

Board Meeting Minutes for September 25th, 2018

Unitarian Universalist Church of Chattanooga

Present: Nicky Ozbek, President; Bart Solomon, Past President; Mary Lou Reed, VP Religious Growth Ministry; Link Christiansen, VP Congregational Life Ministry; David Benn, VP Resource Ministry; Connie Cowherd, Secretary; Lynna Ruth Standridge, Treasurer; Mandy Cowley, Church Administrator.

Absent: none

Guests: Iris DeLaPaz, DRE

Meeting called to order at 6:31PM by Nicky

Chalice lightening and opening words by Mandy Cowley

Minutes: Lynna Ruth moves that the July 10th Annual Congregational Meeting be approved. Mary Lou seconds. Past unanimously.

Mary Lou moves the July 14th Board Retreat minutes be approved. Seconded by Lynna Ruth. Motion passed by unanimously.

Lynna Ruth moves that August 21st Board Minutes be approved, seconded by Mary Lou. Minutes approved unanimously.

Treasurer's Report: Lynna Ruth – July income was \$5000, full report attached.

VP Reports:

Religious Growth Report: Mary Lou Reed – most important notes are in attached report.

- She reports Fun Fridays for all ages continues the 4th Friday of each month.
- Iris is cooking an international meal once a month for Wednesday night dinner.
- Current teens are very interested in hearing from each Board member, a signup sheet was passed around for Board members to visit the teens on a Sunday morning to talk about their roles on the Board.
- Two teens are graduating next year.

Congregational Life Report: Link Christiansen –

- Pastoral Care Committee - since Wendy's resignation as chair the committee has become non-functioning. Wendy is now serving on the Ministerial Search Committee.

Wowzers is functioning well, Link has had no input from the co-chairs, Sally Pexito and Tom Kunesh. Wowzers are now overseeing Forum.

Resource Ministry: David Benn – Installment of storage cabinet in SE corner of sanctuary

is in progress. He has a donor for this cabinet. Carpet shampooer purchased 2 weeks ago, carpets already cleaned. Discussion about sanctuary lightening was tabled until next month.

Decision Items:

Contracting portions of Minister: Do we still want to contract a minister to provide pastoral care, supervise staff, support church committees, provide Sunday Service once or twice a month and perform ceremonies as needed? Link moves to hire a contract minister, Connie seconds. Rod Harrison has shown persistent interest and been active within the congregation. Discussed offering the part time interim position to Rod. Board members agreed to have Nicky and Link speak with Rod. If the conversation goes well, they are to offer the position with start date being sometime in October. Dave makes a motion to follow through with the above plan. Mary Lou seconds. Motion passed unanimously.

Termination of (non-active) Voting Membership: Mandy hands out a list of inactive members, a total of 9. Two members have moved. Two members are considered inactive. Lynna Ruth makes a motion to send a letter informing the member of our intention to remove them from our census. Link seconds this motion. Mandy is to draft a letter for Nicky's approval. The letter will then be sent to the identified inactive members.

Personnel Manual: Link reports that the Personnel Manual is to be kept in the office. Each employee will receive a copy. Mandy will see that each employee signs when they receive the manual. Lynna Ruth moves the Personnel Manual be accepted. Mary Lou seconds. Motion passed without abstentions or oppositions.

Ministerial Contract for Ministerial Search Committee (MSC) – Bart has reviewed the revised contract presented last month by the MSC. He makes recommends proceeding with changes agreed upon last month. Lynna Ruth is to insert the dollar amount for the maximum health and dental expense offered by UUCC. She will also insert the maximum dollar amount UUCC will give for moving expense. Connie makes a motion the corrected contract be accepted and returned to MSC. Lynna Ruth seconds. Motion passed unanimously.

Dates for fund raising events:

Auction in January? Discussed how consuming this task is. A suggestion was made to have this later in the year. Nicky will speak with Bill Derrickson about this and report back to the Board.

