

ANNUAL REPORT

May 20, 2012



FIRST UNITARIAN CHURCH
1101 East Jefferson Boulevard
South Bend, Indiana 46617

May 20, 2012
Annual congregational Meeting
Agenda

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**First Unitarian Church
Annual Congregational Meeting
May 22, 2011**

- I. Meeting is called to order at 12:10 p.m. by our president Don Wheeler. It is determined that there is a quorum (see list of members present attached).
- II. Invocation is provided by Rev. Beu to begin the meeting.
- III. Approval of Minutes
 - A. Minutes from Annual Meeting May 16, 2010 were presented. Mark Kricheff moves to approve the 2010 annual meeting minutes. Bob Shuman seconded the motion. Melanie Smith-Guillaume proposes one change to the May 16, 2010 minutes. Under VIII, it should show that Dale Gibson was elected to a 3-year term on the Endowment Committee, not Chuck Leone. Melanie Smith-Guillaume moves to approve the May 16, 2010 minutes as amended. Elizabeth Scarborough seconded the motion. The vote to accept the minutes as amended went unopposed.
 - B. Minutes from Special Meeting June 6th, 2010 were presented. Bette Asplund moves to approve the June, 6th 2010 special meeting minutes. Dave Wistreich seconds the motion. The vote goes unopposed.
 - C. Minutes from Special Meeting August 29th, 2010 were presented. Bob Shuman moves to approve the minutes from Special Meeting August 29th, 2010. Tom Platt seconds the motion. The vote goes unopposed.
 - D. Minutes from the September 12th, 2010 Special Meeting were presented. Roger Birdsell moves to approve the minutes from the Special Meeting September 12th, 2010. John Wegener seconds the motion. The vote goes unopposed.
- IV. The minister's report is presented by Rev. Harold Beu. Written report is presented in the annual report.
- V. The President's Report is presented by Don Wheeler, President of the Board of Trustees. Thanks to all the board members and Rev. Beu for all their hard work this past year. A written report is presented in the annual report.
- VI. The Treasurer's report is presented by Alice Bentley, Treasurer. The status of the current budget is reviewed and it is determined that as of April 30th, 2010 we are \$13,089.00 in the black for the current fiscal year. Alice reports that the committee discovered they entered figures incorrectly for the interim minister's benefits in the proposed 2011-12 budget. Line 915 (in lieu of FICA) should read \$3848.00. Line 930 (Minister's Expense) should read 5530.00. Line 947 (moving expenses) should read \$5030.00. Alice reports the numbers were not originally double checked and need to be changed now. Barb Williams asks how this will affect the bottom line. Alice reports our total outflow will be \$148,017.00 leaving an outflow deficit of \$5017.00 for the fiscal year. Alice mentions that the board discussed taking this money out of the Tudor account. We currently have \$52,000.00 in this part of

the Tudor account. Alice reports that this \$5017.00 would only be used if we need to balance the budget. Kevin Berry asks if we know the expense side is going to be different why not just change it? Alice explains that the Finance committee just found the error yesterday and it was simply not enough time to correct everything for today's meeting. Alice felt more comfortable leaving the numbers as they were. Susan Siemers mentions that we don't anticipate needing this extra money but we need to know where it's coming from just in case. Alice adds that we really do need to show a balanced budget if we try to get a mortgage at some point or when we try to recruit a settled minister.

- VII. The 2011-2012 budget is presented. Changes have been thoroughly explained by the Treasurer in the above report. Glenda Gibson moves to accept the budget with corrections as proposed and providing an authorization to cover a potential deficit. Bob Shuman seconds the motion.

Gary Metzler states that using the Tudor money for operating expenses is a big problem. He claims individuals may not give to our endowment if they know it is being used for operating expenses. Gary suggests using money from this year's checking account for covering next year's proposed deficit. Elizabeth Scarborough explains that not all of the Tudor money is endowment. She adds that there is money on the back page that we are authorized to spend for various things not to exclude operating expenses if need be. Dave Wistreich mentions that we had to cut back on every committee and most line items and we still didn't come up with a balanced budget. He adds that we need to look at the numbers and see what we have. Dave believes every committee is going to have to do fundraisers this year if they want to maintain current programming levels. Dave wants us to realize that the funds are just not here for next fiscal year. Bob Shuman asks what happens to surplus money when we have an average year. Dave Wistreich responds that it goes to the checking account. John Wegener explains further by saying all surpluses at the end of a fiscal year automatically become assets of the church. Don Wheeler interjects that if we have a surplus at the end of this fiscal year we can vote to change our minds and take the money from a different place. He adds that we KNOW the Tudor money is there now.

Kevin Berry moves to amend the motion to read, I move to accept the budget with corrections as proposed and providing an authorization to cover a potential deficit. These funds will be provided by operating income from the Tudor fund or from the 10-11 fiscal year as a second option. Mark Kricheff seconds the amended motion. Two opposition votes. The amended motion passes. The proposed 11-12 budget passes.

- VIII. The slate of officers is presented. Lynn McDonald and David Mayfield are listed as new *and* continuing trustees. The new 2-year term trustee positions should read Mary Alice Hardy and Richard Wallace. David Mayfield and Lynn McDonald will be continuing their two year term as trustees for the 2011-2012 fiscal year. Under continuing for endowment it should read Dale Gibson. Chuck Leone should be listed only under the new proposed endowment committee position. Roger Birdsell moves to accept the report by the nominating committee and asks the secretary to unanimously approve the slate of nominees. Marilyn Shaul seconds the motion. The vote passes unopposed. Elected for the board for the upcoming year are, Robert Asplund, Vice President; Mary Alice Hardy, Trustee; Richard Wallace, Trustee; Chuck Leone, Endowment Committee. David

Wistreich, Alice Bentley, Allyson Kricheff, Lynn McDonald, and David Mayfield will continue to serve on the board during 2011-2012.

