

# Unitarian Universalist Church of Bloomington, Indiana

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

Approved Board Minutes

October 16, 2019



|   |          |
|---|----------|
| <b><u>I. CALL TO ORDER</u></b>                                | <b>3</b> |
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| <b><u>IX. ADJOURNMENT</u></b>                                 | <b>5</b> |

**Board members attending:** Stuart Yoak, Steven Gilbert, Sharon Wiseman, Julie Lawson, Abby Gitlitz, Jane McLeod, Rich Slabach

**Ministers attending:** Revs. Scott McNeill and Emily Leite

**Present by invitation:** Adrienne Summerlot, Ann LeDuc

**Submitted by:** Steven Gilbert

**Attached Documents:**

- A. SPF Highlights
- B. Board Covenant 2019-20
- C. Budget Summary Statement for September 30
- D. Religious Education Report for October 2019
- E. Connection Coordinator's Report for October 2019

## **I. Call to Order**

Stuart Yoak called the meeting to order at 7:00 p.m.

## **II. Chalice Lighting and Reading (Rich Slabach)**

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

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

Stuart Yoak called for a motion to approve the September 18 board meeting minutes. Julie Lawson so moved with Amy Gitlitz seconding. The motion carried.

## **V. Old Business**

### **A. Approved UUCB CFO Position Description**

Stuart Yoak reported that the position description for the UUCB Chief Financial Officer is complete. The board will review said description at the next board meeting.

### **B. SPF Handout**

For informational purposes, Stuart Yoak provided the board with the highlights of SPF funding from 2008 to the present (Attachment A).

### **C. Board Appointments to the SPF for This Year**

Stuart Yoak called for a motion to approve appointments to the SPF Committee of himself for Fall 2019, and of Julie Lawson for Spring 2020. Jane McLeod so moved, with a second by Rich Slabach. The motion carried.

### **D. Confirmation of Andrew Appel as Member and Chair of SPF**

Stuart Yoak presented a motion to confirm the appointment of Andrew Appel as both member and chair of the SPF Committee. Jane McLeod seconded. The motion carried.

### **E. Approval of UUCB 2019-2020 Board Covenant**

Stuart Yoak moved for approval of the 2019-2020 Board Covenant with minor changes. Sharon Wiseman seconded. The motion carried. See Attachment B for the revised covenant.

## **VI. Monitoring (per Board Policies, Section IV)**

## **A. Treasurer's Report**

### **1. Seasonally Adjusted Summary Budget Statement**

Rich Slabach provided the board with the Summary Budget Statement for September 30 (Attachment C). He noted that the document does not include investment income but said he would include this information in future. In response to a comment noting that the income from external sources appeared to be down ( under "Other Income"), Adrienne Summerlot suggested that this could be due to increased use of the facilities by internal groups. Rich said he would check on this.

### **2. Draft Internal Church Audit**

Rich Slabach presented the board with a draft of the current internal church audit and made four recommendations to the board for procedural changes. The board will address the report and these recommendations at the next board meeting.

## **B. Religious Education Report**

Adrienne Summerlot and Rev. Emily Leite presented the regularly scheduled RE Report (Attachment D). Adrienne noted that personnel shifts resulted in her dedicating more time in the summer to registration and technical matters and less to engaging in programs. Rev. Leite agreed that this had been a problem this past summer.

## **C. Connections Coordinator Report**

Ann LeDuc presented her regularly scheduled Connections Coordinator's Report (Attachment E). The board briefly discussed an apparent drop-off in regular church attendance in 2019, reaching no conclusions but agreeing to keep an eye on this figure.

## **D. Defining and Providing Goals for Stewardship**

Stuart Yoak moved discussion of Stewardship affairs to the November board meeting. He noted that neither the Stewardship nor Future of Stewardship committees are currently active, but that they may need to become so as activities are planned to pay off the church mortgage in the Spring.

## **VII. New Business**

### **A. Board Member Position Descriptions**

Stuart Yoak distributed copies of current board member position descriptions with a request that members suggest updates as needed, returning said suggestions to Stuart. Members should be prepared to discuss these suggestions at the next meeting.

**B. Active Aggressor Training Comments**

Stuart Yoak requested comments on the active aggressor training provided to interested church leaders by John Summerlot. Those board members who attended the training said they found it to be informative. They supported more sessions of this kind in the future.

