

UUCB Board of Trustees

May 28, 2020

6:15 pm

Attendees: Chen Zhang, Mandy Goheen, Mandy Cowley, Amanda Schuber, Emily Sartain, Jon Littlefield, David Benn, Roger Davis, Wendy Sapp, Lynna Ruth Standridge

Opening Words/Chalice Lighting: Chen

Check-In

New Slate of Officers presented

Amy Kussmans, VP of Resources

Rodger Miller, Treasurer Elect

President Elect: Emily Sartain

Passed Unanimously

Slate of Members for Nominating and Leadership Committee

Rich Dwyer

Judith Gallagher

Passed Unanimously

Motion to stop paying Nursery Workers after June: motion by Chen, seconded by LR, unanimously passed

LR presented budget.

Revisions proposed to remove \$1000 in contingency and \$6400 from Nursery

Dave Benn moves to present revised budget at congregational meeting, Emily Sartain seconds

Passed unanimously

Dave Benn moves the day time Small Group be allowed to meet outside on church grounds, with the following caveats: bring own chairs, social distance, wear masks, and not enter the building.

Lynna Ruth Standridge seconds, unanimously passed

Next Regular Meeting: June 16, 2020, 6:15-8:15 pm

- Opening and Closing Words: Wendy Sapp

Check Out

UUCC Board of Trustees

May 19, 2020

6:15 pm

Attendees: Chen Zhang, Mandy Goheen, Mandy Cowley, Amanda Schuber, Emily Sartain, Jon Littlefield, David Benn, Roger Davis, Wendy Sapp, Lynna Ruth Standridge, Christian Horvath, Nicky Ozbek

Opening Words/Chalice Lighting: Roger Davis

- a. What word or image stays with you from this passage?
- b. How does this passage touch you personally?
- c. How might this passage inform our work this evening?

Check-In

Read Covenant

Consent Items: All consent items passed unanimously

- Minutes
- Treasurer's Report
- Vice President's Report
 - Outreach
- Staff Reports
 - Minister
 - Intern Minister of Religious Education
 - Music Director

Decision/Discussion Items

- Personnel Manual-submitted for approval, by Lynna Ruth Standridge, seconded by Roger Davis. Passed: 5 in favor 1 abstain
- Charge to personnel committee to make recommendations on paid leave and other items they identify as needing improvement, Moved by Emily Sartain, seconded by Dave Benn, passed unanimously
- Annual Meeting

- Date: Motion to hold annual meeting on June 14th by Chen Zhang, seconded by Emily Sartain, passed unanimously
- Delegates-will be voted on at special board meeting
- Task force to develop procedure for remote voting--Chen Zhang, John Littlefield, and Mandy Cowley

Informational Items:

- Repairing alarm system-\$500 deductible
- Update on Stewardship:
- Update on Payroll Protection Loan

Decision Item

- Church building re-opening
 - UUCC accepts the UUA recommendations to plan for virtual church activities through May, 2021 and will periodically review if and when it is appropriate and safe to begin phasing in in person meetings. Motion: Lynna Ruth Standridge, Second: Roger Davis, passed unanimously
 - United Church of God may not resume in-person meetings at UUCC until further notice. UUCC will return the 50% rent payments for April and May. Motion by Emily Sartain, seconded by Chen Zhang, passed unanimously
 - Other renters-postponed until next meeting
 - Cleaning crews-postponed until next meeting
 - Child care workers-postponed until next meeting

Special Board Meeting to approve budget, slate of officers, slate of nominating committee, GA delegates,

- Date and Time: Friday, May 29 at 6:15 pm
- Opening and closing words: Chen Zhang

Evaluation of Rev Mandy Goheen: discussion postponed

Next Regular Meeting: June 16, 2020, 6:15-8:15 pm

- Opening and Closing Words: Wendy Sapp

Check Out

Closing:

Minister's Report to the Board of Trustees for Month

Rev Mandy Goheen

5-16-2020

With this report, I will be using the categories in Fulfilling the Call (book in my office if you want to take a peek) that corresponds to the Preliminary Fellowship Evaluation, which will need to be turned in by **July 1 of 2020**. This report will be shared with the Board and Committee on (Shared) Ministry monthly as a tool for evaluation.

