

UCC Board of Trustees  
March 16, 2021  
6:15 pm

Attendees: Chen Zhang, Wendy Sapp, Rodger Miller, Mandy Cowley, Mandy Goheen, Amy Kussman, Jon Littlefield, Christian Horvath, Roger Davis

Opening Words/Chalice Lighting: Wendy

- 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: approved unanimously

- Minutes
- Treasurer's Report:
- VP Reports
- Staff Reports

Decision Items:

- EMAIL Motion: Safe Return
  - Motion: Jon, **Move to Phase 3 from Phase 1**
  - Second: Roger
  - Amendment (if any):
  - Amendment Second (If any):
  - Vote Count: 6 For; 0 Against; 0 Abstain
- EMAIL Motion: Secure Round 2 of PPP Loan
  - Motion: Christian, **UCC authorizes the application for a Payroll Protection Loan #2 (PPP#2).**
  - Second: Amy
  - Amendment (if any):
  - Amendment Second (If any):
  - Vote Count: 6 For; 0 Against; 0 Abstain
- Endowment
  - Motion: Jon, "The Board directs all otherwise-unencumbered legacy gifts to the Endowment Fund. If a donor specifies a use or stipulation for that gift, then the gift goes to the General Fund to carry out the directive."

- Second: Christian
- Amendment (if any):
- Amendment Second (If any):
- Vote Count: Unanimous Pass
- Budget Approval
- Motion: Christian, "Finance Committee asks the Board's approval to exceed the budgeted cost for exterminator service by \$210 for the fiscal year. We budgeted \$210 but the actual cost is \$420. There is no change in the actual cost, just a simple mistake in putting the accurate cost in the budget."
- Second: Jon
- Amendment (if any):
- Vote: Motion Passed unanimously

#### Break

- [Strategic Plan Review](#)
  - Motion: Chen: Pass this strategic plan, adjust prioritization as needed
  - Second: Jon
  - Amendment (if any):
  - Amendment Second (If any):
  - Vote Count: Unanimously Passed

#### Information Items:

- Children's Chapel and Upper Elementary  
<https://www.signupgenius.com/go/70a0545aaad2ea02-advisor>
- Transition Taskforce

#### Check Out

Closing Words/Chalice Extinguishing:

**Closing Words next time: Emily**

## March Staff & VP Reports:

### Endowment Decision Information:

1. The endowment fund represents the long-run future and emergency funding for the church. This long-run focus is consistent with the nature of legacy gifts, as they represent a portion of the lifetime financial achievement of the donor.
2. While the endowment fund has in the past used the option of making announcements (such as fundraising or promotional efforts) either live or in the newsletter and bulletin, we have been very careful about making those announcements in a way that will conflict with any capital or stewardship campaign. Hence the endowment fund does not have a consistent way to attract donations that doesn't conflict with other fundraising efforts of the church.
3. Legacy gifts are typically not expected, so aren't included in the budgeting process of the church. As such, they represent a financial windfall.
4. Discussing legacy gifts on a case-by-case basis shortly after someone's death is uncomfortable, as the recent case demonstrated. Having different committees fighting for money in such a situation is particularly uncomfortable. Having a policy in place would make clear what would happen to the donation without this discomfort.
5. There is a mechanism for the endowment committee (1) to make an annual transfer to the general fund of the church and (2) to make an emergency transfer at any time if a catastrophic event takes place. But there is no mechanism for the general fund to make a transfer to the endowment.

### VP Resources-Amy Kussman

1. I reached out to staff to let them know we will be moving to PHASE 3 (***PHASE 3: (ORANGE, with agreement from the board that it is safe to integrate these events) Outdoor staff-led event with more than 10 people. Limited indoor staff-led events with up to 10 people. Outdoor lay-led groups with reservation up to 10 people at a time.***), and what were their concerns.
  - a. My only response with a concern, was from Mandy C. She mentioned this: "My only request, which I already relayed to Rev. Mandy, is that we find a new cleaning vendor. If folks are going to be inside the building, we have a responsibility to have it cleaned regularly. Our previous vendor closed her business at the start of the pandemic so we will need to find a new one." This is a high priority concern, and I'd like to help put our staffs' minds at ease, by helping move this along.

