

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes November 12, 2014

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Attending: Kathleen Sideli, Von Welch, Arzetta Hulst-Losensky, Ann LeDuc, Doug Cauble, Deb Hutton, Pat Brantlinger

Ex-officios: Reverend Mary Ann Macklin, Reverend Doug Wadkins, and Reverend Emily Manvel-Leite

By invitation of the Board: Carol Marks, Church Administrator

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:04 PM

Call to order by Kathleen Sideli, President, at 7:04 PM.

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Ann LeDuc.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Pat: to approve the October 2014 Board of Directors meeting minutes.

Seconded by Von.

Vote: approved unanimously.

B. Staff Report Carol Marks, Church Administrator

See attached "Church Administrator's Report to the Board of Directors."

Carol is comfortable with the current governance structure and the support she receives from the board. She works Monday through Friday and is often the first point of contact for ministry. Although Carol does not work weekends, congregants often approach her for assistance on Sunday mornings. She directs those congregants to either contact her on Monday or see the staff member on duty. Carol is very happy with the new technology gained through the Center for Congregations' technology grant.

C. Minister's Report Reverend Mary Ann Macklin

Reverend Macklin recently attended a Fuse on-line meeting with Learning Circle members. They meet weekly, at 3:00 pm on Wednesdays. Discussions include the many ways to minister, such as entrepreneurial ministry.

The recent meeting discussed multi-site ministry. Multi-site ministry includes many ways to reach out as a congregation, like our relationship with the Paoli UU group. Multi-site ministry also encompasses possible mergers among small congregations.

D. Old Business

1. Congregational Meeting Agenda All

See attached “Agenda for UU Church of Bloomington Congregational Meeting.”

Guy Loftman has agreed to be the Parliamentarian for the Congregational meeting. Millie Jackson will announce the winners of the social justice grant awards.

At this time, we have contacted but have not received a reply from Andrew Appel and Chris Haynes regarding presenting. Kathy will invite Clarke Miller, Libby Devoe, Mary Boutain and Drew Schrader to present. Andy Beargie needs to be contacted regarding the date and time of the congregational meeting.

The Treasurer’s report will be part of the Board report, coming after the bylaw changes.

There is no formal template for the budget. Several years back, a very detailed budget was presented to the congregation at the Congregational meetings. Now the budget is presented as more of a budget overview with summarized line amounts. As a result, the bylaw regarding congregational approval of expenditures over \$3000 of a budget line needs to be revised. The change in the amount of detail may be discerned in the budgets included with the annual reports.

The Congregational Meeting will be announced in the Prologue and was mentioned in the November 4th Board Update published in the Prologue.

Printed copies of the bylaw changes will be available during the Congregational meeting, before the bylaws are voted upon.

2. Congregational Meeting Board Member Roles All

Ann will take the minutes and prepare the sign-in sheets for determining the quorum. Deb and Pat will determine the quorum. Von will create the slide deck.

3. MEWG Quarterly Update Deb Hutton

The Ministers Emeritus Working Group met in October and will meet in November. They will not meet in December.

4. Update on MSC Timeline Steps All

Von will ask Carol Marks to change the link on the church website to point to the new transition website.

Doug Cauble has written the committee member job description. It is a culmination of several sources. See attached “Ministerial Search Committee Member Job Description.”

Ann has created the on-line survey to gather recommendations from the congregation of persons to serve on the Ministerial Search Committee.

Keith Kron is our Ministerial Settlement Representative for this search.

In January, a letter will be written to the congregation to educate about the search process. A Town Hall meeting will be scheduled for after the second service on January 25th. Religious Education may be able to provide food during the Town Hall meeting, since one of the January Intersession R.E. classes is "Cooking."

The timeline poster will be updated and available at the time of the Congregational meeting, but not displayed in the meeting.

E. New Business

1. Monitoring

Arzetta Hults-Losensky

II. F 3-9 Asset Protection (internal audit)

See attached "UUCB Internal Audit – Board Report."

The Finance committee has performed initial announced and unannounced internal audits in preparation for the upcoming professional audit.

Many of our current money handling rules came from the 2008 internal procedural audit.

There will be no annual review of insurance this year, since the Board completed a review in August 2013.

Cash handling by Social Justice Task Forces, as a result of fund raising, needs to be improved.

The Green Spaces Initiative (GSI) capital campaign required a loan from congregants, due to the speed of the project. \$56000 is owed to 5 congregants by the end of November and another payment is due at the end of December. \$77K is still owed in pledges towards the GSI capital campaign. 74 pledge statements for the capital campaign were sent out.

5% of the GSI pledge money received is given to social justice. A percentage also supports maintenance of the Green Spaces. The GSI capital campaign ended June 30, 2014. Because the capital campaign no longer exists, the people who headed up the initiative are no longer active in operations related to the capital campaign.

We will ask the five congregants that gave loans to extend those loans for six months. Kathy will write a letter to the congregants that loaned funds. The Finance committee will send the letters.

After six months, whatever shortfall is remaining will be covered by the church's reserves.

