

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Approved Board Minutes

September 21, 2016

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Board members attending: Von Welch, Connie Nelson-Laird, Arzetta Hulst-Losensky, Deb Hutton, Pat Brantlinger, Doug Cauble, Helmut Henschel

Ministers attending: Rev. Macklin, Rev. McNeill, Rev. Leite

Submitted by: Deb Hutton, Secretary

Documents attached:

1. RE Staff Report to the Board, September 2016
2. 2016-09-07 Report on Asset Protection (Insurance)

I. Call to Order 7:00 pm

Call to order by Von Welch, President, at 7:00 pm

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 Von: To approve the August 2016 Board of Directors Meeting minutes, as revised.

Seconded by: Pat.

Vote: Approved unanimously.

B. Ministers' Reports (Rev. Macklin and Rev. Leite)

1. Senior Minister (Rev. Macklin)

Reverend Macklin hopes that many board members were able to see the documentary "Sharp's War: Defying the Nazi's". She encourages board and UUCB members and friends to attend the Refugee Organizing meeting Thursday, September 22nd.

We had a successful kick-off for our Vigiling Program and will be accepting volunteer applications from members and friends through September 22nd.

GK Rowe is our new Aesthetic Consultant for the congregation. He, along with Buildings/Grounds and staff, did a walk-through of the exterior and interior of the building as part of our seasonal review of building space needs and possibilities.

Reverend Macklin added that there seems to be a new spirit of volunteer appreciation growing in our congregation. Our new Connections Coordinator, Ann LeDuc, certainly is part of this enterprise.

Planned Giving continues to go well and Reverend Macklin hopes that many board members will be able to attend the appreciation luncheon on October 2nd of Legacy Circle members.

Rev. Macklin is looking forward to the Start-Up workshop with Mid-America staff this weekend.

Question: What should be done with past audio and visual recordings of sermons and special events at the church?

Observation: She is noticing more anxiety around elections and the aftermath for our liberal religious values.

2. RE Staff Report (Rev. Leite)

See attached: RE Staff Report to the Board, September 2016

Rev. Leite reviewed the written report details. Amy Makice and Jamie Kirkley are writing up a new RE vision statement from all of the inputs over the past year.

C. Old Business

1. Status of Bylaw Update – SPF Changes (Deb Hutton)

Bylaws have been updated to reflect changes approved at the UUCB Congregational Meeting on June 12, 2016 and are posted on the website.

2. Appoint Finance Committee (Arzetta Hults-Losensky)

Sonny Kirkley has been identified as a new member of the Finance Committee, though he needs to become a member first as required by the bylaws. He would join Rob Hongen, Anne Haynes, and John Lawson as incumbent appointees and Arzetta, in her role as Board Treasurer, as the Chair

Motion by Arzetta: To nominate Sonny Kirkley, contingent upon him becoming a UUCB member, to the Finance Committee, and for Rob Hongen, Anne Haynes, and John Lawson to remain on the Finance Committee.

Seconded by: Pat

Vote: Approved unanimously.

3. MidAmerica Startup Workshop (All)

Fri, Sept 23, 6:30-8:30pm, Church Library

1st part of workshop; group photo

Sat, Sep 24, 9:00am-3:30pm in Nashville, IN

At Brown County Community Foundation Building, 209 N Van Buren St, Nashville, IN 47448

Led by Sharon Dittmar and Phil Lund, UU MidAmerica Region

Members to read materials in Google Drive meetings folder

Other logistics: Carpooling, lunch, snacks

FYI: IU football game Kick-off is 3:30pm

4. SPF Committee Vacancy (Von Welch, for LCC)

MOTION by Doug: To appoint Kathleen Sideli to complete term of Stuart Yoak on the SPF Committee.

Seconded by: Von.

Vote: Approved unanimously.

5. Observations of Fire Drills

Recent fire drills in each service were successful and kudos to ministers for integrating them into the services. Rev. McNeill asked if we learned from any negatives observed during the drills:

1. Keep noise down;
2. Watch for backing up going through doors and re-direct people to different open doors;
3. Board members – be aware of guest ministers - you must take charge from the pulpit.

D. New Business

1. Rescheduling October Board meeting from 10/19 (Von Welch)

Motion by Von: To reschedule the October Board meeting to 10/12/16.

Seconded by: Pat.

Vote: Approved unanimously.

2. Scheduling of June, 2017 Congregational Meeting (Von Welch)

Decision: June 11, 2017, allowing the Board the June 5th Prologue for last minute announcements.

E. Monitoring (per Board Policies, Section V)

1. Carry over from August:

See attached: Asset Protection Report (insurance).

Written report provided by the Senior Minister and explained by Treasurer Arzetta. Required exhibit: Summary of policies, limits, and coverage.

2. I: All Ends Statement Policies

Direct inspection by the Board. Required exhibits: Senior Minister and Connections Coordinator report.... TO BE CARRIED OVER to October meeting.