IX. The slate for the Nominating Committee was introduced:

Don Wheeler	Mary Hagen
Chuck Leone	Bette Asplund (alternate)

X. The Building Feasibility Committee Report was presented by Anne Mannix with help from Brendan Crumlish and Chet Gamble. Anne explains that Brendan and Chet were asked by the committee to perform a general assessment on the buildings at 319 N. Niles and 801 E. Washington. She explains that the floor plans are available on the church website. Anne adds that both buildings were owned by the Madison Center. The utility information is based on past usage and projections. All planning ideas will be discussed with zoning officials and the committee. Mr. Crumlish and Mr. Gamble put together a program of spaces for each site. Brendan points out that the floor plans are just suggestions. They performed an energy use analysis of each site and a preliminary cost projection for each building. There is a summary of strengths and weaknesses and finally a recommendation. Brendan states that most of the renovations we will make will be functional changes. He adds there may be some DIY work as well. The architects have provided a matrix summarization of all the parameters. It was decided we need 12,553 sq/ft. to start from scratch and cover our current programming needs and room for conservative growth.

The Niles Ave. property is 60 years old and had a cosmetic face lift 6 years ago. The footprint is not large enough to suit our current needs. The committee explains that we could modify our desires if we would like to fit in this space. This property does have adequate parking. Brendon explains that the site may require a variance for zero setback rules. There is no sprinkler system currently. If we built an addition so the building would suit our needs the cost would be \$688,000.00. The utilities would be around \$13,000.00 per year without the addition.

The Washington Ave. property was built in 1985 as a medical office building. The architects state that it was built very well and therefore lends itself better to modification. The current floor plan is large enough for us with room to grow. There is a sprinkler system which would give us flexibility in uses and function of space. We would need a parking variance for this property. The building is accessible and has an elevator to the basement. There is about 4000 sq/ft. of possible rental space on the lower level. Rehab estimates are at around \$459,000.00 and utilities are at \$13,000.00. Mr. Crumlish and Mr. Gamble recommend the property at 801 E. Washington.

Anne explains that our next step is to decide if we want to move forward with the Washington property. We need to have the UUA come to do an assessment of what we can do in a capital campaign.

There was continued discussion from members about the Washington St. building, costs, raising money. Jim Curlee moved that we instruct the Building Feasibility Committee to make an offer of up to \$350,000 for the Washington St. building. Marilyn Shaul seconded the motion. Don Wheeler then pointed out that such a vote could not occur at this meeting, which was not convened for the purpose of deciding the issue of a new building. Our By-

laws state that an announcement has to go to all members at least 10 days before a meeting, stating the purpose of the meeting. There is enough time to get out an announcement for a meeting on Sunday, June 5, 2011 at noon. This has to be requested by the Board of Trustees or a petition signed by 10 members. An e-mail poll of the BoT will be taken, and announcement sent to all members. Members continued to express enthusiasm for the building and ask questions of the committee.

- XI. The Board of Trustees were recognized for all the work they have done over the past year(s).
- XII. The volunteer of the year award was proudly presented to Francis Ercsey-Ravasz for his hard work and dedication in forming and leading our choir this church year.
- XIII. The meeting was adjourned at 2:20 p.m.

Minutes were recorded by Allyson Kricheff until 2:00. Alice Bentley recorded minutes from 2:00-2:20. Minutes were transcribed by Allyson Kricheff

**First Unitarian Church of South Bend
Special Congregational Meeting
February 5, 2012**

1. Call to Order - Meeting was called to order at 12:30 p.m. by our president Dave Wistreich. It was determined there was a quorum with 59 signatures (see a list of members present attached).

2. Opening Words - Rev. Sian Wiltshire gave the opening words.

2. Call for Resolution - David Mayfield moves that the congregation vote among the options being:

- a. Buy and rehab at 801 East Washington Street;
- b. Buy and build at 712 Niles Ave. and adjacent property;
- c. Remain in current building at Colfax and Eddy and lease property;

and authorizing the Board of Trustees to pursue in the best interest of the congregation that option selected to a contracted state. Bette Asplund seconds the motion.

Discussion:

David Mayfield suggests that we may need to have one vote for everyone's first choice and then re-vote on the winner to solidify the final choice. Michelle Richards moves to make an amendment to the motion and add that we conduct a second yes/no vote to take place after the first vote on the option that receives the most votes in the first round. Don Wheeler seconds the motion. The vote receives two nay votes. Motion carries.

A. 801 East Washington St.

Michelle R. would like to remind the congregation that no money was factored into our cost figures for rehabbing any of the RE space at this facility. Barbara W. comments that we have a possibility to park in the TCU parking area and on the street and adds that the RE space could be done upstairs. She also likes the elevators and believes we could do the remodel in phases. Dale Gibson adds that the kitchen and social hall could be in the basement and the RE rooms upstairs. Don W. would like to remind the congregations that the roof and many mechanicals are original to the building and will need replacing in the not so distant future. Susan S. confirms with Brenden C. that this building can only support a sanctuary of right at 160 people and we had originally wanted an area that could seat 200. Bette A. mentions that being a landlord has many disadvantages. Tama C. feels green space is very important and is concerned that our children along with our pagan community would not have adequate space at this option. Julie W. adds that getting a play structure in the fenced in area may not even be possible.

B. 712 Niles Ave.

Fern H. questions the operating/mortgage expenses in comparing option A to B. Dave W. clarifies that option A will be in the range of \$29,000-\$48,000 and option B will be in the range of \$29,000-\$54,000. The range in the figures is because we have not held the capital campaign yet. Chuck L. explains that one advantage to our group meeting on Sunday is that there are a number of facilities within very close proximity that will have empty parking lots on the weekends. This could allow for a possible agreement where we share parking. Bob A. believes there is "a

subjective area of pros” we have not talked about yet. He feels this property will drum up a limitless amount of enthusiasm for the future of our community. Elizabeth S. adds that the possibilities at this site are endless. She can see us expanding and using this land for our congregation 40-50 years from now. Barbara W. does not think this lot is right for us. She believes much of it is unsuitable to build on and is unhappy with the parking being in the front of the property. She thinks this will hide the structure. Tama C. likes the land because it’s on a busy road and in very close proximity to the river. Anne M. likes the idea of a green building and feels the land is really nice.

