

## **BOT Meeting Minutes for December 17, 2014**

### **Unitarian Universalist Church of Chattanooga**

**Present:** Leslie Brock, President; Monique Lewis, President Elect; Daidee Springer, Treasurer; Jim Welborn, Secretary; Buck O'Rear, VP Resources Ministry; Cecile de Rocher, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Greg Cruz, VP Congregational Life Ministry; Frank Caperton, Past President; Rev. Cathy Harrington, Developmental Minister

**Guest:** Kay McCurdy, DRE

Leslie called the meeting to order at 6:58 pm. Greg lit the chalice and Kay gave the opening reading "Falling into the Sky". Everyone checked in and the meeting began.

Time keeper was Linda and Greg was process observer.

**November Minutes:** Cecile made a motion to accept the minutes as amended. Monique seconded the motion and the minutes were approved.

The BOT minutes for 2012-2014 and Annual meeting minutes for 2012-2014 are officially up on the UUCC website. We are also working on putting BOT minutes for 2010 and 2011 on the web. Many thanks to Tom Kunesh for his assistance.

**Next Step Weekend:** Leslie felt that the report from Bill Clontz was very thorough and well organized. Buck said that he is still receiving additional information from Bill on a number of related subjects. The report will be communicated to the membership by email, hard copy for those without email, newsletter, and announcements from the podium and on the church website. Buck thanked the leadership for their participations in the discussions. Discussions included sixty members of the congregation. Cathy suggested that we organize the recommendations in line with our goals. The VPs will meet on January 10, 2015 to review the report and assign the recommendations to the proper area of responsibility for further action. They will report back to the BOT at the January 22, 2015 BOT meeting.

**Minister's Update:** Rev. Cathy attended a clergy informational meeting at Legal Aid as a part of community outreach. Cathy met with the Wowzers and they are shifting focus as a worship committee. Members will work with the minister (worship associates-shared ministry) in planning the sermons and worship services. This will add more participation and excitement in planning the services. Full report attached.

As part of our discussions on "Serving with Grace" Mindful Meetings, Cathy read a leader resource: "Walking Toward Morning" by Victoria Safford. Cathy challenged us to approach each day with the message of Walking Toward Morning.

**Financial reports:** Daidee reported that the good news is that we are ahead of the game and pledges are coming in. People are honoring their pledges but not pledging enough to keep this building going.

Budget requests are coming in and deadline for receiving the requests is December 31, 2014. All VPs and Committee chairs are encouraged to submit a budget request and be realistic about the amount and what it is for such as programs, supplies, & etc. There is a difference between expenses and budget of a positive \$15,000 which is in part due to a problem with non-payment of Cathy's liability and long

term disability insurance. Daidee and Cathy will meet this week to determine the right course of action and recommend to the BOT.

We also have a PIC form (person in charge) which should be prepared for each event or activity in the church. The Finance Committee recommends that the form be completed prior to the event or activity so that proper cost is determined and where the expenses should be charged.

**Items from the Finance Committee:** Buck said that on our last audit, it was recommended that we not have BOT members or officer manager count the Sunday offering. The Finance committee recommends that we have an 8 person team with 2 members counting each Sunday. We should designate a separate room downstairs for counting the offering.

Rev. Cathy would also like to revise the duties for the Board Rep on Sunday. She would like to have a group of ushers to handle taking the offering and she has other ideas. More to come.

**DRE Report:** Kay's DRE report is attached. Kay also highlighted a space problem with the increased number of children and youth attending on Sundays. Cathy will work with Kay and appropriate committees to solve the space problem.

**RE Report OWL update:** Cecile gave an update on the OWL training. RE plans to hold Owl (Our Whole Lives) training March 20-22, 2015 at the Wingate on Shallowford. We need at least 12 paying participants from other churches so that we meet most of expenses of training. If we don't have enough people, we will postpone training. I will mail letters of invitation to UU churches in our region. Cathy suggests phoning afterwards to remind. Leslie wants training publicized on LREDA website (Liberal Religious Education group).

**Outreach:** Linda reported that Social Justice has been very active with Trans Gender Day of Remembrance, Vigil for Ferguson march to city hall and Great Gobbler Walk. Social Justice is already planning for next year's events.

**Congregational Life:** Greg had a question about ordering coffee. After review of the current coffee supplier, Fair Trade Coffee; Greg has determined that we will continue using our current vendor at 8.7 cents/serving for regular and 6.9 cents/serving for decaf coffee. Greg requested guidance and proper prodigals for purchasing. Daidee has agreed to meet with Greg.

**Board Retreat deadline follow-up:**

Covenant	Dec. 31-Linda has put current covenant in bullet format.
Definition of board jobs	Dec. 21-Have a draft ready for the Jan. BOT meeting on Jan. 22, 2015.
Policy review	Dec. 18-Daidee reported that the committee to review the policies has met twice. The committee includes Daidee Springer, George Helton and Jim Welborn. The policy manual has been divided up and each policy will be reviewed and initial recommendations will be discussed at the Jan. BOT Meeting.

**Quick Report Items:**

1. **Next meeting: Thursday January 22, 2015**

**2. Opening/closing readings for January: Rev. Cathy**

**Check-out:** In unison! Checked out.

**Closing Words:** Linda read a benediction from “Falling into the Sky”.

**Extinguish Chalice:** Greg

**Adjourn:** 8:55 p.m.

Submitted by Jim Welborn, Secretary