

## 2021-2022 ALL SOULS BOARD APPROVED MOTIONS/POLICIES

### Board Meeting - 7/14/21

- **OFFICER ELECTION:** Approved Teresa Quay as Treasurer, replacing Mike Middleton.

### Executive Session - 7/25/21

- **Covid Task Force becoming Covid Safety Team:** As the Board is responsible for policy, we are reestablishing the Covid Task Force as the Covid Safety Team. This changes it from being a board committee to a shared ministry team. Its mission will be to focus on current covid safety practices as determined by the scientific community and making recommendations to the board and staff.
- Motion was approved that the Covid Safety Team will be charged to make recommendations regarding gathering indoors and gathering outdoors.
- **Gathering Outdoors:**  
The Board would like the Covid Safety Team to recommend a method for gathering outdoors where vaccinated people can be without masks while keeping the unvaccinated, including children, and the immunocompromised safe during outdoor worship services and other all-church events.
- **Gathering Indoors:**  
The Board would like the church to open for indoor worship services on September 12. We recognize that this will initially require masking, some distancing, not having our traditional coffee hour, and measures to keep the unvaccinated, including children, and the immunocompromised safe. We would like to quickly, or even initially, give vaccinated people the option of whether or not to distance. We would like to know when and where we could have the choir safely sing. We would like the Covid Safety Team to advise us on the above as well as alternatives for coffee hour or social time.

### Board Meeting - 8/11/21

- **FINANCE:** Motion approved 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.
- **BUILDING MAINTENANCE:** The Board authorized the Minister to accept the May 5, 2021 bid by Sexson Mechanical Corporation for \$8876.00 for upgrading the building's HVAC controls.
- **STAFF:** The Board authorized 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.

- **LONG TERM RENTAL:** The Board authorized 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.
- **COVID SAFETY TEAM:** 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. 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.

### **Board Meeting - 9/15/21**

- **FINANCE-ENDOWMENT:** Joel recommended that the board should be advised of every bequest received, and issue a note of gratitude to the party sending it, and should make it public, whether keeping the donor's identity known or not, depending on their wishes.
- **COVID SAFETY UPDATE:** Moved to allocate funds (up to \$6000) for an air purifier for the social hall and atrium. Joel will purchase the air purifier and set up the process for its use.

## **Board Work Session – October 4, 2021 (Remote)**

- **PERSONNEL:** Licensing of Elizabeth Valencia to perform weddings - Motion passed: The Board of Trustees of All Souls Unitarian Church of Indianapolis authorizes Elizabeth Valencia Gutierrez, as Intern Minister, to perform weddings, memorials, funerals child dedications, and other rites of passage through August of 2022.
- **COVID-19 SAFETY POLICY APPROVAL:** Exhibits will be operating procedures and practices to be followed.
- **GOVERNANCE:** A motion passed to approve the Governance Policies set out in the Draft of Sept. 27, 2021.
- **COVID SAFETY:** A motion passed that we resume indoor activities as early as Sunday, October 24, 2021.

## **Board Meeting - 10/13/21**

- **FINANCE-ENDOWMENT:** motion passed to approve gift policy with provision of amendment for adding Gift Committee member identification (include Treasurer, Minister, and Chair of Planned Giving in the description.)
- **FINANCE COMMITTEE:** Motion passed to approve Judy Murphy to join the finance committee.
- **FINANCE – ENDOWMENT:** motion passed to approve Commonwealth Capital Management as the investment firm for All Souls.
- **FINANCE-BUDGET:** motion was passed to approve the revised budget proposed by Rev. Joel and the Finance Committee.
- **CONGREGATIONAL MEETING:** Motion passed to announce a congregational meeting for October 24, 2021 to vote on the revised operating budget.
- **CONGREGATIONAL MEETING:** Motion passed to set date for annual congregational meeting on December 12, 2021.
- **NEGOTIATING TEAM:** Board discussed the need to form a negotiating team as part of the MSC process. The team should be composed of one board member, one MSC member, and one other person. It was recommended to have the following: Tom Miller (MSC Rep), Jean Miller (Board Rep), Jane Gosling (Board appointed rep) Joel discussed letter of agreement in the MSC process. Negotiating team is to review, and propose to the board. This is part of search materials and the candidates look at this. The second part

in the process is the last Thursday in March the team would discuss with the candidate the alignment of expectations. The agreement then comes to board, and then finally approved by the congregation. Motion to accept these three team members was passed.

### **Special Congregational Meeting - 10/24/21**

- FINANCE-BUDGET: motion passed to approve the Revised 2021-2022 Budget presented by Rev. Joel Miller as put forth by the Finance Committee and the All Souls Board.

### **Board Meeting - 11/10/21**

- GOVERNANCE: Approval of revised by-laws: Motion to approve By-law amendments to send to congregation for their vote of approval at December 12 Congregational Meeting was passed.
- MINISTERIAL SEARCH: Motion passed to approve Ministerial agreement and Compensation package for next settled minister, with addition of changes discussed regarding reimbursement plan (needing receipts for all expenses.)

