

Unitarian Universalist Church of Bloomington, Indiana
Seeking the Spirit, Building Community, Changing the World



Board Minutes
October 16, 2024

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Board members attending in person: Regina DiLavore, Bill Lonnerberg, Jane McLeod, Linda Pickle, Pam MacLaughlin, Steve Mascari, Reverend Susan Frederick-Gray, Mary Craig

Guests attending in person: Anabel Watson, Guy Loftman, Licia Weber

Submitted by: Regina DiLavore, Secretary

Attached Documents:

- A. Connections Coordinator Report
- B. Financial Dashboard and Statement of Cash Flows
- C. Lead Minister's Report

I. Call to Order and Chalice Lighting

President Jane McLeod called the meeting to order at 7:00 pm. The chalice was lit, and a quorum was in attendance.

II. Check-in

III. Approval of the Board Minutes

There were no further comments on the September 2024 Board Meeting minutes. The minutes stand approved.

IV. Reports

A. Connections Coordinator

Anabel Watson, Connections Coordinator, provided the Connections Coordinator Monitoring Report. She started her report by expressing her gratitude for being part of the UUCB community for the past two and a half years. She listed the highlights for the past year:

- Offered and organized four sessions of Exploring UUCB
- Held 4 group Membership Book Signings and “Covenanting Ceremonies”, two individual book signings, and coordinated the joining of 31 new members.
- Currently focusing on strengthening our church community through multiple initiatives that foster deeper connections and a greater sense of belonging among the congregation.

Although there are no major concerns, some of the challenges over the past couple of years included:

- The Connections Coordinator role has undergone frequent changes and had four different supervisors.
- The New Labor Law may impact benefits and salary.
- Lack of health insurance

Other accomplishments reported in the past year include:

- Coordination of involvement fair for church groups
- Increase in engagement and interest in UUCB

- Recruitment of Sunday volunteers including a new volunteer usher position and portico greeter
- Membership roll review
- Organized long-term member gathering; and
- Contributes to weekly Friday newsletter.

See Attachment A for the full Coordinator Connections Monitoring Report.

B. President's Report

President Jane McLeod provided the President's Report. President McLeod announced that the Board will postpone proposing revisions to the sections of the Bylaws concerning Leadership Cultivation Committee since the Board may propose more substantive changes related to the Special Purposes Fund (SPF) and frequency of membership roll reviews in the near future.

President Jane McLeod clarified that the Safety Team will report to Reverend Susan Frederick Gray. New Safety Team members will be recruited, and safety drills will be scheduled for Sunday Service in the spring.

C. Treasurer's Report

Bill Lonnborg, Treasurer, discussed the Fiscal Dashboard. The fiscal dashboard will be revised because the operating budget surplus was overstated (it should have been \$77,266.96 rather than \$115,479.02). Bill Lonnborg, Treasurer, then discussed the statement of cash flows for September 2024.

The September 2024 Fiscal Dashboard and Statement of Cash Flows are provided in Attachment B.

Bill Lonnborg, Treasurer, also announced that Arzetta Hults-Losensky has stepped down from the Finance Committee, leaving the committee with only three members. The Finance Committee will participate in the getting involved fair with an eye towards recruiting another committee member.

Bill Lonnborg, Treasurer, announced that the external audit is still ongoing as he is still receiving information requests. For financial disclosure, the auditors requested FY23-24 contribution amounts from the Board and staff members. Bill Lonnborg, Treasurer, will provide the necessary information.

Bill Lonnborg, Treasurer, also announced that he is waiting for quotes to replace specific windows as part of the Five-Year capital plan.

Reverend Susan Frederick-Gray and Bill Lonnborg, Treasurer had a discussion with Andrew Appel, Chair of the SPF, regarding an \$8,000 gift. Reverend Susan Frederick-Gray indicated that UUCB's top budgetary priority is operations. However, UUCB Bylaws state that all gifts must be managed by SPF unless designated otherwise. All involved, including the donor, agreed that the gift will

be used for operations. As stated in the President's report, the Bylaws may need to be revised to address unspecified gifts. A workgroup will be developed to address potential Bylaw revisions.