**C. Upcoming Congregational Meeting**

Stuart Yoak reminded board members of the upcoming December 8 Congregational Board meeting. He asked that any proposals for changes in church bylaws be submitted to him before the next board meeting.

**VIII. Executive Session**

The Board entered executive session at 8:40 p.m.

**IX. Adjournment**

Steven Gilbert moved for adjournment. Stuart Yoak seconded. The motion carried and Stuart adjourned the meeting at 9:10 p.m.

ATTACHMENT A

# SPF Highlights

## Major gifts and expenditures

Gifts (+), expenditures (-), and loans (no+/-) in excess of \$3,000 since 2009 follow. Loans are to the church for a relatively short term and repaid with interest.

|          |   |
|----------|---|
| 12008-09 | +5,000 D. Vitaliano estate  |
| 2009-10  | -3,472 Sabbatical funding   |
| 2010-11  | +23,000 Green Spaces initiative                                       |
|          | -3,250 Social Justice grants  |
| 2011-12  | -3,000 BOOM! composer   |
| 2012-13  | - 28,095 Metal roof   |
|          | -12,790 Matching funds for Center for Congregations TMGI (Tech) Grant |
|          | +10,000 Julia and Ledford Carter                                      |
|          | +20,000 Cookie and Bill Lynch   |
|          | -5,925 Habitat for Humanity of Monroe Co.                             |
| 2013-14  | +10,000 Harv Hegarty Fund donation                                    |
|          | +50,000 Anonymous general endowment fund donation                     |
|          | +77,570 Anonymous Legacy Fund donation                                |
|          | -3,500 LED lamps for meeting room                                     |
|          | -3,812 Doug Watkins moving expenses                                   |
|          | -5,925 Habitat for Humanity grant                                     |
| 2014-15  | -5,335 Social justice grant   |
|          | +15,000 Carol Shapiro bequest   |
| 2015-16  | -3,200 UU Church: Fall 2015 Social Justice Grants                     |
|          | +17,078 Monroe County United Ministries, from Lundin Youth fund       |

|          |            |   |
|----------|------------|---|
| 12016-17 | +10,000    | Barbara Restle, to Legacy Fund                  |
|          | 77,563.79  | Anonymous Gift, balance of Green Spaces pledges |
|          | -8,528.99  | UU Church: Moving expenses                      |
|          | -7,750     | Mosaic makers, Sacred Dying project training    |
| 2017-18  | -4,238     | VALE Training expenses                          |
|          | -4,790     | Church signage                                  |
|          | -5,315.15  | Green Grounds landscaping                       |
|          | 11,275.50  | Sale of stock-gift of Von Welch and Ruth Aydt   |
|          | 18,561.28  | Estate gift of Kathie Lazerwitz                 |
|          | 10,000     | Swaney Composition Fund: anonymous donor        |
|          | 30,000     | Gift of Laura Campbell                          |
|          | 3,972.00   | Contribution to Swaney Composition Fund         |
| 2018-19  | -37,176.71 | Carpet and lighting for Meeting Room            |
|          | -7,465.00  | Sewer repair                                    |
|          | -3,700.00  | Green Grounds landscaping                       |
|          | -7,488.00  | New projectors for meeting room                 |

## Committee membership

SPF Committee members in August 2018, with first year of service and role:

- Chris Haynes, 2013, re-elected 2016, at large, chair
- Kathleen Sideli, 2016, Board-appointed replacement for vacated position, elected 2017 to at large position
- Helmut Hentschel, 2016, Board appointed
- Harlan Lewis, 2018, at large
- Ed Robbins, 2018, Treasurer of the Board

Recent past chairs of the committee, most recent first, with length of service:

- Karen Jewell, 1 year
- Clarke Miller, 2 years

## ATTACHMENT B

### UUCB BOARD COVENANT 2019-2020

Approved October 18, 2019

We the UUCB Board of Directors Covenant to:

*Work Well Together by:*

- Respecting each other's experiences and learning from one other;
- Being accountable to one another and to the congregation;
- Showing clear love and concern for the welfare of the church; and
- Encouraging the expression of diverse opinions and perspectives.

