

UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA BOARD OF TRUSTEES MEETING

August 6, 2012 (corrected)

Present:

Wendes Jones, President	Alan Larson, Treasurer
Frank Caperton, President Elect	Diane Reed, VP Resources Ministry
Elaine Hill, Past President	Nicky Ozbek, VP Congregational Ministry
Tom Kunesh, VP Religious Growth Ministry	Jim Welborn, Recording Secretary

Guests:

Elaine Watkins, nominee for VP Outreach Ministry; Lynne Higgins,

Call to Order:

- The meeting was called to order at **7:03 pm** by **President Wendes Jones**

Opening and Chalice Lighting: **Frank Caperton** gave a reading from The Unitarian Universalist Pocket Guide on a fresh start and new beginnings.

Check In: Alan Larson reported that Jean Philpot wife of Rev James Philpot fell and broke her ankle and would appreciate cards of support. They are currently in the process of moving to Texas.

Agenda additions: Report on Drum Circle and Navajo Rd sign.

Approval of Minutes: Minutes were approved as presented.

New Business:

Board Vacancy-VP for Outreach Ministry: **Elaine Watkins** was presented to board by Wendes Jones as our candidate for VP for Outreach Ministry. Diane Reed seconded the motion and Elaine was approved unanimously. The board enthusiastically welcomed Elaine to the BOT.

Guests

- **Lynne Higgins** reported on the drum circle program and was pleased with the turnout. Twenty people attended and a number of changes will be instituted for next drum circle. See Lynne for details. Drum circles are planned for Sept. 2 and Sept. 30.

Presidents Report: Wendes Jones

- Board Covenant-A new board **Agreement** was adopted on a 5 to 3 vote. There was much discussion around the word covenant. **Agreement** will reflect the new wording from our retreat.
- Name tags-Board members have new pink name tags with position and will be worn.
- Minister's Office rehab: Rev Rumancik will arrive in Chattanooga on Tuesday August 14, 2012 and will deliver first sermon on August 19. The office is being rehabbed with paint and furniture. Nancy Anderson and Carol Hobbs will be asked to help finish painting. Nicky Ozbek will write a bio on the painter of the painting hanging in office.

Past President Elaine Hill brought the BOT up to date on the East TN Cluster. We received a rapid reply from the cluster. A report from the District Task Force recommended that we join the East Tennessee Cluster. Frank volunteered to attend their next meeting on Wednesday August 15 in Knoxville. There is another meeting on Sept. 6 and a training session on October 6-9. Elaine Watkins will approach Roger Davis to see if he would be the main contact with the East Tennessee Cluster.

Council Meetings: Frank Caperton requested that all VP's forward a list of committee chairs to him so they can be invited to the council meetings. They should have a list of their planned activities for the meetings. Council meetings will be on Saturday Mornings September 22, 2012, December 08, 2012, March 9, 2013 and June 1, 2013.

Jim Welborn requested that a short paragraph from each VP and officer be e-mailed to him prior to the BOT meeting or immediately after so it can be included in the minutes. This should greatly improve the accuracy of the minutes.

Treasurer's Report: Alan Larson

- Pledges are on target and there are no significant over runs on expenses.
- Prior year pledges are up approximately \$5,000 which is significant.
- An online auction is a possibility to raise additional funds.

VP Congregational Ministry: Nicky Ozbek

a) A reception for new interim minister Rev Pamela Rumancik and partner Karen Moody is planned for Sunday August 19 immediately after the service for meet and greet. Skip Stevens is in charge of decorating. Caring committee will furnish favorite cookies. Wowers will furnish coffee & drinks.

b) The Congregational Ministry Committee unanimously recommended Dr. John Standridge as Music Director. **Frank Caperton made a motion to approve the hiring of John as music director with redrafting of job description to be consistent with the contract that the committee agreed upon and within what is budgeted. Elaine Watkins seconded the motion.** After discussions the BOT approved the motion unanimously.

Religious Growth Ministry: tom kuensh

- Yoga classes started last Wednesday
- A new book club will begin in August
- UU101 is set for August 14, 21 & 28. & Sept. 4 September 4, will be on volunteering(Elaine Hill); August 14 giving and membership (Frank Caperton); August 21(Jones and Rumancik)
- Calendaring-Currently only Chris in the office can access the church calendar. This makes it difficult to schedule events. Tom proposed that we open the calendar up to the VP,s to enter activities on the calendar. The BOT would like to hold for Sept. 10 meeting to give Elaine Watkins a chance to discuss with Jerry Smith and also time to check on computer security and then address Tom's recommendation.

VP Resources Ministry: Diane Reed

- DBL Cleaning Service LLC is our janitorial service.
- Church Keys and access codes are numerous and the same key that opens the front door also opens the church office. In order to maintain security records **a motion was made by Frank Caperton to ask the finance committee through the building and grounds to have the locks re-keyed making sure that the front door to the church and the office are not on the same key. Nicky Ozbek seconded the motion and it was approved by BOT**
- **Navajo Rd. sign**-Lynne Higgins presented a proposal from Sign*A* Rama of \$956 for sign and installation and additional expenses of \$1170 for repair of sign frame and landscaping for a total of \$2126. Tom Kunesch also had a second bid on the sign. **Reed made a motion to table the sign discussion until the second proposal can be reviewed. Tom Kunesch seconded the motion and motion was approved.**

Old Business:

Policy and Procedure Manual: All VP's are to review their section of the Policy and Procedures manual and report any additions and revisions to Wendes. It will be one of main discussion points at Sept. BOT meeting. We would like to vote on the manual in September.

Cell Tower-Diane Reed reported that AT&T and Verizon are meeting this week to discuss who will cover the cost of refurbishing the cell tower sign. They are planning work on the tower and would do the repainting at that time. Work should be complete within four weeks.

Neighboring Fence Encroachment- Wendes reported that the fence is being removed and therefore no other action is required. Tom Kunesch to check to make sure that problem is solved. **The BOT recommended that a letter of thanks be sent to the neighbor.**

Board Vacancy: VP of Outreach & Nominating/Leadership Development- Frank Caperton will contact prospective committee member next week to 10 days. The committee member only needs BOT president approval not the BOT.

Photo of Jeff Briere: Alan Larson will use Paul's photo of Jeff Briere from new churches' website. Plaque will show 2003-2012.

Recycling options: Diane Reed-Four recycle bins are in place. Two are down stairs by the RE's office and two upstairs by the Kitchen.

Review action items:

- **Tom Kunesh will present second proposal for Navajo Rd. sign.**
- **Alan to contact Paul for Briere photo.**
- **Diane will follow-up on Cell tower sign.**
- **Wendes will follow-up on Minister's office rehab.**
- **Nick Ozbek will write bio of painting in minister's office.**
- **Wendes Jones will send thank you letter to neighbor for removing the fence.**
- **Tom Kunesh will check on fence removal.**
- **Elaine Watkins will follow-up with Jerry Smith on Computer security.**
- **Frank Caperton will propose name for Nominating/Development committee vacancy.**
- **Alan Larson will complete framed photo of Jeff Briere for sanctuary.**
- **VP's to furnish a list of committee chairs to Frank Caperton for council meetings**

Check Out: Each BOT member made a closing comment.

Next BOT meeting: September 10 at 7:00 pm

Closing Words and Extinguish Chalice: Frank concluded with "Life is just a chance to grow a Soul".

Adjourn: 10:30 pm

Submitted by

Jim Welborn

Recording Secretary to the Board of Trustees 2012/2013