

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Board Minutes January 20th, 2016

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<u>VI. ADJOURNMENT 9:40 PM</u>	6

Board members attending: Kathleen Sideli, Von Welch, Arzetta Hults-Losensky, Deb Hutton, Ann LeDuc, Doug Cauble, Pat Brantlinger

Present by invitation of the Board: Amy Taylor

Ministers attending: Reverend Mary Ann Macklin and Reverend Doug Wadkins

Submitted by Ann LeDuc, Secretary

I. Call to Order 7:00 PM

Call to order by Kathleen Sideli, President, at 7:00 PM

Changes to the agenda: None

II. Chalice Lighting and Reading

Chalice lighting and reading by Pat.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Deb: to approve the December 2015 Board of Directors meeting minutes.

Seconded by Von.

Vote: approved unanimously.

B. Minister's Report Reverend Mary Ann Macklin

Reverend Macklin's weekends have been very busy with services and meetings.

This year the Interfaith Celebration and Commemoration of Martin Luther King, Jr. had very high attendance.

Sue Swaney and Andy Beargie will be available in upcoming months to provide staff reports.

Snow removal procedures are continuously improving. This includes increasing paid snow removal services and purchasing equipment for use by staff and volunteers.

Reverend Macklin is moving into a time of active involvement with the ministerial search.

C. Old Business

1. Approve Congregational Meeting Minutes

Motion by Arzetta: to approve the December 2015 Congregational Meeting minutes.

Seconded by Pat.

Vote: approved unanimously.

2. Update on MSC Activities Amy Taylor

See attached “Ministerial Search Committee Accomplishments and Schedule.”

As of January 2nd, the committee began receiving names of candidates and reviewing the candidate packets. Some packets include websites with sample sermons. The committee is currently conducting first round interviews by phone. Next week, the committee will narrow down the list of candidates to invite to neutral pulpits and begin reviewing the candidates’ references. Neutral pulpits will be used mid-February to mid-March.

The committee has been meeting at least twice a week. Reverend Wadkins assisted the committee with performing a mock interview, which was a valuable experience for the committee.

Reverend Macklin will meet with each candidate separately from the committee.

Candidating week dates are changeable and must stay flexible. In late March to early April, our candidating week will be set. We are aiming for April 17-24th for our candidating week. Final candidates may participate in candidating weeks at more than one church, but it is very rare. By April 7th, Keith Kron will ask us for the name of our final candidate.

The Board will set the special congregational meeting to vote on calling the new Associate Minister. The Board will run the meeting, but the MSC will be in charge of the content. Our bylaws do not allow for proxy votes. It is required that 1/3 of the membership attends the special congregational meeting. Our bylaws require an 80% approval to “call” a minister, but the UUA recommends a much higher percentage of at least 90%.

3. Communications Policy Ad Hoc Committee Kathy

In order to have a larger breadth of input from the congregation in the development of a Healthy Communications policy, an ad hoc committee will be created.

Names of several prospective members were provided by multiple Board members. Kathy will invite prospective committee members, who will be convened by Pat, as the board representative.

The committee will present to the Board a proposed policy for healthy communications in late May, after which time the Board will make it available to the congregation for comment, in time to have it finalized by the June congregational meeting. The policy needs to include procedures for dispute resolution and guidelines for healthy communications, which will include recommendations for electronic communications such as email and social media.

4. Report on Conversation with Attorney Kathy and Von

Von and Kathy met with Paige Freitag Esq., who is a partner with Jones, McGlasson, and Freitag. Although Ms. Freitag specializes in estate law, her firm is willing to represent the church. One member of the law partnership, R.D Jones, is a general practitioner attorney. Ms. Freitag is willing to answer quick questions without

charging us. There would only be an engagement letter and fees when the church requests assistance with specific legal issues. There would be no long term contract with Ms. Freitag or the partnership.

Arzetta brought up the fact that we should put money in the budget for legal expenses. We will create a reserve account with \$1000 each year. Since it is a reserve account, if the funds are not used in a given year, they will roll over to the next year.

5. Auditor at February Meeting Arzetta

The auditor will be attending the February board meeting.