1. Health of the Congregation This category is not on the evaluation but will add context to the report.

Despite the COVID-19 pandemic, I feel like the overall health of our congregation is thriving in new ways. I am pleased with the deepening connection with small groups and their willingness to reach out to others. My approach to business as usual operations of the church seems to be paying off.

2. Worship and Rites of Passage *Knows how to prepare holistic, inclusive worship and rituals for life passages; Demonstrates awareness of multicultural and multigenerational approaches to worship; Prepares and delivers engaging sermons, homilies, and reflections; Works collaboratively with professional colleagues and lay worship leaders; Uses arts to create multisensory worship; Integrates theological theory and practice.*

This month I have had an opportunity to connect volunteers to different elements of worship. Jennifer has enthusiastically taken on tasks of editing and posting videos of hymns and special music to our worship service.

I have coordinated with Wowzers & Social Justice to bring a variety of worship opportunities to our community on ZOOM. I have also connected with colleagues to determine what is working for them and used those lessons to enhance our worship experience.

My deepest concerns at this time are how to support Jennifer and the evolution of the UUC music program and continuing to offer meaningful opportunities for worship.

3. Pastoral Care and Presence *Can provide pastoral care, recognizing differences between pastoral and therapeutic counseling; Demonstrates healthy personal boundaries and knowledge of professional ethics; Has awareness and skills to respond appropriately to sexuality, mental*

health, end of life, and relationship concerns; Understands cultural and generational needs in pastoral care.

I have been checking in with people on the phone, zoom, and email. I will continue to have ministers brown bag lunch weekly and attend other casual zoom gatherings like Coffee Hour and dinner on Wednesdays. It seems like a variety of one time visitors come to those meetings as well as “regulars.”

I have had several people reach out to me for care but the majority of issues I am hearing second hand, trying to anticipate, or hearing through the grapevine. One very interesting question has come up, “why is it so hard for UUs to ask for help?” Why do we oftentimes decenter ourselves so much that the needs of others seem more important than our own? I do not have answers to this question but much curiosity surrounding it.

4. Spiritual Development for Self and Others *Models spiritual depth in personal practice; Articulates philosophies and theories of teaching and learning; Models accountable engagement with diverse spiritual traditions and communities; Demonstrates understanding of multi-religious knowledge and practices.*

I am enjoying spiritual direction and my own spiritual practice of meditation lately. One of my plans for summer is to start a meditation and discussion group weekly. I would also like to explore offering spiritual practice and theology workshops monthly to align with our monthly worship theme.

5. Social Justice in the Public Square *Is engaged with critical justice issues in the local community and in the larger world; Can apply the lens of power and privilege in the areas of antiracism, anti-oppression, and multiculturalism; Understands basics of community organizing and value of broad-based coalitions; Connects the history of UU justice engagement to the present*

I continue struggling to find my stride in this area which is weird because that was the focus of my former position. My goal is to more deeply engage in the following three organizations/campaigns: UU the Vote, Moms Demand Action, and the Poor Peoples Campaign. My deep desire is to have this engagement to support our Social Justice Committee and to begin UUCS in some direct community action.

At this time I recognize the way we proceed during COVID-19 warrants a good understanding of power and privilege. It seems like my commitment to our values is continually being tested by the world around us from the products we buy, how we gather, who we support and how we relate to the world.

6. Administration *Is prepared to manage staff and volunteers; Has a basic understanding of budgets, stewardship, and fundraising (and the theology thereof); Understands role as a minister within a mission-based institution; Articulates understanding of conflict management and obstacles to healthy organizational functioning.*

Weekly meetings with staff and the board president are priceless for current administrative tasks.