Discussed hosting a Coffee House in December

Electronic Voting: Nicky presents a recommended policy, Electronic Communication and Voting Involving Business Conducted by the Board, for the Board's consideration. The purpose of this Policy is to provide guidelines for our Board when conducting Board business electronically. Due to time constraints, Board members will take the policy home and be prepared to vote at the next meeting. See attached proposed policy.

Open Board positions: Board members are asked to recommend any voting member they believe would serve well on the Board. Positions open are President Elect, Treasurer Elect, and VP of Outreach.

Informational Items:

Board Rep Schedule: Oct 14th Nicky & Link; Oct 21st Bart & Mary Lou; Oct 28th Nicky & Connie; Nov 4th Connie & Link; Nov 11th Dave & Mary Lou; Nov 18th Nicky & Bart; Nov 25th Lynna Ruth & Dave; Dec 2nd Bart & Dave; Dec 9th Connie & Link; Dec 16th Mary Lou & Nicky; Dec 23rd Bart & Link; Dec 30th Lynna Ruth & Connie.

RE Lock-in October 6th. UUCC teens will host an overnight lock it on October 6th at the church.

Replacing Frank Caperton on MSC- Nicky reports the current members of the MCS have developed a close, cohesive group which works well together. They do not believe it necessary to replace Frank in the middle of the groups process.

Fund Raising Events:

Evening of Opera on Friday November 7th. She will speak with choir about providing hospitality for this. Donations accepted for this evening of Opera, cake, and wine.

Santa Pictures with Rich Dyer scheduled for October 28th after service. The cost is \$20. All proceeds will go to UUCC.

Policies past: none

Actions taken:

- Agreed to hire an interim, part time minister
- Agreed to send letters to inactive members as defined by Bylaws
- Ministerial Contract for "settled" minister approved

Quick Report Items:

Next Board Meeting is October 16th at 6:30 PM

Opening and Closing words for next meeting: Lynna Ruth

Closing Words: Nicky

Meeting Adjourned 8:08 PM

Respectfully submitted,

Connie Cowherd

Board Secretary

Treasurer's Financial Charts

Treasurer's Report August 2018 for September 25th Board Meeting

Finance Committee Notes – September 13, 2018

- 1) The committee voted to approve (with one abstention) a new policy for dealing with asset purchases. If an item of furnishings or equipment is purchased, costing \$1,000 or more and expected to have a useful life of at least one year, the item will be listed as a fixed asset, as opposed to an expense. We expect that typically such an item would be paid from a temporarily restricted account, as opposed to a budgeted expense account.
- 2) See #5 under Income/Expense below. With Board approval, we would like to move the two \$50 charges in August from Developmental Minister (5401) to Worship Programs (6170).

Balance Sheet (Assets and Liabilities) -- August

- 1) The DRE Search (Account 2303) balance of \$359 was transferred into Ministerial Search/Sabbatical (3245-109), bringing that balance to \$6303.88.

Income/Expense Statement (Incoming versus Outgoing Cash) -- August

- 1) The current year pledges (Account 4030) for August totaled \$13,040, bringing the total for year-to-date to \$33,682. Compared to budget, we are roughly \$5,000 ahead.
- 2) There were two Cell Tower (4703-005) rental payments this month, representing August and September.
- 3) The Sierra Club met in August – a Special Rental (Acct 4711) -- \$250.
- 4) Interest/dividends from the Duncan Endowment T-bills, \$168.76, will be moved to our checking account in September. Another transfer will be made after these T-Bills mature in January.
- 5) A \$50 charge to Senior Minister (5051) and a \$50 charge to Developmental Minister (5401) salaries were made. These were supplemental amounts paid to two speakers, in addition to the \$150 each from Worship Programs (6170). Wowzers usually pays \$150 for a speaker and had asked if the additional could come from ministerial salary budget. I did not catch the 'Senior Minister' before posting, but I did change it to 'Developmental', which does still have a budgeted amount. **Note: Discussion at Finance Committee on 9/13/18 found significant opposition to charging to 'Developmental Minister' when we currently have no such position filled. For purposes of accurate record-keeping, FC believes the entire speaker fee should be charged to Worship Programs. If Wowzers find in March or April that they will go over-budget, then approval for over-spending can be requested from the Board.**
- 6) Worship Programs expenses (6170) are running with the budget, despite having invited speakers.
- 7) Total income = \$17,854. Total expenses = \$11,803. Total "profit" for month = \$6,051. As of now, year-to-date revenue exceeds expenses by \$20,466.