D. Lead Minister's Report

Reverend Susan Frederick-Gray reported that she has had initial conversations with the Personnel Committee regarding the new Fair Labor Standards Act (FLSA) effective January 1, 2025. This new law is not expected to impact staff salaries. Reverend Susan Frederick-Gray announced that she is planning a special collection on October 27, 2024, to benefit the UUA's Disaster Relief Fund and the Red Cross. The funds raised will support victims of Hurricanes Helene and Milton.

The Lead Minister's report is provided in Attachment C.

V. Unfinished Business

A. Cookies and Conversation with the Board

The Board discussed the proposed agenda for the meeting. Board members volunteered to make cookies for the event.

VI. New Business

A. Belcher Property

Bill Lonngberg, Treasurer, initiated a discussion about the adjacent Belcher property, which received an offer of \$2.25M for purchase. UUCB has the right of first refusal and can consider matching the offer; however, the Congregation would need to approve any budgetary changes greater than 10%.

Guy Loftman provided historical background of the property. President Jane McLeod led a discussion to gather opinions about purchasing the property, anticipating a potential decision in the near future. A decision will only be necessary if the offer is accepted.

The Board discussed holding informal discussions about the decision before starting more formal discussions. Reverend Susan Frederick Gray expressed that the congregation should be involved in the discussions. President Jane McLeod will follow-up and schedule an evening meeting.

B. Disruptive Behavior Policy

President Jane McLeod led a discussion about the disruptive behavior policy. The Bylaws allow for the Board to remove a member for cause. The UUA website has recommendations about such Board policies. The policies typically rely on the congregation's behavioral covenant and involve tiered responses depending on

the seriousness of the behavior. The congregation approved a Covenant of Right Relations, but it has not revisited in some years. It is based on the Seven Principles, and we may want to revise it to incorporate Shared Values.

The Board needs a process to review the Covenant first, then draft the policy. The Board discussed working on the Covenant during start-up weekend and working with the Right Relations Committee.

Reverend Susan Frederick-Gray suggested that perhaps the team that develops the Covenant can become the Right Relations Committee. Linda Pickle, Vice President, offered to call members to gauge interest in developing the Covenant and being on the committee. This committee is expected to have three members and be a committee of the Board.

VII. Feedback from Congregants

Reverend Susan Frederick-Gray has received feedback suggesting a name change for the congregation to remove the word "church." The Board will research the process for a name change and involve the congregation in the discussion, perhaps beginning at the start-up weekend.

VIII. Executive Session

The Board did not enter executive session.

IX. Adjournment

The meeting was adjourned at approximately 9:00 p.m.

Attachment A

Anabel Watson

Report to Board
from
Connections Coordinator
Submitted: October 13, 2024

Dear Board,

It has been a pleasure connecting with each one of you in various endeavors while working at UUCB and engaging in this thriving community for almost two and a half years. I appreciate the work that you do. It is rewarding to know that my work, and your work, strives to strengthen this community which provides such nourishment and opportunity to its members. Building thriving connections, helping newcomers, members, and friends feel a sense of belonging within our community and larger faith, and nurturing welcoming and diverse environments where individuals feel comfortable (but not complacent), inspired, and appreciated are pursuits that bring me much fulfillment.

In the two years since I last wrote an official Board report (last year, Rev. Connie asked me to simply submit my monthly staff report to her) I have come to know those in this congregation more deeply, have shared space with many individuals sharing moving personal stories, have aided in and seen congregants flourish in their church involvement and leadership, and witnessed and supported members of our community experiencing unanticipated challenges. It is an honor to support this vibrant and multifaceted microcosm of greater society.

One major part of my role as Connections Coordinator and membership professional is to accompany and orient congregants as they move from being a visitor to signing the membership book. This can take anywhere from a few months to years depending on each members' needs and background. In addition to orienting and welcoming newcomers on Sundays and addressing individual inquiries via email and meetings, I routinely send out emails customized to each step in the membership process addressed to, for example, those who visit for the first time and those who fit the general criteria for newcomer and membership classes. In the past year, not including the Membership Book Signing on October 1st, 2023, I facilitated four Exploring UUCB membership classes, welcoming 31 new folks into membership.

