

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes

July 15, 2015

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Attending: Kathleen Sideli, Von Welch (partial attendance of meeting via Skype), Arzetta Hults-Losensky, Ann LeDuc, Doug Cauble, Pat Brantlinger

Not attending: Deb Hutton

Ex-officio: Reverend Doug Wadkins

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:05 PM

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

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Arzetta.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Arzetta: to approve the June 2015 Board of Directors Meeting minutes.

Seconded by Pat.

Vote: approved unanimously.

B. Minister's Report Reverend Wadkins

June 8-29th, Reverend Wadkins was on vacation. As part of the interim work, the church service on July 5th was the culmination of congregational reflection on our congregation's social justice ministry.

C. Old Business

1. R.E. Consultant Update Reverend Wadkins

The Religious Education consultant, Nancy Heege, will be here August 12th-14th. She will be conferring with the ministers, the D.R.E., and the Children's and Youth's R.E. committee chairs, prior to her arrival on August 12th.

Nancy will examine our Religious Education program, including how it has evolved as we have grown and its decision-making processes. She will hear from RE staff, committees, teachers and the congregation in forming her assessment.

While here, Nancy will meet directly with the D.R.E., M.R.E., R.E. Leaders, key staff and other key parties. She will hold an open congregational discussion on the evening of August 12th. In this discussion she will address key topics for healthy congregations, transition issues, best practices in Religious Education, and managing anxiety around change. Additionally, Nancy will meet with the Continuing Connections committee. Emily, Adrienne and Reverend Wadkins will receive Nancy's initial synthesis and recommendations before Nancy leaves on August 14th.

2. Budget Update Arzetta

See “Fiscal Year 2015-2016 Budget.”

FY 2015-2016 pledge amount is currently \$525.4K.

Arzetta gave Carol Marks a detailed report with the monthly breakdown of the church’s share of employee health insurance premiums. This will help Carol when she pays the health insurance premiums.

When an employee uses money from their salary towards a Section 125 health insurance plan, it is pre-tax and therefore lowers the payroll taxes the church pays.

As agreed at the June meeting, additional salary of \$2,000 for Reverend Wadkins has been added to the final budget because of his added responsibilities during Reverend Macklin’s absence.

Per our fiscal policies, we have arranged for an external audit to be conducted by Blue and Co. CPAs. Their initial dates to be at the church will be August 11th and 12th.

D. New Business

1. Future Board Meeting Dates

Upcoming board meeting dates will be: August 19th, September 23rd (changed from September 16th), October 21st, November 11th (changed from November 18th), and December 16th. The Congregational Meeting will be held on December 13th, the Sunday after the Bazaar. October 3rd is tentatively when we will have our fall retreat.

2. MSC Update Reverend Wadkins

Keith Kron will be here August 10th and 11th to work with the Ministerial Search Committee. Von and Kathy hope to meet with Keith for lunch while he is here.

3. GA Debriefing Doug Cauble

Julie and Doug Cauble, and Marlin Howard were our delegates at this year’s General Assembly held in Portland, Oregon. Doug reported that the plenary sessions were very good. Reverend Bill Sasso offered amendments to the bylaw changes that were proposed and would have weakened regional governance. Reverend Sasso’s amendments strengthened regional governance and were welcomed.

During G.A., the U.S. Supreme Court made the decision that the constitution guarantees the right to same-sex marriage.

G.A. delegates approved an Action of Immediate Witness entitled “Support the Black Lives Matter Movement.” It was proposed by the youth and propelled by their energy. Dr. Finley Campbell spoke against it saying anything that separates race is not a good thing. The Action of Immediate Witness included wording asking for abolishment of the criminal justice system. Some attendees participated in a die-in. Participants laid across the train tracks in symbolism of the 4 ½ hours that Michael Brown laid in the street in Ferguson, Missouri after being shot by police on August 9,

2014.

There were numerous break-out sessions.

4. Retreat Planning

The fall retreat for the board was tentatively set for October 3rd. Possible topics were discussed including lessons learned regarding church leadership under policy governance, including staffing models and ministerial/lay conflict in large congregations.