In answer to a question posed last month at Finance Committee

Total interest from CD's for the period January 2017 thru December 2017:	\$245.41	Total
interest and dividends from T-Bills for January 2018 thru August 2018:	<u>\$444.41</u>	

Difference: \$199.00

Endowment Fund at the end of August was \$97,515. It appears at this time that UUCB members have submitted legacy plans to the Wake Now Our Vision matching grant, which could net \$8,750 in matching funds in 2019 or 2020. The funds will come to UUCB, but Endowment hopes the Board will send them to the Endowment Fund.

RE Board Report for Sept. 25, 2018

RE Youth RE

The foci of August and September have been rolling out the new school year curriculum, student recruitment and recruitment of teachers. Introductions and communication with the families have been the primary focus.

The registration form has been updated. Families have more options to register their children in the RE program with a new online registration form. A new Facebook group for UUCC RE has been created. Iris has been sending out weekly emails on Wednesdays to families letting them know what's going on in the program and what upcoming events to expect.

Beyond greeting families on Sunday mornings, our DRE has been making the rounds of committee meetings, Wednesday note dinners and has started the Fourth Friday Fun Nights to meet and get to know families, create opportunities for the congregation to get together, and recruit teachers and assistants to help with RE. This finally seems to be falling into place as this past Sunday she was able to almost completely fill the teaching roster for the next quarter.

RE youth numbers for the past month have averaged 5 in nursery, 12 elementary age kids and 4 teens.

Current registration numbers: 15 families, 12 in Sprouts, 9 in Saplings, 4 in Teens.

This group of teens are showing a keen interest in social justice and church governance. They have asked if it is possible for them to have a seat on the Board of Trustees or at least be allowed to attend the monthly meetings.

The teens are also planning a conference for TN UU teens to come together to discuss how to make our communities more LGBT friendly.

They have also requested changing their schedule, so they can adjust their focus. They will have a different focus each week. Once a month, they plan to 1) take turns leading the typical lesson (from Heeding the Call curriculum), 2) have a class with a board rep, 3) a day on planning how they want to focus on "business" (e.g.: future cons or how they want to get involved in social justice), and 4) finally a Sunday in the service upstairs where they are excited about taking on roles like greeting, readings, and ushering.

The dates we need Board volunteers to meet with teens are listed on a sign-up sheet at the end of this report.

RE Committee News

Current members of the RE Committee are: Emily Sartain (chairperson), Gale Audier, Leslie Brock, Mary Lou Reed (BOT rep) and tom kunesh. We hope to recruit new members this year and to include some of the new UCC congregants that have children in the program.

The first probationary DRE evaluation will be scheduled by the RE committee for October. The form used for DRE evaluation has been provided to Iris and the RE committee with use the instrument to provide feedback. Emily Sartain will collect and collate the results of the scaled questions on the evaluation form. Emily and Mary Lou will meet with Iris to go over the results.

Upcoming RE Youth schedule:

September 28 is the Fourth Friday Fun Bonfire/S'mores/Movie Night. Please, bring your lawn chairs and join us, from 6:30 to 9:30.