The financial procedures regarding these types of financial liabilities need to be examined. This is an issue that will be addressed with the professional auditor and by the Finance committee.

V. Executive Session 9:00 PM

The board met in executive session at 9:00 PM.

VI. Adjournment 9:24 PM

Motion by Doug Cauble: to adjourn.

Seconded by Von.

Vote: approved unanimously.

The meeting adjourned at 9:24 PM.

Church Administrator's Report to the Board of Directors

November 12, 2014

Now in my 23rd year as Church Administrator, I find that my work (40 hours per week) continues to fall into the following categories:

Accounting and Bookkeeping

I oversee or am personally responsible for taking care of bill paying, payroll for 27 employees, bookkeeping for over 300 pledges, reports for Special Purposes Fund quarterly, reports for Women's Alliance monthly, and reports for the Treasurer monthly. In addition, I assist social justice task forces in keeping track of their fundraising income/outflow.

Facilities Maintenance and Management

With assistance from Molly O'Donnell and Dick Stumpner of the Building Committee, and Reverend Macklin, I order repairs to the building, replacement of equipment, and scheduling the use of the facility, including all congregational events and use by outside groups. Reverend Macklin is direct supervisor of Custodian Jeff Stone, but has delegated me to provide day-to-day task lists to him.

Staff Supervision

I supervise the Office Assistants, Jason Haworth and Monica Overman, who help with bank deposits, publications, communication, and countless other administrative tasks. I provide assistance to committees, including the Bazaar, the Auction, and the Stewardship Committee. Also on my list is oversight of the Kitchen, Aesthetics, the Library, and the Booktable. In addition, I manage employee intake when new employees are hired, filing all necessary government paperwork, entering them in the payroll and arranging for paper paychecks or direct deposits of their pay to their bank accounts.

Communications / Publications

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

Risk Management

To support congregational health, it is important to be "permission-giving" as much as possible, but 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 of both people and property

Continuing Education

I regularly participate in workshops offered by the Center for Congregations, and will attend the MidAmerica UU Regional meeting in April 2015, where I hope to present a workshop on church administration with Kirsten Eckert-Smith, the administrator at UU Congregation of Fort Wayne. I also plan to attend the Association of UU Administrators' Professional Days at General Assembly in Portland, Oregon, in June 2015.

Respectfully submitted,

Carol Marks
Church Administrator 11/4/14

November 7, 2014

UUCB INTERNAL AUDIT – Board Report

Summary of the Finance Committee's internal audits from February to October 2014:

1. Are there adequate internal control procedures and are they being followed?

The finance committee reviewed the church's Fiscal Manual. There are written policies concerning money handling and they are being followed by the staff. It was confirmed that the staff member preparing the bank deposits is a different person than the one maintaining the church's accounts. The office assistants prepare the bank deposits. Two people count the cash that is to be deposited and both sign the cash-in form. The church administrator maintains the church's accounts and reconciles the collections with the deposit section of the bank statement. The church administrator writes checks but is not a check signer. The ministers, board president and treasurer are the authorized check signers. The treasurer reviews the bank reconciliation on a monthly basis.

The Finance Committee confirmed that no original financial documents are to be taken out of the church building. This is in the Fiscal Manual and is being followed. Chase Bank confirmed that no checks made payable to "UU Church" will be cashed. They will be deposited into our account only.

The Finance Committee made an unannounced visit to the church office on a Monday.

- Reviewed cover sheet from Sunday plate collections for the 9:15 and 11:15 services. There were 2 greeters' signatures on the envelope cover sheet. The office assistant recorded the amounts and completed the bank deposit slip. The money amounts matched.
- The cash-in slip from a fundraising dinner matched the amount of money collected. The office assistant reported that the money was placed in the slot of the secure closet on Saturday and placed in the cash box in the secure closet by the office assistant on Sunday. The recorded amount and deposit slip amount matched the cash collected.
- Grocery cards: The accounting was done on Sunday by the grocery card person and the office assistant. The recorded amount of \$1150 matched the cash and checks received.
- The cash-in slip from a task force group showed cash of \$200 and a check for \$9.00. The office assistant said this task force does not submit a cash-in slip and money every Sunday. The person who completed the slip and turned the money in said the \$200 had been in their cash box for a while.

The treasurer reviews the request for reimbursements, both for checks written and direct deposit reimbursements to the staff. Receipts must accompany the request for reimbursements. The treasurer also reviews the credit card statement and the bank statements monthly.

2. Are payroll disbursements properly documented and authorized.

Time cards were reviewed by the committee. They were accurate and signed by the employee and the direct supervisor. Some of the time cards were not completed in ink. One time card was completed by someone else due to the employee's absence. The time card amounts were accurately reflected on the ADP payroll sheets. The treasurer reviews all timecards every pay period. Rarely is there an error on the time cards. On rare occasion there is an error in the hours worked. The underpayment or overpayment is less than a dollar or two and is corrected in the next pay period. The time card amounts were correctly entered on the ADP payroll sheets every pay period.