I requested that we explore text giving to increase the ease of weekly collection and share the plate. Mandy and Lynna Ruth have not only explored this option but implemented it with the help of the Finance Committee this month. We will give it a few months to judge it's effectiveness. This is an addition to our ways to give that are already in place.

The stewardship campaign has been a source of pride. It has been exciting to see the enthusiasm and generosity of our community as it prepares for the coming year. We are beginning to reach out to individuals who have not pledged yet.

I have been brainstorming fundraising in the coming year with a lens for innovation and engagement in very new ways. I am also looking at our budget with fresh eyes and trying to predict what will and will not be needed in the coming months.

7. Serves the Larger Unitarian Universalist Faith *Collaborates with Unitarian Universalist and interfaith colleagues, including other religious professionals; Articulates historical influence of Christianity on North American culture, including Unitarian Universalism, Engages with Unitarian Universalism at the local, regional, national, and global levels; Articulates knowledge of current initiatives and issues within the faith movement; Demonstrates knowledge of UU history and polity; Contributes to on-going scholarship and support of professional ministry.*

I am encouraging as many people as possible to attend the General Assembly this year virtually. This is a great opportunity for us to become more deeply engaged in the larger denomination. I hope to take advantage of increased opportunity to connect with UU the Vote and other justice issues.

8. Leads the Faith into the Future *Experiments with emerging media technology; Articulates a vision for the future, assessing opportunities and challenges for Unitarian Universalism in a changing society; Explores new generational and multicultural expressions of Unitarian Universalism.*

As I said in last months report this is currently connected to all we do at UUCC! As we master new technology I am hopeful that it will open us up to trying even more platforms. I think communication is critical at this time and have been working hard to amplify it.

9. Progress on mission and vision

The mission and vision of UUCC are at the heart of our church and how I make my choices regarding leadership. There has been a particular focus on youth religious education and to creating a clearer pathway to membership by Amanda this month.

10. Gratitude -

Lynna Ruth S. has taken an amazing initiative to care for the financial stability of our church!

Dave B. has been a priceless asset to our community in the past months working on getting us a new security system and maintaining the property.

Wendy S. for her thoughtful leadership in many many areas.

All the support I have received regarding my father's progressing illness.

When I think of the staff, volunteers, and leaders at UUCC I am inspired everyday! I feel so much gratitude for our community and the work we do in our shared ministry.

Intern Ministers Report, May 18th - Amanda Schuber

The answer is 42; don't forget your towel, and has anyone seen my babble fish? "Hitchhiker's Guide to the Galaxy"

Religious Education is moving in a forward progression, navigating and reassessing needs and the ability of staff and volunteers to meet those needs in a virtual world. We continue to look long range developing a three/four year cycle for curriculum, and brainstorming ways in which we can keep the children and youth engaged while physically distancing.

On May 16th, RE held a teacher training that had 2 new prospective teachers/aides and many of our current teachers and aides present. A big thank you to Wendy for her assistance! The recording had some challenges, but I will be working with new software to clean up the video so that we can now have an on-demand teacher training video followed by a chat with the DRE or the Chair of the Committee in order to facilitate teacher recruitment.

RE will be putting out a survey to the parents to determine the best ways that we can continue to engage our families at a distance. We will also be launching RE registration starting next week.

The committee will meet Wednesday, May 19th to review the Boards recommendations from the May 18th meeting to assess next steps.

Pastoral Care: I have had many encounters the last two weeks that developed into pastoral care conversations. Over all the direction of those conversations has been around a general feeling of sadness and frustration with feeling like there is "end date" on the virus. In general

though, the congregation continues to display amazing resiliency and deep commitment to community.

Preaching: After some wild technical difficulties on Sunday morning, the decision was made to move worship to Monday evening. While attendance was down (understandably) my first pulpit in Chattanooga was well received and joy to deliver.