Ian Evanson may be a possible leader for our retreat. Doug Cauble will research his areas of expertise.

5. Monitoring

a) Statement of Cash Flow Arzetta

See "Statement of Cash Flow."

A grant of \$1,500 was requested from and approved by SPF to pay for the R.E. consultant.

b) Capital Plan Arzetta

See "UUCB Capital Plan."

Remodeling of the R.E. classrooms is almost completed.

A committee continues to work on ways to reduce the glare from the round window in the sanctuary. One possibility is tinting the glass.

Exterior painting has been completed.

c) IV.A-D: Direct Inspection by Board of effectiveness of the Board-Senior Minister Relationship Reverend Wadkins

Clergy care articles have been uploaded to the resource section of the Board Google drive. In terms of care, how the board and ministers work together in times of congregational conflict.

At a later date, we need to discuss conflict resolution, including how to handle times of crisis involving a minister and a congregant.

V. Executive Session

The board met in executive session at 9:02 PM.

VI. Adjournment 9:35 PM

Motion by Doug Cauble: to adjourn. Seconded by Arzetta.

Vote: approved unanimously.

The meeting adjourned at 9:35.

	A	B	C	D
1	Unitarian Universalist Church of Bloomington Indiana			
2	Fiscal Yr 2015-2016 Budget			BOARD APPROVED 06/17/2015
3	Z8a		2015-16	(Adjustment made 06/19/15)
4			Budget	and shared with board)
5				
6	Income			
7	Committed and New Pledges & Grants		540,000	Includes new and anticipated pledges
8	Sunday Plate		28,000	
9	Investment Income		2,500	
10	Interest		50	
11	Bazaar		10,000	
12	Kroger-Marsh Fund		7,000	
13	Auction		11,000	
14	Building Use Fees		6,100	
15	Other Fundraising		2,000	
16	Miscellaneous		6,000	misc contributions and gifts
17	Prior Year Operating Extra		12,000	
18	Prior Year Pledges		20,000	cash basis - prior year pledge payments to current year
19	Total Income		644,650	
20				
21	Expense			
22	Outreach and Campus Ministry			
23	Outreach & Campus Ministry		1,000	
24	Outreach & Campus Ministry Coordinator		3,400	
25	Outreach & Campus Min Payroll Taxes		260	
26	Total Outreach & Campus Ministry		4,660	
27				
28	Ministry-Interim Minister			
29	Housing & Salary		66,760	Housing 18,000 Salary 42,616 + Sec 125 plans
30	Additional Salary		2,000	Pay 1,000 in July and 1,000 in August
31	Section 125 Plan			
32	Healthcare insurance		7,601	
33	Prof Expenses		6,000	
34	Retirement		6,876	
35	Total Compensation - Interim Minister		89,237	
36				
37	Ministry-Senior Minister			
38	Housing & Salary		83,318	Housing 15,000 Salary 64,602 + Sec 125 plans
39	Section 125 Plan			
40	Healthcare insurance		9,160	
41	Prof Expenses		7,200	
42	Retirement		8,332	
43	Total Compensation - Senior Minister		108,010	
44				
45	Other Ministry			
46	Sabbatical Fund Reserve		2,500	
47	Search Fund Reserve		7,000	
48	Other Ministry		1,500	
49	Pulpit Guests		2,000	
50	UU Staff Health Ins Resrv		700	
51	Total Other Ministry		13,700	
52				
53	Music			
54	Music Director		22,309	
55	Music Director Section 125			
56	Pianist		8,910	
57	Piano Maintenance		300	
58	Program/Special Events/Substitutes		3,750	
59	Music Director-Children		1,738	
60	Payroll Taxes		2,521	
61	Music Honorarium		1,000	
62	Total Music		40,528	
63				
64	Office			
65	Administrator Health Insurance		3,430	
66	Administrator Prof Expenses		2,000	
67	Administrator Retirement Plan		3,930	
68	Administrator Salary		39,300	
69	Administrator Section 125 Plan			
70	Administrator Payroll taxes		3,006	
71	Total Compensation - Administrator		51,666	
72				
73				
74				
75				
76	Office (con't)			

