

Board Meeting Minutes for January 20, 2016

Unitarian Universalist Church of Chattanooga

Present: Monique Lewis, President; Buck O'Rear, VP Resources Ministry; Cecile de Rocher, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Greg Cruz, VP Congregational Life Ministry; Pam Johnson, Secretary; Daidee Springer, Treasurer; Bill Derrickson, 2015-2016 Assistant Treasurer; Leslie Brock, Past President; Rev. Cathy Harrington, Developmental Minister.

Monique called the meeting to order at 6:35 p.m. Bill lit the chalice and shared a quote from Gandhi. Everyone checked in.

Congregational Life: Greg reported the following:

- LED lights were installed to enhance the artwork on the sanctuary walls.
- The sound technician is working out bugs in the system.

December Minutes: Daidee motioned to accept the minutes as amended. Linda seconded the motion and the minutes were approved.

Financial Report: Daidee reviewed the December financial reports noting that pledge income was very strong for the month. The reports were accepted as submitted and are attached to these minutes.

Working Budget for fiscal year 2016-2017: Daidee then presented the Finance Committee's working budget for fiscal year 2016-2017. She had emailed the spreadsheet (also attached to these minutes) with the following preamble:

We are very grateful to Rev. Cathy and 14 committees for submitting their budget requests by the December 31st deadline.

The attached worksheet honors all requests as submitted. No cuts have been made. We plugged in 2% raises for the DRE, Office Administrator, and Music Director and a 4.5% raise for the Developmental Minister. Funding this budget will not be easy. It's too early in the 2015-2016 fiscal year to determine how much of the budgeted \$25,000 we'll need to take from the Church of God temporarily restricted account. If we take all of it, then we'll have just \$8,000 left for the 2016-2017 budget. Right now, our best guess is that we won't need all of it. \$15,000 is as good an estimate as any, but it's a guess. If that guess turns out to be on target, then \$18,000 would be available from COG funds for 2016-2017. In that case, we'll need \$201,780 in 2016-2017 pledge income to fully fund what's on the worksheet. That's a 13% increase over 2015-2016 pledge income.

Whether we should be relying at all on COG income to fund our operating budget is something that needs to be addressed. The money is indeed nice and definitely needed at this time. But the COG's occupying our building on Saturdays, a prime day for all sorts of activities, severely affects our ability to use the church for our own needs. In addition, they can cancel their contract with us at any time with 30 days notice. Just thinking out loud here. No need to deal with this right now, but it is something to be thinking about as we plan for the future.

Resources Report: Buck presented the resources report which is attached at the end of this document.

Buck moved that the board accept the recommendations of the Finance Committee and approve the revised PIC form and the calendar request form be used, and if necessary, adding a line or two to the Building Use Policy to reflect the change. Daidee seconded the motion, and the motion passed.

Buck moved that the board accept the recommendations of the Finance Committee and approve the repair of the Spehar parking lot, not to exceed \$8,000, that one or two quotes for the work will be obtained before finalizing the contractor, that the work would commence after March 1, and that funding for the project be taken from Building Reserve Fund 3210-102. Daidee seconded the motion, and the motion passed.

Buck moved that the board accept the recommendation of the Finance Committee and approve acceptance of a \$6,000 gift from an anonymous donor to replace the kitchen flooring and the carpet in the fellowship area. Daidee seconded the motion, and the motion passed.

Buck moved that the board accept the recommendation of the Finance Committee and approve a contract for \$1800 with ORUUC for one year to produce a weekly newsletter, taking the funds from the Growth Initiatives fund, and if necessary (i.e., newsletter is not funded during the stewardship campaign budget), continue from Growth Initiatives in the next fiscal year. Linda seconded the motion, and the motion passed.

Outreach: Linda Park's report is attached at the end of the document. She will present the communications policy at next month's board meeting.

Religious Growth Report: Cecile presented the following report:

- The Wednesday evening dinner and program is moving to Thursday evenings.
- Youth religious education is planning a field trip to Birmingham on March 18-20 to visit civil rights sites.
- There is a Small Group Ministry meeting on February 9 to discuss continuity of leadership.

