

# BoT Meeting Minutes

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14-MAR-2018 / 7:00 PM Regular Meeting / UUI Cottage

Prepared by Piero Madar, BoT Secretary

Our Slack Website: [uu-indy.slack.com](http://uu-indy.slack.com)

## ATTENDEES

David Jackoway (pres)	Jamie Hinson-Rieger	Ray Wilson
Carla Koertge	Colleen Russell	Jim Olson (treas)
Piero Madar	Stacy Robinson (veep)	Jon Warner

## MEETING OPENING

- David opened with a reading from [Serving With Grace: Lay Leadership as a Spiritual Practice](#).
- The Board Covenant was read aloud by all, in turn.

## LAST MONTH'S MEETING MINUTES

- Minutes are open for editorial review and adjustment if necessary, after they are posted on [Slack](#).
- Last month's Meeting Minutes, as amended by Jamie, were accepted by the Board.

## FINANCIAL STATEMENTS - Jim Olson

- We are not behind in contributions like we were near the end of the year.
- Solar Project contributions have leveled off.

- SCL is below the curve for this year, but not surprising because we're in the middle of the heating season. 72% of snow removal cost for Feb were allocated to the SCL.
- UUA dues are paid for the year..
- Jim will need to reconcile some Solar costs against the building & grounds budget.
- First wages for new Communication Assistant were paid last week.
- Choir pianist allocation is within \$300 of budget.
- Mid-America dues are paid for the year.
- Stacy noticed that balance for Social Justice indicates -\$445. This may be an error due to a receipt that Stacy submitted recently in which she asked for funding to be split between assets and budget.
- Jamie: The Black Lives UU is having their second annual [BLUU Revival](#) in Kansas City, MO. They are requesting that attendees be sponsored at \$250 by their congregations. UUI would like to make two sponsorships available, to be promoted in our eBlast. Attendees should be prepared to communicate their experience to the congregation in some way.
- **MOTION** made by Jon Warner: UUI will offer two sponsorships for the BLUU Revival event, to be paid out of reserves as a non-budgeted expense.
- Discussion was in favor of the proposal, for more than one person to attend -- perhaps even 3. The motion was **VOTED in FAVOR** unanimously, with no abstainers.

## SOLAR UPDATE - Ray Wilson

- There is a circuit breaker that was mismatched in order to perform the final connection of the system. This was an oversight on the part of the contractor (Johnson Melloh) and they will cover the cost, but it is still a frustrating delay.

## ADMIN ASSISTANT - David

- Robert Thompson is our new admin/communication assistant, who started a week ago. His emails are [robert@uui.org](mailto:robert@uui.org) and [comms@uui.org](mailto:comms@uui.org) .
- He is also performing this duty part-time at All Souls.
- His schedule is flexible as long as he meets deadlines. He works with Mara and Susanne, with Mara as direct supervisor.

- Some discussion on the topic of background checks for new employees. If he will be working with the kids of RE, he will need to have a background check as a matter of policy.
- Clarification from Mara [post-meeting]: *We **do** run background checks on all employees at time of hire and every 3-5 years after hire. We do this with RE volunteers and childcare workers as well. All staff and anyone who works/volunteers with kids. I run the checks through a company related to our insurance carrier who offers a deep discount. The DLRE sends me background check requests for RE volunteers and workers. Staff reports come out of the Office Expenses budget while RE volunteers/workers comes out of the RE budget.*
- Robert comes highly recommended from the All Souls congregation. But are there any conflict-of-interest issues that might arise?
- David: His experience is a benefit, not a conflict.
- The board is very pleased that Robert is on board and will be able to help relieve some of the pressure on Susanne and Mara.

## QUESTION BOX - David

- Status from last meeting was: How do we handle conflicts that might arise from this?
- Don't want to create a scenario where people think they can get whatever they want through the comment/suggestion box, or if louder voices end up driving the decision-making process. Need a way for all voices to be heard.
- Some people do not know with whom to raise issues.
- We might want to have a 1 or 2 page document quick 'cheat sheet' about how the governance of UUI is done, along with a contact list for questions. To be given to everyone, not just new members.
- Reiterate that Board meetings are open to anyone.

## LEADERSHIP FULFILLMENT - David

- The Board is responsible for presenting a slate of candidates to the Leadership Fulfillment (LF) team, and to be voted upon during the next Congregational Meeting.
- Mary Glenn Rinne, chair of the LF team, will be attending the April BOT meeting.