*Honor Our Shared Values by Exhibiting:*

- An encouraging positive attitude;
- Respect and civility;
- Honesty and kindness; as well as
- Sincerity and good humor.

*Uphold the Trust of the Congregation by:*

- Being available to the congregation and to each other;
- Listening deeply, exploring creatively, and acting reliably;
- Engaging in thoughtful and deliberate decision-making; and then:
- Speaking as one voice.



| ATTACHMENT C: Seasonally Adjusted Budget Summary as of 9-30-2019 |               |               |                    |                              |
|--|---------------|---------------|--------------------|------------------------------|
| <b>Revenue</b>   | <b>Budget</b> | <b>Actual</b> | <b>% of Budget</b> | <b>Seasonally Adjusted %</b> |
| <b>Category</b>  |               |               |                    |                              |
| Pledges (Committed,New,Prior Yr)                                 | 673,000.00    | 258,614.13    | 38.43%             | 37.00%                       |
| Fund Raising (Bazaar,Groc,Auction)                               | 29,000.00     | 0.00          | 0.00%              | 0.10%                        |
| Other Income (Fac,Inv Inc,Misc)                                  | 18,000.00     | 2,222.56      | 12.35%             | 37.80%                       |
| Sunday Plate   | 24,000.00     | 5,978.17      | 24.91%             | 22.60%                       |
|  |               |               |                    |                              |
| Totals   | 744,000.00    | 266,814.86    | 35.86%             | 34.70%                       |
|  |               |               |                    |                              |
|  |               |               |                    |                              |
| <b>Expenses</b>  |               |               |                    |                              |
| <b>Category</b>  |               |               |                    |                              |
| Campus Ministry & Outreach                                       | 4,096.00      | 843.67        | 20.60%             | 28.90%                       |
| Childcare  | 12,434.00     | 2,075.35      | 16.69%             | 21.10%                       |
| Committees   | 15,308.00     | 1,176.85      | 7.69%              | 18.60%                       |
| Denominational   | 44,259.00     | 9,907.00      | 22.38%             | 26.60%                       |
| Ministry - Salary, Sr. Minister                                  | 96,183.00     | 23,377.50     | 24.31%             | 25.60%                       |
| Ministry - Salary, Assoc. Minister                               | 72,497.00     | 17,477.09     | 24.11%             | 25.00%                       |
| Ministry - Benefits, Sr. Minister                                | 32,181.00     | 6,162.55      | 19.15%             | 26.80%                       |
| Ministry - Benefits, Assoc. Minister                             | 23,674.00     | 5,326.57      | 22.50%             | 25.90%                       |
| Ministry - Other   | 9,300.00      | 1,987.99      | 21.38%             | 25.20%                       |
| Music  | 46,544.00     | 11,351.27     | 24.39%             | 23.70%                       |
| Office   | 152,022.00    | 34,138.67     | 22.46%             | 23.90%                       |
| Plant  | 134,133.00    | 32,006.36     | 23.86%             | 27.90%                       |
| Religious Education  | 115,074.00    | 21,171.87     | 18.40%             | 26.00%                       |
|  |               |               |                    |                              |
| Totals   | 757,705.00    | 167,002.74    | 22.04%             | 25.60%                       |
|  |               |               |                    |                              |
| Net Income   | (13,705.00)   | 99,812.12     | -728.29%           | -1023.40%                    |

## ATTACHMENT D

### Religious Education Report to the Board - October 19, 2019 Prepared by Adrienne Summerlot and Emily Manvel Leite

**Our August Intersession** was focused on welcoming the children into the co-creation of the Water Communion service this year. The children enjoyed singing, movement, set creation, and art projects celebrating water. The Water Communion service, created by Adrienne and Reverend Mary Ann, was a huge success. Children and families and the rest of the congregation appreciated the children's involvement and contributions. Reverend Emily supported the preschool program and childcare through August so Adrienne and new RE Assistant Dalton Gibson could focus on the Water Communion.

