



## UUCTC Board Agenda

October 8, 2019

Gathering Time: 6:00-6:30

Start Time: 6:30; End Time: 8:30

### Gathering (10 minutes)

- 1) Opening Words and Chalice Lighting
- 2) Identify Process Observer
- 3) Ingathering
- 4) Review agenda
- 5) Approve Minutes from August meeting **Action: vote**

### Congregational Input (30 minutes)

- 6) Congregational Visitors
- 7) Jean Herr and Kim Smith – ordination plans
- 8) Tom Smith – capital expenses

### New Business (30 minutes)

- 9) Talk to Christine Purcell, UUA re: search for settled Minister

### Standing Items (20 minutes)

- 10) Questions about minister, DRE and program council reports
- 11) Discussion of Treasurer's report
- 12) Board President updates
- 13) Stewardship

### Old Business (10 minutes)

- 14) Sound dampening in fellowship hall
- 15) Approve revived language for reserve account authorization

### (More) New Business (15 minutes; some items will probably need to be tabled)

- 16) Communication with congregation
  - a. Staffing December potluck table **Action: board member identified**
- 17) Updating board roles
- 18) Plan for line items approaching their budgeted amount

### Closing (5 minutes)

- 19) Meeting Review, Process Observer
- 20) Closing words

**Unitarian Universalist Church of Tippecanoe County Board of Trustees (BoT) – To Approve**

**September 10, 2019 – 6:30 pm**

**ACTION ITEMS:**

- Linda            Work with Kathy Willowwood on the Town Hall to discuss other possible models for the pastoral care committee.
- Contact the UUA for guidance on a non-disclosure agreement.
- October – Board lighted chalice article.
- Oesten           Continue work on acquiring phone system proposals and share with the Finance Committee for review.
- Mike             November - Board table during potluck.
- December – Board lighted chalice article.
- Send letter on UU Letterhead to Board of Health for the Feast of the Hunter’s Moon.
- Rosemary       Write thank you notes to anyone who makes a pledge for the 2020 stewardship campaign.
- Draft Wedding Proposal to present to the board.
- Tamara          Talk to Purdue Athletics about renting our parking lot.
- Stephen         November – Board lighted chalice article.

**ATTENDEES:**

Board Members Present:

Linda Prokopy (President)	Julie Rubsam (Secretary)
Oesten Nelson (President-Elect)	Tamara Hazbun (Trustee)
Gary Burniske (Past President)	Stephen Hoffmann (Trustee)
Mike Tripodi (Treasurer)	

Board Members Absent:

- Janice Kritchevsky (Asst. Treasurer)
- Gale Charlotte (Trustee)

Staff Present:

- Interim Minister Rosemary Morrison

Congregants Present:

- Kathy Willowwood

## **Gathering**

1. Call to Order/Opening Words and Chalice Lighting – Linda Prokopy called the meeting to order at 6:30 pm., Quorum present. Interim Minister Rosemary Morrison lit the chalice and shared opening words.
2. Identify Process Observer – Rosemary Morrison volunteered to be processed observer.
3. Review agenda –No adjustments needed.
4. Approve Minutes from August meeting – Motion to approve minutes by Stephen Hoffmann. Oesten Nelson seconded. Passed.

## **Congregational Input**

5. Congregational Visitors: Kathy Willowood.
6. Pastoral Care Committee, Kathy Willowood.  
Kathy shared the pastoral care committee could use more volunteers. She has reached out to individuals who have served on the committee in the past to gather historical records on how the committee has been run. She has also begun reaching out to people to find out how this committee works at other organizations. In some other organizations, this is a large committee divided into smaller sub committees that focus on specific tasks. Kathy is interested in our church evaluating other models to see if they would be a good fit for us moving forward. It was decided this would be a good topic for an upcoming “Town Hall”.

## **Standing Items**

7. Board reflection; discussion of reading – The text mentioned sharing at the beginning of the board meeting. It would be nice to add this to the agenda somehow.
8. Questions about minister, DRE and program council reports – no questions for minister or DRE. Gary Burniske shared an update on the committee fair. Plans are in place for this coming Sunday. Committee Chair List has been updated and is online.
9. Discussion of Treasurer’s report – Funds received in memory of Edwin Layer have been placed in a temporary fund. Mike Tripodi presented a proposal from the finance committee that these funds are held in the temporary fund for a few months to see how the income/expenditures unfold. The board could then decide in December where to place the funds. (\$1,525) The preference would be to place into the endowment but will see if these funds will be needed for operations. Motion to accept this proposal from the finance committee was made by Oesten Nelson. Seconded by Gary Burniske. Passed.

There were questions about the flexibility to move money from one account to another within the total budget approved. With the bylaws currently being reviewed and updated, it may make sense to consider giving a smaller group (than the entire congregation) the ability to approve the spending of a set amount of funds if needed. Verifying who has the authority to move funds from one account to another and who, if possible, could approve the spending of small amounts of funds will be investigated as the bylaws are being reviewed.

