

# Unitarian Universalist Church of Bloomington, Indiana

*Seeking the Spirit, Building Community, Changing the World*

Approved Board Minutes

September 16, 2020



<b><u>I. CALL TO ORDER</u></b>	<b>2</b>
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**Board members attending:** Stuart Yoak, Abby Gitlitz, Steven Gilbert, Rich Slabach, Julie Lawson, Jane McLeod, Drew Schrader

**Board members absent:**

**Ministers attending:** Revs. Mary Ann Macklin and Dave Clements

**Present by invitation:** Andrew Appel

**Submitted by:** Steven Gilbert, Secretary

**Attached Documents:**

- A. Senior Minister's Report
- B. Consulting Minister's Report
- C. SPF Committee Report
- D. Treasurer's Report

## **I. Call to Order**

President Stuart Yoak called the meeting to order online at 7:07 p.m. and welcomed Rev. Dave Clements.

## **II. Chalice Lighting and Reading**

Abby Gitlitz lit the chalice and provided the reading.

## **III. Check-in (All)**

## **IV. Approval of the Minutes**

- President Yoak moved for approval of the August 2 special board meeting minutes. After a second, the motion carried with one abstention.
- President Yoak moved for approval of the August 19 regular board meeting minutes. After a second, the motion carried.

## **V. Reports**

### **A. Senior Minister's Report and Motion for Chad Fulk Request**

Rev. Mary Ann Macklin delivered the senior minister's report (attachment A), which contains a note from Chad Fulks, currently a death row inmate incarcerated at the federal prison in Terre Haute. The note grants Rev. Bill Breeden the right to sign the UUCB membership book in Fulk's stead, thus allowing him to formally enroll as a member of the UUCB. President Yoak moved that this request for membership be approved by the Board. Drew Schrader pointed out that the specific request being made was not the actual approval of Fulk's membership, but rather for permission for Rev. Breeden to sign for him. The motion was so modified and approved unanimously.

### **B. Interim Consulting Minister's Report**

Rev. Dave Clements provided a brief consulting minister's report (Attachment B)

### **C. SPF Committee Report**

SPF Chair Andrew Appel reported on changes being made or considered to SPF funds (Attachment C). In all, church investments are holding their own, and in the fourth quarter have returned to the levels they were at prior to the third quarter. Matching funds have been provided through SPF to several community organizations including ReStore and Habitat for Humanity. Ending balances for most funds are now higher than at the beginning of the fiscal year.

## **D. Treasurers Report**

Board Treasurer Rich Slabach reported that as of August 31, UUCB remained in good shape considering revenue vs. expenses (Attachment D). Expenses were about \$10,000 below the seasonal average, but with religious education showing a one month jump of about \$6,000. Rev. Macklin attributed this to kickoff activities for the new church year, some consulting for antiracism actions and boxes for RE families and said this was not something that would continue. Rich raised the issue of the policy requirement for a professional audit in 2020 and wondered whether this should be deferred in light of the current situation. Sentiment on the board seemed to run against deferral. Rich will seek a cost estimate for the audit and bring it back to the board.

## **VI. New Business**

### **A. Board Advance, Sunday Oct. 4**

President Yoak suggested the board advance be held at Bradford Woods from around noon to 5 pm or so, the actual schedule to be developed later. An agenda is yet to be set and details would follow. The present plan calls for Rev. Clements to do an icebreaker followed by a middle session dealing with major issues and ending with an executive session.

## **VII. Adjournment**

The meeting adjourned at 8:30 p.m.

## ATTACHMENT A

**Reverend Mary Ann Macklin  
Senior Minister Report to the Board  
Unitarian Universalist Church of Bloomington  
September 16, 2020**

### **Arrival of Reverend Dave Clements**

I am very grateful to have Reverend Dave Clements aboard as our Interim Minister Consultant. We, staff and ministers, are already enriched by his presence. We have created an on-call schedule. MW-MAM, TSat-DSC, ThF-EML. On Sunday, the person on call is the worship leader. Rev Dave has already participated in several worship services and has begun outreach to staff, other ministers, leaders and congregation. Thank you, the Board, for your work to bring Rev Dave to UUCB although I suspect there may have been some divine intervention involved. You can discern whether that was actually Keith Kron or a higher power.