**2019-2020 Registration** has been slower than last year. We have just over 90 children and youth registered this year. Comparatively we have over 100 kids register by mid August last year. This is down from 115 registered at this time last year. We continue to have guests and visiting children each week and the DRE takes time to email those who have visited 3 or more times and encourage them to register. We have welcomed a handful of new families, at least 1 per class into the program as well.

| <b>Current Registration</b>   | <b>9:15am</b> | <b>11:15am</b> |
|---|---------------|----------------|
| <b>Caring Connections (Childcare)</b>                                   | 5             | 5              |
| <b>World of Wonder (Preschool)</b>                                      | 7             | 4              |
| <b>Roots &amp; Wings<br/>K-2</b>  | 11            | 9              |
| <b>Curiosity Club (3rd-5th grade)</b>                                   |               | 17             |
| <b>Jedi Academy (6th-8th grade)</b>                                     |               | 27             |
| <b>YRUU (High School Youth Group)</b><br><i>Meets from 12:30-2:30pm</i> |               | 7              |
| <b>OWL 1st &amp; 2nd Grade</b>  |               | 8              |
| <b>OWL 4th &amp; 5th Grade</b>  |               | 10             |

**Dismantling White Supremacy Pilot Group-** Our DWSP group is continuing its work beyond the pilot program provided by the UUA. Members have read *Salsa, Soul, and Spirit* by Juana Bordes and undertook an audit of our religious education spaces. They decided that it is

beyond time to begin transforming our program to be more aware of issues around race and oppression and agreed to begin this work with the RE teachers, hoping to create a partnership that will help us determine how to best bring the work of anti-racism and anti-oppression to children, youth and families. Members attended the Fall Teacher Orientation and Planning Session (TOPS) to invite the teachers and advisors to join this work, and the group enthusiastically signed on. DWSP has created and is maintaining an ongoing resource for teachers, advisors and mentors to engage with this work, and is seeking ways to begin to invite families into the conversation. Teachers are at different levels of engagement with this process, but are keeping in touch with one another to encourage continuing work. DWSP is currently offering ongoing Sunday morning 30 minute facilitated conversations to teachers who are engaging with the various resources. Martha Oakley, who co-facilitated anti-racism work with our youth group last spring, is joining the DWSP team.

**Childcare** has a new childcare coordinator, Hannah Worton, who provides a consistent adult presence in the room. This year, we began to offer childcare regularly on Wednesday evenings from 6-8pm with a few goals in mind: 1) make it easier for church groups to schedule meetings and know childcare is available 2) add resource for ministers should they need to meet with someone with a family 3) hold space for busy families and encourage them to practice self care (we have also reserved the meeting room as a quiet space during this time) and families can drop in and utilize childcare. We have consolidated our staff to 4 steady childcare folks but are seeking another person who might join the staff for the wednesday evening childcare.

**Spirit Play Classes (preschool and K+/K-2)** have been using story baskets that were assessed over the summer for the inclusion of people of many races. Each basket has been updated to make sure there is representation of different groups.

**Preschool World of Wonder** is going smoothly, enjoying a consistent 3-7 children at each service, including several new children. RE staff agreed this fall that it would be best to have preschool continue on Religious Exploration Sundays, to provide consistency for the preschoolers and more possibilities for the other children's learning. These weeks are weeks without a story, providing time to play and explore in the classroom, though storybooks are available for teachers and children to read together. Subs will be covering each of these exploration weeks, so that regular teachers will have their expected day off.

**K+/K-2 Roots and Wings** is engaging with several new stories selected for multicultural content this fall. Their attendance is also in the 3-8 child range each Sunday--a very nice-sized group for conversation and exploration. We recently lost one of our second service teachers due to a job offer, and will be finishing the semester with a group of experienced subs taking their place. This provided an opportunity to bring in a multi-lingual teacher to tell one of the new stories that includes speaking English, Spanish, and Polish!

**Curiosity Club** (3rd-5th grade) is utilizing lessons written in house by Adrienne Summerlot which bring thematic ministry into the classroom. September lessons were focused on covenant, Unitarian Universalist identity and who they are and how they live their values.

**Jedi Academy** (6th-8th grade) is being well received even for the non-Star Wars fans as it touches on issues pertinent to middle school aged kids. It has a lovely balance of fun, whimsy and deep discussion. In an effort to make sure we are reaching kids who may not feel compelled to attend due to the curriculum, and to build a community for the 6th and 7th graders who will be enrolled in OWL in 2020-2021 school year, we are holding a purely social and fun Sunday on the last Sunday of each month with our fantastic game gurus, Margie and Drew Schrader.

