

**Unitarian Universalist Church of Chattanooga**  
**Board of Trustees Meeting Minutes for August 15, 2013**

Present:

Frank Caperton, President  
Elaine Watkins, VP Outreach Ministry  
Nicky Ozbek, VP Congregational Life Ministry  
Jim Welborn, Secretary  
Buck O'Rear, VP Resources Ministry  
Leslie Brock, President Elect  
Pamela Rumancik, Interim Minister  
Absent: Daidee Springer, Treasurer  
Guests: Kay McCurdy, DRE

Frank Caperton called the meeting to order at 7:00 pm. The chalice was lit and Frank gave the opening words from a book by Dan Hotchkiss entitled "Governance and Ministry". Everyone checked in about how they were feeling.

**Minutes Approved:** Elaine moved to approve minutes as amended for regular BOT meeting of July 18, 2013. Buck seconded the motion and motion was approved by the board.

**Financial report:** Buck reported that prepaids makes our books look really good. Also expenses were below budget for July. However, the building fund was depleted by the air conditioner installation. We also owe the MSC [about](#) \$3000 more dollars as well as moving expenses for new minister. Jim moved to approve finance report as submitted. Elaine seconded and the board approved. Finance reports attached.

**Minister report:** The next Interim Minister Assessment is due September 30. The forms will be emailed to BOT members and should be completed for discussion at September 19 BOT meeting. Also included in report is the time off schedule for vacation, sick leave and study leave. Detailed report attached.

**Music Director Search:** Nicky reports that two candidates have been interviewed and a contract will be offered to one of the candidates. One candidate is local and the other would have to commute from Nashville. Search committee was Greg Oberschmidt, Skip Stevens, Lee Adler Nicky Ozbek and Pam Rumancik. Buck made a motion instructing Nicky to negotiate a contract within budget and that contract run from July 1 thru June 30 which follows church calendar year. Motion seconded by Leslie and approved by board.

**Interim Minister Contract:** Daidee had mailed a revised contract to all BOT members for review. Frank moved on behalf of the finance committee's recommendation that we approve the revised contract with Rev. Pam. Leslie seconded the motion and the motion was approved by the board. Copy attached.

**Vacant DRE Position:** Frank hopes to have vacant VP of RE filled by the time of our BOT retreat at end of September.

**DRE Report:** Kay reported that we currently have average attendance of 21 kids. There are 36 kids registered for fall which is twice as many as last year.

James Joyner and Bonnie Sinclair hosted a successful Teen Lock-in. A youth welcome table will begin on Sept. 8 in fellowship area. The nursery staff was reviewed and Kay will make a recommendation to the finance committee for title and raise for nursery worker. See full report attached.

**Stewardship Development:** Buck briefly discussed the FORTH (Forward Through the Ages) program from the UUA. It is a five year stewardship development program. Buck questions whether we should start a program like this while we are searching for a new minister. [I feel a simplified one year plan based on the FORTH program would work A suggested plan \(attachment\) is for board review and discussion during September meeting.](#)

**Pooling Member's WUTC Contributions:** Buck moved that the board be presented with an executable plan for this program and also put a paragraph in the E Blast. Leslie seconded the motion and motion was approved.

**Request That BOT Host Labor Day Picnic:** Nicky will send info and requests to BOT members. Picnic will be on Sunday, September 1 from 11:00am to 1:00pm. There will be no formal service and no nursery will be provided. It will be held outside weather permitting. Everyone will be encouraged to bring a covered dish as well as own plate and silverware which makes clean up much quicker and easier. BOT members will serve and help with set up.

**Quick Report Items:**

- a) Elaine reported that stewardship for new members will be a part of the UU 101 training sessions. Buck, Maurine, Pam and George requested to come up with a pathway to membership and also a way to deal with the membership drop list.
- b) Nicky says that an appreciation gift is in works for Elaine Hill's service. Also, that the sound booth equipment is to be ordered.
- c) Leslie has set Saturday, October 12 for our next church council meeting.
- d) Frank will ask Daidee to set up a restricted account to receive gifts for the Social Justice Committee.
- e) Frank has set the BOT retreat for Saturday, September 21 from 9:30am to 5:30 pm. Margarite Mills from UU Church in Nashville will help with the retreat. We will be developing a BOT Covenant and learning how best to integrate goals with the Interim Minister process.
- f) Chuck Mehan has donated kitchen supplies.
- g) Frank will appoint a compensation committee to developing the letter of agreement and salary package for the new minister. It is a responsibility of the BOT as part of the ministerial search process.
- h) Send Frank which dates won't work for BOT rep schedule for October, November and December.
- i) Wowsers will do a recognition service for volunteers.
- j) Frank emphasized that we make sure attendance count on Sunday is accurate.
- k) We need more chairs set up on Sunday. They seem to always vary. A schematic should be made so that we can be consistent. Minimum number should be 139.
- l) A clock will be placed at back of sanctuary for use during the service.

Frank read further from the book by Dan Hotchkiss "Governance and Ministry" for the closing words.

Meeting adjourned at 8:58 pm.

**Next board meeting is September 19, 2013 at 7:00 pm at UUCC.**

Jim Welborn, Recording Secretary for the BOT