

UUCB Board of Trustees

April 20, 2021

6:15 pm

Attendees: Chen Zhang, Christian Horvath, Jon Littlefield, Emily Sartrain, Rev Mandy Goheen, Mandy Cowley, Amy Kussman, Wendy Sapp, Rodger Miller, Amanda Schubert

Opening Words/Chalice Lighting: Emily Sartain

- 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: Unanimous Approval

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

Decision Items:

- Topic: Roof
 - Motion: Amy moves to replace the whole roof
 - Second: by Roger D.
 - Amendment (if any): Christian proposes Amy to work with remaining roofing companies, to be reviewed by Finance Committee.
 - Amendment Second (If any): Jon
 - Vote Count: Unanimous Approval
- Topic: Gas cost
 - Motion: Christian, "Finance Committee asks the Board's approval to exceed the budgeted cost for gas. We budgeted \$1,240 for the full year, but the actual cost after 9 months is \$1,267. Amy Kussmann and Dave Benn were informed to review whether further optimization of the thermostat is possible. "
 - Seconded: Jon
 - Vote: Unanimous Approval

Information Items:

- Congregation Meeting Planning
 - Date: June 13, 2021
 - Content
 - Candidates
 - Endowment Committee Charter
 - Strategy + Budget
 - Opportunities
 - Share information ahead of time
 - Connect Congregational Meeting with sermon
 - Board members as part of service
- Nominating Committee:
 - Board
 - President Elect
 - Treasurer Elect
 - VP Congregational Life
 - VP Religious Growth
 - Secretary
 - Delegates for GA, 3
 - Nominating Committee members, 3
- Finalized [Strategic Plan](#)
- Budget Setting for Finance Committee
 - How to think about it:
 - Transition
 - One-time investment
 - AV equipment
 -
 - Development
 - One-time investment
 -
 - Ongoing
 - What's the dream?
 - Hybrid Model
 - Operations - recurring fees
 - RE
 - RE Search Committee Budget
 - RE digital capacity investment
 - Resources
 - Playground improvements, accessible (Also RE)
 - Roof
 - Audio Visual
 - Member/Leadership Development
 - Training from UUA
 - Leadership retreat at the Mountain

- What's realistic?
- Personnel
 - Salary
 - Materials
 - Professional Development
- Programs
 - Committees Budget
 - Board Expenses
 -
- Operations
 - Taxes
 - Fees
- Facilities/Grounds
 - Building
 - Outdoors
 - Digital
- Next Steps
 - Assume full return
 - Follow up with Committees
 - Prioritize Capital Projects
- Board Email Addresses (To be sent in emails)

Check Out

Closing Words/Chalice Extinguishing: Emily Sartain

Closing Words next time: Roger Davis

April VP & Staff Reports

Resources VP-Amy Kussman: Roof Update-The Big Question: To replace completely or keep repairing.

First of all, Dave Benn has been an essential partner for me, in helping me meet up onsite with different roofing companies. Big thanks to him!

1. Monday, 4/12 Met with Langley Roofing. Tosh, on site. Dave and Tosh (roofer) walked around inside; noted that virtually all the leaks are around the edges of the roof. There are several new ones this year. Up top he showed me where the tarred liner edges are cracking and curling-up to let water in (the portico roof is younger and OK). This is happening at the base of the sky-lites as well, but not in the center of the roof where there are drains—just the edges. In some places the rubberized fabric is bulging as well and probably will deteriorate soon. From his perspective our options are: 1) reseal the edges, which would extend roof life a few years(?)—but no guarantees; 2) Redo the whole building roof (remove the fabric, clean up old tar, replace all).

2. Friday, 4/16. Met with Chattanooga Roofing Company, Ted, on site.

He is going to schedule a roof visit next week to “core” the existing roof. He needs to know what’s up there to be removed. He said the rubberized sheet was bubbling and cracking, and the whole roof had to go. Not worth tarring the edges and replacing squares. Dave asked about needing to lift the heating/cooling units. He said not really necessary, but if we wanted to replace a unit at the same time that would be a good idea. The original opening could be reconditioned and sealed for the new unit (note: if a new unit is a different size and was replaced later, the opening would have to be rearranged). The edges around the portico roof should be resealed; some are curling. His roofing system consists of sheets of acrylic cloth and sheeting that are screwed to the metal roof, then sealed with silicon. The guarantee is 20yrs. Then they can apply another coat of silicon good for another 20 yrs.

Some options:

- a. This has been going on for many years already: A UUCS crew could buy 5 gal of tar and reseal the edges. We can’t guarantee this would stop all the leaks and this fix would not last more than a year or three. (Dave+Amy+?)
- b. A professional crew could reseal all the edges. A guarantee probably does not come with this option, but this method would give us a few years if we wanted to fundraise. BUT, if we have to replace one or both heating/cooling units in the meantime, the roof would have to be resealed around the bases and the rest of the roof would certainly absorb a lot of wear and tear and then need to be replaced anyway.

- c. Replace the whole building roof (not the portico). This would involve removing the old rubber cloth, prepping all the edges and seams, making sure the drains work with the new roof, and retarring. I am waiting on the official estimates from both of the roofers, but the numbers they floated around were anywhere from 30-50,000 (again, this is not an official estimate).
3. If the heating/cooling units have to be lifted, why not replace the oldest one (on the sanctuary roof?) at the same time. I believe there is about \$14,000 that's been set aside for a bit now for this, according to the Finance Committee.

VP Outreach: Jon Littlefield

Membership committee: Still no chair for this committee.

Social Justice: (From Judy Gallager):

The group met last week (we've changed from third Sunday to 2nd). We mostly talked about the Earth Day service, which is tomorrow.