**Coming of Age** has started, with seven youth-mentor pairs participating. The getting-acquainted breakfast and introduction to the congregation was a good start for this group to have fun together, but they really started to get acquainted at the Personal Shrines workshop at the beginning of this month. They made beautiful shrines and learned more about what is important to each participant. Their program will continue with an Outdoors Workshop later this month, then Reverend Emily is challenged to create a meaningful Board Games Workshop in early December! The Coming of Age group's workshops are always designed around the strongest interests of participants, and this year that includes board games.

**High School Youth Group (YRUU)** resumed August 12th. They have three new advisors: Helmut Henschel, Drew Schrader, and Kelly Rockhill. Michelle Cook and Deb Hutton are continuing. This is a rebuilding year for the youth group, having lost three active seniors that were half of the core membership of the group. It is a very small group so far this fall, with only 2-3 youth most Sundays. The challenge of running youth group and Coming of Age simultaneously is significant, since there is only one active member of youth group who is not doing Coming of Age. RE staff have agreed not to have youth group on Sundays when Coming of Age is meeting, so youth aren't asked to spend five hours at church on Sunday afternoons. They are also considering having fewer meetings to encourage all the youth to come when meetings are scheduled.

## **Additional Programs, Special Worship**

**-Intergenerational Autumnal Equinox Service** was held in September, providing opportunities for all ages to engage with the changing of the season. This was time-intensive for the RE staff to prepare, but people appreciated the many different ways of exploring from their seats--a new way of doing multi-generational worship. Reverend Emily was especially appreciative of the three individuals who stayed after the first service and offered to re-set all the materials for the second service!

### **Our Whole Lives Sexuality Education**

**-OWL for 4th-5th** has begun, and has a lively group of 10 participants facilitated by Matt Stonecipher and Carol McCord. There is overwhelming interest (8 already on the waitlist) in a second offering of this program in early 2020 for those who did not register in time for Fall OWL for this age group.

**-OWL for 1st-2nd** begins October 16th. This six week course is being facilitated by John Summerlot and Adrienne Summerlot for 8 kids. This curriculum is very outdated and we are

awaiting the revised and updated copy from UUA. Hence, why Adrienne is facilitating this course.

**-Youth Conferences:**

Adrienne Summerlot and Jamie Kirkley took 6 kids to the regional Middle School Youth retreat at Camp Piomingo in Bradenburg, KY September 29th-29th.

**Currently In the Works:**

\*Adrienne is continuing to serve as the DRE liaison for the Heartland Youth Area Council (high school youth and adults who plan our middle school and high school youth events). She is also serving as co-chair of the Heartland Chapter of Liberal Religious Educators, working to create opportunities for educators to connect and find professional support.

\*Emily is continuing to serve as a Spirit Play Trainer, helping to train volunteers across the country. She is also providing significant ministerial coverage during Reverend Mary Ann's sabbatical, including pastoral care, two additional Sunday Services, and a memorial service.

**Exciting Things on the Horizon:**

\*Age of Reason, Celebration of Ancestors on November 3, Thanksgiving Intergenerational Service, The Giving Tree, the Procession of Giving, and the Winter Solstice Intergen on December 18.

\*Adrienne and Emily will be attending the Liberal Religious Educators Association (LREDA) Fall Conference in early November in Baltimore. This gathering will provide more resources to move forward the anti-racism/anti-oppression work they are currently engaged with, as well as offering opportunities to connect with and be inspired by colleagues from all around the country. They will also be attending (locally) the 4th Annual Monroe County Childhood Conditions Summit on November 19th.

# ATTACHMENT E

## Report to Board from Connections Coordinator October 16, 2019

### The numbers

#### Membership

September 2009: 415  
September 2010: 453  
September 2011: 473  
September 2012: 480  
September 2013: 510  
September 2014: 510  
September 2015: 483  
September 2016: 482  
September 2017: 516  
September 2018: 547  
September 2019: 547

#### New members

2012: 44 new members  
2013: 32 new members  
2014: 27 new members  
2015: 24 new members  
2016: 46 new members  
2017: 55 new members  
2018: 42 new members  
2019 (to date): 26 new members  
(compare to 32 in 2018, 35 in 2017, and 21 in 2016 at this time)

#### Member Losses

Total of 26 this year to date.

