

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

July 19, 2017



<u>I. CALL TO ORDER</u>	3
<u>II. CHALICE LIGHTING AND READING</u>	3
<u>III. CHECK-IN</u>	3
<u>IV. APPROVE MINUTES</u>	3
1. JUNE 28 BOARD MINUTES (STEVEN GILBERT)	3
<u>V. MINISTER'S REPORT REVEREND MARY ANN MACKLIN</u>	3
1. STAFF REPORT BY A/V SPECIALIST (ANDY BEARGI)	3
2. MINISTER'S REPORT (REVEREND MARY ANN MACKLIN)	3
<u>VI. OLD BUSINESS</u>	3
1. RIGHT RELATIONS NEXT STEPS (SHARON WISEMAN)	3
2. STATUS OF MINISTERIAL LETTERS OF AGREEMENT (VON WELCH)	4
<u>VII. MONITORING (PER BOARD POLICIES, SECTION V)</u>	4
1. PROPOSED 2017-2018 BOARD AGENDA (VON WELCH)	4
<u>VIII. NEW BUSINESS</u>	4
1. PROPOSAL TO SHIFT THE DATE OF THE AUGUST BOARD MEETING (VON WELCH)	4
2. MOTION TO APPROVE MINISTER'S HOUSING ALLOWANCE (VON WELCH)	4
3. DEBRIEFING ON JULY 17 SAFETY TRAINING (ALL)	4
4. BOARD LIAISON TO SPF (VON WELCH)	4
5. MOTION ON VON WELCH AS BOARD LIAISON TO LCC (VON WELCH)	4
<u>IX. EXECUTIVE SESSION</u>	5
<u>X. ADJOURNMENT</u>	5
<u>XI. OLD BUSINESS</u>	9
A. STATUS OF MINISTERIAL LETTERS OF AGREEMENT	9
<u>XII. MONITORING</u>	9
A. PROPOSED 2017-18 BOARD AGENDA	9

XIII. NEW BUSINESS	10
A. AUGUST BOARD MEETING: PROPOSAL TO SHIFT TO 8/23	10
B. MOTION: APPROVAL OF MINISTERS' HOUSING ALLOWANCE	10
C. BOARD LIAISON TO SPF	10
D. MOTION: VON WELCH AS BOARD LIAISON TO LCC^[1]_[SEP]	10

Board members attending: Von Welch, Steven Gilbert, Helmut Hentschel, Michelle Monroe-Cook, Pat Bratlinger, Sharon Wiseman

Not attending: Sandra Churchill

Present by invitation of the Board: Andy Beargi, Hans Kelson

Ministers attending: Reverend Mary Ann Macklin

Submitted by: Steven Gilbert

Documents attached:

1. July Minister's Report to the Board
2. Selection of the Right Relations Committee (tentative proposal)
3. Reports to the Board (Von Welch)

I. Call to Order

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

Attendance/Determination of Quorum

II. Chalice Lighting and Reading

Chalice lighting and reading (Pat Bratlinger)

III. Check-in

IV. Approve Minutes

1. June 28 Board Minutes (Steven Gilbert)

Motion to accept with by Von Welch, Seconded by Pat Bratlinger. Unanimously approved pending attachment of Minister's Report for June.

V. Minister's Report Reverend Mary Ann Macklin

1. Staff report by A/V Specialist (Andy Beargi)

Live streaming reported going well. Some problems getting on Internet since recent power outage. Talking about linking to Facebook live. One problem being looked at is location of lighting board and lack of room light switches other than on the board. Also working on problem with projecting hymn lyrics both to livestream and to fellowship hall. Next big expense is likely to be procurement of larger, brighter HD projectors for the sanctuary. TV's have been discussed but rejected for aesthetic reasons. Painting walls with a more reflective paint is an option being considered. The need for a "donate" option on livestream page was mentioned as a priority. For now, most equipment is generally new or updated, or backups are available, so replacement equipment will not likely be needed for some time.

2. Minister's Report (Reverend Mary Ann Macklin)

See *July Minister's Report to the Board* (attached).

VI. Old Business

1. Right relations next steps (Sharon Wiseman)

Sharon shared a handout expanding proposal for Right Relations to include tentative selection procedures (See: *Selection of the Right Relations Committee*, attached). Terms of the three members would be staggered. Current thinking is that

the Leadership Cultivation Committee should be involved in identifying suitable individuals for the committee. Von Welch will take the proposal to the LCC in August or September. Hope is to have the proposal for the Right Relations Committee firmed up in time for the December Congregational Meeting.

2. Status of Ministerial Letters of Agreement (Von Welch)

Letters are nearly signed as of this meeting. See attached *Reports to the Board*.

VII. Monitoring (per Board Policies, Section V)

1. Proposed 2017-2018 Board agenda (Von Welch)

Proposed priorities for the coming year were presented by Von Welch and are summarized in the *Reports to the Board* (attached). Hans Kelson reminded the Board that he would no longer qualify as a youth at the end of the current year.

VIII. New Business

1. Proposal to shift the date of the August Board Meeting (Von Welch)

The August Board Meeting will be held at 7 p.m. on August 30 due to a scheduling conflict for Von Welch.

2. Motion to approve Minister's Housing Allowance (Von Welch)

Motion by Von Welch to approve the ministers' housing allowances was seconded by Michelle Monroe-Cook and was approved unanimously. See *Reports to the Board*, attached.

3. Debriefing on July 17 safety training (All)

Steven Gilbert and Sharon Wiseman agreed on the value of the safety training provided by John Summerlot to new board members on Sunday, July 17. Sandra Churchill and Michelle Monroe-Cook will receive makeup training at a date TBA.