- LF Team has four team members, two are rolling off: Mary Glenn Rinne and Larry Miller. The board needs to find 2 or 3 replacement candidates.
- Connie had mentioned the need to find these candidates, in a previous BOT meeting. The Board needs to come up with these candidates before the May meeting (nominations).
- We could ask her for a list of people known to her that have expressed interest in leadership roles in UUI.
- The Board needs to make sure that a broad range of consideration is given across all members, to ensure a diverse slate for nominations.
- Nobody knows the membership list better than Connie. She rocks. Her input would be very valuable in this process. David also has already asked Susanne for her input, she knows the RE families well.
- The board will have discussions with these potential future leaders. Not all will say yes ..
- There was some brief discussion about the Women's Retreat being moved from Spring to Fall season.
- If anyone has a notion of someone who should be considered, please bring your ideas to the April Board meeting.

## POTENTIAL CHANGES TO BYLAWS - David

- Please refer to the change proposals by clicking on the title link above.
- This topic arose when Connie was signing up Nate as a new member. David realized he is not eligible to vote at the May meeting because there is a 90-day waiting clause. This particular policy might be ripe for review. There may be other items in the bylaws that need review and updating.
- Purpose of this evening is not to craft wording of by-laws revisions .. Just review this list and gauge our "appetite" to proceed on any of them. Or bring up your own.
  - **90 day Voting-wait clause.** There was much robust discussion about this. The board is divided on whether waiting periods are beneficial or not. Luckily, fisticuffs did not ensue. :)
  - **Removing reference to UU-Eye publication:** The board agreed that less-specific language should be used.
  - **Do we need 3 Mandatory Congregational Meetings?** The board agreed that this is something to revise.

- **Do we need to elect Assistant Treasurer?** This question will be punted (by Jim) to the Finance committee for their input.
- **Program Team changes:** The Program Team Charter, and Program Team bylaws section need to be reviewed to ensure they are in alignment. Stacy will take this request back to the PT.
- **8th Principle Addition:** The board was in favor of this.

## BUDGET PLANNING PROCESS - David

- There was some confusion about the budgeting process that was clarified.
- The Budget can be divided between Program-related funding vs. Non-program funding. Finance Committee is responsible for all Non-Program funding e.g. Salaries, Maint costs, facilities etc.
- Finance team will project how much funding will be available for Programs, after pledge income and operating expenses are factored.
- Program Team will be given remainder of available funds to spread over each Program's budget requests.
- Stewardship Campaign ends on April 8. Board Meets on April 11, then on May 9. Congregational meeting is May 21. Does Finance Committee have enough time (3 days) to calculate the amount that will be allocated to PT?
- The Board agreed that this is not a sufficient time window, and has opted to reschedule the next Board Meeting to April 16 in lieu of the regular meeting on April 11.
- Ray asked for an example of a budget item such as new coffee pot equipment for the Kitchen. Whose committee budget should be used? Consensus was that is for Building Maintenance, which is not considered a 'Program'.
- if certain Program Teams need equipment that would be shared in the buildings with other programs, they should make a recommendation to the Finance Committee to expense the shared item to the Buildings budget.
- Stacy was confident that most of the PT budget process can be done by email. [*Would be nice to have on Slack too, for visibility? --pesky editor*]
- Jamie's new salary and benefits represent a large section of the budget. Have these been negotiated yet? Not yet-- these conversations should happen soon between Jamie and UUI before the next Board Meeting.

- About the Stewardship Campaign: April 8th is the cutoff date for determining the budget, regardless of whether or not we are meeting expectation goals. But the campaign itself proceeds for the entire fiscal year.
- The board would like some time to review the entire preliminary budget and make it available for Congregational review prior to the May meeting.
- What about the Board's budget for the Board itself? We are currently set at \$200.00 But the board does fund a lot of unexpected expenses. How about we request more this time around, to cover these? Need to submit it to the PT.
- UUA & Mid-America dues: This year, UUA is combining this process. Dues will be paid solely to UUA, which will then disburse to regions. UUA is requesting \$60 per member and Mid-Am is requesting \$26 per member. So the total is \$86 per member.
- At our count of approximately 192 members, this means requested dues of \$16512. This year we only budgeted \$3000 for dues. If we want to get up to 25% of their request, that would be \$4000.
- In the past, the Board has made a recommendation of this dues amount AFTER other final amounts have been reviewed. Most on the board felt that it would be a nice goal to achieve 25% giving rate to UUA: \$4128.00. However, the board also may adjust this number later in consideration of other factors at their discretion. This amount is for combined UUA + MidAmerica dues.
- Regarding salary raises, the board has delegated this to Finance Committee in the past, to come up with preliminary raise amounts. This has usually been at least cost-of-living increases. Those amounts are then presented in the Congregation meeting.
- Stacy brought up some points about how we treat our professional staff. When she was on staff, had lots of questions about who to approach for help with issues, since UUI does not have a HR department. Who can staff talk with, to advocate for professional development and salary support?
- There was agreement that this should be addressed.
- Jim mentioned that he too has questions about things but doesn't know who to approach .. For example staff salary checks are paid in advance instead of arrears. This surprised the board, and the fact was noted to find out more.

