

**Board of Trustees**

**All Souls Unitarian Church**

**BOARD MEETING**

**February 13, 2019**

**Present:** Pat Fisher, Diane Kennedy, Judy Lumbert, Betty Lynch, Mike Middleton, Babette Miller, Tom Mulcahy, Judy Murphy, Diane O'Brien, Peg Paulson, Tracy Shringarpure

**Staff:** Rev. Anastassia Zinke

**Chalice Lighting and opening reading** (Tracy Shringarpure)

**Approval of 1/12/19 Minutes**

- **Diane O. moved to approve and Tracy seconded. Minutes were approved.**

**Discussion of grants and accounting:**

- Grant fund records are kept electronically.
- Babette suggested a quarterly report be made by the minister, identifying the status of grants currently in process. Anastassia agreed that this can be done.
- Lana Anderson and Larry Messing have offered to participate in grant application writing.
- Per Anastassia, our Indiana location contributes to ASUC's success at getting grant funds. Lilly Endowment has made it easier for churches to apply, relative to other parts of the country.
- Betty suggests it might be worth considering becoming a 501c3. She asked if Mike would ask the Finance Committee to check into the advantages/disadvantages. Anastassia remembers that when this was considered in the past, Sharon Merriman had concerns about the burden of filing a 990, which can be highly complex.

**Approval of 1/12/19 Treasurer's Report**

- Mike notes that the amount of pledges is high. He wonders if the accounting is correct. Babette notes that the new tax laws may be having an impact.
- **Tom moved to approve and Diane K seconded. Minutes were approved.**

**Approval of January 2019 Minister's Report**

- Attendance on 2/10/19 was 147 adults and 31 youth. This was the first of the Holy Hogwarts series.
- Robert has said he'd prefer to let go of the administrative work and do more communications work than he's currently doing. AZ is considering what's needed in the way of administration as well as communication. Robert is currently working 23 hours/week in administration and is doing about 4 hours/week with communication work. AZ thinks the communications work

could go to 12-15/week. She's working with a communications committee to help gain clarity about what we want/need to do.

- We probably won't replace the facility manager. The responsibilities of that position will probably fall under the administrator. Babette noted that, for AZ to be more successful, we need more admin support.
- **Tracy moved that we establish 2019 ministerial housing allowances for Rev. Anastassia at \$60K, for Rev. Kayla at \$20,460 and Rev. Sarah Gettie at \$21,500. Tom seconded. Motion passed.**
- AZ sent the Board sample documents proposing a Behavioral Contract and a procedure for responding to disruptive behavior. She would like a sub-group to consider these materials and bring back a suggested package for Board review. This would likely be contained within the Governance Policy. Diane Kennedy volunteered to participate and suggested Tom Sibert be asked. Consensus was that this would be a helpful combination.
- In the first 2 years of the Freedom School, we signed a letter of agreement saying we will support them with space, volunteers and \$16,000. Anastassia will send the letter to Board Members for review before voting. She will look into what would happen if ASUC doesn't raise the \$16,000. Anastassia notes that it would be helpful if there could be an intersecting staff position. There's a lot that she's trying to figure out relative to the Freedom School. There was discussion about setting up a rental agreement with Freedom School.
- **Motion to accept the minister's report was made by Peg and seconded by Babette. Motion passed.**

#### **Motion from Governance Meeting**

- **Betty moved: If a position is covered in the budget, and that position is 10 hrs/week or less, the minister may hire without board approval, providing there's no additional expenditure. Tracy seconded and motion passed.** This is an update to a previous motion, clarifying the 10 hour/week limitation.

#### **Website Update**

- Tom will get the domain switched to the new site.
- Neither Betty nor Tom have been able to access the archived documents. Betty will talk with Robert to find out how to access these.
- Pat will talk with Robert about setting up an electronic file to manage the 2019 Minutes going forward.

#### **Pledge Drive Leadership**

Jerry Hoover will lead the Pledge Drive. Betty has a non-member in mind, who might be a co-chair. Mike has notified Jerry that 95% of pledges need to be in by early April.

#### **Delegation of authority to the Finance Committee**

- The Board needs to better understand the work this committee is doing and review their charter. Betty will invite Tom Sibert, Finance Committee Chair, to the next meeting.

#### **Board Rep for Budget Committee**

- Judy Lumbert volunteered to be the Board Rep for the Budget Committee.

#### **Board Evaluation**

- The Board should do a self-assessment. Jim Hall did one of these during his time with the Board. Anastassia will look for it. Diane O. is willing to do some research on this.

#### **Board Committees**

- Betty asks that Board members review the list she provided and prepare to discuss at the next meeting.
- Anastassia asked about a change in the timeline for construction, noted in the 2020 Report. Per Babette, the decision relates to the Freedom School and an effort to avoid construction while the School is meeting, between mid-June through the end of July. Several members, including Anastassia, voiced concern about delaying construction. The goal has been to complete construction by beginning of the August church services. Consensus was that, with physical barriers in place, the School participants can be kept safely away from construction areas.
- There was discussion about renting space, for Sunday services, outside of ASUC building during construction, as opposed to continuing Sunday services at ASUC facility.
- Betty asked for an informal vote on where to have Sunday services during construction this summer: 9 voted to meet outside of ASUC and 2 voted to remain.

**Board Policy Meetings, 2/27, 3/27, 4/24/19 @ 7 PM led by Matt Miller at All Souls.**

**Next Board Meeting, March 13, 2019 at 7 pm. Diane Kennedy to do the reading next month.**

Respectfully submitted,

Pat Fisher, Secretary