6. RE Re-visioning January 31st

Board members are encouraged to attend. We will announce the Re-visioning workshop during Sunday announcements.

7. Board in 'Connections' Procession

Shari Woodbury has asked that the Board participate in the "Connections" procession on January 31st. Von will carry the gavel in the procession to represent the Board at the first service and Kathy will carry it at the second service.

8. Coffee with the Board on January 31st

Von and Ann will be at the yellow connections booth between services on January 31st for the first "Coffee with the Board." This is part of how we are increasing "Linkage" with the congregation, by providing additional opportunities for two-way communication between congregants and the Board. Ann will include a reminder in the January 31st announcements.

D. New Business

1. Monitoring

<http://www.uubloomington.org/wp-content/uploads/2015/01/2015-11-11BoardPolicies.pdf>

II. C. Compensation and Benefits

Written report by Senior Minister on adequacy of compensation practices

Required exhibits: Compensation Plan, Benefits Plan

See attached "Compensation and Benefits Spreadsheet, page two." Although presented at the Board meeting, page one of the Compensation and Benefits spreadsheets are not included with these minutes due to inclusion of proposed salary information for the Associate Minister which are not to be made public during the negotiating period.

The Board discussed plans for 2016-17 salaries, adhering as closely as possible to the recommendations put forth by the Fair and Sustainable Compensation

Committee a few years ago. Where salary increases may not be possible, certain benefits and professional expenses will be increased.

II. D: Financial Planning. *Written report by Senior Minister*
Required exhibit: Five Year Capital Plan

See attached "UUCB Capital Plan."

Reverend Macklin recommended a new number one priority be added to the Capital Plan: "Sound Proof the Associate Minister's Office." The board suggested discernment as to whether or not the current office location is the best location for a minister's office.

Arzetta announced that soon the new mortgage contract will be official. She was able to get Old National Bank to waive the appraisal fee.

We have a reserve account for capital expenses and funds in SPF to pay for the capital plan.

The balance sheet showing the capital reserve is available in the church office, on the bulletin board near the courtyard doors, and via the church database.

II. E: Financial Condition *Written report by Senior Minister.*
Required exhibit: Statement of cash flow

See attached "Statement of Cash Flow."

It was recommended that a narrative guide be created to assist in understanding the balance sheet. The Board needs an annual review on all aspects of the budget, including the T accounts.

2. Monitoring Ad Hoc Committee

Von, Ann and Reverend Macklin are the ad hoc committee on monitoring. They will review all the monitoring reports and identify which reports and their frequency are the most useful, and what reports, if any, may be lacking.

3. Stewardship Campaign Update Kathy and Reverend Macklin

This year, with the Board's assistance, a monetary goal will be set for the stewardship campaign. The campaign kick-off will occur in coordination with the "All You Need is Love" children's musical. The youth will participate in a stewardship Sunday. The stewardship theme will be announced soon.

Our congregants have a very high rate of follow-through on their pledges (over 95%).

4. Date for June Congregational Mtg Kathy

The date of the June Congregational Meeting was set for Sunday, June 12th, 2016.

5. Retrospective on Policy Governance Von

We have been using policy governance for about four years. The previous board designed our form of policy governance based on other UU congregations and the UUA, and handed it off to the current board.

There was a discussion about inviting former Board Presidents to discuss their vision of policy governance. This would give us an opportunity to look at what is working and what we might want to do differently. We will decide in February when to schedule a retreat on our progress with Policy Governance.

V. Executive Session

The board met in executive session at 9:25 PM.

VI. Adjournment 9:40 PM

Motion by Arzetta: to Adjourn.

Seconded by Von.

Vote: approved unanimously.

The meeting adjourned at 9:40 PM.