It is a joy to witness the comfort and belonging that those following this journey ground into.

From discussions in Exploring UUCB and the monthly newcomers' New to UU courses, I would like to lift up another aspect of this, which is that this congregation regularly embraces folks who have experienced profound trauma from prior places of worship, whether in their youth or shortly before arriving here. I am grateful to help these individuals connect and find fulfillment within UUCB as a new religious community that feels safe and affirming to them.

Some Challenges/Hopes:

I am glad that in the past year I have not experienced major points of concern to report. The following items are largely "challenges" that the board has previously discussed and/or which are implied in the transitional nature of our congregation in recent years.

Firstly, I want to state the obvious reality, which is that my role has seen a lot of change since I began work at UUCB a month and a half prior to Rev. Mary Ann Macklin's departure. Mary Ann emphasized to me that change was to be expected, and she was right. This past year, which saw a large portion of Rev. Connie's ministry and the arrival of Rev. Susan has involved frequent changes to my role. I do feel that change is a constant in the world and I have aimed to communicate through and adjust to all of these changes to the best of my ability.

Anabel Watson

One very recent change is the upcoming new labor law which staff were made aware of in the last couple of weeks. In regards to this, it is very important to me that my salary and benefits, including retirement, do not decrease in amount. As well, the ability to be flexible in terms of *when* I work—not how much I work—is something that has been hugely helpful to me in my ability to do my job well. This has also been helpful to me when I have traveled out of state and out of the country and worked remotely in different time zones and with differing schedules. Travel to both experience different places and cultures and to visit my family on the west and east coasts has been and is important to me throughout my time at UUCB.

Finally, throughout my employment at UUCB I have consistently shared with supervisors and with the board my hopes in regard to health insurance. I know that the church maintains a carefully managed budget and has not felt it is able to provide health insurance funds to part-time staff. I understand this and hope that, should that ever change, part-time staff be considered for a health insurance stipend or other similar compensation.

Connections Coordinator Highlights and Regular Activities, Oct 2023–Oct 2024: Below is a list of the activities that take up the bulk of my time. I have attempted to make this list fairly comprehensive and may have forgotten some items.

- Offered and organized four sessions of Exploring UUCB, a 4 hour two-part course offering participants the opportunity to join official membership
- Facilitated and organized New to UU monthly class, including coordination of Social Justice Task Force guest presenters
- Held 4 group Membership Book Signings and “Covenanting Ceremonies,” and 2 individual Book Signings, and coordinated the joining of 31 new members ○ Coordinated offering of membership ribbons to 20, 30, 40, and 50-year members and co-led recognition ceremony in Sunday service
- Staffed the Welcome Table on Sunday mornings
- Communicated regularly in-person and via email, Zoom, and phone call with the larger congregation regarding involvement, membership, and related matters
- Assisted newcomers and new members in cultivating meaningful engagement ● Maintained membership records in UUCB’s database, the MyUUA database, the Membership Book, and general files
- Coordinated UUCB’s Young Adult Ministry activities including lunches, general communications and promotion, projects/activities, and assisted with the IU Involvement Fair group, in the absence of an official YAM convener.
- Acted as ex-officio staff member of the Leadership Cultivation Committee; helped orient new committee members to materials in shared Google Drive
- Coordinated and maintained online weekly registrations for Java Crew, Greeters, and Flame Keepers groups and assisted volunteers on Sunday mornings
 - As of September ‘24: recruited additional roles of Portico Greeter and Ushers; Flame Keepers role transitioned to Worship Associate duty
- Led the Membership Anniversary Phone Call Team (each member is called) ● Coordinated with various church groups and committees: Ministerial Search Committee (as