3. Report from “Coffee with the Board” (Arzetta Hulst-Losensky, Doug Cauble)

Issues raised in September “Coffee”: Belcher property next door. Role of Parliamentarian at Congregational meetings. Planned giving.

F. Visioning and Open Questions

Based on Hotchkiss, Dan (2016-01-14). *Governance and Ministry: Rethinking Board Leadership*, Chapter 8. Rowman & Littlefield Publishers. Kindle Edition.

1. Discussion of Goals and Open questions for 2016-17 Board Year

a) Potential goals for 2016-17 Board Year (1-2) [A goal is something we are attempting to achieve.]

- Formal needs assessment about future of the church, especially regarding the Belcher property
- Clarify relationship between the Board and the Social Justice Task Forces
- Really teach ourselves Policy Governance (Board, staff, congregants, etc.)
- Look at possibilities for stewardship that keep up with the times
- Open healthy communications process – build on what we’ve done so far
- Our interaction and relationship with surrounding community (including counties)
- Make monitoring process work well
- Help congregation know what/who we are, post ministerial transition

b) Potential open questions for 2016-17 Board Year (2) [An open question is something we are considering, and it might eventually become a goal.]

- Are we doing monitoring effectively and efficiently?
- Looking ahead 5 years, what groups of people (internal and external) should we consider when we do visioning?
- How do we claim or capture patriotism as liberals? Would that help us connect with disenfranchised people?
- What is the most important thing that we can bequeath to future generations of UUs?
- What is our community? How are we part of it?
- How do we see the congregation’s relationship with the surrounding community now? In 5 years?
- What are we telling Bloomington and southern Indiana about what it means to be a UU?

Discussion continued on how to choose goal(s) and open question(s) to consider, how can the Board work well with goals and visions of the ministerial team. This can be addressed in the Start Up Workshop.

2. Healthy Communications Covenant

a) *Any further proposed changes to covenant?*

Consideration of Von's changes as presented. No new comments.

b) *Vote to endorse?*

MOTION by Von: To endorse the Healthy Communications Covenant, as amended.

Seconded by: Arzetta.

Vote: Unanimously approved.

c) *Next steps: Implementation guidance from HCC*

To be discussed at Start Up Workshop.

V. Executive Session

The Board met in executive session at 8:48pm.

VI. Adjournment 9:02 pm

Motion to adjourn by: Von.

Seconded by: Arzetta.

Vote: Unanimously approved.

The meeting adjourned at 9:02 pm.

Next meeting: Wednesday, October 12, 2016.

Future Planning

Next Board meeting:

- *October 12th*
- *Reading: Deb*
- *Staff report: Connections Coordinator*
- *Monitoring:*
 - *II.B: Staff and Volunteer Treatment*
 - *Written report provided by Senior Minister. Required exhibit: Personnel Policies.*
 - *II.E: Financial Condition*
 - *Written report provided by the Senior Minister. Required exhibit: Statement of cash flow.*
- *Visioning:*

- Stewardship Goals
- December Congregational Meeting - Bylaw changes, agenda, etc.
 - Can we define and present a 2017-18 Stewardship goal?

Upcoming announcements: 9/25 Connie (+Von for Coffee), 10/2 Arzetta, 10/9 Deb, 10/16 Pat, 10/23 ___?

Sunday, December 11th, 4pm: December Fall Congregational Meeting

Religious Education Staff Report to the UUCB Board
September 2016

Our religious education program this past year has been focused on keeping the program running and healthy without a children's religious education committee in place to support the program and its teachers and advisors (the youth committee continued to meet). This has been in keeping with the recommendation by UUA regional consultant Nancy Heege that we disband the RE Committee and work to create a new vision for Religious Education at UUCB. The process of arriving at that new vision and covenant has been much slower than the staff anticipated. We have been encouraged to be patient with that process, which was shepherded through much of its journey by Reverend Douglas Wadkins during his interim ministry here. After a full year without a children's committee structure, it feels like we are nearly ready to reconstitute the lay leadership of Religious Education. For those who are unfamiliar with it, a quick summary of the past year is below:

August 2015: regional consultant Nancy Heege visited UUCB, met with many people, and made recommendations to help our congregation and RE program function better.

September 2015-ongoing: RE program has responded to many of her suggestions, most especially working to better communicate with parents and the congregation through family emails, visiting days in classrooms, and information about what is happening in Religious Education in the Friday Update and order of service.

January 2016: 60 people in attended a first visioning meeting and identified several core values: Belonging, Acceptance, Community, Religious literacy, Diversity of belief, Creativity, Centered on students, Supportive of teachers, Play, fun, and humor, and Intergenerational connections

February 2016: a group of attendees from the January event gathered to figure out how to focus the next step of the visioning process. They came up with 3 questions:

1. When kids leave our program, what do we hope they take away with them as young adults?
2. What do we hope parents' and children's conversations could be like on their way home from church?
3. What do we hope would be the experience of teachers participating in our program?