Oct. 6/7 The Teens are hosting a regional Youth Con Lock-in the Saturday night before the Pride Event on Sunday. They will be focusing on pending state legislation regarding sex education in Tennessee public schools with plans to launch as social justice initiative regarding this. The teens plan to march in the Pride Parade with the UCC social justice team and then help man the UCC Social Justice table that will be set up by Judy G and Sandy K. So far, we only have one church registered to join us for the evening, but the Nashville and Murfreesboro UU churches say that their teen groups are very excited to participate, so we anticipate at least 7 more students' registrations and at least 4 registrations from our own congregation. We are charging \$10 a person for registration to cover the cost of food, we do not anticipate there being any other costs that will need to be covered. The teens and outside congregations will be providing their own transportation to the parade. The registration link for the conference functions as a permission slip, we will be asking youth to bring their registration form as confirmation. (if you want to check out the registration form: <http://tinyurl.com/uuteenpridecon>). Mary Lou and Betsy Reed have volunteered to assist Iris and Lauren throughout the entirety of this Youth Con. Other adult volunteers are welcome. Please let Iris know if you are interested.

Oct. 26 UCC Trunk or Treat Halloween Party:

We are looking for volunteers, we'd like to have at least 6 to 8 and we have two.

We'd anticipate volunteers parking around the parking lot with tables and each table will have some sort of craft, story, or cool trick. Crafts would be like slime, pumpkin painting, or a "lava lamp" (corn syrup and water) and a cool trick could be something with dry ice, a volcano (baking soda and vinegar), or something color changing. Please contact Iris if you can help with this event.

Adult RE

The Six Sources Group

This group met on August 26. There were four participants. The participants meet in the Forum Room on the second and fourth Sunday of each month. It was decided to move the start time to 1pm. The general format is - a meditation period followed by a discussion. The group members take turns leading the discussion by drawing on one of the six sources with readings, as well as personal insights and experiences.

Forum

Wowzers is leading the charge seeing that Forum has interesting speakers and that the room and equipment are operational. tom kunesh has taken the leading role in this and it seems to be working well.

Please sign-up as a Board Member to share time from 11 am-noon with the teen group and explain the role of your seat on the Board and get to know our future UU members and leaders.

10/14 _____

11/18 _____

12/09 _____

01/13 _____

02/17 _____

03/17 _____

Policy Title: Electronic Communications & Voting Involving Business Conducted by the Board

New Policy: The board may conduct business electronically, by telephone conference call, email or other electronic means under certain circumstances: (1) there is some urgency in the matter (2) a quorum responds to the email request for action, and (3) all board members agree the matter can be disposed of in this fashion with limited debate. Since the internet is a public forum and not a secure environment, no sensitive discussions should be conducted by email. If a secure service is available, it can be used. Sensitive matters are best handled in a face to face meetings or by telephone/teleconferencing. Any confidential matter dealing with personnel, ethical issues or actionable personal performance matters will be conducted by email only on a secure system, but preferable in face to face contacts or by telephone.

Purpose: Guidelines for voting on Board motions by email.

- A.** When a motion is to be made by a Board member, the Board member making the motion should create a "Subject line" for the motion, which includes the words "Email Motion...." followed by a brief description of the motion. This alerts all Board members to the importance and the nature of the email.
- B.** The President or acting chair oversees the process of the motion, including discussion, per Robert's Rules of Order. The target time line for the process is 24 to 48 hours for discussion with the discretion to the chair. **The discussion that ensues must be pertaining to the motion under consideration.** Only one active motion may be on "the floor" at any one time. Only discussion pertinent to that motion may be included in each Email Motion.
- C.** The Chair insures all Board members are accounted for in the Email Motion discussion to assure there is a quorum of voting members "logged in" in for Email Motion discussion.
- D.** The Chair maintains neutrality and encourages all pertinent discussion as is required by Robert's Rules of Order.
- E.** The Chair calls for a vote when relevant discussion is exhausted, by reiterating the motion, the second and calling for a roll call for the vote. The vote tally is reported back to the Board by email to include Yea votes, Nay votes, abstentions and absences. The motion passes or falls by the tally.
- F.** The Chair directs the Administrative Services Officer to capture the pertinent information about the motion to be recorded in the minutes of the next scheduled Board meeting. Email Motion votes will be recorded in the minutes as Email Motion votes.

