

UUCC Board of Trustees  
December 15, 2020  
6:15 pm

Attendees: Chen Zhang, Roger Davis, Mandy Cowley, Mandy Goheen, Wendy Sapp, Emily Sar, Rodger Miller, Amy Kussman, Jon Littlefield, Amanda Schuber

Opening Words/Chalice Lighting: Wendy Sapp

- 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 the [Board Covenant](#)

Consent Items:

- Minutes
- Treasurer's Report: John Motion: Remove salary numbers; Second: Christian; Vote: Unanimous
- VP Reports
- Staff Reports

Decision Items:

- The FC requests for approval of the budget overshooting of Credit Card/Pay Pal Charges (6506) which will be mostly compensated by the budget for Vanco Fees (6506-999). Total YTD amount for these two positions is \$307.09 and the YTD budget \$250 >> expected net budget overshooting of \$130 for the full year. This is driven by increased online/text giving due to Covid-19.
  - Motion: Emily moves to approve increase budget of \$130 for Vanco fees
  - Second: Christian seconds
  - Amendment (if any):
  - Amendment Second (If any):
  - Vote Count: Unanimous

Information Items:

- Stewardship campaign starting soon, need a champion suggestion

Strategic Planning (60 minutes)

- Notes slides:  
<https://docs.google.com/presentation/d/1jluBq7nqW0HHmEZZgC8wPfXBb1C0km1uZQaOM2ybYZg/edit?usp=sharing>
- Review Vision Goals (10 minutes)
- Review Strengths/Opportunities/Aspirations/Results (10 minutes)
- Vision Goal prioritization (20 minutes)
  - How well have we accomplished this vision?
  - What gaps do we have right now?

#### Board + Rev. Mandy Only Decision Item

- Approve Interim DRE contract for Amanda Schuber
  - Motion: Jon makes motion to approve letter of agreement at salary recommendation; Second: Amy; Vote: 5 Yay; Abstain: Emily
  - The Religious Education Committee, Personnel Committee, and Finance Committee jointly propose to hire Amanda Schuber as part-time DRE and part-time Technical Support as outlined in the employment agreement and job description.
  - Second:
  - Amendment (if any):
  - Amendment Second (If any):
  - Vote Count:

#### Check Out

Closing Words/Chalice Extinguishing: Wendy to do Opening and Closing Words

**Closing Words next time: Roger Davis**

## **December VP + Staff Reports**

VP Outreach: submitted by Jon Littlefield

Communications: no report

Membership: no report

Social Justice: (from Judy Gallagher): Judith Pedersen-Benn will be facilitating (with help) a book study and discussion group around the book: "My Grandmother's Hands: Racialized Trauma and the Pathway to Mending OUR Hearts and Bodies" by Resmaa Menakem. The Group is being sponsored by the Unitarian Universalist Church of Chattanooga's Social Justice Team. Its open to anyone who would like to explore the issue of race and trauma in the U.S. First Discussion Group is Sunday, January 3d from 2:00-4:00 pm.

### **Music Director Report - Jennifer Wilson**

Probably the biggest item to update on in music is the virtual choir. It has been a technological struggle for several of our choir members, and a few are still trying. Out of the seventeen that committed, 7 submitted videos, plus Jonathan and I makes 9 videos. Christian also was able to get Sebastian to submit a video, which brings us to a round 10 videos! There are 3 folks still working on technology kinks, and I'm hoping to still receive videos from them, but I'm not sure if I'll be able to get them in time. I think it will be a decent product, and I am still excited to see how it turns out, and am so grateful to the folks who participated. I am not entirely sure that this is a venture we should repeat, as I've gotten more emails of frustration and disappointment from folks not able to figure out how to work the multiple technology items together than I have gotten excited submissions. I hate to be causing some of our more established choir members the frustration that I know this has caused.

The only other real update is that the virtual library of hymn videos has now broken 50 video options! There are now 52 total hymn selections available to be used in services by us and the other churches that the staff has shared the link with. I plan to keep adding to it as I am able, though I must confess that at 5 months pregnant, my voice simply doesn't have the endurance it normally does, so it's a bit of a slower project than I intended it to be!

### **Intern Minister Report - Amanda Schubert**

Well here we are, the last official Intern Minister Board Report! What a quick and strange year it has been. When I joined you nearly 12 months ago, no one could have predicted what lay ahead. As far as Internship Years go, I think this one will rank pretty high on the "holy wow, we did what?" Boy did we do a lot though; figuring out how to not only do church online, but DO

COMMUNITY online, we established a cooperative program for our children and youth to ensure that they have the opportunity to connect and grow within our faith, we put on some pretty wonderful Sunday Services, offered multiple adult RE classes, learned that tech IS a four letter word sometimes, and most of all created a welcoming space that has not only survived under the most unusual of situations, but is actually thriving.

It has been my honor to serve as your first Ministerial Intern! I sincerely hope that the Board will move in the next few years to designate yourselves as a teaching congregation, and work with other Ministerial students as they discern their path to ministry. As for me, I look forward to moving into a new role as your Interim DRE, and have already begun planning with the RE Committee what our eventual return to in person space could look like. Thank you for this opportunity, and for your investment in the future of our faith.