Anabel Watson

- Exploring* class participants), Rainbow Rights Task Force (help assemble items, which are stored in my office, for functions), among others
- Assisted with larger congregational reviews/certification, including, under the instruction of Reverend Grant, a thorough Membership Roll Review that included many phone conversations with members of the congregation
 - During the Winter/Spring Roll Review, I personally called approximately 150 people from around 250 who were initially contacted. I likewise made substantial phone calls during the Summer Roll Review.
 - Maintained and updated documents on courses, activities, groups and general information on the community
 - Held individual appointments with congregants to discuss involvement, programming, and membership
 - Delivered readings and personal writings, offered (volunteer) tap dance performances and interpretations of readings, and played other roles in Sunday worship services ● Delivered the Welcome Address and Land Acknowledgment on Sundays ● Facilitated the Welcoming Team with input from Rev. Connie
 - This Team is still evolving and developing its activities and aims
 - Coordinated 4th of July Parade involvement including communication with Bloomington Parks and Recreation; parade was canceled day-of due to weather
 - Attended annual UU Association of Membership Professionals Pro Days conference in April in Naperville, IL
 - Hosted and organized a Longtime Members Gathering and name tag review for members of 40+ years in October '24
 - Attended staff retreats and trainings
 - Regularly contributed blurbs and articles to the *Friday Update* and *Perspectives*
 - Alongside many others, welcomed Rev. Susan into the community
 - Utilized Planning Center to maintain registrations, groups, membership and congregant data, and generally facilitate the items above

This year, as a non-staff participant in the UUCB community, I have enjoyed weekly involvement in the Cloud 7 choral ensemble and Open Mind Zen Indiana groups. I also became an Approved Facilitator of all adult Our Whole Lives (OWL) levels after completing a multi-day training in Indianapolis this summer. As mentioned, as a professional performer and dancer, I have also loved having the opportunity to speak or otherwise participate (tap dance) in worship services outside of my staff worship role(s). I look forward to continued participation in our community.

Thank you all for volunteering your time to do so much of the work that keeps this community running behind the scenes, during congregational meetings, and through its ongoing activities.

Thanks very much for your time,

Anabel Watson

Attachment B



Unitarian Universalist Church of Bloomington, Indiana

Fiscal Oversight Dashboard Fiscal Year to date - 7/1/2024 to 9/30/2024

Trend Analysis – Current Operating Budget

Through 9/30	FY24-25 TD Actual	FY24-25 TD Budget*	FY23-24 TD Actual	FY22-23 TD Actual	FY21-22 TD Actual
Total Income	263,567	193,513	184,998	253,447	247,951
Total Expenses	186,300	194,424	151,015	153,913	176,862
Surplus (Deficit)	77,267	(911)	33,984	99,534	71,089

Pledges / Plate

Through 9/30	FY24-25 TD Actual	FY24-25 TD Budget*	FY23-24 TD Actual	FY22-23 TD Actual	FY21-22 TD Actual
Pledges	248,814	171,397	173,711	240,523	234,806
Plate	7,568	6,301	6,515	7,349	2,640
Total	256,382	177,699	180,226	247,872	237,445

Assets, Liabilities, Current Ratio

As of 9/30	FY24-25	FY23-24
Current Assets	183,765	131,081
Current Liabilities	211,614	238,808
Current Ratio†‡	0.87	0.55

Notes

*FY Budget × 25% (% of FY days through 9/30)

†Current Ratio = Current Assets ÷ Current Liabilities

‡Starting in September 2024, the Current Assets include the Old National SPF checking account

Unitarian Universalist Church of Bloomington, Indiana, Inc.
Statement of Cash Flows
July - September, 2024

	Total
OPERATING ACTIVITIES	
Net Income	103,450.02
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Payroll Liabilities:403b Retirement Plan	0.00
Payroll Liabilities:Section 125-Premium Conversion	-157.28
T Snow Removal Reserve Fund	500.01
T25% Sunday Plate	0.00
TAudit Savings*	500.01
TBazaar	1,164.44
TBooktable	-182.84
TFeed Our Hungry Neighbors	-2,397.78
TFootball Parking	7,729.24
TGreen Mntnce & Eqpt Replacemt	3,624.99
TGreen Sanct Global Climate Chg	-250.00
THabitat	170.31
THope for Prisoners	-837.70
TIntl Outreach Task Force	-9,035.00
TLegal Fees Reserve Fund*	200.01
TLunch Funds	473.42
TMemorial Svc Contributions	400.00
TMin Discretionary	-22.00
TMUSIC	-1,440.00
TOutreach & Campus Ministry	-12.37
TRacial Justice Task Force	-1,696.90
TRainbow Rights Task Force	-175.00
TRefugee & Immigration Support	-2,367.64
TResilience Production	5,326.00
TSearch Fund*	500.01
TShed	5,056.00
TSocJustice	5.00
TSocJustice from Green Spaces	-500.00
TTechnical Reserve*	125.41
TUUtheVote	180.85
TYRE	-381.64
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	\$ 6,499.55
Net cash provided by operating activities	\$ 109,949.57
INVESTING ACTIVITIES	

