

UCC BOARD OF TRUSTEE MEETING

NOVEMBER 18, 2018

- **PRESENT:** Nicky Ozbek, President; Bart Solomon, Past President; Link Christiansen, VP Congregational Life; Mary Lou Reed, VP Religious Education; Dave Benn, VP Resources; Rod Harrison, Minister; Connie Cowherd, Secretary.
- **ABSENT:** Lynna Ruth Standridge, Mandy Cowley, church administrator.

GUEST: None

OPENING WORDS: Mary Lou Reed

SHARING OF JOYS AND CONCERNS: completed

APPROVAL OF MINUTES: Link makes a motion that minutes be accepted. Mary Lou seconds. Minutes approved.

MINISTER'S REPORT: N/A – see October's minutes.

TREASURER'S REPORT: Lynna Ruth absent. Nicky brings a couple of financial issues to the Board.

1) Our tradition of collecting money from congregation for UCC's staff's holiday gift. Money can be distributed as last year (50% split evenly among staff and 50% distributed based on length of employment. Board members agreed to collect this love offering the first and second Sundays in December.

2) Personnel committee duties. Link wrote a list of these duties and sent to Personnel Committee members. He will forward this draft of duties to the Board.

VICE PRESIDENTS REPORTS:

- VP Congregational Life – Link Christiansen – no report.
- VP Outreach N/A
- VP Religious Education – Mary Lou Reed – see report.
- VP Resources – David Benn - Dave is working with Bill Derrickson to raise funds to replace the lower level windows. Dave is considering a Chalice Lighters grant to replace the green chairs and the refrigerator.

DECISION ITEMS: Keith Kohn of UUA recommended to the Ministerial Search Committee that the initial salary offer for settled minister be decreased by \$2000 to give us a bargaining tool. Discussion followed. Bart called the question, Connie seconded this. Quorum is present. A vote was taken. 4 – yes, 1-no, 1-abstain. The motion passed.

INFORMATIONAL ITEMS:

- Drug testing for staff – Do we need this? There is no policy. Link will check current Personnel Manual and report back to the Board.
- Policies to develop
 - a. photo/video consent policy and form – no action
 - b. Background Checks for Board members. Finance Committee recommends UUCC limit Background check to members authorized to sign checks and anyone working with children.
 - c. Privacy/Data/File Storage – no update
- Benevolence Fund – request from non-member. The request was discussed, Board concluded to follow the current policy of providing funds to members only.
- Safety Training for Board Reps, Greeters and RE teachers – Dec 9th. Rod plans to highlight safety during the month of February. Connie can present trauma care and AED training at January's quarterly Council meeting on January 26th.
- Funday December 9th after service – Swap Meet takes place. Vendor tables for members will be available if reserved with the office; a donation of 10% of sales is suggested.
- Update on Members to move to Inactive – Mandy sent a report - Only 1 member, Stacy Hacker, reached out to say that she wanted to remain listed as a member. The others (Jean and Allen Larson, Michael Walters, Isabelle McCurdy, Jay Brewer, Barbara Kelly, Frances Starkis and Andra Willis) were moved to inactive. Judy Harrington also sent a letter saying to remove her. That brought us to 145 members (before new member Sunday on 11/18). With the new members who joined on 11/18, we are up to 153 members.
- Easement/Driveway – no updates from Mandy at this time.
- Long Range Plan for UUCC, Safety Plan – discussed having a Board Retreat in lieu of Board meeting to review Dave's Stewardship Goals and clarify UUCC's Long Range Plan. We will meet at Dave's for this planning meeting.

POLICIES PASSED: none

ACTIONS TAKEN: none

- Next Meeting – January 15th, 2019
- Open/closing words next meeting – Link
- Closing words – Mary Lou

MEETING ADJOURNED AT 8:50PM

Submitted 12/11/2018 with respect,

Connie Cowherd, Board Secretary

Approved by Board December 18th, 2018

VISIONING GOALS FROM THE 2018 BOARD SPECIAL MEETING (JAN)

Fulfill Children's Lives by developing programs and experiences that enrich the lives of UUCC children and the children of Chattanooga.

Call a Dynamic Settlement Minister & an Experienced Religious Education Director: This is staffing for growth and providing living wages and full benefits.

Grow Our Lifespan Religious Education Program by promoting educational workshops and retreats for renewal and spiritual growth.

Serve the Chattanooga Community by taking our social justice values outside our Church and empowering progressive programs and initiatives that reflect those values.

Amplify Our Musical Experience at UUCC by supporting our professional music director and paying for copyright music.

Build Loving Community within Our Church through safe respectful relationships by supporting and serving our congregants in times of need, by engaging discussions of differences and conflicts, and by challenging the issues of a busying world.