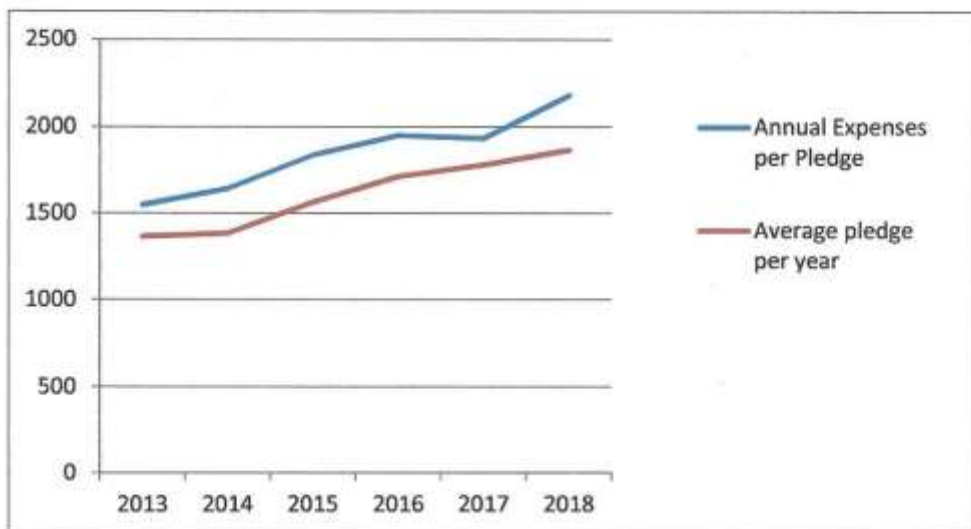
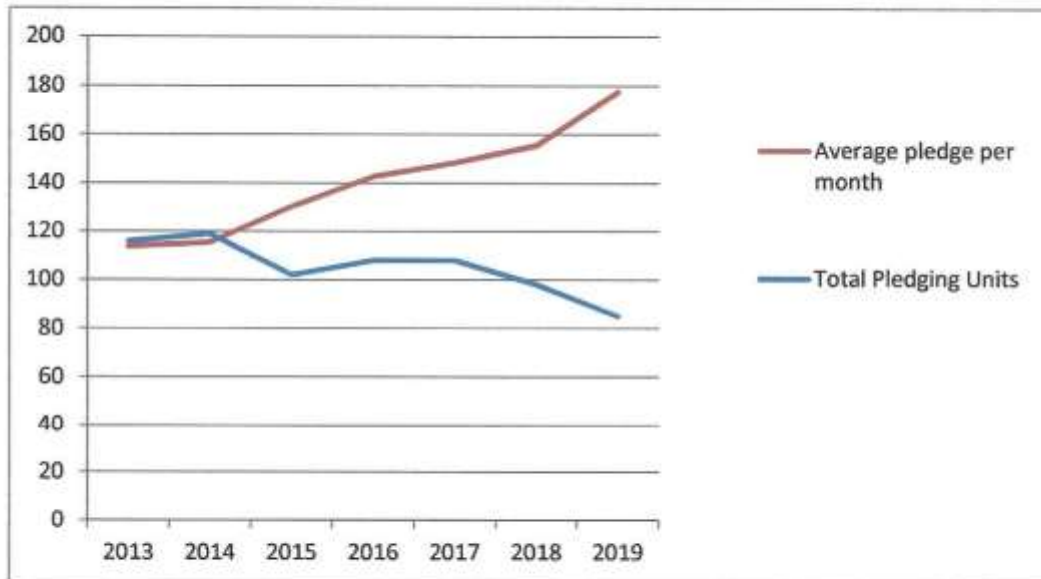
Submitted by Nicky Ozbek, Board President on September 25th, 2018.