March-May 2016: Three groups met to talk about these questions, and insights were gathered from interested people who couldn't attend a meeting. One group added:

4. What do we hope for an RE committee or other lay leadership in our religious education program?

July 2016: A small writing group convened with Reverend Wadkins to use the gathered inputs to draft a new vision statement for religious education.

September 2016: The writing group met again in August and has another meeting scheduled for tomorrow. They hope to have a working draft by **October 2016**.

It has been a challenging year for the staff as we have tried to sustain our ongoing program in the midst of uncertainty. We are looking forward to working more closely with interested members of the congregation as together we will soon explore the working draft of a religious education vision statement and move our Religious Education program forward.

II.F.1-2 Asset Protection Report

September 7, 2016

by Carol Marks, Church Administrator
as requested by Reverend Mary Ann Macklin, Senior Minister
Unitarian Universalist Church of Bloomington, Indiana

Summary of insurance policies, limits, and coverage.

Our congregation is insured with a multi-peril policy and workers' compensation policy through Church Mutual Insurance Company, of Merrill, Wisconsin.

We have filed no claims during the past 12 months.

Brent Phillips continues as our agent, with assistance from Amanda Hanzel.

Our current policy period runs from 04/16/16 to 04/16/17. A copy of the policy is filed in the Church Administrator's office.

An annual review of the policy will be scheduled with Amanda Hanzel in October 2016.

The policy covers Property, including but not limited to the building and all the congregation's personal property stored inside it, personal property of the ministers, and systems and equipment breakdown (like exploding steam boilers) unless due to wear and tear.

Our building is not covered for mine subsidence but is covered for earthquake and sinkhole collapse. We are not covered for damage caused by government action, nuclear hazard, utility services, war, terrorism, or water damage unless such damage causes fire or explosion.

We have additional coverage in the amount of \$50,000 for any one occurrence in case a mishap like a tornado, fire, or the end of the world as we know it results in loss of institutional income and extra expense as we recover from whatever happens.

Our property deductible was raised to \$1000 per occurrence in April 2014, except in case of earthquake, when the deductible amount is 5% of the stated value of the building. The raise in deductible from \$500 to \$1000 was done to keep our premium stable. Church Mutual declined in April 2014 to offer a deductible lower than \$1000 per occurrence.

The General Liability part of our policy covers our congregation in case of a wide variety of awful things that might happen, including bodily injury, property damage, sexual misconduct and catastrophic violence. The general aggregate limit is \$3,000,000.

In addition, we do criminal background checks on all childcare staff and volunteer Religious Education teachers and facilitators and they regularly receive Reducing the

Risk training, to prevent child sexual abuse. Training materials are provided by Church Mutual and materials from other sources are used by our Religious Education staff.

We are also covered for theft of church money and securities for a total of \$2,000, with a deductible of \$250. We have a blanket bond for anyone handling money, in the amount of \$20,000.

Our policy covers our ministers or “employees and volunteers acting under our direction and control and within the scope of his or her duties” for counseling professional liability in the amount of \$1,000,000 per claim, with an aggregate of \$3,000,000.

We also have coverage for hired and non-owned automobile liability in case something unfortunate happens when a church event involves members going somewhere in a vehicle. Each occurrence has a limit of \$1,000,000 with an aggregate of \$3,000,000. There is also a medical expense endorsement for \$10,000 for any one person and an aggregate of \$25,000.

The Church Administrator will review the policy with a Church Mutual agent in October 2016. The total cost for the current year (2016-17) will be about \$7,100. This includes our workers’ compensation policy. Policy premiums are annually updated in April.

We also review our Fiscal Manual on an annual basis. An updated copy is included, below.

Respectfully submitted,
Carol Marks
Church Administrator

Fiscal Manual

Unitarian Universalist Church of Bloomington, Indiana

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer will investigate any outstanding checks.
4. Chase Bank confirmed that no checks made payable to “UU Church” will be cashed—these will be deposited to our account only.
5. No original financial documents such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the copies are destroyed after use and account numbers are redacted.

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit.
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

1. Petty cash funds for General Petty Cash (Church Administrator) and Religious Education Petty Cash (Director of Religious Education) will be reconciled monthly by someone other than the petty cash custodians.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped paid and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website and the payroll service website on a monthly basis. Username and password will be provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

Money Management Rules: How to Handle Cash from Fundraising

Top 4 Guidelines

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not pay receipts out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

Details

1. If you need start up change contact the Church Administrator, Carol Marks, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.

2. Turn in any cash and checks to drop box or a staff member within 24 hours of each event. **DO NOT LEAVE LARGE AMOUNTS OF CASH IN THE BUILDING OVERNIGHT.** Both times our building has been broken into in the last 5 years were on the day after an event that collected large amounts of cash.

3 – 4. Trackability and accountability are very important.

- Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
- Use Check Request Vouchers to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
- Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for checks to be generated. These vouchers and receipts should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
- Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$25), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, YUUMS bagel sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a secure locked location when not in use.

Questions, please see Church Administrator or the Treasurer.