

**UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA
BOARD OF TRUSTEES MEETING**

September 10, 2012

Present:

Wendes Jones, President	Pamela Rumancik, Minister
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
Elaine Watkins, VP Outreach Ministry	Alan Larson, Treasurer

Guests:

Call to Order:

The meeting was called to order at **7:01pm** by **President Wendes Jones**

Opening and Chalice Lighting: **Jim Welborn** read The BOT Agreement that the board agreed to use as our guide for meetings.

“Agreement”
UUCC Board of Directors
2012-2013

We, the Board of Trustees of the Unitarian Universalist Church of Chattanooga,
Affirm that we follow the Agreement of Fellowship, we agree to:

Respect each other's time by:
Preparing for meetings
Arriving on time or calling
Running Meetings in a timely manner
Using judgment in communicating between meetings

Respect each other's voices by:
Listening
Not engaging in cross talk
Holding one conversation at a time
Encouraging everyone to participate

Respect the trust the congregation has placed in us by:
Promoting transparency and accountability
Participating in congregational life
Serving as good fiscal stewards
Be individual contributing stewards

Revised 8/6/2012

Check In: Everyone commented on their day and week.

Approval of Minutes: Minutes were approved as presented with two corrections. One was correction of dates for UU101 and the other was to change covenant to agreement for the BOT Agreement. The question was raised of how long are the minutes kept on file? Welborn will get answer.

Treasurer's Report: Alan Larson

Pledge collection for July is \$15,000 below budget and maybe only an accounting function.
Finance Committee meets on Thursday, Sept 13 and will address the concerns.

Consent Items: Wendes Jones

In order to make our BOT meetings more productive, consent items will be submitted in the form of a motion for approval and can be approved as a block.

CONSENT ITEMS (5)

1. One SGM discussed the lack of a weapons policy on our church grounds and were motivated to draft one for inclusion in our P&P Manual: ***The Unitarian Universalist Church of Chattanooga provides a place of peace and safety for all who come. The church sanctuary, building and grounds are a testament to our belief in a greater good, a faith in the future, and the need for sanctuary from challenges of daily life. To that end, the UUCC Board of Trustees has designated the building as a Weapons Free Zone. No one is permitted to bring firearms, weapons or explosive devices into the church building, or engage in violent behavior while on the church grounds. The sole exception to this policy is the need for active law enforcement personnel providing law enforcement services. Weapons are unneeded, unwanted and contrary to our hopes and expectations.***

Objections were by tom kunesh for a quick approval and he needs to know more about what the Knoxville church policy is and also the UUA's weapons policy. We once protected this church during unrest.. **Frank Caperton made a motion to table any further discussion until October meeting to give Elaine Watkins time to consult with Knoxville church and check also check with UUA.**

Motion was seconded by Welborn and approved.

2. There is a continuing issue with use of space in our building. For a while this led to conversion of our minister office as a storage room. With the arrival of Rev. Pam we have converted the space back to its intended use which left us scrambling for space to store numerous items. One thought is to install two more storage cabinets in sanctuary niches identical to the one built by Ron Pasch several years ago that is next to our piano and used by the choir. Ron Pasch is willing to make and install two cabinets for two other recesses in our sanctuary at a cost of \$720. The two recesses are the one right next to the sound booth and the one next to it. ***A motion is put forward that the Board approve conversion of these two niches to storage cabinets made and installed by Ron Pasch. Nicky Ozbek proposed an addition to the motion to read "with the input from the worship enhancement committee".***
3. The FC recommends we take the money left over from paving the parking lot to pay for the remodeling of the minister's office. Since this is a non-budgeted item being paid for with designated funds, the Board will need to approve this. ***Diane Reed makes a motion that these funds be released from their restricted account into the general Building & Grounds account and used for the purpose of office redecoration.***
Diane Reed made a new motion to approve consent item no. 2 with the addition and consent item no. 3 to move the \$3700 from parking lot fund to the building fund for remodeling the minister's office, remodel niches for storage and repair parking lot gate. Motion seconded by Frank Caperton and approved by board.
4. ***VP Resources, Diane Reed, and VP Outreach, Elaine Watkins, request approval to make a final selection of material and composition for our sign on Navajo Road and order the same while keeping within the cost parameters already approved by this Board.*** It is expected the new sign can be ordered within a week.
5. ***The Memorial Garden Committee would like the Board to approve the interment of the ashes of a non-member.*** The Rules of the Memorial Garden state that the ashes of a member, a former member, or someone from a member's immediate family can be interred in the Memorial Garden. The Rules also state, however, that exceptions can be approved by the church's Board on the recommendation of the Memorial Garden Committee.

Doris Townson is a former church administrator and, though she was never a member, is fondly remembered by many of the long-time members of the church. Doris is currently in Hospice care and her family is seeking permission to inter her ashes in the Memorial Garden after her death. The Memorial Garden Committee supports this request.

Please let me know if you have any questions or concerns.

Thanks,
George

Diane Reed made a motion to accept consent items no.4 & 5 as presented. Frank Caperton seconded and motion was approved.