Religious Education: See attached report.

Minister's Report: See attached report.

Quick Report Items

- **Number of parking spaces and seats:** We have 111 parking spaces. Without using any green chairs, there are 108 seats in the sanctuary.
- **Next meeting date:** February 17, 2016 at 6:30 p.m.
- **Passover Seder date:** April 22, 2016
- **Opening/Closing Readings for February:** Cecile

Closing Words: Bill read our closing words. The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Pam Johnson

UUC Board Meeting

Jan. 2016

VP Resource Report

Endowment Fund Balance 12/31/15 was \$79,504, representing a slight gain of \$746 interest, and a significant decrease of \$2080 due to market conditions.

Change in PIC Form

Lynna Ruth added questions regarding same-day check and Sound Tech, keeping the form to three pages, as promised. Frank asked that we remove a line on the second page, asking that the Minister or Director of Music to give a reason for objecting to an activity. By consensus that line will be removed. Lynna Ruth noted that Chris reported that 90% of the time, the activity is a committee requesting a date for the next month, which makes the 3-page form wasteful. In response, Lynna Ruth created a one-page, *Calendar Request for Church Activity* form, to be used for regular committee and small group meetings. Bill moved that we recommend to BOT that both the forms be used and, if necessary, a line or two added to the Building Use Policy. David seconded, and the motion passed unanimously.

MOTION - I (Buck) move the board accept the recommendations of the finance committee and approve the revised PIC form and the calendar request form be used and if necessary a line or two be added to the Building Use Policy to reflect change.

Spehar Lot Repair The problem with the Spehar Lot (the gravel parking area on the east side) is that it has washed out at the end of the concrete ramp. Buck reported that Paul has obtained a quote from Whitener of \$7,800 for thorough repair. After some discussion, the FC voted (Buck moved, David seconded) to recommend to BOT that we repair the Spehar Lot, not to exceed \$8,000. One or two additional quotes should be obtained before we issue the work order. Bill noted that we need the work done by February 15 (due to the anti-racism workshop on February 27) or, if not possible, then delay until March (because of the workshop happening at the end of February).

Motion – I (Buck) move the board accept the recommendations of the FC and approve the repair of the Spehar lot, not to exceed \$8,000. Paul to obtain one or two quotes before finalizing the contractor. Work to be completed by Feb.15 and if not possible, delayed until March. Funding from Building Reserve Fund 3210-102.

Floor Covering Fellowship Area

Bill reported on the progress of the upstairs floor renovations. We will keep the 4-inch tiles in the foyer. From that area and extending through Fellowship to the Sanctuary opening, Paul and Bill are recommending a laminate, which would run approximately \$3,700. For the sanctuary itself, they recommend heavy-duty carpet squares, which would run about \$7,600. Bill has an

anonymous donor who will donate up to \$6,000 for the fellowship area. Bill hopes his service auction on May 13th will cover the carpet squares. Frank moved and Buck seconded that FC recommend to BOT to accept the gift from the anonymous donor to replace the carpet in Fellowship, probably with laminate and hopefully before February 20.

Motion - I (Buck) move the board accepts the recommendation of the FC and approve the anonymous gift of \$6,000 to replace the carpet in the fellowship area probably with laminate and hopefully before February 20.

Outsourcing newsletter to ORUUC

Several FC members were present for the meeting with the Oak Ridge representatives. Most of the discussion centered on limiting our participation at this time to the weekly newsletter portion of the proposal. Wendy has declared that she will manage the current monthly newsletter only until the end of June. Daidee suggested starting it (perhaps as early as March) and take the funds from the Growth Initiatives fund. Frank reiterated that it will need an editor – someone to monitor the content to prevent potentially explosive essays. Daidee noted that Communications is requesting \$2,700 in the next fiscal year to fund purchase of newsletter services. After considerable discussion, Frank moved (Bill seconded) that we recommend to BOT that we sign contract for one year to produce weekly newsletter, taking the funds this fiscal year from the Growth Initiatives fund and, if necessary (i.e., if the newsletter is not funded during the Stewardship campaign budget), continue from Growth Initiatives in the next fiscal year. The motion passed with 6 ayes, 1 no, and 1 abstention.