Internship: My internship committee held its second meeting this month, and I couldn't feel more supported and loved. I'm deeply grateful for the gift of this committee towards my formation. Their encouragement is for me to remember self care and spiritual development/practice as part of my ministry. They have begun work on my six month evaluation to be completed in June.

We are now nearly half way through my Internship year with UUC, and I am everyday blown away by the opportunities that I have been given to learn, grow and deepen my ministry. These are uncharted waters that we are trending in and it often can feel like we are in another world. I remain ever grateful for the steadfast leadership of the Board, Rev. Mandy and Mandy C., who all continue to provide wonderful embodied leadership with a heart.

Music Director's Report to the Board

May 18, 2020

Jennifer Arbogast Wilson

1. Congregational songs for the Zoom services

When we first transitioned to online services, we began with exclusively using videos from the web, mainly videos from YouTube. As it became clear that our virtual services would continue longer, we transitioned into utilizing videos of me playing and singing the hymns from our Singing the Living Tradition and Singing the Journey hymnals. I use iMovie to input lyrics and have been uploading them into unlisted YouTube videos.

We are limited on what hymns we can use based on which hymns the UUA owns licensing to broadcast and which hymns are in the public domain. We are able to utilize approximately half of the hymns in the hymnals.

Eventually, I will create a google doc with links to the videos so that we essentially end up with a library of virtual hymns.

2. Special Music for the Zoom services

In the virtual services, we have had special music from myself, Jonathan Wilson, the Duncan/Horvath family, Tropic sol, Alison Hanna (a new addition to our congregation who I believe began attending when we transitioned to Zoom), and this Sunday we will hear from Dylan Kussman. If we continue to have virtual services, I will continue to reach out to musicians within the church to offer up special music. Depending on the board's decision of how long we continue in a virtual format, I might use remaining funds in the music budget to support independent musical artists who are struggling in these uncertain times and ask them to record a song for the church services. I know many freelance musicians are struggling through this as most arts organizations have announced closures through labor day.

3. UUCC Choir and uncertainty

With a heavy heart, I must report that leading experts are saying that choral singing is likely to be on hold for 1-2 years, unless a vaccine is developed or something else changes radically. Research is proving that the breath support used for singing creates an aerosolization that is six times more powerful than regular speech. There are a lot of videos and written research becoming available about singing and music in these times, but the one most of the music community has been discussing is a 2.5 hour webinar available on YouTube that was coordinated by the National Association for Teachers of Singing (NATS), American Choral Director's Association (ACDA), Chorus America, Barbershop Harmony Society, and Performing Arts Medical Association (PAMA). The webinar states what I already said above, and calls singers "super spreaders." It says that masks and spacing do not protect singers from contagion. It's a sobering discussion, and very disheartening for me to hear as a music teacher and as the music director at UUCC. It opens the questions of how we proceed when we do return to in-person church. Congregational singing could prove to be very dangerous, and the choir rehearsing seems to be not feasible for the near term future, based on the research being presented. I am committed to the safety of all of our congregants and of our choir members, but remain open and hopeful that as the research continues to develop, we may find ways to return to singing together soon. If you are interested in the lengthy webinar I discussed above, here is a link:

<https://www.youtube.com/watch?v=DFI3GsVzj6Q&t=3s>

VP Outreach, submitted by Jon Littlefield

Communications: No report, we do not have a communications committee.

Membership: No report

Social Justice: (from Judy Gallagher): Big thing is we spent our budget :)....allocating to three local organizations, increasing our donation to Welcome Home because we did not get to have

their Share the Plate Sunday this year thanks to transitioning to zoom mtgs at the time. Will be interested to have a discussion I guess with how not meeting in person for services, could also translate to SJ activities for the coming year. There is of course online things we can like email legislators to advocate for various issues, etc. Let me know what the board thinks.

Minutes from the May 3, 2020 meeting are below.

Social Justice Meeting

Virtually!