I've also written Christian for an update on the committee's budget balance and expense so far for the year so at our May meeting we can decide if we wish to make direct donations to any community groups. We're also putting out a call to the congregation for Share the Plate suggestions for 2021-22. The deadline for those to get to me will be the end of May.

Communications: Still no chair.

Audio-visual update: Gary Beale and I have been to the church to collect information about our current system, and have taken some initial steps in clearing out and organizing the sound booth. In addition to likely improvements on the electrical system (adding outlets and/or a separate circuit for A-V), networking upgrades, and improvements to the assistive listening system, we intend to propose three separate goals that can be accomplished either all at once or separately:

1. Upgrade the audio system
2. Set up a system for streaming video (such as youtube live)
3. Install televisions and communication devices in downstairs classrooms to allow for continued inter-church RE activities

Treasurer's Report for BOM (Mar 31, 2021)

Unitarian Universalist Church of Chattanooga										
Income and Expense Statement										
Consolidated - Mar 31, 2021										
			Current Period	Year to Date (YTD)	YTD Prior Year	YTD Budget	YTD Budget %	Annual Budget	Annual Budget %	
INCOME										
PLEDGES & OFFERTORY	4020		6,105.67	145,819.78	136,908.79	101,451.03	144%	134,768.00	108%	
GIFTS	4051		355.00	20,144.50	9,923.36	1,500.03	1343%	2,000.00	1007%	
FUNDRAISERS	4100		0.00	0.00	1,348.31	3,750.03	0%	5,000.00	0%	
INTEREST & MISC.	4500/4600		4.53	461.87	2,161.33	722.50	64%	930.00	50%	
RENTS AND LEASES	4700		1,521.00	13,475.40	22,711.22	14,294.84	94%	19,677.28	68%	
TOTAL INCOME			7,986.20	179,901.55	173,053.01	121,718.43	148%	162,375.28	111%	
EXPENSES										
PERSONNEL EXPENSES	5010		12,481.57	109,177.95	113,359.77	106,406.83	103%	141,542.13	77%	
BOARD EXPENSES	6001		0.00	158.35	538.32	374.94	42%	500.00	32%	
PROGRAMS	6100		104.68	1,294.41	4,169.85	2,850.03	45%	3,800.00	34%	
RELIGIOUS EDUCATION	6200		92.97	707.11	2,668.95	4,125.06	17%	5,500.00	13%	
OPERATIONS	6300		2,197.77	13,067.15	20,517.11	18,921.22	69%	23,775.00	55%	
DE NOMINATIONAL EXPENSES	7000		2,987.75	8,963.25	9,943.50	8,964.00	100%	11,951.00	75%	
TOTAL EXPENSES			17,864.74	133,368.22	151,197.50	141,642.08	94%	187,068.13	71%	
SURPLUS/DEFICIT			-\$9,878.54	\$46,533.33	\$21,855.51	-\$19,923.65	-234%	-\$24,692.85	-188%	
KEY DEVELOPMENTS										
1. Pledges & Offertory were down at \$6.1k in March. YTD pledges are \$44.4k higher than YTD budget.										
2. Personnel expenses are at 103% of YTD budget. Programs & RE at 29% and Operations at 69% of YTD budget.										
3. Quarterly Payments for UUA denominational contribution and bldg/liability-insurance added to the monthly deficit.										
4. Deficit of \$9.9k in March. On a YTD basis our surplus decreased to \$46.5k (vs. a YTD budget of -\$19.9k).										

UUCC Staff Board Report, April 2021

- Helped organize and launch stewardship campaign (Mandy C, Rev Mandy)
- Sent Flowers to Lynna Ruth for incredible dedication applying and getting PPP loan
- Hosted Membership 101 and started planning New Member Sunday (Mandy C, Rev Mandy)
- Continued discussing transition to multi-platform model
- Attended SUUMA Retreat (Rev. Mandy)
- Attended clean up at church (Rev Mandy)
- Started zoom sermons from UUCC (Rev Mandy)
- Jennifer did an amazing job on virtual choir and a Music Sunday
- Jennifer has saved her Sunday's off added to leave to take maternity leave April 19 – June 26, 2021
- One-on-one meetings with congregants for planning, membership, and pastoral care (Rev Mandy)

- Worked with MFC to get their approval regarding Amanda's employment and we have received their blessing (Rev Mandy, Amanda)
- Collaborated with Social Justice for Earth Day Service (Rev Mandy)

UUCC Staff Board Report, March 2021

- 6 new hymn videos added to virtual hymn library (Jennifer)
- Begin work on creating a database of the special music selections that have been used in virtual services (Jennifer)
- Virtual choir materials created and sent out (Jennifer)
- Began "The Welcome Table: Creating Inclusive Faith Communities" course through UUA's LeaderLab (Mandy C)
- Watched a webinar through UUAMP (Unitarian Universalist Association of Membership Professionals) entitled "From New Member to Committed Leader with Rev. Renee Ruchotzke" (Mandy C)
- Held Stuffy Sleepover (8 families had Stuffies present) HUGE success! (Amanda)
- Sent cards and letters to all children and youth enrolled in the last two years of RE, Parents also got a letter(Amanda).
- Published RE Family Newsletter (Amanda)
- Launched new Pick Up Pack (PUP) program. We've gotten a lot of wonderful feedback from this and will continue. We had 7 families participate for March, and expect at least that many for April. (Amanad)
- Published parent survey regarding summer and return programming. We've received data from 10 families so far. (Amanda)
- Prepared and presented RE worship service.(Amanda)