In late fall every year, the membership rolls are reviewed and members who are no longer active in the church are contacted to see if they wish to remain a member of the church. If the member replies that they would like to be removed from membership, or does not reply at all, we remove them. In January of 2019, **14 members** were removed from membership as a result of this process. This is down from the number of members removed in recent years. Most common reasons for ending membership: divorce and moving out of area.

**Eight** additional members were removed from the church rolls because they died. **Two** members moved away and ended their membership. **Two** members left the church because it did not fulfill their needs.

## Live and Recorded Video

| Year           | Average 1st Service Live | Average 1 <sup>st</sup> Service Recorded | Average 2nd Service Live | Average 2nd Service Recorded | Total Average each Sunday |
|----------------|--------------------------|--|--------------------------|------------------------------|---------------------------|
| 2016           | 17                       | 13                                       | 16                       | 19                           | <b>65</b>                 |
| 2017           | 19                       | 25                                       | 20                       | 38                           | <b>102</b>                |
| 2018           | 19                       | 26                                       | 22                       | 54                           | <b>121</b>                |
| 2019 (to date) | 17                       | 24                                       | 17                       | 43                           | <b>101</b>                |

## On- Site Attendance

| Year           | Average Adults | Average Children | Total Average  |
|----------------|----------------|------------------|----------------|
| 2011           | 325            | 75               | 400            |
| 2012           | 329            | Data not avail   | Data not avail |
| 2013           | 310            | 77               | 387            |
| 2014           | 297            | 72               | 369            |
| 2015           | 278            | 46               | 324            |
| 2016           | 280            | 53               | 333            |
| 2017           | 284            | 55               | 339            |
| 2018           | 285            | 50               | 335            |
| 2019 (to date) | 252            | 40               | 292            |

## Total Adult Attendance: On-site plus Video

| Year           | Video Avg | On-site Avg Adult | Total |
|----------------|-----------|-------------------|-------|
| 2016           | 65        | 280               | 345   |
| 2017           | 102       | 284               | 386   |
| 2018           | 121       | 285               | 406   |
| 2019 (to date) | 101       | 252               | 353   |

## Summer Attendance June 1- July 30

| Year | Average On-site Adult Attendance |
|------|----------------------------------|
| 2011 | 269                              |
| 2012 | 286                              |
| 2013 | 263                              |
| 2014 | 294                              |
| 2015 | 205*                             |
| 2016 | 217*                             |
| 2017 | 231*                             |
| 2018 | 229                              |
| 2019 | 226                              |

\*Years with one only service during summer months.



## **Connections Activities**

I continue to employ a variety of connections activities, including:

- Offering First Steps and Exploring UU classes,
- Holding Getting Involved Fairs in February and August,
- Recruiting volunteers for many activities,
- Offering membership ceremonies,
- Organizing the Fourth of July Parade
- Co-organizing Splash of the Sacred with Adrienne,
- Checking in with congregants to assess if pastoral care or other support is needed,
- Welcoming newcomers,
- Organizing welcome emailing team,
- Assisting new members in connecting to groups and activities at the church,
- Contacting members on the month of their membership anniversary,
- Connecting current members to the church,
- Maintaining membership and attendance data,
- Offering Exploring U.U. class reunions,
- Organizing luncheons with U.U.s at Meadowood and Bell Trace,
- Organizing the Spencer Pride and Bloomington Pridefest booths,
- Organizing Birds of a Feather Common Interest Tables,
- Working with the ministers to create surveys,
- Assisting with Pledge Day and other events as needed,
- Overseeing the display of feather flags on the front lawn, and
- Offering Dementia Friendly Location training.

In addition, I serve the UU Hikers, Caring Committee, Leadership Cultivation Committee, and Auction Committee. I am the staff contact for the Java Crew, Worship Associates, Coffee Hour Hosts, Greeters and Welcomers, Families with Young Children Group, and the UU Gardeners.

## **Young Adult and Campus Ministry**

In addition to the Connection Coordinator duties, I also function as the Young Adult and Campus Ministry Coordinator. This includes:

- Offering information at IU Student Involvement Fair,
- Administering the Young Adult and Campus Ministry Facebook page, and
- Organizing events for our Young Adults twice a month.