Motion – I (Buck) move the board accept the recommendations and approve a contract with ORUUC for one year to produce weekly newsletter, taking the funds this year from the Growth Initiatives fund, and if necessary (i.e., newsletter is not funded during the Stewardship campaign budget), continue from Growth Initiatives in the next fiscal year.

Board Report – VP Outreach Ministry – January 28, 2015

Social Justice

The Social Justice Committee continues to work on 4 major projects:

1. Welcome Home Hospice - Cooking a dinner for folks at the Welcome Home Hospice on Germantown Rd. We cook on the 1st Friday of the month. We have done this for November and December, January and there are 2 for February. We are encouraging members of the congregation to sign up to host one of the dinners at the Social Justice Table.
2. Chattanooga Non Violence Partnership – Continue to work with group named The Third Way which includes our minister. We participated in the MLK events in January and are planning a series of events to educate and activate around the issue of non-violence, violence in Chattanooga and gun violence in general.
3. Diversity Issues - Work with other groups to address Diversity Issues: Gay/Lesbian/Transgender; Racism & NAACP; Women's Freedom of Choice...as these events come up we will be communicating to the members/friends of UCC.
4. Move to Amend & Growing Inequality - We will be hosting Speakers/Forum/Movies around these issues.

Many people have signed up for our Social Justice t-shirts. We are still in the process of getting money for the shirts prior to ordering

Membership

Membership Committee is currently holding "Membership Journey" classes (formerly "UU101") every two weeks through Feb. 21. We have around 15 individuals taking the class. Earlier this month, the Greeter schedule was put together and a short meeting was held after Sunday service to go over expectations of being a greeter. When Membership Journey classes have concluded, the Membership Committee will hold a meeting and will begin preparing for the release of a 'Member Interest Survey' that will help create a database for our Volunteer Coordinator. We had originally planned to release this survey in January, but following the holidays, the Membership Journey classes proved a large enough task on their own.

Communication

- The committee met via google hangout January 19, 2016 and discussed the following:
 - Conversation continued on plans to begin a monthly offering in which teens (from RE) will help seniors to conquer digital issues and become more cyber savvy
 - Discussion surrounding updating the website
 - Information needed by the membership committee to include in a survey that will determine what areas of the church are of interest to the members/friends and where they might enjoy volunteering.
 - Published the monthly newsletter, Facebook and web site posts for Sunday service
 - Completed the 2016 budget proposal and turned it in by the deadline of 12/31/15.
 - A scheduled meeting with members who have concerns re the use of social media by the church was canceled due to inclement weather. It will be rescheduled.
 - Attending (tom) Sunday forum meeting(s) to obtain information about upcoming forums
-

Submitted by Linda Park, January 28, 2016

December, 2015/RE Report for BOT

- Average weekly **attendance**: 38.
- RE is planning a **Civil Rights Trip** for RE families (and other interested UUCC folks) to Birmingham, AL, the weekend of March 18-20, 2016. We'll visit (among other attractions) the 16th Street Baptist Church and Birmingham Civil Rights Institute.
- If we continue to welcome new families, may need to open up **another classroom**? Our classrooms begin to feel snug at around 12 kids.
- Thanks to Reverend Cathy and our amazing congregation, the annual **No Rehearse Christmas Pageant** was a huge success. Kudos to all who participated, whether on stage, or as an audience member.
- Our RE program again sponsored the annual **Indoor Walking Labyrinth** to celebrate the winter solstice, and offered a quiet, contemplative space of reflection during the busy holiday season. Held on the evening of December 21st, we had 65 total attendees! (A new record!) At least a quarter of these were first time visitors to the church, who heard about the Labyrinth on WUTC. Many thanks to the Communications Committee!
- New families: Sam & Leanne Barron (Timothy, 11 & Finley, 8); Jean & Jae Engel (Donte, 17).
- Looking ahead....**UUCC teens** service on February 14th, entitled ***I Love* _____**.

Minister's Notes

January 19, 2016

Greetings, board members.

