

## **Board Meeting Minutes for May 15th, 2018**

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

**Present:** Nicky Ozbek, President Elect; Monique Lewis, Past President; Mary Lou Reed, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Link Christiansen, VP Congregational Life Ministry; Connie Cowherd, Secretary; Rev. Cathy Harrington, Developmental Minister, Mandy Cowley, Church Administrator.

**Absent:** Bart Solomon, President; Dave Benn, VP Resources; Bill Derrickson, Treasurer

**Guests:** George Helton standing in for Bill Derrickson and David Benn

**Meeting called to order** at 6:33PM by Nicky Ozbek.

**Chalice lightening and opening words** by Monique Lewis.

**Minutes:** April Board minutes were approved without correction. Minutes for the Special Congregational Meeting on April 29<sup>th</sup> corrected then approved.

**Developmental Minister's Report:** Cathy Harrington - see attached report. Cathy reports the Benevolence fund is low. Ways to replenish were discussed. No action taken.

Personnel ad hoc committee will be conducting the interview with Kay McCurdy, departing DRE.

Cathy ask the Board to consider increasing the minister's pay to be more in line with reported salaries of UU ministers and attract an experienced minister in the future (see attached request). Although by numbers UUCC is at upper range of a small church; UUCC has many characteristics of a mid-size congregation. This was discussed at length in addition to the budgeting process. No action taken.

**DRE Report:** see attached.

**Treasurer's Report:** George Helton – see attached report. Next year's budget pending results of stewardship campaign. Finance committee will meet on May 31<sup>st</sup>.

**VP Religious Education:** Mary Lou Reed – New DRE, Iris DeLaplaz, will start mid-July. Kay's farewell party will be after service on May 20<sup>th</sup>.

**Outreach Report:** Linda Park - see attached report. Linda proposed the Board accept her updated church policy, Pathway to Membership. Link makes a motion this revised policy be accepted. Mary Lou seconded. Motion approved unanimously.

Discussed getting recently approved Policy Manual on the website, Mandy will follow up on this.

**Congregational Life Report:** Link Christiansen – no report.

**Resource Ministry:** George Helton for David Benn– report on stewardship campaign below in informational items.

**Informational Items:**

1. Stewardship Campaign update – 48 pledges (approximately 30% of membership) have been received. Just over 50 percent on goal has been met. Stewardship campaign completed the end of May. Those uncommitted will be contacted.
2. June Congregational Meeting – this annual meeting for recognizing exiting Board members, electing new Board members and approval of next year’s fiscal budget is scheduled for June 10<sup>th</sup> after service.
3. Personnel Committee Update – Members Jim Welborn and Daidee from the Nominating Committee and Link representing the Board have a meeting planned. UUA’s personnel committee is to review our personnel policies to work on weaving the two together.
4. Upcoming Board retreat being planned for August. New Board members begin in July. Date, time, and location of retreat to be announced.
5. Ministerial Search Committee - committee has a planned retreat for the evening of May 25<sup>th</sup> and all-day Saturday the 26<sup>th</sup>. Terry Davis, ministerial search coach from UUA, will be attending. Cathy brings up the subject of ministerial pay.
6. Nominating Committee requesting recommendations from the Board for replacements. Treasurer, Treasurer Elect, President Elect and Vice President of Outreach remain vacant.
7. Potential Affirmative Action Policy remains tabled.
8. Updated on Transition Team’s disruptive person’s complaint, tabled.

**Decision Items:** Connie recommends Board members consider using Dave’s stewardship vision to develop the church’s Vision Statement. Discussed. No action taken.

**Policies past:** Pathway to Membership.

**Quick Report Items:** 1. Next meeting - Due to a heavy agenda and incoming new Board members **there will be two meetings in June.** The first Board Meeting is Tuesday June 5<sup>th</sup> at 6:30PM. Second meeting is Tuesday June 19<sup>th</sup> at 6PM which will begin with a potluck dinner.