### **MidAmerica Region Staff**

The UU MidAmerica Region staff will be doing two virtual “Start-up Workshops” with our staff as we welcome Reverend Dave aboard and explore possibilities. I have arranged for those meetings to take place September 30<sup>th</sup> and October 7<sup>th</sup>. Let me tell you, finding a common time for this staff to meet demonstrates the potential miraculous outcomes of negotiation. Way to go staff.

### **Tech Outreach**

Membership coordinator Ann LeDuc has set up advanced Zoom tutorials for ministers and staff. Since we may be in this mode of communication for quite a bit longer, it is important to improve where we can. Let the record show that I am not expecting a Covid vaccination anytime soon. Anyway, I also want to sing the praises of our Tech Guru Ned Joyner who works magic every Sunday to help bring together our services in a sacred way. The majority of videos used on Sunday have required some highly skilled editing and he does that along with creating smooth transitions of timing and visuals during the worship service. We are truly blessed.

### **Reverend Emily Manvel Leite**

An unexpected death occurred in Rev Emily’s family. Her mother-in-law Elizabeth died on Tuesday in northern California. Rev Emily and her family flew out Sunday. I have been in ongoing contact with Emily. With her assistance from

California and Reverend Dave, we will go forward with the Equinox Service this Sunday as planned.

Please keep Rev Emily and family in your hearts as they deal with this loss in the midst of Covid19 and wildfires. Rev Emily hopes to return sometime to Bloomington sometime this weekend.

### **Get Out the Vote**

If you read yesterday's Prologue, you will know that our congregation is focused on several aspects of encouraging voting and dealing with voter suppression. This election is one of a lifetime and for many lifetimes. I invite you to be active and keep informed about the many possible ways to be part of this social justice effort. Meanwhile, thanks to Rev Bill and Jackie Hall for their inspiration and work to help move this forward.

### **New Member**

Chad Fulks, who is on death row at the Federal Correctional Institute (prison) in Terre Haute, Indiana has become a member of our congregation. His spiritual mentor is Reverend Bill Breeden. I would like to read Chad's letter into the record: *August 1, 2020, To Whom This May Concern, UU Chair Person, Hello, my name is Chadrick Evan Fulks and I am on Federal Death Row in Terre Haute, Indiana. Rev Bill Breeden has been been my spiritual advisor for the past 9 years. I am giving Rev Breeden my permission to sign my name to the book to become a member of UUC. It's a true honor and I can't thank you all enough for this. I've learned so much from Rev Breeden and he has helped me grow into such a better person. I no longer have to cover the mirrors in my cell. It's been a tough journey, but one of growth, love and understanding and this would have not been possible without Rev Bill Breeden and the Unitarian Universalist Church of Bloomington and it's an honor to be a member. Always in Honor, Chadrick Fulks*

### **Lastly**

I continue with my usual meetings, calls, communications and connections to keep the UUCB boat afloat and maintaining forward progress while remaining agile enough to incorporate course corrections.

It was good to have August as time away from work and also space for continuing education. I still have available two one-month periods of time off as a result of a fractured sabbatical and regular time off that was interrupted by Covid.

I look forward to being with you all for the Board Advance on October 4<sup>th</sup>.

Peace, Mary Ann

Reverend Mary Ann Macklin

PS I am typing this in our garage and may be getting high on gasoline fumes. Hope it all makes sense. I think I will go outside and lie down on the ground for awhile.