ACTION ITEMS

1. Tom Kunesch puts forward in the form of a motion: if there is no alternative recommendation from the Communications Committee,
(a) *that the staff (minister, DRE, office administrator) and Board of Trustees future president (chair of Quarterly Council), & the 4 vp's who do committee programming (Congregational Life Ministry, Outreach Ministry, Religious Growth Ministry, Resources Ministry) - 9 people - share & be given editing access to the online calendar for UUCC programming currently online at <http://goo.gl/Hg4dq>; and*
(b) *at its January 2013 meeting, or earlier if so recommended by the Communications Committee, the Board of Trustees consider upgrading to a Google business account (±\$500/year) that will provide shared online software for staff and Board use, including a group calendar that will allow multiple editors, <http://www.google.com/enterprise/apps/business/products.html#calendar>*

Rev. Rumancik suggested that we use google calendar which has worked well for her. She also recommends that for the church calendar that we have a gate keeper for the calendar. Current policy is two gatekeepersn Chris and the minister. The BOT asked Elaine watkins bring a proposal to the October meeting.

2. "UUCC Goals and Possible Strategies for 2012/2013"

In this time of transition, the following goals and possible strategies are put forward to support this congregation and the work of it's committees.

GOAL 1: Identify and nurture leadership within the UUCC congregation

POSSIBLE STRATEGIES:

1. Send the 2012 President Elect to Leadership school in February and 2013 President Elect to Leadership school in August, expenses paid. Accept congregational nominations (including self-nominations) and select two additional individuals to participate.
2. Join the Knoxville Cluster, and select a representative to travel to meetings, expenses paid.
3. Send DRE and select another to accompany to FORUM training in Atlanta expenses paid.
4. Select two people to attend GA, expenses paid.

GOAL 2: Increase the vibrancy of our congregation and participation of all members

POSSIBLE STRATEGIES:

1. Establish parameters, deadline, and assemble volunteers and nominees to take congregation through the process of drafting a Congregational Covenant. Complete and publish before or at the congregation Annual Meeting in June.
2. Create and publish a systematic step-by-step process for visitors to transition to membership. Publish and make available to interested visitors.

3. Identify three Fellowship events/activities to focus congregation energy behind; do a bang-up job with each.
4. Monthly, announce during worship a fun activity taking place in children's Religious Exploration and tie this to a "Super Volunteer of the Month."
5. Come up with a program to reach out to members who go missing, "No Member Left Behind," and put it into practice.

GOAL 3: Increase our congregation's ability to serve the greater community

POSSIBLE STRATEGIES:

1. Establish system for drafting and deadline for revised Mission Statement for approval.
2. Nurture and support our Social Justice Committee, encouraging them to establish two FOCUS Projects and assist in rallying full congregation support.
3. Support stewardship efforts with one successful church-wide fundraising event.
4. Participate as a church community (with banners, literature, t-shirts, etc) in two local community service activities.
3. Provide 50% increased information to the congregation on priority issues from the UUA General Assembly. In 2012, that topic is **ethical immigration policies**.

A motion is put forward that the Board adopt the attached document as our Goals and Strategies for this church year and that these be shared through VP's with committee leaders so that they can make plans and take actions in support of these identified goals.

After discussions, Elaine Watkins suggested the wording for the preamble and tom kunesh added the word words possible strategies to give committees the flexibility to achieve the stated goals. Input from committees on the goals and strategies will be at the first council in October.

Wendes Jones restated the motion with the word Possible added before Strategies and the new preamble added to the UUCS Goals and Possible Strategies for 2012-2013. Frank Caperton seconded the motion and approval was unanimous.

Under Goal 1: Identify and nurture leadership within the UUCS congregation; strategy two is join the Knoxville Cluster, and select a representative to travel to meetings, expenses paid.

Frank Caperton Made a motion to join the Knoxville Cluster and that Elaine Hill be our representative. Motioned seconded by Diane Reed and approved by BOT

3. We have before us a reviewed and modified version of a draft Policy and Procedure Manual. *Shall we adopt this manual and post it on our website for access and use by our membership?* tom kunesh raised two questions about job descriptions. 1) there was no job description for minister Rev.

Rumancik pointed out that for a minister it is a letter of call which is more relational and not a job description. 2) The Job description for DRE Wendes Jones pointed out that the current job descriptions were drawn up by the personnel committee and approved by the board last year.

Frank Caperton made a motion to approve the work of Susan Kennedy, Diane Reed and Wendes Jones on the Policy and Procedures Manual as a living document and the motion was approved by the board.

OTHER BUSINESS

Setting BOT meeting times and days going forward: **The BOT agreed on the third Thursday of each month for BOT meetings.** This will give the finance committee time to have the previous month's financial statement available. Also we will need to make sure that it gives enough time to get meeting highlights to Wendy Sapp for the UU Newsletter.

Future meetings for 2012: October 18, November 15, and December 20.

Review action items:

- **Alan Larson to follow up on pledges for July**
- **Elaine Watkins to contact the Knoxville Church and the UUA on weapons policy and bring a proposal to the BOT in October.**
- **Elaine Hill will have someone attend the Knoxville Cluster training session in October.**
- **Elaine Watkins will bring a proposal on calendaring to Oct. BOT**
- **Nick Ozbek will write bio of painting in minister's office.**

Check Out: Each BOT member made a closing comment.

Next BOT meeting: Thursday October 18 at 7:00 pm

Closing Words and Extinguish Chalice: Rev. Rumancik gave a reading "Keeping Peace".

Adjourn: 9:15 pm

Submitted by Jim Welborn, Recording Secretary to the Board of Trustees 2012/2013