2. Board Rep Schedule: June 3<sup>rd</sup> Bill & Bart; June 10<sup>th</sup> Nicky & Mary Lou; June 17<sup>th</sup> Linda and Monique; June 24<sup>th</sup> Connie & Link

3. Opening and Closing words: For June 5<sup>th</sup> Connie, June 19<sup>th</sup> – ??

**Closing Words:** Monique

Approved June 5<sup>th</sup>, 2018, Connie Cowherd, Board Secretary

## Minister's Request May 2018

Dear Board members,

FYI,

I would like to ask that the board approve a salary and housing increase for my fifth and final year at UUCC in an effort to bring it up to the UUA recommendations.

See you tonight,

Cathy

Presently, my salary and housing is \$54,683.00. I started in 2014 with a salary and housing of \$51,250.

The UUA recommendation for Small mid is \$53,900 and max is \$64,700. For a Midsize 1 minimum is \$53,800, mid-range is \$68,650 and the max is \$83,350. We offered our new DRE, Iris a **beginning salary** range that is halfway between Midsize I minimum and midway. Halfway between minimum and midway for Midsize 1 for ministers is \$61,225.00

Salary: 28,788 (2016)    33,844 (2017)    34,683 (2018)

Housing: 24,000 (2016)    20,000 (2017)    20,600 (2018)

Life Insurance: 1,030 (2016)    911 (2017)    865 (2018)

**Total Cost of Ministry: 76,533 (2016)    78,155 (2017)    78,858 (2018)**

## Minister's Notes May 2018

After a brief trip to Michigan to visit my husband (hadn't seen him since November) I arrived home to a houseful of company; my brother and his Columbian family and my sister from California. A plan for my sister to move to Chattanooga to help with my mother changed abruptly when she bailed at the last minute. Plan B went into effect and we made arrangements for my mother to move to Anderson SC into an assisted living facility near my son, Paul. She is moving on May 19<sup>th</sup> and we are busy packing and trying to adjust to the sudden change in plans.

I attended the day-long Intersection of Race and Gender Conference at UUCC sponsored by the UU Social Justice Ministry of TN on April 28.

Bart and I had a meeting with Fred Holland on May 1 regarding the Transition Team's disruptive behavior complaint.

Pastoral Care this month included visits and support to Emily Sartain and Marissa. After almost 7 weeks in Intensive Care, Marissa will be moved to Health South for rehab. RE parents have

supported Emily by visiting her and taking her to lunch almost every day. I have used the Benevolence Fund to assist the Sartains with Walmart gift cards for gas.

I've had two meetings with UUCC member, Fred Behringer who is struggling with Parkinson's Disease. He hasn't been physically able to attend church but wants to reconnect with the UUCC community and he is seeking something more spiritual. We are planning a small group.

I met with Lynne Higgins who would like to start a creative group at UUCC.

I offered pre-marital counseling for a non-member couple from St. Elmo and officiated at their wedding on May 12, 2018.

I attended the Lay Pastoral Care Committee and the Finance Committee meeting.

I've been working with Dave Benn to support his efforts on the Stewardship Campaign. The Finance Committee will have a special Budget preparation meeting on May 31<sup>st</sup> and I offered to bring food. Hopefully, it will be an easy task.

Outreach and Social Justice Work: I attended the Institute for the Healing of Memories North America Program Council meeting in Arizona May 7 & 8<sup>th</sup>. Quick trip, I flew out on Saturday afternoon and on Tuesday morning May 9. We successfully trained five facilitators for the IHOM TN at UUCC and IHOM-NA wants to maintain the TN region by supporting these facilitators in fulfilling their requirements to become Lead Facilitators ASAP.

I am working with Welcome Home Hospice, The Family Justice Center, and a Hospice physician to offer HOM workshops for hospice professionals in the fall if funding can be found.

I was asked to be on a panel with Chief Roddy and other speakers to address the effects of gun violence on first responders, victims, and the community. The event was called Weeping Hearts. It was cancelled 30 minutes after the start time when the organizer got stuck in a traffic jam in Atlanta. It will be rescheduled.

I won't be attending General Assembly this year but I will be participating online. I will be serving as the online chaplain for the entire General Assembly and attending workshops, worship, and lectures online.