This will be briefer than normal due to my time off in Michigan 12/25-1/8. I am grateful to NOT be in Michigan presently where there has been snow upon snow upon snow for the past week or more. Though a layer of ice outside on the road that is keeping me housebound. Darn. ☺

Since our last board meeting:

Dec 17: Conference call with planning team for the Feb 27 Anti-Racism Workshop.

Pastoral lunch meeting with a congregant in GA. **GOALS 1, 2, & 5**

Dec 18: Meeting with Third Way Peace and Nonviolent Group; I officially joined their organizational team and will attend monthly planning meetings and events when possible. Through brainstorming and a suggestion from Kay McCurdy, the group designed its new logo. We hope to help organize a Mother's March across the Walnut Street Bridge to place a plaque to honor the lives of the two men who were murdered by lynching there in the early 20th century. With the latest tensions in our community due to the MLK parade, we believe this can go a long way to begin a healing process that is long overdue.

GOALS 1 & 5



Dec 19: Special meeting with the Transition Team, facilitated by Judith Pederson-Benn regarding the issues around my recommendation for increasing the minister's salary incrementally so to bring it to a competitive package for the future Ministerial Search.

GOALS 2 & 4

Dec 20: No Rehearse Christmas Pageant **GOALS 1 & 3**

Dec 22: Met with Monique **GOALS 1, 2, 3, 4, & 5**

Dec 24: Christmas Eve Candlelight service **GOALS 1 & 3**

Dec 25-Jan 8 Michigan

Jan 9: Sermon prep & slides **GOALS 1 & 3**

Jan 10: Sunday services

Facilitated New Member class **GOALS 1 & 3**

Jan 12: Office Hours

Prepared meal for meeting

Meeting with Finance team and ORUUC (Jake and Fred) **GOALS 3, 4, & 5**

Jan 13: Co-facilitated with Nicky Ozbeck, a meeting for conflict resolution 2 members **GOAL 2**

Participated in the MLK Interfaith Service as Mercy Junction **GOALS 1, 3, & 5**

Jan 14: meeting with Worship Associate to plan Sunday Services **GOALS 1, 3, & 5**

Finance Committee meeting **GOALS 1, 2, 3, 4, 5**

Jan 15: Transition Team meeting **GOALS 1, 2, 3, 4, 5**

Sermon prep **GOALS 1, 3, 5**

Jan 16: Sermon prep and slide prep **GOALS 1, 3, 5**

Jan 17: Sunday services

Wowzer meeting **GOALS 1, 3, 5**

Jan 18: 10-11:30 AM Put up 30 homicide victim photos at Brainerd High School in prep for

the MLK event **GOALS 1, 3, 5**

4-7:30 PM participated in the event (Channel 3 news clip link:

<http://www.wrcbtv.com/story/30995464/mlk-holiday-celebration-held-at-brainerd-high>

While in Michigan, I prepared the staff budget request forms for the Finance Committee to meet the deadline of Dec 31 and studied two books; *When Not to Build* and *How to Start a Second Service*. They affirmed two important things: first, we should be creative with our space and grow the church by adding a second service and utilizing our space during the week for programming. Second, it's much better to remodel and add on to existing property than to build.

Jan 19: Lay Pastoral Care Meeting **GOALS 2, 3, 5**

Jan 20: SNOW DAY! Minister's Cluster meeting cancelled in Oak Ridge. A day to regroup and catch my breath 😊

1 Identity. Vision and Mission. Who do we say we are, to ourselves and to the world? How do we express the unity that binds us despite our humanistic and spiritualist differences?

2 Covenant and Safe Community Policy. What are the standards for the relationships we want to have with one another? How shall we respond when behavior violates these standards?

3 Member Engagement. How do we build a larger core of active members? Are there programing changes that will help? How do we identify and build the next generation of church leaders? How do we build a financial stewardship tradition that will sustain the church?

4 Governance. How do we extricate our Board of Trustees from the ever-flowing nitty-gritty of ministerial decision-making to create time for governance and strategic thinking? How do we develop policies that will make our decision making more consistent?

5 Better Communication. What procedures and habits must we build to make decision-making as transparent as possible and build trust within the community? How do we do a better job of telling our story to the larger community?