C. Remain in current building

Anita M. asks how long each project will take. Brenden C. estimates that Niles Ave. will take about 12 months and Washington St. would take about 6 months. Chuck Leone adds that because of recent negotiation talks, he knows our CAM charges are going to go up substantially in the next lease cycle. Joe G. adds that he quite likes the aesthetics of this facility and does not see it as a negative at all. He adds that with a deficit budget and decreased RE numbers, staying here would allow us to rebuild ourselves a bit before taking yet another leap. He would like to see a permanent minister and more stability before we move. Don W. does not feel like we have an identity here. He does not like that we cannot display things but for Sunday morning. Heather E. feels our kids really need a spiritual home. She feels having to set everything up and take everything down on a weekly basis is very taxing on everyone helping with RE.

Vote: Michelle Richards called the question. Susan Siemers seconded. The vote went unopposed.

The vote on the motion had 48 votes for 712 Niles Ave., 6 votes for 801 East Washington, and 5 votes for our current facility.

The second vote had 48 yes votes, 8 no votes and 3 abstentions.

Rich Wallace moved to adjourn which was seconded by Josh Wells. The meeting was adjourned at 1:45 p.m.

Minister's Annual Report
Sian Wiltshire
Interim Minister
May 20, 2012

It feels to me as if this year has flown by! I think that lends credence to the old saying “time flies when you’re having fun.” And that was the goal this year. When I came, I felt as if there was a heaviness weighing down the congregation. So in conjunction with the Board, we set the goal to have fun this year. By that I mean that we did our best to get back to being a church, to heal old and fresh wounds, but mostly to try and laugh together. I think we’ve done a pretty good job at each of them.

I spent most of the fall getting to know you all, participating in the Cottage Conversations so that we might also heal some of the challenges of the last few years. I think that these conversations were enlightening for everyone and it gave me a good sense of where the congregation feels it was at. There was pain around the current building situation and around the departure of Rev. Harold Beu. Both of which got aired in, I think, a healthy manner. We’ll be holding new Cottage Conversations this coming Fall where we are going to start envisioning the future of the congregation, both around its new minister and a new home.

Speaking of new homes – it was quite the roller coaster year when it comes to finding a new one. It was frustrating for all those involved (and even those that weren’t!) that the land the congregation wanted fell through and won’t go anywhere. But there is a wonderful home out there for this congregation, just waiting for you. It may take time to be fully realized but if there’s one thing I’ve learned about this congregation it’s that you have the stamina to see it through.

I’ve been impressed with the leadership and with the congregation as a whole since my arrival. There have been some tough conversations and not everyone has agreed on which way to go. And yet despite these disagreements, people all agree that they love this congregation and want it to succeed. This makes for a very tight and loving community.

This year has also seen a transition of our accompanist. Virginia Morrow has been the church’s beloved accompanist for many years. Now we have a cadre of talented students from the Toradze Studio at IUSB who are eager to come play for us. I feel as if we’ve been blessed by a bounty of music!

This is an incredibly talented congregation. David Carew delighted everyone by organizing the choir to sing for special occasions, including the 60th anniversary and Christmas Eve. Our Sunday Morning Special Musicians, Deb, Bill, Evie, Gretchen, Eric and Allen have all delighted us on Sunday mornings by sharing their talents. So much so that we held a special Music Sunday service this Spring. I am hoping this will become an annual event!

This last February, the congregation celebrated its 60th Anniversary – and wow did we celebrate! Music! Theater! Food! And great company! It was a delight to work with Matt B. on the skits, Kathy P. on organizing and with everyone who made it a delight. One person remarked to me afterwards “the Anniversary celebration made me realize how much we have to be proud of in this community.” Dang straight!

One of my greatest delights this year has been working with Heather and the Youth Group. What a wonderful bunch of young people! We teamed up the older and younger youth groups and merged them with the Elkhart groups. The result was a wonderfully large and diverse group of kids that had a lot of fun together. I was also delighted that some adults in the congregation

pitched in and helped organize, including Michelle R., Gail D. and Ellen T. Ellen's "Hunger Games Night" was a huge hit in particular! I look forward to seeing what this group will do next year!

The congregation has changed in other ways too. Eight new members and a few new friends have joined our Beloved Community. I know we all look forward to getting to know them better and they us. I'm also told that old faces are now appearing after some absence. It's wonderful to see old friends! Worship attendance is also up as are the number of children in our RE classes. The RE committee and Heather have done a wonderful job with a limited budget and time. Well done!

Adult RE has also been launched under Florence K.'s guidance. There have been bi-monthly forums and some classes. I taught a course on the historical Jesus this Spring and it may springboard into more similar classes. I will also be teaching one in the fall.

On a final note, can I tell you how much I love the Board of this church? They've been such troopers this year, sometimes meeting twice a month as needed and hammering out some very sticky situations. There have been times of debate, but everyone came through it with flying colors. One particular late night had everyone feeling almost giddy at how well a difficult discussion went! I could not have asked for a better board to work with.

All in all this year has been a very positive one and I feel as we have met our goals of getting back on track to doing the business of the church, of healing old and new wounds and best of all there has been laughter and fun. Next year we have a new board and we'll have fresh goals to meet. But may laughter and fun always be at the top of the list!

With loving faith,
Rev. Sian

President's Annual Report

David M. Wistreich

May 20, 2012

This year started with the theme – “A Step in our Journey”. It has been just that. There have been some major events that have dominated the agenda, but we've moved forward on many fronts.