Sunday, May 3, 2020

12:30 p.m.

1. Attending: Judith Pedersen – Benn, Dave Benn, Linda Park, Eric Gershman, Sandy Kurtz, Fred & Carol Shumaker, Judy Gallagher
2. Share the Plate Updates. To date, \$6,563.91 has been donated. Welcome Home did not have it's day to shine in April because of the transitioning to zoom services and the lock-down for Covid-19. (See below for compensation!). There are two more months: May 17: Chambliss Center (Sandy Kurtz); June 21: Second Life Chattanooga (Judith Pedersen-Benn.) Judy will put out a call to congregation for submissions of organizations to be considered for next year, then a survey monkey will be sent to SJ members to vote on the top 11 (12th is always the Benevolent Fund).
3. We quickly reviewed the year's activities

Pride Fest

MLK March

White Fragility Book Discussion

Earth Day Service

Monthly Postcard Writing

4. To Come:
~Social Justice Updates at services

FOUR MAIN ISSUES of FOCUS for 2020-21:

RACIAL:

~Jackson Rising Book Study. Sandy and Judith will pursue this project to partner with members of the black community.

~The Warmth of Other Suns...proposed book study by Melissa and Todd.

VOTING:

~ Continued reminders to get folks registered, then to polls. Encourage vote by mail, especially for those 60 and over. May 8 is first day ballots can be requested for August election.

GUN VIOLENCE PREVENTION:

~ Judy will monitor and share the work of Moms Demand Action. First up is working to not let the permitless carry bill pass the TN legislature. Will also share local and state candidates who receive Moms' Gun Sense Candidate distinction.

CLIMATE ACTION:

Sandy will continue to share and encourage others to get involved in the work of Tennessee Interfaith Power & Light. Sandy and Judith will work on action items related to the Green New Deal.

5. Budget: Spending it Down for 2019-20

Balance: \$1,044.66

Discussion on donating remaining funds to local organizations as budgeted, with slight modification to give more to Welcome Home because of the cancellation of their Share the Plate moment in April due to Covid-19 restructuring of church services.

Welcome Home: \$500

Community Bond Fund: \$250

TIPL (Tennessee Interfaith Power and Light) working on Climate Action: \$250

6. Next Meeting: Sunday, July 12, 12:30 p.m.....place TBD!

Treasurer's Report

April 2020

Balance Sheet (Assets and Liabilities)

- 1) We have a new checking account (1250) which corresponds to the Small Business Administration (SBA) Paycheck Protection Program (PPP) loan (\$20,000), a stimulus program provided by the federal government during the COVID-19 pandemic. We will transfer funds from the SBA PPP account to our regular checking to cover payroll (and possibly utilities) over the next eight weeks. The loan is 100% forgivable if we can demonstrate that we used the money for payroll, including retirement, and/or utilities, within eight weeks. The April 30th payroll has already been transferred to regular checking, leaving a balance in the SBA PPP checking of \$15,033.86.
- 2) Very Temporary (2350) shows the balance of the gift for the UCC Care Bags. To recap: a donor gave \$1,000 for the Care Bags for those in need, out of which was spent \$535.09, leaving \$464.91.
- 3) The change in the Fidelity T-Bills MoneyMarket account was so small (less than \$1.00) that I elected to wait until next month to enter it.

Income/Expense Statement (Incoming versus Outgoing Cash)

- 1) The current year pledges (Account 4030) were definitely lower for April: \$5,286.50. Nevertheless, we still have collected more pledge income (current year) than the year-to-date budget by \$7,872 (rounded). Compared to the same month last year, we are approximately \$15,934 lower this year than last year.
- 2) You might note a new income account – SBA PPP Loan (4625) – in the amount of \$20,000. See Item #1 under Balance Sheet for an explanation.
- 3) Total income for April = \$28,346.40, which includes the unbudgeted \$20,000 for the forgivable stimulus loan (4625). Total expenses for April = \$14,084.88. Excess income over expenses for the month (i.e., “gain”) shows \$14,261.52, which gives us a year-to-date “gain” (\$36,068.59). Without the SBA loan we would have shown a loss in April of -\$5,738.48.
- 4) Overall, it still appears we are doing well with handling expenses and that members and guests are contributing solidly.
- 5) Two new giving options through Vanco are now in place. We have a dedicated 10-digit number to which donors can Text-to-Give. Vanco also has an app for mobile phones, called GivePlus, which allows donors to locate our church via name or zip code and donate over their mobile phones. Both are very easy to use.