Preserve Our Land/Environment by maintaining and beautifying our valuable Church building, landscapes, and natural areas.

Foster Unitarian Universalist Values in Chattanooga by increasing our membership and by making Sunday services inviting, engaging, challenging, and inspirational with dynamic guest speakers and musicians.

RE Report for Board of Trustees November 2018

This will be brief since Iris is now producing an extensive weekly RE e-newsletter keeping us all abreast of the happenings downstairs with the Pre-K – 12 set.

Classes are rocking along. We are still having trouble getting enough volunteers to cover both teachers and assistants for all classes. UUCC's volunteer pool is stretched thin with all the temporary committees. The increased excitement of the congregation to attend the high-quality worship services has made it more difficult to get RE volunteers.

The RE Committee met last week, with Rod in attendance, to access the results of the first probationary check-up for Iris's performance as DRE. After tabulating the committee feedback, we realized is that the instrument we used, a 2-page questionnaire rating aspects of the performance on a 1-5 scale, was too tailored as an exit interview instrument we had created for Kay McCurdy's last 6 months at UUCC. This exercise also showed the committee that we have allowed the number of active committee members to get too low for accurate feedback. We are currently recruiting new members. The meeting also turned up the fact that the committee had been somewhat remiss in communicating with Iris what the rolls of the committee and its members are. We discussed what changes if any in that list of duties needed revisiting particularly during this year of new interim minister time as we are in Search. No action has been taken on roles other than to be the DRE performance reviewing lead until a full-time called minister is in place to take over the supervision and evaluation of the DRE. The temporary role of the committee as evaluators is per the request of the Board after the hiring of the new DRE and after Cathy Harrington left. At the end of this report is the RE Committee roles and responsibilities as outlined by the committee at the 2017 spring RE retreat.

The committee with Rod's encouragement, during her first probationary review in the next couple of weeks will present Iris with what the committee feels are her 3 greatest strengths and the 3 areas we'd like to see improvement. The committee chair asked Rod and either the RE BOT rep or BOT President to join her for the review meeting with Iris since it has never been the in the purview of the RE committee to be a supervisory body. Overall the committee feels that Iris is settling in and making positive changes particularly with outreach and recruitment. The weaknesses are being addressed and are improving.

As per the request of the Board the background checks for all those involved in RE as teachers and assistants continue to be processed with Mandy's help.

Adult RE

The informal atmosphere of Wednesday Nite Dinners continues to be a popular way for UUCC members to gather, with 18-25 adults and 3-7 kids regularly in attendance.

The experimental *This I Believe* Thursday night dinner/workshops were not attended at all so Tom Kunes has abandoned that idea.

I have not monitored Forum and how the changes there are faring.

The group that meets twice monthly for meditation and discussion after Sunday service has changed its name "The Six Sources" to "Seekers" since the discussions sometimes expand beyond the UU Six Sources. This small group seems to have found its groove with usually 2 to 4 people attending.

From Emily Sartain regarding the duties of the RE Committee

This is from the minutes from the 2017 spring RE retreat, where we attempted to define the roles of the RE committee. At that time, this was what we decided.

1. Roles and Responsibility
 1. Responsible for Sunday morning staffing teachers and assistants
 2. Responsible for planning meetings for teachers to prepare lessons and materials (2 times a year)
 3. Plan teacher training with input from DRE. Training could be formal or informal.
 4. Meet regularly to ensure progress of RE objectives and hold an annual retreat for strategic planning
 5. Provide input on priorities in setting RE budget
 6. Approve draft RE budget before it is sent to board
 7. Provide oversight on RE budget on at least a quarterly basis
 8. Evaluate DRE with purpose of assisting DRE in improving professional skills and for improving the RE program, provide results of evaluation to board every fall quarter
 9. Evaluate RE program at least annually with purpose of improving the RE program. Evaluation includes input from committee, teachers, families, and youth. Submit evaluation to board annually.
 10. Accept feedback from the DRE to ensure that the committee is meeting the DRE needs
 11. Annually review mission and roles and responsibilities and revise as needed
 12. Recommend congregants to serve as VP of Religious Education and provide feedback to the VP on ways to support the RE program
 13. Keep accurate minutes of the committee meetings and work and submit to DRE
 14. Special events:
 1. Solicit input from youth and families on their interest in special events
 2. Schedule special events on an annual basis
 3. Designate subcommittees as needed to plan and execute events.
- ii. Assist DRE in other ways as needed
- iii. Annual solicitation of feedback from UUCC on the RE program
- iv. Be a visible presence in church
- v. Coordinate with other committees who interact with families and youth
- vi. Advocate in the church for the needs of youth and family
- vii. Explore ways to facilitate transition from youth program to adult programs