I want to share with you that this two year period of service I am completing as a member of the board was one that I entered with some nervous apprehension. I wasn't sure what to expect and I wasn't sure how well I'd perform. The congregation is in transitional housing and we've entered a period of interim ministry, so trying to keep steady and assure folks around me that we're ok and really are going to get to where we want to be has had its moments. I've mostly had my times of fear, uncertainty and doubt (FUD) in private. To my relief, I find us to be committed across the community to each other and our goals. There are lots of people pulling this sled – and mostly it's in the same direction! So, I am coming out of my stint of service without misgivings, understanding much better that being the President of the Board does not have to be weighty, but it surely has to be organized with communication as a key. The mysteries of leading this organization are not scary. When we engage issues that come up in a direct fashion by discussing them with the Board, Minister and congregants; I have found that we make pretty reasonable decisions. I like that we have process in our polity that we can lean on.

To recap the events of the year, I have looked back at the minutes of the Board of Trustees meetings to be sure of what we've engaged. The Board processed many mundane items as we should all expect, but we had a couple of big issues/events that we engaged and processed this year.

Chronologically, these important events have been:

1. Separating from our last settled minister;
2. Creating documentation and promoting standardization of actions when church events are at issue so future boards have policies, guidelines and protocols to follow when they occur, and;
3. Searching for a new property that the church will use as its home.

We had a painful separation from Reverend Harold Beu. Aside from the sense from some congregants that they didn't understand why we separated from Harold, the board had a contentious decision making process over his final pay. It took us at least 3 months to get that resolved and we engaged the UUA CmWD liaison, Ian Evison, for guidance on the compensation issue. In the end, we separated with as much generosity as we were able, bounded by a sense that this last ministry needed closure without causing bigger rifts in our community. It was personally difficult for me as I participated in calling Harold and I was quite pained by the messy details surrounding our divorce.

The healing was made easier in no small part through the efforts of our Interim Minister. I have to say thank you to Sian for her energy and dedication. The Cottage Conversations she led in the Fall of 2011 helped us process our issues and her insights into life at other congregations have helped us to feel better about ourselves. In fact, I am bought into the idea that we are a good congregation among the many in the denomination, going through an exciting transition as we look to build a new home! I think we should all realize that this congregation's train left the old station and has some serious momentum. We will find the place for our new home and we'll build that place we are dreaming of!

On the efforts of the board to create what I like to call institutional memory, I have to report that we've not accomplished as much as I hoped. I have a vision of a couple of binders that will be housed in the Administrative Office that can be consulted as needed, particularly when the Board of Trustees meets.

There should be a binder of By-Laws, Policies, Reference Materials, Processes and Procedures and another binder with Board Meeting Minutes. I know that these are available on the church's website to members of the Board, but not having access to those during Board meetings leads to analysis paralysis and we've delayed multiple agenda items because we didn't have the information at hand when we needed it. I hope that this Board's work can leave a legacy of better organization for future Board's benefit. To that end, the board has discussed and agreed that all incoming board members should receive an "Onboarding Packet" that will contain a relevant Job Description, direction on training to be taken, a copy of the Church's Perpetual Calendar and a copy of the current Covenant Between the Board and the Minister. It is hoped that this will help new board members get plugged in quickly and prove to be a better process.

On our search for a new home, we've looked at a few different locations that haven't panned out. The upside is that we've learned a lot along the way and will be better able to flush out details on a prospective property before rallying the congregation to support it. The former Building Search Committee has been replaced by a Site Selection Taskforce and the Board has asked that their search area be expanded to within 5 miles of the South Bend Central Business District. In support of the process of finding a new home, we have created and appointed members for a Building Design Taskforce and a Capital Campaign Taskforce. These task forces should be ready to engage their objectives and responsibilities when the congregation needs them to. I thank everyone for their continued willingness to serve.

And so, we will wrap up this step in our journey and push forward, confident that we like ourselves and enjoy our causes. We can be proud of being the voice of liberal religion in South Bend. We participate fully in those activities we like and find in our community. We'll continue to engage our new members and guests and have fun as we discuss issues, do service and help one another.

Finally, it is remarkable that this congregation has such a high percentage of volunteers. I note that of the 113 members, more than 50% volunteer to do something. That is a phenomenal level of engagement that we should feel good about. We could not do the business of the church without you and I extend my sincerest thanks to each of you who have served.

We are a really good group of people in this church, I believe that and hope that you feel that way too!

In Service and Faith,

David M Wistreich
President of the Board of Trustees

Treasurer's Annual Report

Alice T. Bentley

May 20, 2012

We started the current fiscal year with a budget deficit of \$5,017, planning to take the amount from a surplus in our checking account as needed. As of the end of April, our income for the year was \$123,662 and expenses for the year were \$112,846, leaving us with a net of \$10,816.

However, in March we ran a deficit of \$4445, and in February we ran a deficit of \$2202. As the year progresses, we tend to run a monthly deficit; there are no more fundraisers planned and we are dependent upon folks continuing to pay their pledges. So far this year we have done a good job keeping expenses within the budget. However, we are running behind in pledge income. As of the end of April, we are \$4,360 below the amount expected at this point in the year. If we can all continue to pay our pledges for the next two months and keep our monthly deficit below an average of \$3000 we should be able to end the year in the black and not have to take extra money out of checking.

At this time the Capital Fund Drive for a new church home is on hold. However, with the most recent quarterly interest payments, our building fund total is \$260,959. This includes \$216,835 in CDs at Community Wide Credit Union and \$44,124 in the Money Market account at Key Bank.



Note from the Finance Committee

Our church Finance Committee consists of three committed long-term volunteers (who would encourage additional new committee members): Fern Hamlin, Elizabeth Scarborough and Gary Metzler. This committee monitors our church financial activities and advises the Board of Trustees in such matters. This work is generally mundane, but is crucial in the long-term health (survival!) of our church. Members who would like to learn and help more near the fiscal center of our institution are encouraged to attend Finance Committee meetings, generally the first Tuesday of each month.

**FIRST UNITARIAN CHURCH, SOUTH BEND INDIANA
FINANCIAL REPORT
as of April 30, 2012**

Banking and Investment Account Balances

Cash Accounts	\$ 123,123
Money Market	99,971
Checking	23,152
 Investment & Savings Accounts	 \$ 412,878
Endowment (UUA GIF)	195,361
CD Building Fund/Capital Fund (matures 10/29/2012)	205,043
CD Building Fund (matures 6/24/2013)	11,792
CD Sabbatical Fund ***312 (matures 8/12/2014)	682

Note: Building Fund / Capital Fund CD values are updated quarterly.