## ATTACHMENT B

### Interim Consulting Ministers Report Sept 2020

I arrived in Bloomington on Saturday September 5<sup>th</sup> and begin the process of moving into my new home. On Tuesday September 8<sup>th</sup> the movers delivered all of my things. I started my actual Interim consulting work on Tuesday September 1 from my home in Cleveland Ohio. The following is what I have been doing since I arrived here in Bloomington.

Planned or completed Tasks:

Meeting with Ministers: We have set up a weekly meeting schedule for the three of us to meet. In addition, we have planned out the Sunday services, as far as who is lead Minister, until the end of December. Below is my plan of action for the month of September. Some things I have already accomplished and others I am just beginning to work on.

My Game plan for the next 30 days: (September 1<sup>st</sup> – September 30<sup>th</sup>)

Tasks:

1. Hold one on one meetings with each staff member (Will have completed by Fri 9/18)
2. Have one on one meetings with each retired Minister.(Starting week of 21 -26<sup>th</sup>)
3. Set up for the next 2-3 weeks opportunities for members of the congregation to connect with me. Coffee Chat, Lunch with Minister, Favorite Treat after dinner.(Starting week of Sept. 21-26<sup>th</sup>)
4. Set a date for an all staff event – Dinner & Fun (Online)
5. Attend as many committee meetings as possible.
6. Set up weekly meeting with Rev. Mary Ann. (We are meeting each Wed. at 11 am)
7. Start supervising staff and conducting weekly staff meetings.(Started on September 10)
8. Preach one Sunday.(Will be on September 27<sup>th</sup>)
9. Support at least 2 Sundays in service (Rev. Mary Ann's, & fall equinox )
10. Have Fun

Goals:

1. Get to know the staff, board and Rev. Mary Ann and Rev. Emily and lay the foundation for a great working relationship.
2. Get to know the members and they get to know me.
3. Help in smooth transition of me supervising the staff.
4. Become familiar with New Data Base – Planning Center
5. Attend the Board Meeting on September 16.
6. Work with board President and Vice President on planning the board “advance.
7. Begin prep work for Visioning exercise with the board & congregation
8. Capture the data that I learn from one on one staff interviews and share with Ministers and board.
9. Meet with all retired ministers and begin process of developing a covenant between them and the congregation.
10. Have prepared the Ice Breaker for the board “advance” on Sunday Oct. 4<sup>th</sup>

## ATTACHMENT C

### SPF Report 9/17/2020

Good afternoon Steve,

I converted and downloaded the Q3/Q4 report (20B2) and annual report (20C1). 20B2 has been reviewed and approved. 20C1 is a draft, but I've verified the data.

As a summary I would say:

The Board report covering SPF activity for Q3-Q4 of fiscal 2019-2020 is available as is a draft annual report. Investments finished fiscal Q3 with significant losses due to the sharp stock market downturn in March 2020. These losses were primarily, but not entirely, recovered during Q4. Largest SPF expenditures for the back half of the fiscal year were matching funds for Homelessness & Help Feed our Hungry Neighbors Task Force funds being directed to seven local aid organizations and for PPE for Habitat for Humanity to aid in keeping their ReStore facility and build sites safe.

All accounts have been reviewed for the appropriateness of the stock/bond mix. No change will be made in the Endowments which are long term investments and are currently about 7% cash, 64% stocks and 30% bonds. The SPF General, a shorter term spendable account, was also considered adequate at 3% cash, 30% stocks and 67% bonds. \$11,000 will be shifted in the Operational General account from the Wellington Fund to the Vanguard Bond funds to bring that account from 49% stocks to 35% stocks. The final balance will be 4% cash, 35% stocks and 61% bonds. SPF will also be looking at opening a Vanguard Treasury Bond account as a safer haven since the current bond funds have a high percentage of mortgage-backed securities and Vanguard recently removed its 30% limit on the amount of the funds that can be invested in the three lowest investment-grade bond categories.

