



## Minutes

### All Souls Indy - Public Board Meeting

📅 Wed August 11th, 2021

🕒 7:00pm - 9:00pm EDT

📍 ASI

👥 **In Attendance**

#### I. **ASI Mission and Vision Statements**

Our Mission: To welcome all. To lead with love. To embrace hope. To cultivate community. To challenge assumptions. To face our biases and prejudices with clear eyes. To spark positive change within ourselves and in our communities. To act in ways that help move the arc of the universe toward justice. Our Vision: We will leverage love as a force for positive action.

#### II. **Welcome**

##### a. **Call to Order**

President, Jean Miller, called meeting to order at 7:04 pm.

##### b. **Head Count**

Quorum and Voting. A majority of the all Trustees eligible to vote shall constitute a quorum for a meeting of the Board of Trustees. A majority of all Trustees eligible to vote, whether present or not, shall be required to approve a motion.

Helen Dwyer, Jane Gosling (Board Secretary), Nasreen Khan, Rex Martin, Babette Miller (Board VP), Rev. Joel Miller, Jean Miller (Board President), Teresa Quay (Board Treasurer), Bob Rayhill, Virginia Snell, Cathy Tanner

##### c. **Chalice Lighting and Reading**

Virginia Snell

From Michelle Obama's book, "Becoming."

d. **Check-In**

III. **Guests:**

A place for guest attendance to be recorded in the minutes.

Judy Lumbert

Elizabeth Drucker

IV. **Approval of Consent agenda**

Cathy Tanner made a motion to accept the Consent Agenda items. Babette Miller seconded. Motion passed.

a. **Minutes from July meeting & Board Retreat**

July 15 Board Meeting Minutes

July 25 Executive Session Minutes

b. **Staff reports**

July DCCP Report

July Office Manager Report

Minister's Report

c. **Financial Reports**

July Comparison Treasurer's Report

July Custodial Funds Report

d. **MSC Report**

V. **Officer/Board/Standing Committee Reports**

a. **Finance Committee**

Review YTD financial reports

Teresa (Treasurer) asked the board - is the current financial statement format what/how we want to see things? After some discussion, it was agreed she will continue to present the financials in the current format.

1. **Endowment Fund: Professional Management; Next Steps**

Mike Middleton is looking at a couple of different companies to manage our endowment, as he has stepped down from this responsibility. Teresa Quay made a motion that the board direct the finance committee to research and recommend a professional

financial investment firm to oversee our endowment funds. The finance committee will hire said firm once approved by the board. Helen seconded the motion. Motion passed.

## VI. **Special Committee Reports**

## VII. **Minister's Report**

### a. **HVAC Control System Bids**

Virginia Snell made the motion: The Board authorizes the Minister to accept the May 5, 2021 bid by Sexson Mechanical Corporation for \$8876.00 for upgrading the building's HVAC controls. Teresa Quay seconded the motion. The motion passed.

### b. **Potential UU Intern**

Helen Dwyer made the motion: The Board authorizes the Minister to establish an internship for the 2021-2022 church year for Elizabeth Valencia, and commits to providing \$6000.00 for a stipend for the intern, and to apply for a UUA matching grant for the stipend. Virginia Snell seconded the motion. The motion passed.

### c. **Realm update**

Annie Rayhill has been meeting with staff and members about our data needs. She will soon start on an analysis and recommendation stage.

### d. **Potential Headstart Rental**

Teresa made the Motion: The Board authorizes Rev. Joel Miller 1) guided by the officers of the church to negotiate and sign a commercial lease agreement with East Coast Migrant Head Start Program for their use of the first floor of the RE wing and the kitchen next to Harris Hall for \$15 square foot (approximately) for one year with an option to renew for another 5 to 10 years, 2) ECMHSP would pay approximately 21% of utilities (based on the proportion of square footage they would lease), 3) if the lease is signed, authorize the Minister to spend up to \$20,000.00 on moving the church's RE program and making necessary upgrades relevant to the lease, 4) to negotiate a mutually agreeable lease of the kitchen off of Harris Hall, and 5) include in the lease use and oversight of the playground area, including the right to replace the equipment, with All Souls having the right to use the playground when the Head Start program was not using it. The lease would include installation of a small modular office building and provide parking space for two school buses and their staff. Babette seconded the motion. The motion passed unanimously.

### e. **Interim appraisal - 1 year**

Rev. Joel has reached his 1 year mark with All Souls. An appraisal on his first year of iterim needs to be completed by the Board. Jean recommended we cut and paste the items from the previous appraisal that will not have changed and then have all board members complete the questions that reflect on Rev. Joel's first year of iterim ministry. Babette will compile all of our answers and we will discuss them with Joel at the retreat on August 21, 2021.

f. **Update of Covid Safety Team - new focus and responsibilities**

Rev. Joel shared the minutes from their recent meetings. They are making recommendations for staff. We went back to Phase I of our Covid approach due to the recent Marion County numbers. The rubric that is in place still covers the effects of the delta variant. Outside worship has been set up with two sections. Jane made a motion to adopt the policy of maintaining two areas for outside worship (one for masks and one masks optional), and allow accepting personal risk when attending large outdoor gatherings. Teresa Quay seconded. The motion passed.

1. We agreed that the areas for masked and unmasked persons at the outdoor service would need to be separate, at least 10 feet away from the nearest masked person, with clear announcements that a mask is needed if crossing into the masked area or approaching a person who is wearing a mask. Rev Joel will discuss implementation with the staff and ask greeters to help enforce.

g. **New building procedures for renters, memorials, etc.**

See Facility Use Policies for: Members, Renters, Sponsored Organizations

Shelley Carver has uploaded proposed building-use policies that she and I have drafted (she did all the hard work). We would like the board either to 1) adopt these as policy, or 2) establish governance policies allowing the Minister to implement these management policies. A governance policy to do this might state something like "The minister shall establish building-use policies for church programs, sponsored organizations, member-use, and rentals that support the goals and mission of All Souls as well as reflecting good risk-management and good stewardship of the congregations building, grounds, and reputation."

Discussion of these procedures was tabled for next month's meeting.

## VIII. **Unfinished Business**

### IX. **New Business**

#### a. **Board Retreat Planning**

Jean will send out a survey to ask what the board members would like to see on the agenda for the retreat.

1. **Saturday, August 21, 9:00 am - 5:00 pm in Beatty Room**

We agreed to meet in person at church in the Beattie Room.

Bring one item that means something to you. Also bring one piece of artwork/photo/drawing that evokes some emotions in you that you can express in 10 words or less.

2. **Survey**

3. **Training homework: The Job of the Board; Obligations & Expectations of Board Members**

X. **Closing**

a. **Communication and follow-up needed**

b. **Board observer report**

Helen Dwyer

She thought there were lots of thoughtful questions and that we got through all topics well.

c. **Review upcoming meeting dates**

1. **August 21 Board Retreat**

2. **September 15 Board Meeting**

Need reader and observer

Jane - September chalice lighting and reading

Virginia will be the observer.

XI. **Executive Session (if necessary)**

XII. **Adjournment**

XIII. **Submitted by:**

Jane Gosling, Board Secretary