

Unitarian Universalist Church of Indianapolis – (UUI)
Board of Trustee (BoT) Meeting Minutes
October 16, 2023/7pm/Regular Meeting/Zoom

Prepared by Tammy Jackson, BoT Secretary
Our Slack Website: uu-indy.slack.com

Board Members Present:

Jennifer Gatz – President
Alex Ervin – Treasurer
Tammy Jackson – Secretary
John Russell – Trustee
Kate Stephens – Trustee
Sharon Chrust – Trustee
Sarah Cannon – RE Director
Rev Dawn Cooley – Interim Minister

Absent: Mike Hertel

Guests: Judith Skyles, Mariah Arkins, Heliene Houdek, Tim Bryant

Meeting called to order by BoT President Jennifer Gatz at 7:00pm

Chalice Reading – Rev Dawn Cooley (reading from Crickett Potter)

Board Vote

Motion to approve the consent agenda (receiving reports and approving minutes). Motion made by Alex Ervin.

All approved.

Gratitude Cards

- *Thank you cards to be sent to Marti Miles for her work with and dedication to the chalice circle. Sharon Chrust will send thanks.*

Member Input

- *No member input noted.*

New Business:

Heliene Houdek reviewed the UUI charter for the Environmental Sustainability Program. She advised that Ray Wilson had developed the format and there was some language that she wanted to change. It was agreed to remove the phrase, “do not fail to” ... Heliene feels that the church communication channels are overwhelming, and responsibilities are difficult to coordinate right now partly because we lack a program team. Kate brought up that nothing speaks to how the 8th principle plays into the environmental component. Heliene will add language to incorporate that and then send it to Jennifer for board approval next month.

Financial Reports Review

Alex provided a review of the financial reports. He stressed the importance of having reliable, accurate, and accessible financial statements. In going over the August balance sheet, Alex noted that a lot of the numbers were incorrect in Quickbooks. The accounts receivable number should be \$200,000. The negative accounts payable number isn't right either. He advised that it would be helpful to get Quickbooks cleaned up and he will work with Mara and Rueben to do this. Dawn explained that it really is a timing issue with the Financial Committee in relation to the board meetings and being able to review the statements in a timely manner. Alex confirmed that they will be changing the Finance Committee meeting date to better accommodate the board and to have time to review the documents.

Finance Policy Recommendations

Alex stated that regarding the Transfer Protocol, Appendix C and the Endowment, nothing changed except for some minor language updates. The only change to the Transfer Protocol was to clarify 3 months of total expenses. The Finance Committee will work on a policy to move away from PNC to another bank. The goal is to make it easier to move money around. Sarah stressed the need for staff credit cards and Sharon questioned if there were any banks that were more in line with our UUI principles. Alex confirmed that the Finance Committee was taking those suggestions into consideration.

Board Vote

John Russell made the motion to approve moving from PNC to another bank and to accept the Finance Committee policy recommendations.

All approved

Potential Tenant

A school has approached us as being a possible tenant, however they do not need all the space being offered in the lease. The Finance Committee approved a potential tenant to be able to lease partial space.

Leadership Fulfillment Committee Charter

Jennifer advised that a charter was approved in 2020 with the committee being made up of 4 members with a 3-year term and being elected by the congregation. The committee is responsible for nominations for the Special Funds Committee, the UUI Board of Trustees and officers. Sharon suggested that we also change the language regarding the "do not fail to" ... in this charter as well. Rev Dawn suggested changing the number of members so that there aren't 2 members rolling off the committee at the same time. The board agreed to change the number to 3 members. Sharon felt that members should have some historical knowledge of the church as well as be familiar with the members of the congregation. It was also decided that other committees could request assistance by bringing their needs to the board. Jennifer will make these changes and submit them for board approval next month.

Scheduling

Rev Dawn will be going over our next topic of congregation size and Governance and how they relate. Meeting scheduled for November 6th at 7pm via Zoom. Kate will send out an invitation.

Forms of Governance

Rev Dawn reviewed the 3 forms of Governance, which include Fiduciary, Strategic and Generative. It was discussed and agreed that the board places a lot of focus on the fiduciary aspect of the agenda. Rev Dawn stated that this was common with boards in general. Alex felt that it likely makes the dynamic move reactive. Sharon related it to a family situation and if you're always in crisis mode, it becomes very toxic. John relayed that it shows we haven't been doing much with the activities of the church. We've been focusing in crisis where we need to look at our mission and how we can accomplish our goals.

Rev Dawn discussed the Strategic form and how the board is the driver of the congregation. An example would be preparing for the next ministry. Having a good search team would be one level to that. She stated that our goals were too granular. The next board orientation will encompass these forms of governance and the goals can be revisited then. She reflected on how we institutionalize the strategic planning process stating that policy books and governance manuals play into this. Kate is taking on the responsibility of getting our policies all in one place for better access. Rev Dawn advised that a calendar can be used in relation to the policies as well.

Rev Dawn asked the board to read the book, "Serving with Grace" and we would discuss it in December.

Executive Session 8:45-9:10pm

Meeting Adjourned