Best regards,  
Andrew



# Special Purposes Fund Committee Annual Report

July 2019 through June 2020

Investment Funds	Beginning Balance	Earnings	Distribution	Transfers	Deposits	Expenses	Ending Balance
<b>Operational</b>							
Endowment	67,113.37	3,714.60	-2,633.19		16,621.25		84,816.03
General	54,196.49	763.72	2,633.19		16,621.25	-20,044.77	54,169.87
<b>Special Purpose</b>							
Endowment	126,313.17	7,244.97	-5,355.43		16,621.25		144,823.96
General	266,254.53	16,800.22	5,355.43		16,621.25	-11,107.00	293,924.42
<b>Total</b>	<b>513,877.56</b>	<b>28,523.51</b>			<b>66,485.00</b>	<b>-31,151.77</b>	<b>577,734.30</b>
<b>Fossil-fuel Divested</b>	38,442.13	3,431.67					41,873.80

## Investments

### Endowment and General Funds

5%	Checking register	Cash
59%	Vanguard Wellington Fund Admiral	Approximately 2/3 equities, 1/3 bonds
5%	Hilliard Lyons: Parnasus (PARNX)	Fossil-fuel divested equities
3%	Hilliard Lyons: S&P 500 ex-Energy (SPXE)	Fossil-fuel divested equities

### General Funds Only

15%	Vanguard I-T Investment-Grade Inv	Intermediate-term bonds
14%	Vanguard S-T Investment-Grade Inv	Short-term bonds

## Income

400.00	Legacy Fund - memory of Melissa Keller			
39.36	Legacy Fund - Proshares dividend			
250.00	Legacy Fund - memory of Melissa Keller			
100.00	Legacy Fund - memory of Melissa Keller			
50.00	Legacy Fund - memory of Melissa Keller			
75.00	Legacy Fund - memory of John Hicks			
800.00	SJ Lundin Fund - from UU SJ operating budget			
20.00	Deposit - to Legacy Fund			
59.02	Proshares dividend pmt - to Legacy Fund			
59.60	from Carol Ver Wiebe to Operating Endowment			
26,612.37	TCD Cash-in July 2011 to Op. Unrest. Income & Savings			
13,167.96	Operating Reserve Savings to SPF for investment			
60.00	mem Lloyd Orr, to Legacy Fund			

## Expense

549.85	UU Church: TGreen Grounds Projects, Jane Burnett fund			
5,315.15	UU Church: TGreen Grounds Projects from Legacy Fund			
275.00	Freitag & Martoglio LLC: legal counsel, from Legacy Fund			
137.50	Freitag & Martoglio LLC: legal counsel, from Legacy Fund			
188.01	UU Church: Grounds endowment income 18Q2, 18Q3			
1,543.66	UU Church: bike racks, from Legacy Fund			
37,176.71	UU Church: Carpet and lighting for Commons, from Legacy Fund			
7,465.00	UU Church: Sewer repair and Social Justice grants			

500.00	Sarah Flint: Swaney Music Composition Fund				
500.00	UU Church: from Swaney Composition Fund, for Keaton Springfield				
409.80	UU Church: from grounds endowment income to TGroundskeeping				
3,700.00	UU Church: from Paris Pledge fund to TGreen Grounds Project				

**Notes**

At the request of the Board, the SPF Committee assumed investment management and reporting of the Operational General Fund, with the Board retaining expenditure control.

The Robertson Grounds Endowment and associated income fund were moved from Special Purpose to Operational, better reflecting their use.

Both operational and special purpose assets are now commingled in the same set of investment accounts, with the Committee reports maintaining the division of operational and special purpose assets (as the Committee has long maintained the division of SPF assets between SPF usage funds). This arrangement provides additional administrative flexibility and efficiency.