Total Cash and Investments **\$ 536,001**

Operating Budget Totals		
	April	Y.T.D.
Income	\$ 11,338	\$ 123,662
Expenses	\$ 10,797	\$ 112,846
Net	\$ 540	\$ 10,816

There may appear to be minor arithmetic discrepancies in the above box due to rounding.

Operating Budget

Item	4/1/12 - 4/30/12			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
Inflows							
110 - Pledges	10,006	10,667	-661	102,307	106,667	-4,360	128,000
120 - Loose Offering	686	333	353	4,111	3,333	778	4,000
130 - Building Use Fees	0	0	0	0	0	0	0
143 - Service Auction	0	0	0	11,148	9,000	2,148	9,000
145 - Other Fund Raisers	43	167	-123	928	1,667	-739	2,000
160 - Retreat Inflow	0	0	0	205	0	205	0
170 - Newsletter	0	0	0	0	0	0	0
196 - Special Collections	304	0	304	1,615	0	1,615	0
199 - Miscellaneous	298	0	290	3,341	0	3,341	0
Total Inflows	11,338	11,167	171	123,662	120,667	2,995	143,000
Outflows							
201 - Special Collections	238	0	238	1,528	0	1,528	0
210 - Insurance	0	0	0	1,553	1,500	53	1,500
220 - Cleaning Services	0	0	0	0	0	0	0
230 - Bldg Supplies	0	0	0	0	0	0	0
240 - Bldg Maint. Committee	0	0	0	0	0	0	0
241 - Pest Control	0	0	0	0	0	0	0
245 - Grounds Committee	0	0	0	0	0	0	0
310 - Gas	0	0	0	0	0	0	0
320 - Electric	0	0	0	0	0	0	0
330 - Telephone	55	75	-20	606	750	-144	900
340 - Water & Trash	0	0	0	0	0	0	0
350 - Rent	1,724	1,750	-26	17,241	17,500	-259	21,000
410 - Admin & Office	215	200	15	1,393	2,000	-607	2,400
415 - Copier Lease	248	333	-86	2,484	3,333	-849	4,000
420 - Postage	46	67	-20	389	667	-277	800
430 - Payroll Taxes	132	158	-27	1,405	1,583	-178	1,900
510 - Sunday Service	0	42	-42	250	417	-167	500
511 - Sunday Service Supplies	0	17	-17	16	167	-151	200
710 - Membership Committee	0	25	-25	71	250	-179	300
715 - Retreat Expense	0	0	0	0	0	0	0
720 - Social Committee	0	8	-8	0	83	-83	100
725 - Coffee & Tea	45	17	29	180	167	13	200

Item	4/1/12 - 4/30/12			Year to Date			Annual
	Actual	Budget	Difference	Actual	Budget	Difference	Budget
740 - Care Committee	0	8	-8	0	83	-83	100
745 - Peace & Justice	0	17	-17	200	167	33	200
750 - Denom. Dues & URC	0	0	0	7,169	7,019	150	9,559
760 - Finance Committee	2	8	-6	16	83	-67	100
761 - Stewardship Campaign	100	8	92	100	83	17	100
766 - Fundraiser - Svc Auction	0	0	0	261	500	-239	500
769 - Fundraiser - Other	250	0	250	250	250	0	250
809 - DRE Salary	583	583	0	5,833	5,833	0	7,000
810 - RE	22	142	-120	801	1,417	-615	1,700
811 - Adult RE	0	8	-8	0	83	-83	100
812 - Background Checks	0	8	-8	30	83	-54	100
815 - Child Care	40	125	-85	239	1,250	-1,011	1,500
910 - Minister's Salary/Housing	4,192	4,192	0	37,263	41,917	-4,654	50,300
915 - Minister's in lieu of FICA	321	321	0	2,726	3,207	-481	3,848
930 - Minister's Expense	363	419	-56	3,015	4,263	-1,248	5,530
940 - Minister's Pension	419	419	0	3,563	4,192	-629	5,030
945 - Minister's Insurance	412	500	-88	3,832	5,000	-1,168	6,000
947 - Minister's Relocation	0	0	0	4,724	5,030	-306	5,030
950 - Discretionary Fund	0	8	-8	0	83	-83	100
960 - Administrator	1,060	1,225	-165	11,839	12,250	-411	14,700
965 - Administrator's Pension	106	123	-17	1,184	1,225	-41	1,470
976 - Marketing	0	42	-42	567	417	150	500
980 - Music	225	42	183	675	417	258	500
999 - Miscellaneous	0	0	0	1,442	0	1,442	0
Total Outflows	10,797	10,890	-93	112,846	123,269	-10,423	148,017
Balance	540			10,816			-5,017

Notes

Line 145 – Amazon.com associate earnings

Line 196 – URC (share the plate) \$218; Nature Conservancy \$86

Line 201 – URC \$218; Planned Parenthood (March share-the-plate donation received late) \$20

Line 199 – Hearing aids \$140; Stewardship campaign expense reimbursement \$50 (to be transferred to Savings)

Line 769 – Stewardship campaign

Non-Operating Funds – KeyBank Money Market Account

Account	Prev Bal 04/01/12	Inflow Month	Outflow Month	Bal Fwd 07/01/11	Inflow YTD	Outflow YTD	End Bal 04/30/12
Building Fund	44,074	50	0	32,591	14,033	2,500	44,124
Capital Campaign	3,237	0	0	3,237	0	0	3,237
Endowment Set-aside	0	0	0	0	0	0	0
Endowment Disbursements	0	0	0	0	0	0	0
Major Expenditure Fundraisers	-8	0	0	-18	10	0	-8
Memorials	310	0	0	310	0	0	310
Kathy Curtis	2,345	0	0	2,345	0	0	2,345
Minister's Discretionary Fund	315	0	0	0	515	200	315
Minister's Expense (rollover)	0	0	0	0	0	0	0
Children's RE Cap. Exp. Fund	1,610	107	0	1,852	107	242	1,717
Teen Service Project	3,022	24	0	3,009	220	183	3,046
Women's Group Fund	262	0	0	262	0	0	262
Total Special Funds	55,167	181	0	43,588	14,885	3,125	55,348
Unrestricted Savings	1,934	12	516	1,777	170	516	1,430
"Tudor" Account	43,368	0	175	47,510	0	4,317	43,193
Total Money Market Funds	100,469	193	691	92,875	15,055	7,958	99,971