My summer vacation and study leave will begin following General Assembly and I'll return to pulpit on August 19<sup>th</sup>.

## **DRE Board Report May 15, 2018**

- Attendance

April 01: 12

April 08: 21

April 15: 19

April 22: 15

April 29: 18

- DRE assisted Sandy Kurtz with April 22nd Earth Day service.
- Our new Nursery Caregiver, Nikki Martin, began work on May 6th.
- DRE wonders: Who will supervise Nursery Staff in the gap between outgoing and incoming DRE's? Most likely not a problem, but do need to give Nursery Staff an idea of who to contact/speak with, should any issues arise.
- Our May 6th RE Volunteer Recognition service was led, as always, by some of the children and youth of our program. Sophie McCurdy shared her personal "Member Story", which included a special "shout out" to several members who brightened her journey. We hope all of our volunteers felt honored and celebrated!
- Marissa Sartain's health is improving by leaps and bounds. If all goes as planned, Marissa will be transferred to Health South rehabilitation hospital in the next few days. Emily is so grateful for the love and support of the BOT and the congregation.
- Speaking of gratitude...DRE wishes to thank the congregation, the BOT, and Cathy for making her time here at UUCC rewarding and meaningful.
- Iris (incoming DRE) will be a fabulous addition to the UUCC family. Many thanks to Cathy, the DRE Search Committee, Mandy, and the BOT for their tireless efforts. Iris will no doubt usher in a new and exciting chapter for our program, and our church!

Respectfully submitted,

Kay McCurdy  
Director of Religious Education for Children & Youth

## **Treasurer's Report for May 2018**

### Balance Sheet

1. Total assets dropped this past month approximately \$2k reflecting a drop in our checking account balance from \$25,642 to \$23,636. This seasonal drop is normal for this time of year due to pledge income deposits not keeping pace with operating expense withdrawals.
2. The previous negative balance in Account 2319 (Social Justice Workshop) now has a positive balance of \$285. I believe tickets were sold during the period which more than offset last month's expenses.

### Income & Expenses

3. Cell Tower Income (a/c 4703-005): Due to timing issues, we had no reported income in April. The normal income is \$1,393 per month and we look forward to a double income payment in May.
4. Pleasantly, we had Special Rentals (a/c 4711) of \$375 in April. The Sierra Club paid us \$300 and the Humanists Organization paid us \$75.
5. Program expenses (a/c 6100) remain in good control with YTD expenses running 71% of YTD budget. With 10 months passed, the total program expenses are just 59% of the total year's budget.
6. Our Water Expense (a/c 6585) has zero expenses for the month of April. As many of you know, we are transitioning our utility expense payments (gas, water and electric) to automatic check debiting. This will eliminate monthly check writing for these accounts. Next month we should have at least one charge and perhaps two for our water bill.
7. Total expenses for April were \$16,630 with revenues of only \$11,344. The deficit for April was \$5,186. The good news is that YTD we have a favorable balance of \$3,139 with only two months to go. I am guardedly optimistic that we will not have to use the full \$18,800 of COG reserves to balance our books at year end.

## **VP Outreach Ministry – May 15, 2018 Board Report.**

### **The Social Justice Team:**

The workshop, Connections Between Racism and Sexism, held at UCC in April was well attended by members of UU churches in the southeast and members of the Chattanooga community. Everyone in attendance was energized by the workshop and complimentary of UCC's SJ team (and Judith Pedersen-Benn who pulled it all together). Social Justice Friday night movies have been canceled due to lack of interest.

Two Social Justice members presented "sermons" in April. Sandy Kurtz coordinated and organized the Earth Day service and Judith Petersen-Benn's "sermon" was on the connection between racism and sexism.

Again, I want to remind everyone that the SJ team is protesting gun violence and the NRA every Friday from 11:30 to 1, along with Franklin McCallie and other Social Justice "warriors". This protest will continue every Friday until the November election. Many of these protesters also meet below the Market Street Bridge (in front of the sushi restaurant) on Mondays at 3:45. They then hold signs on the side of the Market Street Bridge from 4 to 5. The more the merrier – so anyone who would like to join us any Monday and/or Friday is welcome!