**Committee**

Andrew Appel (Chair), Rich Slabach (Board Treasurer), Harlan Lewis, Julie Lawson (Board appointed), Ruth Aydt

# Special Purposes Fund Committee Board Report

## January 2020 through June 2020 (quarters 20Q3 and 20Q4)

Name	Beginning Balance	Earnings	Distribution	Transfers	Deposits	Expenses	Ending Balance	Notes
Operational Endowment	87,796.40	-1,759.39	-1,308.48		87.50		84,816.03	
Operational General	75,915.02	-3,096.36	1,308.48		87.50	-20,044.77	54,169.87	
Special Purpose Endowment	150,392.64	-3,033.64	-2,622.54		87.50		144,823.96	
Special Purpose General	295,468.02	3,353.37	2,622.54		87.50	-7,607.00	293,924.42	
<b>Totals</b>	<b>609,572.09</b>	<b>-4,536.02</b>			<b>350.00</b>	<b>-27,651.77</b>	<b>577,734.30</b>	

Ending Balance	Name	Usage	Notes
28,156.54	Checking register	Common	A
339,894.78	Vanguard Wellington Fund Admiral	Common	A
87,531.31	Vanguard I-T Investment-Grade Inv	General only	B
80,277.90	Vanguard S-T Investment-Grade Inv	General only	B
26,876.87	Hilliard Lyons: Parnasus (PARNX)	Divested, General only	B
14,996.93	Hilliard Lyons: S&P 500 ex-Energy (SPXE)	Divested, General only	B,C

Proportions			
Checking	5%	Bonds	50%
		Equities	45%
		F-f Divested	7%

Date	Description	Amount	Notes
	<b>Transfer</b>		
	Checking to Vanguard	27,000.00	
	<b>Income</b>		
5/7/2020	donation	300.00	
6/23/20	donation in memory of Bernie Fry	50.00	
	<b>Income Total</b>	<b>350.00</b>	
	<b>Expense</b>		
1/6/2020	UU Church: Fall 2019 SJ grants	2,150.00	
2/14/20	UU Church: new cptrs, wifi, TYRE programming	20,044.77	
5/1/20	UU Church: Homelessness and Hunger TF support	1,700.00	
5/8/20	UU Church: Swaney Commission Fund	1,050.00	
5/27/20	UU Church: Habitat donation for PPE	2,707.00	
	<b>Expense Total</b>	<b>27,651.77</b>	

**Comments**

At Board request, SPFC is now managing investment and reporting of the Operational Endowment and Operational General Fund, which receives the endowment distributions as well as savings. Board maintains control of Operational General Fund expenditures.

The Operational Endowment and General funds have the same investment profile as the Special Purpose Endowment and General funds, respectively. In particular, they all share in proportion to their assets the Wellington fund, checking, and fossil-fuel divested accounts.

Investment Fund and Investment Account are clarified terminology from the quarterly report format introduced in 19Q2, which the online document at [tinyurl.com/spfc-report-guide](http://tinyurl.com/spfc-report-guide) describes in detail.

In the future a donor's name will only be associated with those funds if the donation equals or exceeds \$20,000.

**Committee**

	Approved by Andrew Appel (Chair), Rich Slabach (Board Treasurer), Julie Lawson (Board at Large), Ruth Aydt, and Harlan Lewis.	81
<b>Notes</b>		82
A	Common usage funds are distributed among all investment funds.	83
B	General usage funds are distributed among general (not endowment) funds.	84
C	SPXE fund may be closed due to the portfolio dollar amount being below Hilliard Lyons thresholds. Fund is currently closed to new investment.	85
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## ATTACHMENT D

Treasurer's Report September 16, 2020

We're seeing continuing growth in revenue through the end of August – 15% above the seasonally adjusted average. Translated to dollars that's \$110,055.92.

On the Expense side we are seeing a slight increase of the comparison to the seasonal average – from -1.69% at the end of July to -1.58% at the end of August. Still below the seasonal average – translated to dollars that's 12,302.78 below the average.

There are a couple of concerns on the expense side. We've seen a big growth in spending for Religious Education. We were at -1.76% at the end of July. Spending increased from 4,103.18 in July to a total of 10,276.33 by the end of August.