- b. It is unclear at this time if it is up to me, Mandy C or Rev Mandy to enlist a new vendor. I am happy to help assist, but perhaps there are folks that know more about this process (Dave B, etc).

VP--Outreach Jon Littlefield

Membership: Looking for a committee chair

Social Justice: (from Judy)

Meeting Sunday, March 14:

Small group today, not much to discuss. But FYI a few of us did attend the Bloody Sunday memorial on Walnut Street bridge, commemorating John Lewis and others attempted march for voting rights in Selma. A nice discussion 3/1 on the movie Driving While Black. About 15 or so folks showed up via zoom. We hope to do more movies in the near future. Earth Day plans are underway. We've purchased tree seedlings for both RE April packets and for members to pick up at UUCC....date TBD. Participating in our Howard School food drive. Next meeting is April 11!

## Treasurer's Report for BOM (Feb 28, 2021)

Unitarian Universalist Church of Chattanooga										
Income and Expense Statement										
Consolidated - Feb 28, 2021										
			Current Period	Year to Date (YTD)	YTD Prior Year	YTD Budget	YTD Budget %	Annual Budget	Annual Budget %	
<b>INCOME</b>										
PLEDGES & OFFERTORY	✓	4020	16,954.67	139,714.11	125,090.98	90,345.36	155%	134,768.00	104%	
GIFTS	✓	4051	285.00	19,789.50	9,631.36	1,333.36	1484%	2,000.00	989%	
FUNDRAISERS	✓	4100	0.00	0.00	1,348.31	3,333.36	0%	5,000.00	0%	
INTEREST & MISC.	✓	4500/4600	340.42	457.34	1,900.58	695.00	66%	930.00	49%	
RENTS AND LEASES	✓	4700	1,521.00	11,954.40	20,083.82	12,517.36	96%	19,677.28	61%	
<b>TOTAL INCOME</b>			<b>19,101.09</b>	<b>171,915.35</b>	<b>158,055.05</b>	<b>108,224.44</b>	<b>159%</b>	<b>162,375.28</b>	<b>106%</b>	
<b>EXPENSES</b>										
PERSONNEL EXPENSES	✓	5010	13,261.30	96,696.38	101,593.14	94,694.97	102%	141,542.13	68%	
BOARD EXPENSES	✓	6001	0.00	158.35	494.71	333.28	48%	500.00	32%	
PROGRAMS	✓	6100	320.00	1,189.73	3,911.94	2,533.36	47%	3,800.00	31%	
RELIGIOUS EDUCATION	✓	6200	82.88	614.14	2,309.91	3,666.72	17%	5,500.00	11%	
OPERATIONS	✓	6300	1,646.25	10,869.38	18,911.62	16,976.64	64%	23,775.00	46%	
DENOMINATIONAL EXPENSES	✓	7000	0.00	5,975.50	3,314.50	5,976.00	100%	11,951.00	50%	
<b>TOTAL EXPENSES</b>			<b>15,310.43</b>	<b>115,503.48</b>	<b>130,535.82</b>	<b>124,180.97</b>	<b>93%</b>	<b>187,068.13</b>	<b>62%</b>	
<b>SURPLUS/-DEFICIT</b>			<b>\$3,790.66</b>	<b>\$56,411.87</b>	<b>\$27,519.23</b>	<b>-\$15,956.53</b>	<b>-354%</b>	<b>-\$24,692.85</b>	<b>-228%</b>	
<b>KEY DEVELOPMENTS</b>										
1. Pledges & Offertory were at \$17.0k in February and YTD pledges are \$49.4k higher than YTD budget.										
2. Personnel expenses are at 102% of YTD budget. Programs & RE at 29% and Operations at 64% of YTD budget.										
3. Denominational Expenses will increase by 1.5% to \$12,133 next year (recent UUA Email).										
4. Surplus of \$3.8k in February. On a YTD basis our surplus increased to \$56.4k (vs. a YTD budget of -\$16.0k).										