	A	B	C	D
77	Office Assistant		13,325	
78	Connections Coordinator		13,544	
79	Conections Coord ProfExp		500	
80	Connections Coord retirement		0	
81	Multimedia Specialsit		5,120	
82	Other Payroll Taxes		2,447	
83	Office Expenses		22,500	
84	Data Base Maintenance		2,320	
85	Worship Expenses		700	
86	Staff Development		800	
87	CPA (Sec125 Plan Updates)		750	
88	Auditor Reserve*		1,000	to T-Acct to fund external audit
89	Total Office		114,672	
90				
91	Childcare			
92	Wages		11,650	
93	Payroll Taxes		891	
94	Total Childcare		12,541	
95				
96	Religious Education			
97	DRE Salary		22,108	
98	DRE Payroll Taxes		1,691	
99	DRE Professional Expenses		1,000	
100	DRE Retirement Plan		2,211	
101	DRE Sec 125			
102	Total Compensation - DRE		27,010	
103				
104	MRE Salary & Housing		28,165	Housing 16,000 Salary 12,165
105	MRE LTD Insurance		300	
106	MRE Retirement		2,816	
107	MREProfessional Expenses		1,600	
108	Total Compensation - MRE		32,881	
109				
110	RE Assistants		13,182	
111	Payroll Taxes - Assistants		1,008	
112	YRE Program		6,000	
113	YRUU Program		1,000	
114	YUUMS Program/OWL		1,300	
115	Total Religious Educ.		82,381	
116				
117	Committees & Programs Expenses			
118	Adult RE		100	
119	Aesthetics		300	
120	Board		500	
121	Caring		250	
122	Celebrations		1,200	Ramadan, Thanksgiving, Splash of the Sacred
123	Chalice Circles		1,100	
124	Communications		100	
125	Earth Kin		50	
126	Elder Focus		700	
127	Hospitality		2,200	for tea & coffee supplies
128	Library		100	
129	Leadership Cultivation		2,000	
130	Membership		300	
131	Planned Giving		200	
132	Total Social Justice		2,168	
133	Social Justice Fund		1,000	
134	UUSC		468	\$1 per member
135	MCUM		200	
136	SJ Other		500	
137	Stewardship		2,000	
138	Total Committees		13,268	
139				
140	Denominational			
141	MidAmerica Annual Meeting		1,630	
142	UUA Annual Program		28,080	468 members x 60
143	MidAmerica Annual Dues		11,232	468 members x 24
144	UUA Conference Support		3,800	
145	Total Denominational		44,742	
146				
147				
148				
149				
150				
151	Physical Plant			
152	Building Maintenance		15,000	
153	Long Term Maintenance Reserve*		5,300	
154	Equipment Reserve*		9,900	

	A	B	C	D
155	Custodial Carpet Cleaning		2,500	
156	Custodial Salary		18,659	
157	Custodial Sect 125 Plan			
158	Custodial retirement		1,866	
159	Custodial Substitute Salary		1,000	
160	Custodial Payroll Tax		1,504	
161	Grounds		1,000	
162	Snow Removal		2,000	Also put 5,000 in T Snow Removal Reserve account
163	Housekeeping supplies		2,800	
164	Insurance		5,300	
165	Sound Equipment Reserve		1,800	
166	Utilities		14,400	
167	Mortgage		36,284	
168	Total Physical Plant		119,313	
169				
170				
171	Total Expense		643,052	642,977 (lower payroll taxes due to Sec 125 plans)
172				
173				
174				
175				
176				
177				

July 2, 2015

Board Report – Statement of Cash Flow

This report is based on preliminary numbers.

The Church Administrator is allowing additional time for last minute claims/receipts.