In addition, we had an unexpected and unbudgeted expenditure of \$500 in a new category called "Additional Ministry-Consulting & Implementation". We need to be careful about this, especially this year.

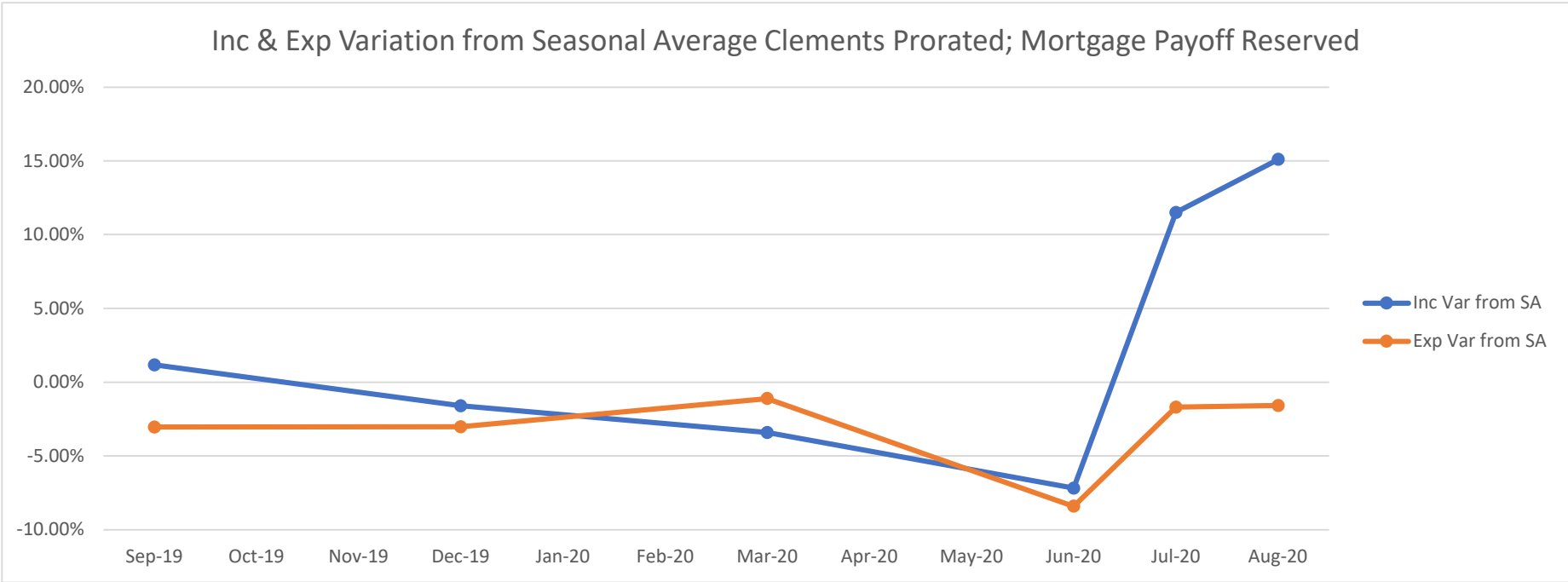
**With Grant; Clements Prorated; Mortgage Payoff Reserved**

Inc & Expenses as %

Period	Inc Var from SA		Period	Exp Var from SA
Sep-19	1.16%		Sep-19	-3.05%
Dec-19	-1.6%		Dec-19	-3.0%
Mar-20	-3.42%		Mar-20	-1.11%
Jun-20	-7.19%		Jun-20	-8.41%
Jul-20	11.50%		Jul-20	-1.69%
Aug-20	15.10%		Aug-20	-1.58%

Inc & Expenses as \$

Period	Inc Var from SA		Period	Exp Var from SA
Sep-19	8,646.86		Sep-19	-22,617.74
Dec-19	-11,975.58		Dec-19	-22,480.23
Mar-20	-25,464.89		Mar-20	-8,258.14
Jun-20	-53,474.05		Jun-20	-62,293.36
Jul-20	83,838.95		Jul-20	-13,190.33
Aug-20	110,055.92		Aug-20	-12,302.78



