,222.00	10,000.00	12,222.00	222.2%
Sunday Plate Offering	7,040.90	26,000.00	-18,959.10	27.1%
Talent Auction	30.00	11,000.00	-10,970.00	0.3%
Total Income	180,922.68	586,948.00	-406,025.32	30.8%
Expense				
CAMPUS-YOUNG ADULT MINISTRY				
Campus-Young Adult Mnstry Prog	54.56	1,000.00	-945.44	5.5%
Campus Ministry Coordinator	0.00	3,300.00	-3,300.00	0.0%
Payroll Taxes- Camp Min staff	0.00	252.00	-252.00	0.0%
Total CAMPUS-YOUNG ADULT MINISTRY	54.56	4,552.00	-4,497.44	1.2%
CHILDCARE				
Childcare Wages	1,753.19	9,413.00	-7,659.81	18.6%
Taxes-payroll	137.04	720.00	-582.96	19.0%
Total CHILDCARE	1,890.23	10,133.00	-8,242.77	18.7%
COMMITTEES				
Adult Religious Education	0.54	325.00	-324.46	0.2%
Aesthetics	23.52	600.00	-576.48	3.9%
Board	5.28	500.00	-494.72	1.1%
Caring	102.04	750.00	-647.96	13.6%
Celebrations	137.79	1,200.00	-1,062.21	11.5%
Chalice Circles	536.41	1,010.00	-473.59	53.1%
Communications	154.80	300.00	-145.20	51.6%
Earth Kin	0.00	100.00	-100.00	0.0%
Hospitality	591.07	2,000.00	-1,408.93	29.6%
Leadership Cultivation	31.62	3,000.00	-2,968.38	1.1%
Library	0.00	200.00	-200.00	0.0%
Membership	56.34	400.00	-343.66	14.1%
Social Justice				
Monroe Co United Min Contrib	0.00	200.00	-200.00	0.0%
Social Justice Funds Contrib	0.00	1,200.00	-1,200.00	0.0%
UUSC Contribution	0.00	492.00	-492.00	0.0%
Social Justice - Other	200.24	1,700.00	-1,499.76	11.8%

1:56 PM

10/02/13

Cash Basis

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual
 July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Social Justice	200.24	3,592.00	-3,391.76	5.6%
Stewardship	48.18	3,000.00	-2,951.82	1.6%
Sunday Services	7.62	490.00	-482.38	1.6%
Welcoming Congregation	0.00	100.00	-100.00	0.0%
X New Committee Seed Money	0.00	200.00	-200.00	0.0%
Total COMMITTEES	<u>1,895.45</u>	<u>17,767.00</u>	<u>-15,871.55</u>	<u>10.7%</u>
DENOMINATIONAL				
MidAmerica Annual Mtg Delegates	0.00	1,630.00	-1,630.00	0.0%
MidAmerica Region Annual Dues	0.00	11,316.00	-11,316.00	0.0%
UUA Annual Program Fund	7,350.00	28,536.00	-21,186.00	25.8%
UUA Conference Support	0.00	3,800.00	-3,800.00	0.0%
Total DENOMINATIONAL	<u>7,350.00</u>	<u>45,282.00</u>	<u>-37,932.00</u>	<u>16.2%</u>
MINISTRY (A)-MACKLIN				
Housing Allowance	4,500.00	18,000.00	-13,500.00	25.0%
Salary	12,713.80	51,500.00	-38,786.20	24.7%
Section 125 Plan	2,200.00	3,500.00	-1,300.00	62.9%
Total MINISTRY (A)-MACKLIN	<u>19,413.80</u>	<u>73,000.00</u>	<u>-53,586.20</u>	<u>26.6%</u>
MINISTRY (B)-BREEDEN				
Housing Allowance	4,500.00	18,000.00	-13,500.00	25.0%
Salary	11,700.01	36,800.00	-25,099.99	31.8%
Section 125 Plan	0.00	5,200.00	-5,200.00	0.0%
Total MINISTRY (B)-BREEDEN	<u>16,200.01</u>	<u>60,000.00</u>	<u>-43,799.99</u>	<u>27.0%</u>
MINISTRY (C)-BENEFITS				
Executive Minister-Macklin				
Insurance	2,064.72	5,000.00	-2,935.28	41.3%
Professional Expenses	4,626.56	5,500.00	-873.44	84.1%
Retirement Plan	1,737.48	6,950.00	-5,212.52	25.0%
Total Executive Minister-Macklin	<u>8,428.76</u>	<u>17,450.00</u>	<u>-9,021.24</u>	<u>48.3%</u>
Minister-Breedon				
Insurance	2,075.18	4,000.00	-1,924.82	51.9%
Professional Expenses	0.00	3,500.00	-3,500.00	0.0%
Retirement Plan	1,369.98	5,480.00	-4,110.02	25.0%
Total Minister-Breedon	<u>3,445.16</u>	<u>12,980.00</u>	<u>-9,534.84</u>	<u>26.5%</u>
Total MINISTRY (C)-BENEFITS	<u>11,873.92</u>	<u>30,430.00</u>	<u>-18,556.08</u>	<u>39.0%</u>
MINISTRY (D)-OTHER				
Pulpit Supply & Other Ministry	504.53	1,650.00	-1,145.47	30.6%
Sabbatical-Search Fund	1,749.99	7,000.00	-5,250.01	25.0%
UU Staff Health Insurance Resrv	376.23	570.00	-193.77	66.0%