Highlighted area is a grammatical correction.

“Data on Pledges, 2013-2018”

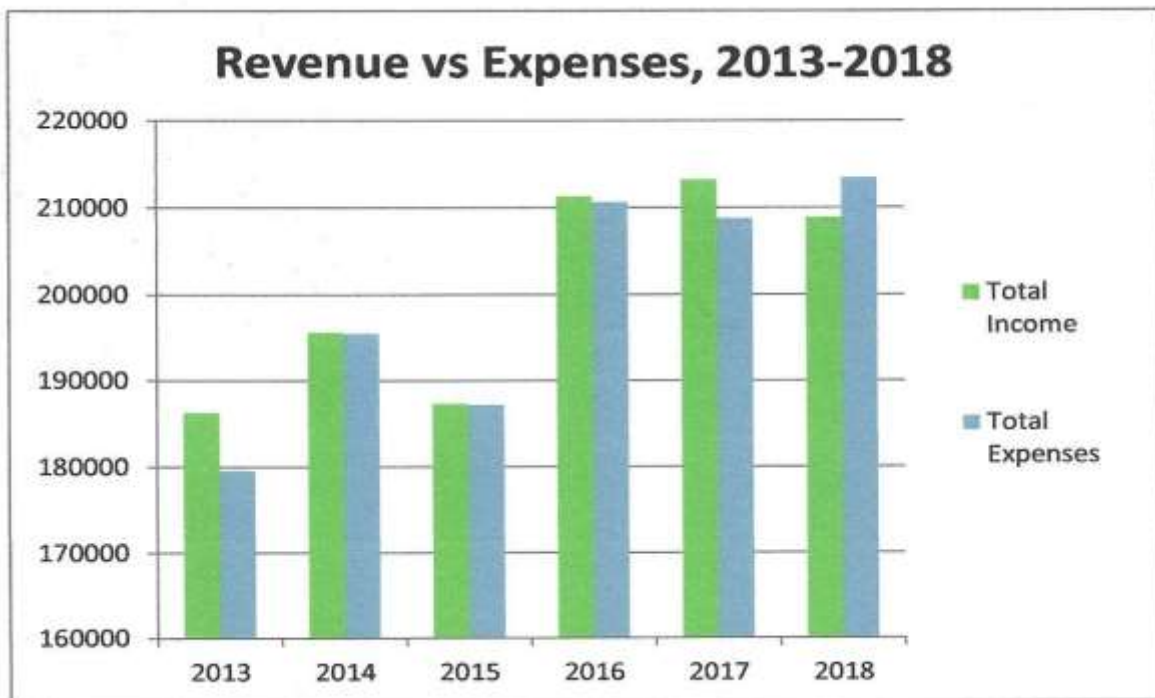
This chart shows that the amount pledged, 2013-2018, increased (range: \$114 - \$177 per month), while the number of pledges, whether individuals, couples or families, decreased markedly (range: 119 to 85). Additionally, pledges from 2013-2018 paid roughly 85% of expenses, so we remain dependent on other sources of income.

Data on Pledges, 2013-2018



“Revenue vs Expenses, 2013-2018”

From 2013 to 2017, income matched or exceeded expenses, but in 2018, expenses were higher than income, forcing us to dip into reserves. Note that both income and expenses have increased significantly over this time period.



“Average Attendance per Year, 2008-2018”

This chart shows average attendance by adults (blue line) and children (red line) per year for the years 2008 to 2018 (thru August). Adult attendance has decreased, as it has for most U.S. churches. Attendance by children has had high and low spots, but overall has been relatively stable. We should note that we have no data for 2011 and only a small number of data points for 2008-2010.

