

## **UCC BOARD OF TRUSTEE MEETING**

**December 18th, 2018**

**PRESENT:** Nicky Ozbek, President; Bart Solomon, Past President; Link Christiansen, VP Congregational Life; Mary Lou Reed, VP Religious Education; Dave Benn, VP Resources; Lynna Ruth Standridge, Treasurer; Connie Cowherd, Secretary; Mandy Cowley, Church Administrator.

**GUEST:** Nancy Kaib, Chair Ministerial Search Committee, Iris DeLaPaz, Director RE

**ABSENT:** Minister, Rod Harrison, by President's request

**OPENING WORDS:** Link Christiansen

**SHARING OF JOYS AND CONCERNS:** completed

**APPROVAL OF MINUTES:** Minutes approved without corrections or additions.

**MINISTER'S REPORT:** see attached report.

**TREASURER'S REPORT:** see attached report.

New refrigerator is now in place. It was agreed to sale the old refrigerator within the week. If refrigerator does not sale within one week, it will be donated to Community Kitchen or other reputable charity.

Also, excess cash of \$20,000 was moved from checking account to money market account for better interest rates.

### **VICE PRESIDENTS REPORTS:**

- VP Congregational Life – Link Christiansen – on behalf of the Personnel ad hoc committee Link reports the final committee guidelines will be filed in our Policy Manual. Any questions or remarks about the guidelines by Board members should be send to the Personnel Committee.
- VP Outreach - N/A
- VP Religious Education – Mary Lou Reed – see report.
- VP Resources – David Benn was for a 2 y– Last year's stewardship campaign ear commitment. Discussed ways to reinforce congregation's commitment in March this year. This will be discussed further at our January Board Retreat.

**DECISION ITEMS:** Nancy Kaib, Chair MSC, reports our current interim minister, Rod Harrison, is interested in being a candidate in our current ministerial search. Nancy was informed by

Christine (our regional UUA representative assisting with our search) that UUCC cannot search through UUA if Rod allowed to apply for the position. She asks for the Board's input as to whether to accept Rod as a candidate. Nancy left the meeting allowing the Board to discuss. Discussion followed with input from all members. Lynna Ruth makes a motion to proceed as planned to utilize the services of UUA. Link seconded. Motion was passed unanimously.

#### **INFORMATIONAL ITEMS:**

- Ministerial Search Committee shared an outstanding video **The UUCC Church of Chattanooga** which will be included in the ministerial search package send to UUA on January 2nd. The video was produced by a UUCC member, David Kussman, videographer.
- **Stewardship:** Nicky ask about plans for this year's stewardship plan. Dave reports last year's campaign was for a 2 year commitment. Discussed ways to reinforce/acknowledge the congregation's commitment in March this year. This will be discussed further at our January Board Retreat.
- **EXONERATED (a play)** – date of Sunday February 24<sup>th</sup> at 3:00 PM was selected for this joint fund raiser with Chattanooga Theatre Center. Advertisement will begin
- **Service auction:** takes place May 11<sup>th</sup>, the theme will be Margaritaville. Any funds raised from the auction is earmarked for a new refrigerator, hot water heater and new windows for downstairs.
- **Policies (inclement weather and background checks)** Nicky discussed need for inclement weather policy. Discussion followed. She will send out a inclement weather policy draft electronically for consideration.  
Background checks are covered in the Personnel Manual.
- **Board Rep Schedule:** Mandy asking for dates you may not be available.

#### **POLICIES PASSED:** Inclement Weather Policy

**ACTIONS TAKEN:** On December 6<sup>th</sup> the finance committee **electronically** recommends replacing our small refrigerator with larger one from Sears. This can be purchased at a greatly reduced going out of business price. The Equipment Reserve Fund will show a negative balance a few months, until funds are replaced with funds received from upcoming auction. Lynna Ruth makes a motion we proceed with the purchase. Dave seconds. The motion passed.

#### **CLOSING:**

- Next Meeting – January 15<sup>th</sup> 6:30 PM Board Visioning Retreat at Dave Benn's house.
- Open/closing words next meeting – Nicky
- Closing words – Link

MEETING ADJOURNED AT 8:20 PM

Submitted with respect,

Connie Cowherd

Board Secretary

**MINISTER'S DECEMBER 2018 REPORT:**

**TREASURER'S DECEMBER 2018 REPORT:**

**FINANCE COMMITTEE MINUTES**

**December 6, 2018**

**RECOMMENDATIONS FOR THE BOARD OF TRUSTEES**

- Because prices on refrigerators are decidedly advantageous right now, Finance recommends that the church go ahead with the purchase of a new refrigerator. We may show a negative balance in the Equipment Reserve Fund for a few months until the planned Service Auction replaces the money.

**MINUTES**

**Present:**

Daidee Springer (Chair), Bill Derrickson, David Reed, Dave Benn, Rod Harrison and Lynna Ruth Standridge (Scribe)

**Chalice Lighting and Reading:**

Daidee called the meeting to order at approximately 6:38 p.m. Bill gave an opening reading from Martin Luther King, as the chalice was lit.