Ministerial Search Committee 2015 Accomplishments

First meeting date: Retreat Aug 10 & 11, 2015

Survey – created, mailed to some & put on Survey Monkey –Oct 5 -19, 2015, evaluated results (283 rec'd), shared Dec 21

Cottage Meetings – create questions & format, conduct 16 sessions Sep 6 - Oct 13, 2015

Congregational Record & position application completed, including Letter of Agreement, submitted Nov 10, 2015

Congregational Meeting Dec. 13, 2015

Packet website – December, concept to completion 1 month

Communication – Prologues, Friday Updates and Pulpit Announcements, name tags, poster timeline, church website, Doug, MAM, Board, Keith Kron –UUA Transitions Office

Ministerial Search Committee 2016 Schedule

The Committee has been reviewing candidate packets and websites.

We will be conducting interviews over the next couple of weeks.

By the end of the month we expect to have it narrowed down to 2 or 3 candidates to schedule in neutral pulpits in February and March.

MAM will have input on the candidates we schedule in neutral pulpits.

Feb 13 the committee will have dinner with the Beyond Categorical Thinking Facilitators.

Feb 14 we host the Beyond Categorical Thinking workshop. Facilitators will be in pulpit that morning. Lunch and childcare will be provided.

CANDIDATING WEEK April 17-24

SPECIAL CONGREGATIONAL MEETING Sun April 24 @ 12:45pm

- Special meeting to be called by Minister, President, or 4 Board members
- Congregation notified at least 10 days in advance
- Quorum to call minister is 1/3 of membership (161-170 members ??)
- need 80% favorable vote of those in attendance.

UUCB CAPITAL PLAN

Priorities for FY 2015-2016

1. Sound proof the second minister's office in accordance with UUA guidelines.
2. Replace the HVAC system and a new electrical panel in the first floor RE wing. Harrell Fish, Inc. (HFI) will do the work. A quote to install a new Ductless Split system from HFI was received. We will also need to fill the floor return air ducts (with gravel capped by a plywood subfloor) and install vinyl over the holes (we have enough left over material so it will just be Labor). Need to commit to HFI by February 2016. Estimated cost: \$20,000
Note: The church mortgage will be refinanced in early 2016. \$20,000 will be added to the loan to cover the cost of the new Ductless Split system. Work will begin in the spring 2016.
3. Replace the skylight in the Commons. Numerous repairs have been done to the skylight, but it continues to leak. We need to have the original installers examine the skylight and provide dimensions.
4. Our insurance will cover \$9,000 of the cost to replace carpet in the first floor hallway (due to flooding caused during the Bazaar). Recommend we use carpet tiles instead of broadloom (what is there now). If we buy tiles direct like we did for upstairs and have it installed without the dealer's overhead as we've been doing, it may not cost more. A temporary carpet and base are to be installed this week - cost estimate: \$250.
5. The round window in the sanctuary causes glare. Options are being considered to remedy the glare. Shade samples have been ordered. The building committee members are exploring options. Estimated cost and timing to be determined.

Additional Items on Maintenance Plan 2016 – 2020

1. Replace carpet in meeting room. Use carpet tiles. Approximate cost: \$10,000.
2. Downstairs Restrooms: Replace toilet partitions, flooring and base.
3. Paint east and west side of building. This was last done in 2010. Recommended it be done every 6 -10 years. The east and west exterior painting could be done in two consecutive years. Cost estimate \$3,500/year.
4. Exterior lights: Replace lights under porch east of Portico. Building and Grounds committee hopes to add motion sensors under porch and purchase LED "Dark Sky" fixtures for the wall sconces. Also need to review lighting needs for courtyard and front doors.
5. For the past two years RE has requested carpet tiles in rooms 103 & 104. The estimate from last year was \$3,500.
6. Install acoustic panels in Fellowship Hall. The AV committee is currently working on this. Cost estimate: \$1,800.
7. LED lights for the hallways and second floor offices will be purchased from Duke Energy's Savings Store for a reduced cost. 50 LED lights would cost about \$300.

Completed Items

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.

The Special Purposes Fund provided a grant of \$2,500 for this work. Completed July and August 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 HVAC system in rooms 104 and 106 (Nursery, hall ADA restroom) is pre-1992 and has a 20 year expected life. Rooms 103 and 105 (Preschool) and restroom due in 2016. HFI provided and estimate in August 2015.

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. Completed 2015.

4. Remove water fountains in RE wings on first and second floor. Patch and paint after water fountains are removed. Completed June 2015.

