

Board Meeting Minutes for April 17th, 2018

Unitarian Universalist Church of Chattanooga

Present: Bart Solomon, President; Monique Lewis, Past President; Nicky Ozbek, President Elect; Mary Lou Reed, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Link Christiansen, VP Congregational Life Ministry; David Benn, VP Resource Ministry; Connie Cowherd, Secretary; Mandy Cowley, Church Administrator.

Absent: Cathy Harrington, Minister; Bill Derrickson, Treasurer.

Guests: George Helton filling in for Bill Derrickson, Treasurer. He is also representing the Endowment Committee and Finance Committee.

Meeting called to order at 6:33 PM by Bart Solomon.

Chalice lightening and opening words: Mary Lou Reed. Everyone checked in.

Minutes: Corrections made then approved by acclamation.

Developmental Minister's Report: Cathy Harrington - see attached report. No questions or discussion. Accepted by acclamation.

Religious Growth Ministry Report: Mary Lou Reed - see attached DRE report. Update on DRE search to follow.

Outreach Ministry Report: Linda Park - see attached report.

Congregational Life Ministry Report: Link Christiansen – all is well in Congregational Life.

Resource Ministry Report: David Benn – Safety Project in progress, an intercom system for both floors is being installed. They will be installed at upper and lower chair lift, sound booth and nursery. The system includes a broadcast button which connects all intercoms.

Treasurer's Report: Bill Derrickson – see attached report

Informational Items:

1. Update on DRE Search: Offer made to RE's search team's first choice applicant and was accepted. Background check pending. Update to follow.
2. Potential Affirmative Action Policy (tabled): This is a work in progress. Bart is monitoring and will report back to the Board.
3. April Congregational Meeting: Bart stressed the importance of Board members attending this special congregational meeting.
4. Update on Stewardship Campaign: Campaign is in progress and ends May 20th. Post Morton will take place after the campaign to discuss what worked and what did not work. You can

monitor the pledges on folding door in the fellowship area. Testimonials seem to be most effective.

5. Update on Transition Team Disruptive Person Complaint: Bart has met with those involved. Further meeting(s) will take place.

Decision Items:

1. Should we change our payment process for approvals under \$250? George Helton representing the finance committee recommends only one signature be required for checks less than @250. Dave makes a motion to accept this recommendation. There was no discussion. No questions/concerns. Linda seconds the motion. Motion approved unanimously.

George agreed to check policy manual to determine if a change in policy is necessary.

2 Should we appoint/form a personnel committee? Policy manual committee recommends the Board consider establishing a personnel committee. Personnel committee is mentioned several times in the policy manual. Dave suggest the Board name committees from which members of a personnel committee will come. Following discussion, questions and concerns Link makes a motion to create an ad hoc Personnel Committee consisting of one member from each of the following: Finance Committee, Nominating Committee and the Board of Trustees. Connie seconds this motion. Motion was passed without abstains or objections.

Link volunteered to represent the Board. Bart will send email to above mentioned committees asking for someone to represent their group on this ad hoc personnel committee.

3. Should we approve the Ministerial Search Committee Slate? Bart reviewed the bylaws, the Board does not need to approve Nominating Committee's proposed Ministerial Search Committee slate of 7 people.

4. Should we approve the new/updated policy manual? George Helton, representing the Policy Manual Committee, ask the Board to accept the committee's completed work on the Policy Manual. After Board's approval the manual will be posted on UUC's website, forms in the manual can be completed online, new policies will be put into manual and replaced policies removed. He recommends a campaign informing the congregation of the updated manual being on our website. Discussion followed. Link makes a motion the Board accept the updated policy manual except for 3 policies which need updating before placing on website. Appropriate committees will update the following: 1. Pathways to membership (Linda); 2. Removal of volunteer application form hiring and volunteer sections of manual; and 3. The organizational chart will be removed from manual until updated – Mandy.

Linda seconds Link's motion. Motion was passed unanimously.

New Business: George Helton, representing the Endowment Committee, shared an opportunity for UUC to receive matching funds for new bequest made to UUC from January 1, 2017 until June 30th, 2020. Shelter Rock UU Legacy Gift Matching has set aside \$5,000,000 to match new

bequest up to \$10,000 per donor. The matching funds will be released in 2019 and 2020. The Board decides how to allocate the matching funds.

George ask the Board's approval to proceed with promoting this opportunity to get congregation. Following discussion, Dave makes a motion we approve George's request using the following timeline for contacting individuals. Initially, contact people who have already made a bequest to the church and those indicating interest on stewardship forms. Then, later (after stewardship campaign), present to remaining congregants. Link seconds this motion. Motion passed without abstains or opposition.

Policies past: None

Quick Report Items: Next Board Meeting is May 15th.

Board Rep Schedule: April 29th – Monique & Lynna Ruth; May 6th – Bill and Monique; May 13th – Nicky and Mary Lou; May 20th - Linda and Link; May 27th – Mary Lou & Connie; June 3th – Bill & Bart; June 10th – Nicky & Mary Lou; June 17th – Linda & Connie; June 24th – Monique & Link.

Opening and Closing words next month: Monique

Closing Words: Mary Lou

Meeting Adjourned: 8:09

Respectfully submitted for approval April 25th

Connie Cowherd

Board Secretary

Minister's Report: Minister's Notes

May 2, 2018

Dear Board Members,

The nominating committee has done hard work putting together a search team and it looks like a diverse and strong group. The DRE search has been a great success! The future looks bright for UUCC and I am happy for you. It is bitter sweet to say goodbye to Kay on May 20, but plans are being made for a wonderful celebration.