Seasonally Adjusted Summary Budget Statement to August 31, 2020

	Budget	Actual	% of Budget	Seasonally Adjusted %	% Difference	% to \$
<b>Revenue</b>						
<b>Category</b>						
Pledges	673,000.00	244,372.06	36.31%	30.00%	6.31%	42,472.06
Fund Raising	26,000.00	1,954.28	7.52%	0.00%	7.52%	1,954.28
Other Income	6,001.00	1,329.85	22.16%	29.40%	-7.24%	-434.44
<i>with Grant (less 30k rsrvd for mtg)</i>		<i>62,700.00</i>	<i>1066.99%</i>	<i>29.40%</i>	<i>1037.59%</i>	<i>62,265.56</i>
Sunday Plate	24,000.00	3,820.01	15.92%	15.00%	0.92%	220.01
<b>Total Rev (less 30k rsrvd for mtg)</b>	<b>729,001.00</b>	<b>314,176.20</b>	<b>43.10%</b>	<b>28.00%</b>	<b>15.10%</b>	<b>110,055.92</b>
<i>without Grant</i>	<i>729,001.00</i>	<i>251,476.20</i>	<i>34.50%</i>	<i>28.00%</i>	<i>6.50%</i>	<i>47,355.92</i>
<b>Expenses</b>						
<b>Category</b>						
Campus Ministry & Outreach	4,096.00	50.00	1.22%	16.90%	-15.68%	-642.22
Childcare	12,434.00	1,227.06	9.87%	14.40%	-4.53%	-563.44
Committees	6,829.00	148.04	2.17%	11.50%	-9.33%	-637.30
Denominational	42,810.00	10,202.50	23.83%	16.80%	7.03%	3,010.42
Ministry - Salary, Sr. Minister	96,447.00	15,861.74	16.45%	16.80%	-0.35%	-341.36
Ministry - Salary, Assoc/Interim Min	67,046.00	11,174.33	16.67%	17.10%	-0.43%	-290.54
Ministry - Salary, Rel Ed & Cong Life	58,593.00	9,765.50	16.67%			
<b>Total Min Salary</b>	<b>222,086.00</b>	<b>36,801.57</b>	<b>16.57%</b>	<b>16.91%</b>	<b>-0.34%</b>	<b>-753.17</b>
Ministry - Benefits, Sr. Minister	34,070.00	7,603.06	22.32%	18.40%	3.92%	1,334.18
Ministry - Benefits, Assoc/Interim Min	20,343.00	3,390.50	16.67%	17.30%	-0.63%	-128.84
Ministry - Benefits, Rel Ed & Cong Life	12,238.00	1,009.06	8.25%			
<b>Total Min Benefits</b>	<b>66,651.00</b>	<b>12,002.62</b>	<b>18.01%</b>	<b>17.90%</b>	<b>0.11%</b>	<b>72.09</b>
Ministry - Other	40,300.00	3,666.66	9.10%	17.30%	-8.20%	-3,305.24
Music	46,544.00	4,913.87	10.56%	16.10%	-5.54%	-2,579.71
Office	163,878.00	25,016.15	15.27%	16.20%	-0.93%	-1,532.09
Plant	118,633.00	18,493.83	15.59%	20.30%	-4.71%	-5,588.67
Religious Education	56,672.00	10,276.33	18.13%	16.80%	1.33%	755.43
<b>Total Exp</b>	<b>780,933.00</b>	<b>122,798.63</b>	<b>15.72%</b>	<b>17.30%</b>	<b>-1.58%</b>	<b>-12,302.78</b>
Net Income (less 30k rsrvd for mtg)	-51,932.00	191,377.57	-368.52%	-3388.50%	3019.98%	122,358.70
w/o grant	-51,932.00	128,677.57	-247.78%	-3388.50%	3140.72%	59,658.70