5. Exterior painting: Paint south side of building, north side-porch, and small portion of panel near playground. Completed June 2015. Cost \$3,413.91.

6. 50 LEDs were installed in hallways and 2nd floor offices in July 2015 for about \$500.

7. Parking lot striping. Cost is approximately \$750. Include \$800 in the budget at least every third year. Completed Aug. 2015.

8. Wood-look sheet vinyl and carpet steps on the mobile platform in the sanctuary were installed November 2015. (about \$1,500)

9. 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. Completed 2015.

10. 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. Completed 2015.

11. Offset umbrella was purchased to provide shade in nursery playground. 2015.

Category	<u>Revenue</u>		Notes
	Budget	Actual	
Pledges and Grants	540,000	305,071	56.50%
Bazaar	10,000	0	not added yet. TBazaar is 12,459
Facilities Use	6,100	3,038	
Interest Income	50	0	
Investment Income *	2,500	1,281	from 03/15 & 06/15 QTRs
Kroger-Marsh	7,000	0	6,603 in T account
Misc	6,000	6,151	
Other Fundraising	2,000	30	
Prior Operating Extra	12,000	12,650	
Prior Year Pledges	20,000	10,274	51.40%
Sunday Plate	28,000	10,936	39%
Talent Auction	11,000	0	
Totals	644,650	349,432	54.20%

	<u>Expenses</u>		
	Budget	Actual	
Childcare	12,541	3,379	26.90%
Committees	13,268	2,420	18.20%
Denominational	44,745	19,633	43.90%
Ministry - Salary & Hc	152,078	77,784	51.00%
Ministry - Benefits	45,171	22,511	49.80%
Ministry - Other	13,700	6,190	45.20%
Music	40,528	18,180	44.90%
Office	114,672	52,532	45.80%
Outreach	4,660	0	
Plant	119,236	60,494	50.70%
Religious Education	82,381	37,961	46.10%
Totals	642,977	301,086	46.80%

Net Income **48,346**

Expense	FY 2015-2016	Estimated FY 2016-2017	Notes
Outreach & Campus Min			
Outrch/CampusMinCoc	3,400	3,400	
Payroll Taxes	260	260	
Total Outreach Staff	3,660	3,660	
Music			
Music Director	22,309	22,532	1% increase
Pianist	8,910	9,072	\$56/visit (2015 \$55/visit)
Music Director-Children	1,738	2,000	
Payroll Taxes	2,521	2571	
Total Music Staff	35,478	36,175	
Church Administrator			
Admin Health Ins Jul-Dec	1,635	2,208.60	460.07/mo.X80%=368.10 x 6
Admin Health Ins Jan-Ju	1,800	2,406	if 9% inc.80% of 501.48 is 401
Admin LTD	0	395.4	32.95mo. X 12 = 395.40
Admin Prof Exp	2,000	2,000	
Admin Retirement Plan	3,930	3,930	
Admin Salary	39,300	39,300	
Admin Payroll Taxes	3,006	3,006	
Total Comp&Bens-Adm	51,671	53,246.00	3% increase
Office			
Bookkeeper (5-7hrs/wk)		5,746	range\$15-20/hr.17/hr x338hr/yr
Connections Coordinator	13,544	15,300	1020hrs/yr @ \$15hr
Connctns Coord Prof Exp	500	600	
Connctns Coord Retirem	0	0	
Multimedia Specialist	5,120	5,440	320hrs x \$17/hr (2015 \$16/hr)
Office Assistants	13,325	13,650	\$10.25 & 10.75/hr x 1300 hrs
Payroll Taxes	2,447	3,070	off assist 2015:\$10 & \$10.50/hr
Total Other Office Staff	34,936	43,806	
Childcare			
Wages	11,650	11,650	\$10/hr
Payroll Taxes	891	891	
Total Childcare	12,541	12,541	
Religious Education			
DRE Salary	22,108	22,329	
Dre Payroll Taxes	1,691	1,708	

DRE Professional Exp	1,000	1,000
DRE Retirement Plan	2,211	2,233
Total DRE	27,010	27,270