**Minutes from November FC meeting:**

Minutes of the November 8, 2018, FC meeting were praised and approved by acclamation, with many thanks to Daidee.

**November Financial Reports:**

Discussion of the financial reports was limited, and they were approved by acclamation. We discussed the Duncan T-Bill, which will mature in January, and the interest will be moved to the general operations in January. Daidee and Bill requested that the income from opera fundraiser be moved from the special opera account (4100-735) to the general fundraiser account (4100-700), in order to match it with a budgeted account.

## **Old Business:**

### ***WOWzers Budget Changes***

Lynna Ruth indicated that she did receive the notice that Bill had spoken with the WOWzers about the decreased budget, but she has not yet changed the budget in PowerChurch. She will change it before the next meeting.

### ***Service Auction Update***

The committee will meet again on Sunday, December 9. Ideas for the use of the proceeds include a new refrigerator, a new hot water system and downstairs windows. FC agreed that, because of the Sears stores closing and offering appliances at 50% off, now is the time to act on a refrigerator. Dave has measured and checked prices. He believes we could get a new one with icemaker capability for around \$800-1000, plus we will need some plumbing for the icemaker. FC agreed that Dave should go ahead and purchase a new refrigerator on the credit card. There is approximately \$400 in Equipment Reserve, slightly under \$200 in the previous Service Auction account, and possibly up to \$400 in the Wednesday Night Dinners, that could be applied. We also could just run a deficit in Equipment Reserve until after the next Service Auction.

### ***Excess Cash***

As discussed and approved last month, excess cash of \$20,000 was moved from the checking account to the Money Market account, in order to attain a higher interest rate.

### ***Background Checks for Board***

The longest discussion of the evening revolved around background checks. We believe all Board members have now had a background check. The discussion revolved around Bill's objection to the current process. He believes

1. Having a formal background check for each classroom primary teacher is appropriate. However, he wonders if spending an additional \$30 for each assistant teacher to have a background check is worthwhile investment? He believes that as long as we have two adults in each classroom, one primary and one assistant, the background checks on "the assistant teacher" seems like an overkill. Secondly, the R.E. rooms are very small, so the chances of something regrettable happening are remote.
2. Our existing process does not rescreen individuals. Bill believes we need to seriously consider random repeat screenings of 2-3 people every year.
3. Background screenings do not call into question substance abuse problems unless the individual was arrested and charged for it. With over 10% of Tennesseans having substance abuse issues, he recommends the Board consider random drug screenings as well.

Other members thought the ongoing cost would be minimal, because only a portion of the Board overturns on a yearly basis. Rod stated that repeat checks are probably unnecessary, because our small, close-knit church community knows one another so well. Daidee requested that the budget for next year include a small line-item for the Personnel Committee to cover staff background checks, when necessary.

**New Business:*****Opera Night Fundraiser***

The fundraiser was deemed very successful. Income of \$710 (which included one \$400 donation) less minimal expenses (\$78.11), yielded a 'profit' of \$631.89. Payments to the singer and pianist were made through the Music budget and a reserve account, as per agreement with the Board.

***Vinyl Cafe***

Daidee segued into a discussion about the event happening this Saturday. No one on Finance was certain whether the event went through the proper channels for approval, or even if a PIC form was completed. It may be a fundraiser – maybe not. We agreed it is now too late to do anything other than let it go on.

**Memorial Garden Report:**

No report, as George is out of town.

**Endowment Committee Report:**

The value of the endowment fund at the end of November was \$93,832.23, which is a slight increase (\$903) over October. However, the value represents a decrease of about \$3,500, since the beginning of the year.

**January Meeting**

<b>Date:</b>	Thursday, January 10, 6:30 pm	<b>Chair:</b>	Bill
<b>Scribe:</b>	Daidee, George or LR	<b>Readings:</b>	Dave Benn

**Extinguishing the Chalice and Closing Reading**

Bill closed the meeting with a reading. The chalice was extinguished at approximately 7:35 p.m.

Respectfully submitted,  
Lynna Ruth Standridge, Scribe

## RELIGIOUS EDUCATION DECEMBER 2018 REPORT

Dec. 2018 Religious Ed BOT Report

### Highlights From RE Committee Meeting Dec.9, 2018

Andy Foskey has joined the committee. The committee is looking for a husband/wife team of parents of RE students to serve as a single voting block on the committee. Iris will be systematically contacting the folks on the list draw up by the committee until we find another member to bring the committee to 7 members including the BOT rep.

It sounds like we have enough interest in offering OWL training here rather than having to send trainees to another regional training at another UU church. More details on that will be discussed at the January 19<sup>th</sup> Mid-winter RE Committee Retreat.

The retreat will also be used to plan getting UUCC youth to the Mountain Cons in March.

Elementary CON March 8-10

Intermediate CON March 29-31

High School CON April 5-7

An RE Sponsored Civil Rights Field trip to Selma and Montgomery, AL with an optional early trip to Moundville Archaeological Park is in the works for April. Gale Audier is working on compiling a package of discounted hotel and entrance fees. This will be open to all families and individuals at UUCC. Planning will be finalized at the retreat.