I have worked with Dave and Mandy on the Stewardship brochure and will offer another stewardship service on April 29th. Last Sunday, Judith's presentation on Community was an important message. There is still much work to do and I hope that you will consider offering a testimony during worship to assist Dave in this difficult task of stewardship.

Judith and I met with Bart regarding the Transition Team's letter to the board. In addition, I have consulted with UUA staff and UUMA Good Offices for some guidance. I am hopeful that we can find a solution to this issue so that your next settled minister will be able to devote his/her time to building relationships and working in harmony with leadership nurture the health and positive future of this congregation rather than have to focus on conflict and disruptive behavior.

I apologize for not being at this board meeting. I'm driving Jim back to Michigan to spend a few days and taking one of my dogs to stay in MI. We have some decisions to make about the house and that will include doing some repairs to get it ready to sell or to get it ready for our retirement. We need some time to work these things out together as we look forward. ~ thanks, Cathy

March 21 ~ Interviews with DRE candidates

Marriage counseling with non-members (May wedding)

22 ~ Lay Pastoral Care Meeting

Visit with Clair Hale and Bill Wynott

25 ~ WOWzer meeting following service

26 ~ On call CPD

27 ~ Small Group at UUCC

30 ~ Seder Supper (small group helped with set up)

April 4 ~ Chapel service at CPD

Wedding planning meeting

6-8 Healing of Memories Minnesota

9 ~ Visit Marissa and Emily hospital

10 (Jim arrives) Visit with Emily hospital

11 ~ Meeting with Judith planning worship

13 ~ On call CPD

14 ~ Visit Marissa and dad, Steve (Marissa is getting better each day, but long way to go.

Visit Greg Cruz and family hospital

16 ~ sit with Greg's partner, Karen and Justice during Greg's surgery

(taught Karen to knit) Surgery went well! He'll be in hospital for about a week.

DRE Report: DRE report for BOT
April, 2018

- Attendance

March 4: 15

March 11: 16

March 18: 21

March 25: 19

- UUCC teen Marissa Sartain was admitted to the ICU at Parkridge Hospital on Saturday, April 7th, battling an (unknown source as of now) infection. Cards for Marissa can be sent to her home address: [396 Pleasant View Circle, Jasper, TN 37347](#).
- Folks have been asking "what can we do?" for the Sartains. Gift cards from Wal-Mart (where the Emily can buy gas for the daily drives to/from Chattanooga as well as groceries) would be appreciated.
- Finally, we have a Nursery Caregiver candidate: Nikki Martin. DRE fielded interest from many interested folks, but only one kept their interview appointment! (I'm awaiting her background screening results, interview went well.)
- Coming up on April 22nd, multigenerational Earth Day service and Vegan Potluck. Service leader is Sandy Kurtz, with Kay, Mary Lou, Yvonne and Blake assisting. Please attend and bring a vegan dish to share!
- And coming up on May 6th, our multigenerational Bridging and Religious Education Volunteer Recognition service.
- DRE's last is Sunday May 20th. Last day on-site: May 24th.
- DRE had hoped to take a week of vacation in April, but due to RE scheduling demands, was unable to do so. That leaves DRE with 2 weeks of paid vacation leave. Will this vacation pay be given to DRE upon departure?

Respectfully submitted,

Kay McCurdy
Director of Religious Education for Children & Youth
UUCC

Outreach Report: Board Report – VP Outreach Ministry – April 17, 2018

The Social Justice Team

There is an upcoming workshop, Connections Between Racism and Sexism, being organized by the SJ team (Judith) and other UU churches in our southeastern area to be held April 28th at UUCC. All are invited.

The SJ team is showing an award-winning documentary this coming Friday, Vanishing of the Bees. All are welcome!

The SJ team is part of a group of dedicated Social Justice warriors who protest gun violence and the NRA every Friday from 11:30 to 1. This protest will continue every Friday until the November election. Everyone is encouraged to join us any Friday.

Membership Team

We continue to work on how best to communicate with visitors (and even members) to stay after church to attend the Faith Forward classes after church most Sundays. And we are working on ways to let visitors know what's going on at UUCC when they walk in the door. I heard some good ideas at the cottage meeting I attended last Sunday. I've been meeting with Mandy and Cathy to discuss ways to improve our current procedures with respect to visitors and new members!

Communications Team

Nothing new to report this month.

Small Group Ministry (SGM)

SGM Groups are up and running, and we are getting good feedback on the meetings supported by the Soul Matters materials.

Submitted by Linda Park, April 17, 2018

Treasurer's Report: Balance Sheet

1. Our checking account balance dropped from last month by \$5k, primarily reflecting an equal drop in pledge income for the same period. This drop-in pledge income is not unexpected for this time of year.

Income & Expenses Statement

2. Cell Tower Income was at \$,2787 which reflects two rental payment for the month of March.

3. Year-to-date Total Income remains strong at 110% of budget.

4.. Worship Program Expense remains over budget due to the higher than normal use of speakers. However, in total, Program Expenses (all committees with budgets) are only 54% of budget with 3 months remaining of the fiscal year.

5. Postage Expenses: we captured \$99 of expenses that was inadvertently placed in the Supplies office account.

6. Expenses were \$6k over income for the month of March. YTD, we have a surplus of \$8k going into the last three months of the year. I am hopeful that we will not need to spend the full \$18,800 that we budgeted from the Church of God reserves in order to balance our projected financial deficit.

Financial Review

Also attached is the recently completed Financial Review conducted by Beth Terry, CPA. Beth reviewed the period from July 1, 2014 to June 30, 2017. The Finance Committee is recommending the following actions as a result of Beth's financial review. First, streamlining the payment process to require only one approval signature for all expenditures under \$250. Second, a Human Resources Committee should be established to develop and recommend personnel policies and procedures and to monitor whether employee evaluations are being completed.

Regards, Bill