**Proposed
FY 2016-**

Expense	FY2015-2016	FY2017	Notes
RE Assistants Wages	13,182	13,494	\$10.25/hrx312hrs/11/hrx936hrs
Payroll Taxes-Assistants	1,008	1,032	2015:10/hrx312&10.75/hrx936
Subtotal RE Staff	41,200	41,796	See spreadsheet 1 for MRE
Physical Plant			
Custodial Salary	18,659	19,507	23 hrs/wk (2015 22 hrs/wk)
Custodial Retirement Pla	1,866	1,951	
Custodial Substitute Sal	1,000	1,000	
Custodial Payroll Tax	1,504	1,569	
Total Custodial Staff	23,029	24,027	
Subtotal - Staff	202,515	#####	\$12,100 increase
Subtotal - All Ministers	230,129	236,977	\$ 6,848 increase
Total Comp & Benefits	432,644	452,228	Total Increase is \$19,584

Note: This spreadsheet shows most staff members receiving a small raise. Not certain this will actually be possible.

	FY 2015 -	2015-2016 Notes	Est FY
	2016		2016-2017
Senior Minister			
Salary	83,318	Sal 64,602 Hous 15,000 Sec 125 3,716	83,318
Benefits			
Health Ins Jul-De	4,362	67% is 727/mo	4,983
Health Ins Jan-Ju	4,800	10%inc in prem 67% is 800	5,436
Dental,Life,LTD	0	Min's Sec 125 \$1473/yr	1,473
Professional Exp	7,200	9% S & H	8,332
Retirement Plan	8,332	10% Salary & Housing	8,332
Total - Sr Min	108,012		111,874

Interim Minister			
Salary	66,760	Sal 42,616 Hous 18,000	
Add'l Salary	2,000	pd inJul&Aug.Sec 125	6,144
Benefits			
Health Ins Jul-De	3,619	67% is 603.25/mo	
Health Ins Jan-Ju	3,981	10%prem inc. 67% is 663.58	
Dental,Life,LTD	0	Min's Sec 125 \$2560/yr	
Professional Exp	6,000	9% S & H	
Retirement Plan	6,876	10% S & H	
Total - IM	89,236		

Associate Minister			
Salary			67,000
Benefits*		See Note below	
Health Ins Jul-Dec			4,188
Health Ins Jan-Jun			4,565
Dental, Life, LTD			2,560
Professional Exp			6,700
Retirement Plan			6,700
Total - AM			91,713

	FY 2015 -	2015-2016 Notes	Est FY
	2016		2016-2017
MRE **			
		[Still in Packet System]	
Salary	28,165	Sal 12,165 Hous 16,000	28,446
Benefits			
Health Ins	0	Not elected	0
LTD	299		299
Professional Exp	1,600		1,800
Retirement Plan	2,817		2,845

Total Comp - MRE	32,881	33,390
Total All Ministers	230,129	236,977

* Associate Minister to begin July 1, 2016. We do not yet know his he minister only or minister and partner/family. Nor do we know his election of dei (LTD).

For purposes of this estimate, I have used the Interim Minister's electi

** Minister of Religious Education is part-time. In FY 2015-2016 she is still under tl FY2016-17?

She has not elected health insurance coverage through UUCB. She does pay for LTI not

included an estimate for adding health insurance, dental, and life insurance coverag

2016-2017 Notes

80%715/mo=572 50%517/mo=258.5
9%prem.inc. 80%-624/mo 50% 282/mo
100%, based on 2016 rate for Life & LTD

Total 3.6% increase

2016-17 S & H Negotiable
range: \$55,000 - \$70,000

80% 622mo=498. 50% 400/mo=200
9%prem.inc. 80%=542.4 50%=218.50
100%, based on IM's 2016 amts

10% of S & H

2016-2017 Notes

[Change this in 16-17?]
1% increase

1.55% increase

\$6,848 increase

Health insurance coverage, whether it is

Term, life ins., and Long Term Disability

coverage and 2016 rates.

under the packet system. Should we change this in

the future? It is a portion of her total compensation amount. I have

attached a link to the