Endowment

The Endowment Fund had regained a bit -- \$91,669.81 (compared to \$86,236 at the end of March). This is due to the market gyrations relative to the coronavirus pandemic.

Fidelity T-bills

The total on April 30, 2020, was essentially the same as on March 31, \$60,087. The balance includes the Duncan portion (\$15,000, which matures May 14, 2020) plus two T-bills of \$22,000 each (which mature in August, 2020), plus the cash account of \$1,087. Fidelity has informed us that some governmental vehicles are now paying 0% or even negative amounts. We were fortunate to lock these T-bills in before all the market volatility developed.

FINANCE COMMITTEE MINUTES

May 7, 2020

MINUTES

Present via Zoom:

Daidee Springer, David Reed, Rev. Mandy Goheen, George Helton, David Benn, Lynna Ruth Standridge, Bill Derrickson, and Christian Horvath (Scribe)

We met via Zoom, an internet-based conferencing application, due to stay-at-home orders during the coronavirus pandemic.

Chalice Lighting and Reading: George gave an opening reading from a NYTimes article about an Interview with Doug Seidmann and the chalice was lit at approximately 6:35 pm.

Reports by Acclamation:

Minutes from March FC meeting

Minutes of the April 9 2020, FC meeting were praised and approved by acclamation, with thanks to Lynna Ruth.

April Financial Reports

- Lynna Ruth explained the 3 ways of online/text giving with the text-to-donate starting last Sunday.
- The SBA loan was added as a new bank account. April salaries were already taken out. The 20 t\$ SBA loan was also booked as income in the month of April 2020. Lynna Ruth expects that the 20 t\$ will be used up within 8 weeks.
- Sunday Giving is currently going into pledges and gifts and not into Sunday Offertory. **Request by acclamation to reclassify April Sunday online giving to Sunday Offertory>> Lynna Ruth will contact Mandy C. about it.**

April Financial reports are accepted by acclamation.

Old Business:

Security System

Current Proposal for new security system of \$3,929. \$500 would be covered by UUC. Insurance would cover the remainder of \$3,429. The monthly charge would increase by \$19, which would be offset by 2 landlines that we currently use and do not need any longer. A surge protector would be added to the system (\$170). The decision will be finalized in the next days. A check of 50% to Turner needs to be issued for installation before June 1, 2020.

Vanco (Text-to-Donate)

Giving through Vanco can be very easily accounted for in our accounting system by Mandy C. The new service includes the option to increase the giving by the charged credit card fee (fee is clearly displayed online).

Cell Tower

Bill will contact attorney John Pestle, an industry expert, about the continued phone calls by a Crown Castle representative urging us to accept their offer.

Stewardship Update

Lynna Ruth, Christian and Mandy C. will get together to follow up with about 24 households that pledged last year reminding those households to give through the website or resending the pledge package to them.

Endowment Committee Report:

The value of the endowment fund at the end of April regained a little (from \$86,236 in March to \$91,670 in April).

June Meeting

Date: Thursday, June 11, 6:30 pm

Chair: Daidee

Scribe: George

Readings: Lynna Ruth

Extinguishing the Chalice and Closing Reading: George closed the meeting with a reading from a NYTimes article about an Interview with Doug Seidmann and the chalice was extinguished at approximately 7:45pm

Respectfully submitted,

Christian Horvath, Scribe