1. As of July 2, 2015, the income for Fiscal Year 2014-2015 (July 2014 to June 2015) was \$588,466. The projected budget for total income was \$ 604,650. (-16,184)
2. Pledge income as of July 2 was \$482,137 versus \$520,000 projected. (-37,863) We expect there will be “prior year pledge income” in FY 2015-16.
3. The FY 2014-15 was a deficit budget. The projected income was \$604,650. The projected expenses were \$611,054. This was a difference of \$6404. The total expenditures in FY14-15 were \$588,780. This was just \$314 over the income received this period.
4. Nearly all categories, plant, office, RE, etc., were at or below the budgeted amount. Further analysis will be done once the final figures for FY2014-2015 are available.
5. The expenses for hourly employees, e.g. office and RE assistants, and childcare workers, were all below the budgeted amount. [Check on custodial substitute wages paid. See May 2015 and June 2015 Budget vs. Actual spreadsheets.]
6. We will not have any “Prior Year Operating Extra” for the current fiscal year, but the deficit is much less than expected.
7. As of July 9, 2015, the FY2015-2016 pledge amount is \$525.1K

UUCB CAPITAL PLAN

Priorities for FY 2015-2016

1. Second Floor Religious Education Wing

Rooms 208, 210, and 212 – These three rooms will become two rooms to allow for growing numbers of RE youth. Dick Stumpner will take down the two walls and install one wall. This will also involve installing carpet tiles, rubber base, and air returns at the wall demolition areas. The rooms will need to be primed and painted and the room number signs changed.

Dick Stumpner will remove the walls and put up a new wall. He will begin work on this June 26, 2015. The Special Purposes Fund provided a grant of \$2,500 for this work. The project needs to be completed by the end of July 2015.

2. Request Harrell Fish, Inc. (HFI), our new HVAC service provider, to do a walk through the building to assess our systems and give us recommendations and quotes. This will include evaluating our furnace and air conditioning units and RE first floor classroom and hallway return air ducts. [Note: Molly O'Donnell expects the cost will be substantial for the ductless system in the lower RE rooms. The ceiling will need to be partially cut to install it, and then install a new ceiling (maybe with ceiling tiles that are removable)].

The HVAC system in rooms 104 and 106 (Nursery, hall ADA restroom) is pre-1992 and has a 20 year expected life. Cost estimate: \$6,000. Rooms 103 and 105 (Preschool) and restroom due in 2016. Cost estimate: \$6,000.

3. Install blinds on the windows over the glass doors in the sanctuary. This will cut down on glare. This will improve the quality of our live streaming, projection on the North wall, and make it easier for the choir. The AV committee is currently working on this. Cost estimate: \$1,200.

4. Install acoustic panels in Fellowship Hall. The AV committee is currently working on this. Cost estimate: \$1,800.

5. Remove water fountains in RE wings on first and second floor.

6. Replace old incandescent and fluorescent bulbs with LEDs in the hallway and office recessed can lights.

7. There are problems with two exterior doors - 2nd floor exterior kitchen door not closing and 1st floor trash room door often has issues closing.

8. Gutters: Caulk gutters near main entrance. Clean gutters at south section of courtyard. Check the drain spout at the east corner of the north-side porch.

9. Exterior painting: Paint south side of building, north side - porch, and small portion of panel near playground. Completed June 2015. Cost \$3413.91

Additional Items on Maintenance Plan -- 2016-2020

1. Round window in the meeting room causes glare. Explore options to reduce the glare.
2. Windows: Seal office wing windows. Add storms to the skylights in the Commons.
3. Add a bookshelf in the library.
4. Refinish fence around playground.
5. Exterior electrical: Replace lights under porch east of Portico. Review lighting needs for courtyard and front doors.
6. Concrete repairs: Grind down concrete at stair near Memorial Garden sign and the sidewalk near the courtyard sign to make less of a trip hazard. Also patch concrete under the pillar at the northeast corner of the porch.
7. Downstairs Restrooms: Replace toilet partitions, flooring and base.
8. Carpeting: Replace carpeting in the Meeting Room. Install carpet in RE rooms 103 and 104 (possibly colorful carpet tiles). The broadloom carpet left over from the ramp, steps, and the removable stage may be replaced with vinyl that looks like wood. If this is done, we may want to use this broadloom in the Meditation Room instead of the carpet tiles.
9. Parking lot striping. Cost is approximately \$750. Include \$800 in the budget at least every third year.