Vanguard 1155		-4,818.00
Vanguard 4039		-24,769.24
Vanguard 4291		-8,624.82
Net cash provided by investing activities	-\$	38,212.06
Net cash increase for period	\$	71,737.51
Cash at beginning of period		112,027.06
Cash at end of period	\$	183,764.57

Sunday, Oct 06, 2024 08:03:02 AM GMT-7

Attachment C

October 2024 Lead Minister report to the Board
Unitarian Universalist Church of Bloomington
Submitted by: Rev. Susan Frederick-Gray

General Reflections

It feels as if the ministry is starting off well. I have gotten positive feedback from members about the Sunday services and I am feeling moved by the spirit and music of worship.

The welcoming house parties that Andrew Appel has been organizing are going well. I have about 4 more left to attend. Through these events I will have been able to meet more directly about 120-150 people in the congregation. This is in addition to the people I am meeting through ministry teams and committees in the congregation. The events have all been engaging and have helped me get to know more people in the congregation and for them to know me better and more personally. I think this has been important and successful.

Calendar highlights

Proposed Date for Installation Service: Sunday March 30, 2025 at 4pm!

An installation service is the formal act by which the congregation installs a new minister. It's a special service with guest speakers and an official act of installation led by the Board President by which the congregation and its minister covenant together for our shared ministry. *Any concerns or red flags about this date and time?*

I will be away Monday, Nov 11-14 for a clergy study group called Prairie Group. This is a group of ministers that delve into scholarship and writing on topics chosen by the group. This year's meeting will look at the role of speculative fiction and how/whether it can inform our ministries, help us discern larger truths, and help inform practices of the beloved community. This will be my first meeting with this group and I will be considering whether I wish to join. They meet once a year in November.

I also plan to take vacation time over the Thanksgiving holiday, but have not determined dates yet. Brian and I will travel to Dallas to visit his family and our son will fly there too from CA.

Updates or Highlights from Ministry

Fair Labor Standards Act (FLSA): On January 1st, 2025, there will be a substantial increase in the salary threshold for any employees considered exempt (meaning exempt from employers having to pay overtime). Due to this change, I have been

working with the Personnel committee to review the categorization of exempt employees and whether we will need to shift some staff to non-exempt. There is a lot of detail behind all of this and reading up on the rules and the law has been a significant task. Next, I will begin meeting with staff and reviewing their job descriptions and any needed changes to how they are compensated (i.e. hourly vs. salary; or salary non exempt). I can report to the Board changes once they are determined but for now I feel supported by the personnel committee in navigating and implementing these changes. I am happy to share more about these changes with the Board when we meet.

Special Offering/collection: As we witnessed the destruction to so many communities from Hurricanes Helene and Milton, I wondered about whether I had the authority to hold a special collection during service on Sunday, or if that had to go through any approval. I talked with Jane McLeod and Linda Pickle and got their affirmation that no policy precludes me from doing it, so it seemed reasonably within my authority. On Oct 20th we'll hold a special collection during the service to support the UUA's Disaster Relief Fund and the Red Cross (split equally). I have one additional question on this that I would like the Board's opinion. I think it will be most effective to just have one collection during the service for disaster relief, rather than having 2 - one traditional offering and one special. So, I propose just having the special collection, recognizing this priority, even as we will not receive the usually 75% of the plate for the church, or the 25% of the plate for Habitat. Given the circumstances and the great need of our neighbors in NC, FL, and GA and other states, this is reasonable to do. I welcome the Board's opinion on this.