4. Board liaison to SPF (Von Welch)

Motion by Von Welch to appoint Helmut Hentschel to be Board liaison to the Special Purposes Fund Committee was seconded by Sharon Wiseman and approved unanimously by the Board. See *Reports to the Board*, attached.

5. Motion on Von Welch as Board liaison to LCC (Von Welch)

Motion by Von Welch to represent the Board on the Leadership Cultivation Committee, was seconded by Steven Gilbert and approved unanimously by the Board. See *Reports to the Board*, attached.

IX. Executive Session

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

X. Adjournment

Motion by Von Welch to Adjourn was seconded by Pat Bratlinger and approved unanimously by the Board.

The meeting adjourned at 8:59 pm.

July Minister's Report to the Board

Reverend Macklin

July 19, Board Meeting

After perusing our congregation's Bylaws, I noticed a few Bylaws that need some editing in order to match our present standard of operations. I suggest we take another clean-up brigade through the Bylaws in 2017-2018 church year.

The local Funeral Consumers Alliance, formerly The Bloomington Memorial Society once housed in this congregation, is going through tough times. I am in conversation with President, Iris Kiesling and Treasurer Byron Bangert to see if there is any way we can be of support---without creating more work for our staff, of course.

Sometime in August/September changes will be made in the building to accommodate new internal signage and better aesthetics. GK Rowe, our aesthetics consultant, is overseeing these changes which have been three years in the making.

Meanwhile, I am preparing to be away for the next five weeks. I have planned for back-up pastoral care in case that is needed. Reverend McNeill and I will be meeting on Friday to assure a smooth transition and ongoing continuity
Have a wonderful August everyone.

Selection of the Right Relations Committee

Communicate to the congregation that members are being sought. Use several media forms.

Attributes of a successful candidate

1. Should above all be a skilled listener and a persuasive communicator
2. Must be respected by the congregation or to earn the respect
3. Understand role as coach, facilitator, and mediator not advocate
4. Understands UU governance and relationship of committee to board and staff
5. Have enough availability to respond to requests for assistance and to meet with RRC periodically
6. Does not have an “AX to grind” on issue and is able to handle multiple points of views and complexity of issue
7. Familiar with conflict engagement methods and is willing to continually learn new skills
8. Social service and behavioral science background and or experience with alternative dispute resolution processes very helpful
9. Able to educate sessions for the congregation and communicate with the what the RRC’s role is.
10. Uses appropriate judgment in the selection of cases to facilitate and will live within the boundaries established for the RRC
11. Is a good team player and collaborator with other RRC members
12. Able to keep confidences appropriately

Team formation procedures

Once selected the team holds initial meeting perhaps with an outside facilitator to develop its own processes and to learn about right relationship and conflict engagement methods. Team formulates a plan to educate and inform the congregation. RRC reviews action plan with

the board. RRC clarifies what situations are appropriate for RRC and which require consultation or referral with Minister.

Reports to Board

Von Welch, President

July 19th, 2017

XI. Old Business

A. Status of Ministerial Letters of Agreement

Von has signed both letters and given them to the Ministers to countersign.

XII. Monitoring

A. Proposed 2017-18 Board Agenda

I propose the following priorities for the 2017-18 Board:

1. Strategic stewardship: I've noticed two trends: (1) we've had success lately with short, focused fund-raising events (e.g. Pledge Day, Solar Panel Spring); and (2) we seem to have a growing number of volunteers who hesitate making involving in longer-term commitments. I propose we explore a long-lived committee that has three purposes: (1) coordinating short-term fund-raising events throughout the year, (2) coordinating, as needed, amongst the UUCB various financial groups (e.g. Planned Giving, Finance Committee, SPF, and the Board), and (3) working towards strategic goals, e.g. as defined in the [Future of Stewardship Report](#).
2. Establishing Right Relations: Following up on the vote from the June Congregational Meeting, establish a Right Relations Committee and determine how the Covenant of Right Relations should be communicated going forward.
3. Exploring the Community Minister concept: Reverend Macklin is interested in developing a formal role, currently referred to as a "Community Minister", for UU Ministers in the Bloomington area who are not currently formally affiliated with UUCB. I expect Reverend Macklin to start this conversation when she returns from vacation.
4. Succession planning: This is my sixth year on the Board and, per bylaw 4.2, my last. I want to help those on next year's Board are comfortable with their roles. I plan to delegate to other Board members, particularly the Vice-President, much more than I have in the past.

XIII. New Business

A. August Board meeting: Proposal to shift to 8/23

Von will be on travel for work on 8/16 and proposes shifting our August Board meeting to the 23rd.

B. Motion: Approval of Ministers' Housing Allowance

Ministers may designate part of their income from UUCB as housing for tax purposes. Formal documentation of this designation is required by the IRS.

Motion: Approve the housing allowances as requested by the ministers: Mary Ann: \$15,000, Scott: \$ 26,000, and Emily: \$16,000.

C. Board liaison to SPF

Per bylaw 7.4, the Board has two representatives to the Special Purposes Fund committee. One is the Treasurer and one is elected by the Board from the Board. Helmut was the Board's additional liaison last year.

Discussion of liaison with possible motion to elect.

D. Motion: Von Welch as Board liaison to LCC

Per bylaw 5.8, the Board selects one representative to the Leadership Cultivation Committee. Von was the liaison last year.

Discussion: I believe it's important at this point for continuity for me to maintain my liaison role to this committee. I expect as the LCC shifts to building the slate for next year's Board in early 2018, changing our liaison one who will continue on the Board next year should be explored by the Board.

Motion: Von Welch to represent the Board on the Leadership Cultivation Committee.