The grounds account is low on funds, the board asked for the finance committee to put together a proposal for where funds could come from to cover ground expenses moving forward and present to the board.

10. Board President updates – There are a number of incidents of members of the congregation not being kind to one another. Reminder for board members to model nice behavior, especially when we see others not.

An offer for cupcakes to be given as a thank you to individuals has been made to the board. Several board members are hesitant to utilize sweets/food as a way to convey our thanks. We will proceed with utilizing written thank you notes for now. (Note cards to be ordered.)

11. Stewardship – stewardship campaign kicking off on Sunday.

### **Old Business**

12. Review of action items from August meeting – completed. Updates of note in red.

#### **Linda**

- Draft policy for the Accessibility Fund.
- Follow up with Larry Guentert about sound dampening proposal for the fellowship hall.
- Follow up with Va'Linda McBride about the church Policies and Procedures documents.
- Contact Randy Myer to set up a time to train individuals on ICON CMO.
- Ask Va'Linda McBride to print 5 copies of the church directory for editing after services.
- Send out Non-disclosure agreement to staff and committee members.
- Place Minister Evaluation on the December Agenda.
- Reach out to individuals suggested for the Bylaws Task Force Committee.

#### **Gary**

Update committee and chair list.

#### **Oesten**

Work with Janice to reach out to groups on campus to gauge interest in possible Basketball parking partnership.

#### **Mike**

Work on securing login information for utility accounts.

#### **Julie**

Talk to Amanda Estes about a stewardship gathering for the 40 and under church members.

Talk to Kim Smith about providing Rosemary a list of individuals/households that have pledged to the 2020 stewardship campaign.

Contact The National Group for a quote on note cards.

Talk to Amanda Estes and Tom McConville about donations during art fair checkout.

#### **Rosemary**

Write thank you notes to anyone who makes a pledge for the 2020 stewardship campaign.

Investigate what policies are in place at other congregations concerning weddings.

#### **Janice**

Talk with Barny Dunning about the Football Parking Schedule.

Work with Tamara to brainstorm Basketball Parking ideas.

Work with Oesten to reach out to groups on campus to gauge interest in possible Basketball Parking partnership.

### **Tamara**

Work with Janice to brainstorm Basketball Parking ideas.

### **Stephen**

Follow up with Alice Pawley about sending out links to board members for drop box.

Continue working on the Grounds Committee. – Put on the agenda for a Town Hall for October.

Grounds – work crew; maintenance. Grounds – design crew; what would people like the grounds to look like? Fall workday planned.

### 13. Review items from board retreat

#### **Linda**

- Find out who at UUA will help with our search process for settled minister – on agenda for next board meeting.
- Schedule a parking day to raise money for Rosemary's ordination stole
- Work with Gale on a service in October focused on importance of ordination

#### **Rosemary**

- Find point person for ordination; Jean Herr
- Talk to Kevin Bump about invitation for ordination; in progress
- Talk to worship committee about Linda and Gale's October service idea; Done

14. Updating directory – ongoing

15. Bylaws Task Force – formed

16. Non-disclosure agreement for staff and board members – on hold for now. Will get guidance from the UUA.

17. Sound dampening in fellowship hall-Larry Guentert presented options available for dampening sound in the fellowship hall. Based on his recommendation, Larry will look into moving quilts to the fellowship hall see if that helps while measurements are made to help with discussion of other options. Board agrees whatever the permanent solution is decided it should look nice.

### **New Business**

18. Grounds committee – Town Hall, committee moving forward

19. Communication with congregation

- a. Staffing November potluck table – Mike Tripodi
- b. Writing October, November & December newsletter articles  
October – Linda Prokopy  
November – Stephen Hoffmann  
December – Mike Tripodi
- c. Town halls  
October – Grounds Committee (Set for October 20<sup>th</sup>)  
November – Possibly Pastoral Care  
December - Budget

20. Phones – Oesten Nelson presented the 2 quotes from Wyatt Communications. He is also reaching out to UpLync Communications for an additional quote. The Finance Committee will review and make a proposal to the board.
21. Adjusting football parking rate  
Up the cost per spot? The board will defer this decision to Barney Dunning.
22. Webspinner: password change and board document privacy – Eric Theil interested in becoming the next webspinner.
23. Feast of the Hunters Moon – The insurance rider already sent and approved. Last action is needed is to send letter on UU Letterhead to Board of Health.
24. Other?

**Closing** (5 minutes)

25. Meeting Review, Process Observer – Good conversation.
26. Closing words – Rosemary shared ending words and chalice extinguished.

Motion to adjourn made by Mike Tripodi. Gary Burniske seconded. Passed. Adjourned at 8:37 pm.

Respectfully submitted,  
Julie Rubsam, Secretary.