Endowment (updated quarterly)

Net Value 01/1/12	Addition	Net Change	Disburse	Net Value 03/31/12
180,250	0	15,111	0	195,361

Building Fund Total

Money Market	44,124
CD (CW1)	205,043
CD (CW2)	11,792
Total	260,959

Notes:

Unrestricted Savings

Stewardship campaign expense \$120 (\$50 reimbursed, applied in May)

Sexual misconduct training materials (DVD & Books) \$396

Tudor Account – IUSB *Preface* ads

Proposed Budget 2012-13

Item	2011-12 Budget	2012-13 Proposed
INFLOWS		
110 - Pledges	128,000	139,500
120 - Loose Offering	4,000	4,000
130 - Building Use Fees	0	0
143 - Service Auction	9,000	11,100
145 - Other Fund Raisers	2,000	2,798
160 - Retreat Inflow	0	0
170 - Newsletter	0	0
196 - Special Collections	0	0
199 - Miscellaneous	0	0
TOTAL INFLOWS	143,000	157,398
OUTFLOWS		
201 - Special Collections	0	0
210 - Insurance	1,500	1,600
220 - Cleaning Services	0	0
230 - Bldg Supplies	0	0
240 - Bldg Maint. Committee	0	0
241 - Pest Control	0	0
245 - Grounds Committee	0	0
310 - Gas	0	0
320 - Electric	0	0
330 - Telephone	900	900
340 - Water & Trash	0	0
350 - Rent	21,000	25,780
410 - Admin & Office	2,400	2,000
415 - Copier Lease	4,000	3,000
420 - Postage	800	600
430 - Payroll Taxes	1,900	2,000
510 - Sunday Service	500	500
511 - Sunday Service Supplies	200	150
710 - Membership Committee	300	200

Item (outflows continued)	2011-12 Budget	2012-13 Proposed
715 - Retreat	0	0
720 - Social Committee	100	100
725 - Coffee & Tea	200	200
740 - Care Committee	100	100
745 - Peace & Justice	200	250
750 - Denom. Dues & URC	9,559	9,345
760 - Finance Committee	100	50
761 - Stewardship Campaign	100	400
766 - Fundraiser - Svc Auction	500	400
769 - Fundraiser - Other	250	250
808 - DRE Professional Exp.	0	500
809 - DRE Salary	7,000	7,210
810 - RE	1,700	1,800
811 - Adult RE	100	100
812 - Background Checks	100	100
815 - Child Care	1,500	1,000
910 - Minister's S & H	50,300	50,300
915 - in lieu of FICA	3,848	3,848
930 - Minister's Expense	5,530	5,030
940 - Minister's Pension	5,030	5,030
945 - Minister's Insurance	6,000	5,600
947 - Moving Expenses	5,030	0
950 - Discretionary Fund	100	0
960 - Administrator	14,700	15,141
965 - Administrator's Pension	1,470	1,514
976 - Marketing	500	1,000
980 - Music	500	4,400
990 - Settled Minister Search	0	7,000
999 - Miscellaneous	0	0
TOTAL OUTFLOWS	148,017	157,398
BALANCE	(5,017)	0

Proposed Slate of Officers for 2012-13

Vice President David Mayfield
Secretary (2-year term). open
Trustee (2-year term).. Gail deSomer
Trustee (2-year term).. open
Endowment Committee (3-year term). . . Elizabeth Scarborough

Nominating Committee:

Continuing

President. Robert Asplund (Vice President becomes President in second year of term)
Treasurer. Alice Bentley
Trustee. Mary Alice Hardy
Trustee. Rich Wallace
Endowment. . . Dale Gibson
Endowment. . . Chuck Leone

Thanks to officers whose terms expire June 30:

Allyson Kricheff, Secretary
David Mayfield, Trustee
Lynn McDonald, Trustee
Melanie Smith-Guillaume, Endowment Committee

Thanks to the 2011-12 Nominating Committee:

Don Wheeler
Mary Hagen
Chuck Leone

Proposed Amendment to the By-Laws

Words in **[brackets]** to be added in V.3 and V.4.

ARTICLE V

Meeting

1. There shall be at least one (1) regular church meeting during each fiscal year. The specific date, time and place of such meeting shall be fixed by the Board of Trustees.
2. Special meetings of the church may be called by the Board of Trustees. A special meeting shall be called by the President, or in the President's absence, the Vice-President, upon written petition of ten (10) voting members stating the business to be discussed at the meeting. Such petition shall be read into the minutes of such special meetings.
3. Notice of the annual meeting shall be given by public announcements from the church pulpit at least ten (10) days prior to such annual meeting; and by one publication in a newspaper published in St. Joseph County, Indiana, or by posting **[on the church's website or]** in two public places in the vicinity of the church, which publication or posting shall not be less than ten (10) days prior to such annual meeting.
4. Notice of such regular and special meetings other than the annual meeting shall be given by causing a written notice to be mailed **[or electronically mailed (e-mailed)]** to every voting member of the church at least ten (10) days prior to such meeting, and public announcement of such meeting from the church pulpit at least ten (10) days prior to such meeting. A notice contained in a church newsletter mailed **[or e-mailed]** to every member at least ten (10) days prior to such meeting shall be a sufficient notice.
5. The important business items to be transacted at any meeting of the church shall be specified in the notice of the meeting.
6. 15% of the voting members, or 25 voting members, whichever is smaller, shall constitute a quorum.
7. Voting members present at each church meeting shall be required to sign a quorum list, which shall be checked by the Secretary against the list of voting members. The records of voting members shall be maintained by the Secretary and brought up to date immediately prior to each church meeting. No action shall be taken at any church meeting until the presiding officer determines that a quorum is present on the basis of such quorum list. Such quorum list shall be made part of the minutes of each church meeting.
8. The vote on any matter shall be by secret ballot upon the request of any voting member. The exact vote on any matter upon the request of any voting member shall be recorded in the minutes of the church meeting.