### **Board Meeting - 12/08/21**

- BUILDING USE: Motion passed to approve Facility Use policies for sponsored organizations, Members, and Renters.

### **Special Congregational Meeting - 12/12/21**

- LEADERSHIP & NOMINATIONS COMMITTEE ELECTIONS: Richard Atwater and Doris Cantrell were nominated and voted in as members with 3-year terms of the L&N Committee.
- GOVERNANCE: A motion to accept the new By-law revisions was passed.

### **Board Meeting - 1/12/22**

- FINANCE: motion passed to approve the new Investment policy.
- PLEDGE DRIVE: motion passed to hold the spring congregational meeting to approve the annual budget (following the annual pledge drive) on May 22, 2022.

### **Board Meeting - 2/09/22**

- FINANCE COMMITTEE: motion passed to name Diane Kennedy to the Finance Committee.
- PLEDGE DRIVE: motion passed to approve the pledge goal of \$342K for 2022-2023, based on Rev. Joel and Teresa Quay (Treasurer)'s projected budget.
- BUILDING REPAIR: Motion passed to set March 13 for a Congregational Meeting to approve the approximately \$40K expenditure to upgrade our thermostatic controls, replacing the copper tubing.

### **Board Meeting - 3/09/22**

- No motions or policies were approved at this meeting.

### **Special Congregational Meeting - 03/13/22**

- BUILDING MAINTENANCE: A motion was passed to approve the proposed expenditure of \$44,000 to replace the antiquated, 1950's era pneumatic thermostatic control system in the building with the electronic one. (This expenditure would be paid from capital campaign fund designated for major building improvements.)

### **Board Meeting - 4/13/22**

- FINANCE COMMITTEE: Given the recent news that the boilers were in urgent need of replacement (at an approximate cost of \$90,000) the Finance Committee recommended that a \$53,000 bequest be transferred to Building Reserves, and a special thank you be sent to the bequester's family for making it possible for the church to cover this large, unexpected expense. A motion to approve the recommendation passed.
- FINANCE COMMITTEE: A motion to take the \$44,500 Employee Retention Credit Funds and put them into the General Fund Reserves passed.
- FINANCE COMMITTEE: A motion passed to approve the 2022-2023 budget as presented.
- PERSONNEL COMMITTEE: A motion passed to approve the updated Personnel Policy Handbook.

- **BUILDING UPDATE – GRANT OPPORTUNITY:** A motion passed to apply for a Hoosier Interfaith Power & Light grant for energy equipment upgrades. This would provide \$15K to go towards a new boiler and the new thermostatic control system.
- **BUILDING UPDATE – MINISTER’S OFFICE:** A motion passed to allow Rev. Joel to spend \$7000 to update (floors/paint) the current 2<sup>nd</sup> floor minister’s office (the former’s children’s library) for Rev. Katie to use. The funds will most likely come out of building reserves.

### **Special Board Meeting – 5/11/22**

- **MEMBERSHIP:** A motion passed to waive the 3-month membership requirement in order to be a voting member for the May 15, 2022 and May 22, 2022 Congregational Meeting only, for those with a membership history with All Souls Unitarian Church of Indianapolis.

### **Special Congregational Meeting to Call Rev. Katie Romano Griffin - 5/15/22**

- **CALL OF REV. KATIE ROMANO GRIFFIN:** A motion passed for the congregation of All Souls Unitarian Church of Indianapolis to vote on whether to call Rev. Katie. Rev. Katie received a unanimous vote of 100% voting YES to call her as our next settled minister, a total YES count of 127!

### **Board Meeting - 5/18/22**

- **FINANCE COMMITTEE:** A motion passed to approve the amended budget to bring to the congregation for final approval at the Spring Congregational Meeting on May 22, 2022.
- **FINANCE COMMITTEE:** A motion passed to name Teresa Quay, Treasurer of All Souls Board of Trustees, as a responsible party on all church Chase Bank accounts.
- **GOVERNANCE:** A motion passed to approve the policy manual revisions.
- **MEMBERSHIP:** A motion passed to approve the recommended membership classification changes as of May 18, 2022. Rev. Joel will send a letter to all of these inactive members letting them know of their status change, letting them know we’re meeting again in person, and that we have a new minister starting in August.

- **NEW MINISTER:** A motion passed to authorize the prepayment of moving expenses for Rev. Katie Romano Griffin, up to \$10,000, to be paid via credit card, so that the payment will be made in the next fiscal year.

### **Spring Congregational Meeting - 05/22/22 (via ZOOM)**

- **ELECTION OF BOARD SLATE:** A motion was passed to elect the slate of Officers and Trustees presented by the Leadership & Nominations Committee with 63 yes votes.
- **2022-2023 BUDGET:** A motion passed to accept the board's amended fiscal year 2022-2023 budget as approved by the board on May 18 with 58 yes votes.
- **2022-2023 BUDGET:** A motion passed to adopt the fiscal year 2022-2023 budget as approved by the Board on May 18, 2022 with 55 yes votes.

### **Board Meeting - 6/15/22**

- No motions or policies were approved at this meeting.