December RE sponsored/co-sponsored events

Youth led Pageant Dec.16

Labyrinth and Yule Dinner Dec. 21

Christmas Eve Dec. 24

New Year's Family Party Dec. 31

The DRE has been working with the teens about extending the Sunday curriculum chosen by the committee which will come to conclusion in January. The teens have expressed interest in pursuing a social justice curriculum or an in-house plan of activities. Iris will see if the teens want to kick that off by participating in the Chattanooga MLK Day parade and day of service.

## Iris's Quarterly Review

November 29, 2018

In attendance: Mary Lou Reed, Emily Sartain, Iris DeLaPaz

Using notes developed collaboratively by the RE Committee, Mary Lou, Emily, and Iris discussed expectations of the DRE and the RE Committee for the near future.

Emily and Mary Lou shared that in the most recent RE Committee meeting, when the committee had intended to meet and use a previously developed evaluation rubric to evaluate Iris's performance for this review, the committee had realized that the instrument was not appropriate, at least at this time. Its many indicators included several that could only be observed over a much longer period of time than the 4 months Iris had been with UUC, as well as many tasks that we had never communicated to Iris that we may be expecting. These uncommunicated expectations were unfair to Iris. The committee's goal in this review process was to better express expectations regarding communication and curriculum changes to Iris.

Iris's strengths are some of the most important qualities we want in a DRE. We see signs of strong, positive relationships developing between Iris and our regularly attending children and teens. Iris's online registration system (and her consistent work to make sure families are aware of and using the system) has brought us into this century and was a great upgrade for RE. Iris's record keeping is impeccable. At every committee meeting, she has a detailed budget report available. Her format of attendance sheets for classrooms on Sunday mornings is another important improvement over our old system. The assistants who mark attendance have been overheard making remarks about how much easier they are to see and to use, which the committee feels leads to more accurate record keeping. Possibly Iris's greatest strength is her overall enthusiasm for the RE program at UUC, but the committee specifically notes her enthusiasm for planning and carrying out events that bring families together. The Fourth Friday Family Fun Nights have been well attended, each with more people than the one before, and highly regarded by those attending.

The committee would most like for Iris to focus on improving her response to email communication from this point forward. In order to keep a balance between Iris's family life and 30 hours of work life, she plans to respond to emails during her next scheduled time in the building. Iris's scheduled office hours are on Tuesdays and Thursdays, and she works on Sundays with 1 Sunday off per month. She will reply to non-urgent emails on those days while she is in the building. If she is aware of an urgent/time sensitive email, she will respond as soon as she is aware of it.

Mary Lou and Emily discussed one committee concern with Iris that was, in fact, a misunderstanding. Iris showed that she has an understanding of our church's culture of mostly agnostic and atheist families who still want their children exposed to our source religions. This point as listed on the handout developed by the committee is not an issue.

Mary Lou and Emily communicated the committee expectation that curriculum should be approved by the RE Committee. This is not a problem that has already arisen but an expectation the committee felt was important to communicate at this time, as some classes are nearing the end of the curriculum that had been selected just before Iris's arrival at UUCC. Iris offered to start presenting her monthly Children's Chapel lessons to the committee as well.

Emily and Mary Lou asked for Iris's feedback for the RE committee as well. Iris would like for us to do what we can to urge better attendance at committee meetings and participation in the program from all (rather than only some) members of the committee, and Emily and Mary Lou agree. Emily and Mary Lou will also communicate the plan for Iris's response time for emails to the committee, Nicky, and appropriate others. (Plan to be communicated: Anyone who needs to reach Iris for an urgent or time sensitive matter could mark an email "urgent" but should call or text her. While Iris may not always be immediately available, she will return calls and reply to texts as soon as she is available and will reply to all emails when she next has scheduled office hours.) Iris would like to have a committee retreat this winter, now that we know each other and how we work together better than we did at our summer retreat. She would like us to use tools she brought back from her recent conference to build community within our committee and to spend time working on developing our shared vision and goals for RE.



# UUCC

## DECEMBER 2018 MINISTERS REPORT

### ROD HARRISON

On Page 2 of this summary, I have included a spreadsheet that shows the amount of time that I spent each day on various activities that fall into six categories. If there were only typical activities on a day, I did not explain what I did in the last column, **Notable Activities**. As you can see from the bottom line, in December I averaged 33.3 hours per week, which is about what my part-time status justifies. The hours were a little light due to Christmas and New Years holidays.

UUCC had its fair share of holiday services. One might wonder whether there were too many, but most all were very well attended.

Through the three months that I have served as the contract minister, I have maintained office hours. During that time I have had appointments, but there has not been a single person drop by to take advantage of those office hours. Due to that I am restructuring my office hours. Because I live a 25 minute drive away (if there isn't heavy traffic) I need to take advantage of the times I am coming to the church for various meetings, and spend some time in the office then. Going forward, I will often come in early or stay late when I am at the church.

Thank you for the opportunity to serve this congregation.

Warm regards,  
*Rod Harrison*

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