### **Membership Team:**

Mandy and Linda have been coordinating and finalizing plans for next year's Faith Forward classes and supporting team members to help with new member Sundays follow up with new members, etc.

---

### **Communications Team:**

Beth Terry has resigned from the Communications Team, so Steve Hollingsworth will, at least temporarily, be the newsletter editor. Chen continues to interview people about what people (visitors and members) want from the website, Facebook and newsletter.

The online directory is accessible from the website now. Other small fixes have been made to the website.

### **Small Group Ministry (SGM):**

SGM Groups are up and running and doing well. Many members of Cathy and Linda's group has shown an interest in continuing their group rather than stopping in May or June. The final decision will be made in the May meeting at the end of the month.

*Submitted by Linda Park, May 15, 2018*

## **VP Outreach Request for Revised Policy**

### **UNITARIAN UNIVERSALIST CHURCH OF CHATTANOOGA**

#### **Policy Revision Request**

Policy Title or Description: **Pathway to Membership Policy**

Current Effective Date (*indicate "NEW" if policy area is not currently covered*)

**11/20/2013**

Proposed Revised or New Policy Language (*attach pages if policy is lengthy*)

**See attached**

Purpose of revision: **To update the policies regarding membership to reflect current practice.**

Submit suggested policy to one or more board members for discussion and approval. You may be asked to attend a meeting to present back up information.

Presented By: **Linda Park, VP of Outreach**

Date: **4/19/18**

Approved by:

Date

**Approved by the Board of Trustees prior to the September 2012 policy manual revision.**

## **Membership Policies**

### **Pathway to Membership Policy**

Completing the following steps will lead to becoming a Voting Member of the UUCC. According to the church's Bylaws, Voting Members can participate fully in all aspects of church life, including voting at congregational meetings (30 days after becoming a Voting Member), serving on the Board of Trustees, and chairing or serving on any church committee.

1. Prospective members should plan to attend our Faith Forward classes, a series of thirteen rotating classes aimed at helping newcomers learn more about our church, values, and culture. Attendance is not required to become a voting member, but it is encouraged.
2. Prospective members should schedule a time to meet with either the Minister or the Vice President of Outreach to discuss their interest in joining the church.
3. Commit to actively supporting the UUCC by living the Seven Principles of Unitarian Universalism and by sharing your time, talents, and treasure with the church.
4. Attend the next New Member Sunday, at which time you will sign the Book of Membership and be introduced and welcomed into the congregation.

If, at any time, you have questions about any aspect of becoming a Voting Member, please contact our Minister or the Vice President of Outreach.

## **Religious Education Report for Board May 2018**

RE BOT report for May 25, 2018 meeting

Iris' background check came back all clear. Bart emailed her the offer of employment prior to the background check contingent upon passing the background check. Iris accepted the offer via email. No formal contract was drawn up otherwise. Bill has the financial details of the offer so he has been able to get that into the budget before he rolls off the board as his term expires.

Iris plans on starting the week of July 16 with her first Sunday as July 22. Since Lauren, Iris' wife, has a job in Chattanooga, they may come earlier in the month, but they are still apartment hunting. RE is planning to work with Wednesday Night Dinners to have a welcome dinner for them the Wednesday of her first week. Iris has requested to meet with the RE committee or subcommittee via teleconference prior to her start date so she can participate in curricular choices for the fall and calendar planning.

Kay's going away celebration is planned for after the service on May 20th. The theme is "sandwiches." Gale Audier is pulling that together. Kay's last day in the office at UUCC is May 22.

A summer schedule for RE is being finalized at the May 20th RE committee meeting. Even with the hits the committee has taken with Emily's daughter Marissa's hospitalization and Wendy being tied up working out the details of Iris's employment and beginning her tenure on the ministerial search committee, I think we'll be able to pull things together to cover RE during June and July. We already have approximately half of the teaching positions for June and July covered. Given the preparations the committee has made and Iris' personality I anticipate a hit-the-ground-running start by Iris after she gets here.

See you Tuesday,

Mary Lou