Committee Reports

Administration Committee Report May 20, 2012

Activities as of April 13:

1. Submitted to the Board of Trustees a revised Social Committee description.
2. Submitted to the Board of Trustees a revised Religious Education Committee description.
3. Submitted to the Board of Trustees a proposed amendment to Code of By-Laws Article V that clarifies notification of members of regular annual and special church congregation meetings and the casting of proxy votes at such meetings.
4. Submitted to the Board of Trustees a Minister's Job Description.
5. Prepared a draft revision of the Worship Arts Committee description.
6. Prepared a draft Perpetual Church Calendar.



Endowment Committee Annual Report May 20, 2012

The Endowment Committee has had a quiet year. Even though we had the possibility of making distributions to groups within the congregation, no one applied, so our money is safely accumulating more interest.

There was a question during the year about how much of the fund is available for use. As long as the Fund has assets of \$150,000 or more, distributions may be made in amounts not to exceed 5% of the average fair market value of the fund over the last four complete quarters. (So we average the last 4 quarters and take 5% of the average to determine how much money is available for distribution.) The Fund is set up by the UUA to allow for inflation, to maintain the principal and to permit a 5% distribution. If there are no requests, as was the case this year, it is not necessary to distribute any funds.

In addition, in the event of an emergency, distribution may be made by a 2/3 majority vote of approval of the members present from the Congregation at a specially called meeting.

The fair market value of the fund on March 31, 2012 was \$195,361.39.

Melanie Smith-Guillaume, Chair
Dale Gibson
Chuck Leone

**Children’s Religious Education Committee
Annual Report
May 20, 2012**

Committee Members: Heather Eschbach (DRE), Julie Wells (Chair), Allyson Kricheff (Board Liaison), Michelle Richards, and Amy Bauer

Classes: September-December 2011

We had a variety of teachers and teacher helpers each week in the fall. We had one class serving pre-kindergarten to 5th grade students. A World of New Friends curriculum was used to explore world religions. Sunday morning nursery care was provided by volunteers. The Youth Group met two Sunday evenings per month for two hours each time. The curriculum varied per meeting.

Classes: January-May 2012

Class	Curriculum	Teachers
Preschool-1st Grade	Creating Home	Michelle Richards, Alexandria Trusov & Julie Wells
2nd-5th Grade	A World of New Friends	Gail deSomer, Laura Baker
Youth Group	varied	Heather Eschbach & Sian Wiltshire
Nursery		Volunteers

Average Attendance for Sunday mornings: 16 children (range of 7-27)

Average Attendance for evening Youth Group: 8 children (range of 5-13)

- ▶ There has been a significant increase in attendance for our Youth Group this year due to changing the meeting time from Sunday mornings to Sunday evenings.

How our kids explored the world of religion:

- ▶ Monthly visits to churches of different faiths: Our Lady of Hungary Catholic Church, Pagan Samhain Ritual, Evangelical Covenant Church, Michiana Islamic Society, Jewish Federation, Temple Bethel and Prince of Peace Church of the Brethren
- ▶ Children’s Holiday Pageant: The Twelve Days of Christmas
- ▶ Chinese New Year & Purim celebrations

How our kids experienced fellowship:

- ▶ South Bend and Elkhart (UFE) youth groups merged and met together twice per month. They alternated meeting sites between South Bend and Elkhart.
- ▶ Intergenerational services: Water Communion, Guest at Your Table, Samhain, Holiday Pageant, Christmas Eve, Annual RE Service and Flower Ceremony
- ▶ Halloween Party (hosted by Youth Group)

- ▶ Annual RE Service
- ▶ Teacher/Volunteer Appreciation Ice Cream Social

How our kids experienced social justice:

- ▶ Guest at Your Table intergenerational service & collection
- ▶ CASIE Center Stocking Project: collected donations, stuffed 50 stockings & learned about helping children in need from Carolyn Hahn (hosted by Mary Beth Dickey)
- ▶ Easter Canned Food Collection and Hunt (Youth Group helped)
- ▶ Earth Day: Nature Conservancy's World's Greatest Picnic (47 picnickers) & collection (\$86.23) (hosted by Mary Beth Dickey)

Committee activities and accomplishments:

- ▶ Continued financial support and hiring of permanent quarter-time DRE
- ▶ Parent Orientation Breakfast
- ▶ Expansion of RE classes in January due to increased enrollment
- ▶ Flower Power Fundraiser: We raised \$372.50 (\$37.25 General Church Fund and \$335.25 RE Capital Fund)
- ▶ Strong volunteer support of committed RE teachers, classroom helpers and Nursery Care providers
- ▶ Enthusiastic and consistent support from Rev. Wiltshire

Submitted by Julie Wells, Chair

**Adult RE Committee
Annual Report
May 20, 2012**

Because the DRE has quite enough to do with our children and youth, a separate Adult RE committee was formed in the fall to come up with ideas for stimulating the minds of our adult members. The first thing we did was to bring back the Adult Forums, on a bi-weekly basis, with occasional breaks. These are held before the Sunday service, on whatever topics come to our attention, usually centering around an article or book chapter. As always, we're on the lookout for more ideas and people willing to lead discussions. See one of us with your suggestions!

Classes have started up, such as a multi-week class on the historical figure of Jesus, led by Rev. Sian, and meditation sessions after church, led by several congregants.

A book group, coordinated by Carol Zeller, has begun to meet as well.