- Jamie had a question about the pledge letter that was sent out. The ask was for \$320k in that letter. Last year's ask was for \$180k. Why such a big jump? \$180k + \$70k (Minister Salary) is only \$250k. Jon did not immediately recall where the number came from. Rampant speculation ensued, that Jon was paying off some gambling debts and private yachts. :) Jon promised to come up with a more credible explanation. He thinks he may have accidentally used the Total Expenses figure.

## STRATEGIC PLANNING PROCESS - Stacy

- More research needs to be conducted. Stacy said these questions are ready, and will send them via slack.
- Questions such as:
  - what will be needed to move forward?
  - Who will participate? What is the timeline?
  - What is our motivation for doing this?
  - Should the whole congregation be involved? e.g. SWOT?
  - Retreats, or working groups?
  - What type of plan to utilize?
- Jamie mentioned that attendance is growing rapidly. The sooner we start on this the better. At 180 members, we are fast approaching max enjoyable capacity which is 80% of max occupancy. People will be getting turned off at 200. There are also parking problems.
- Carla noted that visitors are crowding in the back shoulder to shoulder, but there are sufficient open seats on the floor. There could be some reconfigurations to help with this. Or perhaps Jamie could encourage regular patrons to move more to the front. Or the Ushers could ask people to move into the center of the section.
- The main point is that regardless of configuration, we will be out of room very soon.
- There is an upcoming [Strategic Planning webinar](#) on March 22 at 12-1:30. Stacy said she might be able to attend.
- In terms of Mission and Vision for the plan, we probably should not start from scratch, but instead review what we've got instead and use as a starting point.
- Next meeting, Stacy will have more educational materials and we will review the results of her questions from Slack.

## SPECIAL FUNDS COMMITTEE - Ray

- The committee needs a charter. A proposed charter has been sent out, but there are questions: Who will be managing this fund?
- The by-laws mention that the Treasurer shall be the *custodian* of the fund, but not the *manager*. Are those duties the same thing?
- Does there exist a “guardrail” document that puts restraints on how the special funds are managed? Answer: No.
- Who made the decision that this fund will be invested in the UUA fund? Answer: It was the Finance Committee.
- Ran out of time .. there are still too many questions. This discussion was tabled until the April 16 meeting.

## FINAL WORDS

- Please let fellow board members know (via Slack) whether each of us can attend for coffee service help, or not. This information is used to schedule other people in case we can't do it. They were short-staffed on last Second Sunday.
- We REALLY need to meet with IFS again. PLEASE pick a date.
- What's going on with the SCL contract? We need to get to a positive cash flow state with them, to have a refurbishment reserve. They need to pay for fixing broken stuff. If they don't, we are paying the fixing costs out of Tim's valuable time.
- If we are raising their rent, we need to do it now because they are making their own budget. This discussion has been covered in previous meetings.
- Talk to Mara about a recommended increase ..

## ACTION ITEMS

- David to create a 1-2 page governance document to provide to people, including a section on how to raise issues for attention.
- David will check with Connie and Susanne to ask for lists of LF candidates.

- Jim Olson will ask the Finance Committee whether they think an Assistant Treasurer should be elected according to bylaws, or is even a necessary role anymore.
- Jim will propose a UUA dues amount of \$4128 to Finance Committee.
- Jamie will mention BLUU revival, talk to IndyCAN, send Worship budget to Program Team, and submit a salary proposal.
- Jon offered to help David with crafting the new language to use for by-laws edits.
- Find out if the Cottage is available for Board meeting moved to April 16. Notify Mary Glenn of the change.
- A Congregational Budget Review Forum will be scheduled for May 13 before the service. But the budget will be sent out beforehand.
- Stacy will send out a Board Questionnaire regarding Strategic Planning.
- Ray would like an agenda item for next meeting, to move forward on Special Funds Committee.
- Ray would like to see some real data about what is happening with our social media presence, as related to what Robert is doing in those areas. What are some metrics we can look at that will quantitatively measure success? What is the definition of success?

## ADJOURNMENT

Meeting adjourned at 9:15 pm.