### **Treasurer's Report for December Board Meeting**

Unitarian Universalist Church of Chattanooga										
Income and Expense Statement										
Consolidated - Nov 30, 2020										
			Current Period	Year to Date (YTD)	YTD Prior Year	YTD Budget	YTD Budget %	Annual Budget	Annual Budget %	
<b>INCOME</b>										
PLEDGES & OFFERTORY	4020		7,148.67	81,244.44	76,827.64	57,028.35	142%	134,768.00	60%	
GIFTS	4051		308.50	19,141.75	4,591.38	833.35	2297%	2,000.00	957%	
FUNDRAISERS	4100		0.00	0.00	0.00	2,083.35	0%	5,000.00	0%	
INTEREST INCOME	4500		3.70	36.84	669.21	275.00	13%	880.00	4%	
MISCELLANEOUS INCOME	4600		30.20	54.27	643.73	25.00	217%	50.00	109%	
RENTS AND LEASES	4700		1,485.40	7,427.00	12,544.85	7,427.00	100%	19,677.28	38%	
<b>TOTAL INCOME</b>			<b>8,976.47</b>	<b>107,904.30</b>	<b>95,276.81</b>	<b>67,672.05</b>	<b>159%</b>	<b>162,375.28</b>	<b>66%</b>	
<b>EXPENSES</b>										
PERSONNEL EXPENSES	5010		11,625.58	59,274.14	60,362.21	59,273.68	100%	141,542.13	42%	
BOARD EXPENSES	6001		23.99	158.35	1,206.00	208.30	76%	500.00	32%	
PROGRAMS	6100		200.00	676.82	2,226.09	1,583.35	43%	3,800.00	18%	
RELIGIOUS EDUCATION	6200		104.05	289.94	1,733.00	2,291.70	13%	5,500.00	5%	
OPERATIONS	6300		972.44	5,686.56	13,785.63	11,587.90	49%	23,775.00	24%	
DENOMINATIONAL EXPENSES	7000		0.00	2,987.75	3,314.50	2,988.00	100%	11,951.00	25%	
<b>TOTAL EXPENSES</b>			<b>12,926.06</b>	<b>69,073.56</b>	<b>82,627.43</b>	<b>77,932.93</b>	<b>89%</b>	<b>187,068.13</b>	<b>37%</b>	
<b>SURPLUS/-DEFICIT</b>			<b>-\$3,949.59</b>	<b>\$38,830.74</b>	<b>\$12,649.38</b>	<b>-\$10,260.88</b>	<b>-378%</b>	<b>-\$24,692.85</b>	<b>-157%</b>	
<b>KEY DEVELOPMENTS</b>										
1. Pledges & Offertory decreased to \$7.1k and YTD pledges are \$24.2k higher than YTD budget.										
3. Personnel expenses are as planned. Program Expenses & Operations(6100-6300) are less than 1/2 of YTD budget and YTD last year.										
4. In November we faced our biggest deficit of -\$3.9k to date. On a YTD basis we still have a surplus of \$38.8k (vs. a YTD budget of -\$10.3k).										

## FC Proposals for Board Decision

The Finance Committee recommends that we set the DRE salary for the 4.5 months beginning in Mid-Jan at the amount listed in the Letter of Agreement (+Health Care, Retirement, Professional expenses). The Finance Committee expects that the additional expected costs of around \$3,800 can be covered by normal operational expenses (YTD surplus of 39 tUSD).

The FC requests for approval of the budget overshooting of Credit Card/Pay Pal Charges (6506) which will be mostly compensated by the budget for Vanco Fees (6506-999). Total YTD amount for these two positions is \$307.09 and the YTD budget \$250 >> expected net budget overshooting of \$130 for the full year. This is driven by increased online/text giving due to Covid-19.

Minister's Report to the Board of Trustees for Month

Rev Mandy Goheen

December 15, 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.

- **Health of the Congregation** This category is not on the evaluation but will add context to the report.
  - COVID response
  - Consistent check-in with congregants
  - Conducted Membership 101 for visitors
  - Members are feeling empowered to create a community (coat drive, book discussion, Vinyl Cafe, etc)
  - Collaboration on a survey with Cmte on Shared Ministry and Stewardship to get a more in-depth understanding of the health of the congregation
- **Worship and Rites of Passage**
  - Successful & productive WoWzers retreat
  - Professionalization of tech position
  - Recruitment of new WoWzers members through Shared Pulpit class
  - Streamlined the worship services by pre-recording elements and inviting members to facilitate components of service (chalice lighting, the story for all ages, etc)
- **Pastoral Care and Presence**
  - Increased trust with the congregation
  - Completed class on congregational trauma
  - Post-graduate work in Bowen System Theory
- **Spiritual Development for Self and Others**
  - Shared Pulpit Class created opportunities to fill the pulpit in the coming year with our members who are not on the WoWzers Cmte.
  - In-depth exploration of family history and family tree with academic advisor, Rev. Jake Morril
  - Strongly encouraged Intern Minister to take a silent retreat
- **Social Justice in the Public Square**
  - Identified a new mentor by asking past mentor for referrals
  - Attended "Fridays on the Corners"
  - Spoke at the Poor People's Campaign Rally

- Continued building connections with other local congregations
- **Administration**
  - Worked with Personnel Cmte to hire an Interim DRE
  - Worked to create a Bylaws Review Task Force
  - Regular meetings with Presidents' Council
  - Designed and collaborated with leaders on a successful board retreat
  - Stronger delegation and empowering congregants to do the work of the church
- **Serves the Larger Unitarian Universalist Faith**
  - Completed Leadership Development Training through the Southern Region
  - First UUCC collaborative RE Pageant
  - Began first steps of submission of a book to Skinner House
- **Leads the Faith into the Future**
  - Began the Internship Theological Reflection with Oak Ridge UU
  - Met regularly with Intern Minister for continued development
- **Progress on mission and vision** This category is not on the evaluation but will add context to the report.
  - Launched trial of Discord to build deeper connections with congregants
- **Gratitude - Three cheers for the UUCC staff!**