3. Is the petty cash safely secured and disbursements accurately recorded?

There are 2 petty cash funds, the office and religious education. Reconciliation of the office petty cash fund was done. The documentation of cash in the fund and the actual amount of cash were discrepant by \$10.00. Three additional unannounced inspections of the office and R.E. petty cash funds have been done and the documentation and cash in the funds matched.

4. An annual review of insurance coverage was conducted in August 2013.

Observations and Recommendations:

1. The Fiscal Manual contains a section, "Money Management Rules: How to Handle Cash from Fundraising". More work needs to be done to ensure all volunteers involved in fundraising have and follow these guidelines.
2. Time cards: if an employee is not available to complete his/her time card at the end of the pay period and someone else has completed it, the employee should initial that time card. The treasurer will continue to review the time cards every pay period for accuracy and employee signatures in ink.
3. The committee will continue to make unannounced visits to review the petty cash funds and visits on Monday's to review the cash handling and cash-in form procedures.
4. Two people must now count the deposit before it is recorded and taken to the bank. The church administrator instituted this procedure when the deposit on the bank statement did not match the internally recorded amount on several occasions.
5. The staff has gotten much better at submitting the receipts with their request for reimbursements. This alleviates the church administrator from tracking down the staff person to obtain the receipt.

**Agenda for UU Church of Bloomington
Congregational Meeting, December 14, 2014
4:00 p.m.**

4:00 p.m.

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| 1. Call to order | Kathleen Sideli |
| 2. Introduction of Parliamentarian | (TBD) |
| 3. Chalice Lighting | Ministry Team |

4:05 p.m.

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| 4. Introduction of Board members and responsibilities | Kathleen Sideli |
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4:10 p.m.

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| 5. Updates: | |
| Green Spaces Campaign Wrap-up | Andrew Appel |
| Stewardship Report | Drew Schrader / Mary Boutain |
| Planned Giving | Libby DeVoe / Clark Miller |
| Leadership Cultivation | ? |
| Special Purposes Fund | Chris Haines |

4:30 p.m.

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| 6. Ministry Team | Reverend Macklin, Senior Minister
Reverend Wadkins, Interim Minister
Reverend Leite, Minister of Religious Education |
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4:40 p.m.

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| 7. Treasurer's Report | Arzetta Hults Losensky |
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4:45 p.m.

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| 8. Quorum Report | |
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4:46 p.m.

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| 9. Motion for board to approve congregational minutes at a future board meeting | |
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4:47 p.m.

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| 10. Social Justice Grants Announcement | |
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4:50 p.m.

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| 11. Board of Directors | |
| Bylaw Changes (with vote) | Von Welch |
| Ministerial Search Committee Process | Kathleen Sideli and Board |

5:30 p.m.

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| 12. Motion to Adjourn | |
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Unitarian Universalist Church of Bloomington
Ministerial Search Committee Member
Job Description, 2015-16

Responsibilities

Search Committee members are responsible for conducting a search and recommending to the congregation a candidate for settled ministry. This involves a commitment of approximately four hundred hours including overnight travel.

The Ministerial Search Committee is expected to be active for a year, from June 2015 until June 2016. It will have an initial two or three day retreat not far from Bloomington, facilitated by the UUA Transitions Office. Subsequently, there will be weekly meetings at a set time and place. There will be spikes of time when members develop the information packet to send to prospective candidates. This involves compiling information about the congregation and producing an attractive document. On their own time members will review the on-line candidate packets to become familiar with the applicants. Committee members will then interview a number of candidates by phone. During the pre-candidating period members will make at least three trips to “neutral pulpits” and will then meet with the selected candidates for an extended weekend. Finally, during the ‘candidating week’ committee members will be engaged intensively each day as their top candidate meets with the congregation and staff.

Keith Kron, Director of the UUA Transitions Office, will facilitate the initial retreat and will be our UUA contact throughout the process. The Ministerial Search Committee will have the resources and guidance of the UUA Transitions Office.

This is an extraordinary opportunity to help craft our future path, truly service as a spiritual practice.

Essential Qualities

Every committee member must be:

- A member of the UUCB congregation
- Known and respected by others in the congregation
- More strongly committed to the congregation as a whole than to any subgroup
- Willing to conduct a search that is fair and nondiscriminatory with respect to race, color, disability, gender, sexual orientation, age, and national origin
- Committed to maintain confidentiality and to seek consensus
- Capable of both self-assertion and compromise

The Ministerial Search Committee should be balanced by sex, age, interests, and tenure of membership to reflect the diversity of the congregation. Major areas of church life such as religious education, social action, property management, finance, and music should be represented by participants. The committee should also be balanced in terms of attributes such as organizational ability, broad theological awareness and computer skills.

The time and focus involved in the search process cannot be overestimated. All Ministerial Search Committee members should forgo all other church committees and leadership responsibilities during the search.

Financial expenses related to committee activities will be reimbursed (e.g., telephone, mileage to pre-candidating sites, meals and lodging where required).

Adapted from the Settlement Handbook for Ministers and Congregations, Transitions Office, UUA