We are also looking into regional workshops in other churches, and how to publicize these and make them more accessible to church members.

A survey is available online, so we can plan classes, forums, and other activities for this fall, and determine whether summer activities would be welcome. For more information, look at the church website or call the church office. We welcome your input!

In service,
Florence Kle ka, Bette Asplund, Michael Coppedge, Carol & Terry Zeller

Worship Arts Committee
Annual Report
May 20, 2012

We welcomed Rev. Sian this year, and worked with her to create a standard Order of Service to use. In addition to the usual annual services (water communion, Christmas Eve, flower communion), Sian introduced what we hope to be an annual tradition: highlighting songs from our various sources of inspiration, with the help of our special music providers. We have also incorporated the idea of monthly themes for the services, such as mercy, God, creativity, and more.

We also welcomed Natasha Stojanovska, an IUSB student, as accompanist, giving Virginia Morrow a well-deserved rest. She will be with us as school permits, for another year or so. The choir, led by Debbie and Dave Carew, has added beautiful music to our Sunday services as well.

There were many lay-led services, as Sian has been attending many training sessions out of town, with the help of so many congregants that it would take too much space to name them. We are always on the lookout for other topics and speakers, both inside and outside the congregation, so feel free to suggest your ideas to us.

Chris Huffman, Garry Roberson, David Mayfield, and Kevin Barry took turns mastering our sound system, which helped immeasurably with everyone being heard, and a fund drive is underway to finance more hearing aids for individual congregants. Also, we have begun to record the sermons, so they can be heard on our website by those who miss a service.

We can't stress enough that, with the exception of Sian and Natasha, everyone else who contributes to the weekly services is a volunteer. The committee thanks you all for taking part, but remember that this is your church, this is our church, and we are all truly blessed to have each other.

In service,
Kay Azar, Florence Kle ka, Peggy Stevens, Garry Roberson, and Bob Shuman

**Care Committee
Annual Report
May 20, 2012**

Purpose of the Care Committee.

The Care Committee provides support for members and friends of the church who are going through transitions such as illness, death, birth, or other personal crisis. The committee is a link between the needs of members and friends of the church and those who are able to provide for those needs.

Communication of need.

The needs of friends and members are communicated in several ways. Joys and concerns during the morning service are recorded by a member of the committee and passed on to the committee which includes the minister. It is also available for others on request. Pertinent information is submitted to “Chirp” which is e-mailed to the congregation on Monday mornings. An “all-church” e-mail is used to convey information or request assistance more quickly. The monthly newsletter offers additional information. Information and resources regarding dementia was provided in the newsletter. Rev. Wiltshire discreetly conveyed necessary information (via e-mail) regarding individuals health concerns.

Notifying a member of the Care Committee of a need is always appropriate. No information is sent to the congregation without approval of the individual involved. Confidentiality is strictly observed.

Telephone tree.

The telephone tree was updated but there was no need for implementation. The telephone tree is located on the website under the Members Area [password required]. It is updated once a year. Discussion has taken place as to the necessity of the telephone tree since there is availability of communication through e-mail, radio, and T.V.

Support of one another.

Caring is done by the whole congregation. Some of the ways we support one another are by offering meals and visits, sending cards, phone calls, delivering poinsettias, hosting holiday dinners, running errands, providing transportation, and having a listening ear. There were about 12 individuals with surgeries or illnesses that were given special attention.

Celebrations. Virginia Morrow was honored last May for over 50 years of musical service to the church.

A Blessingway was held for expectant parents.

Transportation of two individuals was simplified and provided primarily by Roger Birdsell, Marilyn Shaul, Lynn McDonald, and Michael Coppedge. This was for the benefit of the members requiring transportation but a big commitment for those transporting.

Members of the Care Committee.

Wayne Duncan, Dale Gibson, Lois Holm, Mary Hagen (chair), Lynn McDonald (liason to the board), and Rev. Wiltshire.

Submitted by Mary Hagen

Committee for Peace and Justice
Annual Report
May 20, 2012

Members of Peace & Justice Committee are refocusing attention on a “Get Out the Vote” drive that will be directed toward voters without a picture ID. We are working with the League of Women Voters and the Voters Coalition to assist in their efforts to help young and old alike to obtain a voter ID before this years National Election.

Reverend Sian is also pursuing our involvement with “Standing On The Side of Love” campaign alongside other Unitarian Universalist Churches. Sian has brought a great deal of input into our Committee since her arrival!

Last years sponsorship of our Iraqi Refugee family was a great success, and we plan on providing volunteer drivers for the Red Cross in their ongoing care for the many refugee families that will be arriving in our community over the coming months.

We are happy to report an increase in weekly donations of food items to the local Food Kitchen (again thanks to Rev. Sian), as well as our monthly donations to local charities in our Second Sunday “Share The Plate” fundraisers. We hope to see an ongoing contribution to these important efforts as they reflect the values of our UU Congregation!

We look forward to continuing these activities in the coming year and to making our presence known to the greater community.

**Transition Team
Annual Report
May 20, 2012**

The Transition Team is composed of: Tom Platt (Chair), Janet Bogar, Anne Mannix, Melanie Smith-Guillaume, and Bill Stevens. The role of the Transition Team is to serve as the Committee on Ministry for the Interim Minister. The TT is composed of members of the Interim Ministerial Search Committee as stipulated by the UUA.

The Transition Team met monthly with Rev. Sian Wiltshire to discuss matters related to her ministry of First Unitarian Church. Our mission is to assist the Interim Minister in developing a successful relationship with the congregation and to serve as a resource for dealing with issues important to the congregation in a thoughtful and productive manner in a constructive and non-threatening environment. As such, our meetings are considered confidential unless the committee identifies issues of concern that should be brought to the attention of the Board of Trustees. No such issues were raised during the past year. It is the consensus of the members of the Transition Team that Rev. Wiltshire is doing an admirable job as Interim Minister and addressing the concerns of the congregation. We recommend her continuation as Interim Minister of First Unitarian Church. All members of the Transition Team have agreed to continue to serve for a second year.