

**Unitarian Universalist Church of Indianapolis – (UUI)
Board of Trustee (BoT) Meeting Minutes
July 17th, 2023/7pm/Regular Meeting/Zoom**

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

Board Members Present:

*Jennifer Gatz – President
Jerry Foster – Vice President
Reuben Benzel – Treasurer
Tammy Jackson – Secretary
Mike Hertel – Trustee
John Russell – Trustee
Kate Stephens – Trustee
Sergio Cianci Chapman – Trustee
Sharon Chrust – Trustee*

Guests: Judith Skyles

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

Gratitude Cards

- *Thank you cards to be sent to Gary and Heliene Houdek for their time in putting together the Henkle memorial service and to Carla Koertege Cote for her help with the RE process. (Mike Hertel will write these and send them out).*

Member Input

- *Judith Skyles expressed concern with the lack of communication and disconnect between the board and the congregation. Specifically, service opportunities are not being communicated effectively. Dates should be set up, well in advance, and communicated across our venues. She feels that the board needs to reach out to committee chairs and group leaders to encourage them to do better. An example she gave was the grounds party. There was a lack of participation due to people simply not having the information. Jerry Foster will be heading up the Program Committee and will address this issue. Judith stressed that going forward, this is the time to get willing people in the proper spots. It's important to share the load rather than putting it on the same people. Rueben Benzel expressed the need for related committees to come together. Sharon Chrust also felt that communication is lacking, and we need to do better. She stressed the need for a better structure and advised that the Membership and Welcoming committees could play a role in this.*

New Business:

Scheduling

Jennifer Gatz discussed new member orientation for Sergio, Sharon, and Kate. This will take place on July 26th at 6:30 at the UUI cottage. She also talked about the church retreat. This will take place August 27th

following the church service and will be a lunch pitch-in. Jennifer advised that we need a congregation meeting for a congregational vote to approve Rueben's extension on the board as Treasurer.

Capital Improvement

Rueben led this discussion regarding how to initiate and approve some of these expenditures.

Option 1 – approve to go over the budget by \$12,000 (3% of our budget) to include all projects, except HVAC. The HVAC proposal could be voted on by the congregation. This option would use liquid cash only.

Option 2 – approve to use 3% from the Endowment funds (\$12,000) and present the entire proposal of projects to the congregation to be voted on. This option would use \$50,000 in non-Endowment funds.

Option 3 – look at the laundry list of projects and prioritize using the following funding sources:

- *\$100,000 in checking*
- *\$175,000 in roll-over checking*
- *\$62,000 in stocks*
- *\$375,000 in Endowment*

Mike Hertel reminded board members that we had already approved \$11,000 worth of painting for the RE building, \$2000 for the electrical panel and \$5820 for the doors. Half of these expenditures have been paid out of last years budget. The HVAC expense is estimated at \$27,000. Mike explained that we are making up for things that haven't been done in years due to having a tenant in the building and COVID. Some items are still in need of quotes so we may need another \$5-10,000 to get the work completed. Ray Wilson is to work with Mike and Rueben on budgeting for projects.

It was decided that we need to discuss the entire initiative with the congregation to be transparent. Our recommendation is that funds come from our liquid assets and that the HVAC project would be scheduled for several months down the road.

Board Vote

Sharon Chrust made the motion to add \$12,000 worth of funds to the facility teams' budget for the current fiscal year to be used on capital improvements that have been presented to the board. Jerry Foster seconded it and the motion was passed unanimously.

Rueben will inform Ray Wilson.

Adult RE Council

The group is not currently active. We need at least 3 volunteers interested in getting it going. Kate Stephens expressed interest in heading that process up.

Special Funds Committee

The Finance Committee, Special Funds Committee, Jennifer Gatz and Jamie Hinson Rieger all met to discuss. We need a vote from membership on committee members. Mike suggested putting vacancies for committees in the e blast. Jennifer will head this up and report back in August.

Financial Update

Rueben Benzel stated that we were just below 89% of pledges, which was more than last year. Share the Plate came in at \$26,000, with \$20,500 coming from miscellaneous income and \$100,000 from a donation a few years ago. Of that donation, we have \$33,000 left. We received a \$50,000 donation this year and have used \$15,000 of that. We spent 50% towards a window project this year and \$35,000 for other project expenses.

Board Vote

Mike Hertel made a motion to approve to close out the fiscal year financial reports with a contingency to show that we had to draw on reserves. Sergio Cianci Chapman seconded and all members, except John Russell and Kate Stephens approved. John and Kate both disapproved of paying unused PTO to departing minister and DRE without documentation. Vote passed by majority rule.

Personnel Manual

Mike advised that the personnel manual needed updating. Mara Haium-White reviewed the manual, made comments, and then sent it to Jennifer Gatz for review. The responsibility of the maintaining the manual currently lies on a non-working committee. Mike recommended putting together a committee for this task. The board agreed that this was something the incoming interim minister should be involved with, so it was decided to push this conversation to the August meeting.

Endowment Fund

We need to get a renewed consensus on the purpose of the Endowment Fund. Mike and Rueben will review and present recommendations on policy interpretations. Rueben suggested getting congregation input and approval. We will review this discussion at our August meeting.

RE Building Tenant

Mike Hertel provided an update on this process. He stated that we had 18 inquiries regarding the space so far. 8 of those have toured the building but there are no solid leads at this point. The price for the space includes rent plus utilities/cleaning/wifi. Mike said that the rent price is negotiable and felt the need to come down on the price. The lease includes the upper level of the RE building and the commons space. The issue with some potential tenants is that they wanted the entire space. Sharing of space is a problem with some prospects. Mike is meeting with an agent this week to discuss options.

Board Vote

Motion to approve the board meeting minutes from June – passed unanimously.

Meeting Adjourned