1:56 PM

10/02/13

Cash Basis

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual
 July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total MINISTRY (D)-OTHER	2,630.75	9,220.00	-6,589.25	28.5%
MUSIC				
Children's Choir Director	850.00	1,700.00	-850.00	50.0%
Music Director	5,010.00	20,040.00	-15,030.00	25.0%
Music Honorarium	0.00	1,000.00	-1,000.00	0.0%
Pianist	900.00	8,100.00	-7,200.00	11.1%
Piano Maintenance	0.00	300.00	-300.00	0.0%
Program/Spec Events/Substitutes	565.79	3,400.00	-2,834.21	16.6%
Taxes-payroll	517.17	2,283.00	-1,765.83	22.7%
Total MUSIC	7,842.96	36,823.00	-28,980.04	21.3%
OFFICE				
Admin Insurance	579.00	6,303.00	-5,724.00	9.2%
Admin Prof Expenses	357.85	1,300.00	-942.15	27.5%
Admin Retirement Plan	787.50	3,150.00	-2,362.50	25.0%
Admin Salary	7,875.00	31,500.00	-23,625.00	25.0%
Admin Section 125 Plan	190.00	2,336.00	-2,146.00	8.1%
Admin Taxes-Payroll	602.46	2,410.00	-1,807.54	25.0%
Auditor	249.99	1,000.00	-750.01	25.0%
Database Maintenance	0.00	2,320.00	-2,320.00	0.0%
Membership Coordinator	0.00			
Membership Coordinator ProfExp	51.27	500.00	-448.73	10.3%
Membership Coordinator Salary	3,312.48	13,250.00	-9,937.52	25.0%
Multimedia Specialist	1,532.90	4,312.00	-2,779.10	35.5%
Office Assistant	2,840.31	12,376.00	-9,535.69	23.0%
Office Expenses	5,009.60	20,500.00	-15,490.40	24.4%
Other Payroll Taxes	596.41	2,290.00	-1,693.59	26.0%
Staff Development	300.00	1,000.00	-700.00	30.0%
Worship Supplies/Expenses	120.44	500.00	-379.56	24.1%
Total OFFICE	24,405.21	105,047.00	-80,641.79	23.2%
PLANT				
Building Maintenance	2,374.36	13,000.00	-10,625.64	18.3%
Custodial Carpet Cleaning	475.00	2,500.00	-2,025.00	19.0%
Custodian Payroll Tax	374.48	1,301.00	-926.52	28.8%
Custodian Salary	4,065.00	16,260.00	-12,195.00	25.0%
Custodian Sect 125 Plan	150.00	700.00	-550.00	21.4%
Custodian Substitute Wages	810.05	750.00	60.05	108.0%
Equipment Reserve	2,466.24	9,865.00	-7,398.76	25.0%
Grounds	150.00	1,000.00	-850.00	15.0%
Housekeeping Supplies	637.90	2,800.00	-2,162.10	22.8%
Insurance	4,073.50	6,704.00	-2,630.50	60.8%
Long Term Maintenance Rsrv	1,324.98	5,300.00	-3,975.02	25.0%
Mortgage	12,094.76	36,284.00	-24,189.24	33.3%
Snow Removal	0.00	1,200.00	-1,200.00	0.0%
Sound Equipment Reserve	450.00	1,800.00	-1,350.00	25.0%

1:56 PM

10/02/13

Cash Basis

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual
 July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Utilities	2,512.95	17,300.00	-14,787.05	14.5%
Total PLANT	31,959.22	116,764.00	-84,804.78	27.4%
RELIGIOUS EDUCATION				
DRE Professional Expenses	185.00	1,005.00	-820.00	18.4%
DRE Salary	5,491.50	21,630.00	-16,138.50	25.4%
DRE Taxes-Payroll	420.13	1,655.00	-1,234.87	25.4%
MRE Housing	3,175.02	12,700.00	-9,524.98	25.0%
MRE LTD Insurance	72.42	276.00	-203.58	26.2%
MRE Professional Expenses	25.00	1,600.00	-1,575.00	1.6%
MRE Retirement Plan	688.98	2,756.00	-2,067.02	25.0%
MRE Salary	4,213.16	14,855.00	-10,641.84	28.4%
RE Assistants	3,182.96	12,792.00	-9,609.04	24.9%
Taxes- Payroll RE Assts	240.62	979.00	-738.38	24.6%
YRE Program	1,622.74	5,510.00	-3,887.26	29.5%
YRUU Program	0.00	900.00	-900.00	0.0%
YUUMS Program/OWL Program	157.63	1,200.00	-1,042.37	13.1%
Total RELIGIOUS EDUCATION	19,475.16	77,858.00	-58,382.84	25.0%
Total Expense	144,991.27	586,876.00	-441,884.73	24.7%
Net Ordinary Income	35,931.41	72.00	35,859.41	49,904.7%
Other Income/Expense				
Other Expense				
Ask My Accountant	-2,472.12			
Total Other Expense	-2,472.12			
Net Other Income	2,472.12	0.00	2,472.12	100.0%
Net Income	38,403.53	72.00	38,331.53	53,338.2%