

UUCC Board of Trustees  
June 15, 2021  
6:15 pm

Attendees: Chen Zhang, Rev Mandy, Jon Littlefield, Amy Kussman, Emily Sartrain, John Standridge, Wendy Sapp, Rodger Miller, Judy Gallagher, Christian Horvath

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](#)

Email motions:

1. Approving Updates to Return to Church Policy based on current scientific understanding of COVID
  - a. Moved by Amy Kussman
  - b. Seconded by Jon Littlefield
  - c. Passed Unanimously on May 28, 2021
2. Moving church to phase 4/yellow of the re-opening plan
  - a. Moved by Jon Littlefield
  - b. Seconded by Christian Horvath
  - c. Passed Unanimously on June 2, 2021
3. Approve increased allocation of \$3000 to cover roof expense
  - a. Moved by Jon Littlefield
  - b. Seconded by Amy Kussman
  - c. Passed Unanimously on June 7, 2021

Consent Items: Unanimous Acceptance

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

Decision Items:

- Topic: Co-ordaining Pam Johnson

- Motion: Chen moves to accept Pam's request as Co-ordination from UUCC and TN Valley Unitarian Church in Knoxville, and install her as Community Minister at UUCC
- Second: Jon
- Amendment (if any):
- Amendment Second (If any):
- Vote Count: Unanimous Approval

Alternate Assessment Roger 1

Roger 1

Wendy 3

Emily 2

Amy 4

Jon 6

Christian 7

Rodger 5

Chen 8

Questions to be answered by Board Member:

Check Out

Closing Words/Chalice Extinguishing: Wendy Sapp

**Closing Words next time:**

## Board & Staff Reports

VP Outreach: Submitted by Jon Littlefield

Social Justice Committee: Judy will be stepping down as chair to join the board, and has requested committee members volunteer as the new social justice chair. The committee is currently deciding on organizations for Donate the Plate, renamed from Share the Plate to indicate that the entire collection is donated to the participating organization.

Membership: Jon Littlefield and Roger Davis will be taking over as co-chairs of the membership committee, along with Monique Lewis and hopefully another member or two. Our plan is to re-imagine what membership will look like using a CRM (customer relationship management) approach that will monitor the status of visitors, attendees, and member involvement in committees, as chairs, and as board members. Our hope is that we can develop mechanisms in the church to signal first-time attendance and that we can encourage a culture that “everyone in the church is on the membership committee” (everyone takes it upon themselves to step out of their comfort zones and interact with new people attending). We intend to carry out consistent publicity in a “pulsing” fashion (one daily 30-second WUTC announcement for one week per month) and will be using the dedicated \$1500 promotional budget to carry that out.

Audio-visual budget proposal status (from Gary Beale and myself): We presented the proposal below to the finance committee on Thursday, June 10. The infrastructure portion will be addressed by VP Resources, and feedback was given that additional committees and individuals should be engaged (e.g., the board, wowzers, Jennifer, and Amanda). Quite a bit of discussion involved how to decrease the cost of the video portion of the proposal. Finally, discussion involved coming up with a minimum viable product for the RE portion of the proposal. Gary and I are working on (1) engaging the additional committees and individuals, (2) searching for a lower cost, lower feature video alternative, and (3) proposing the testing of one RE classroom for concept testing of the zoom mechanism.

# Audio Visual Systems Upgrade

## Unitarian Universalist Church of Chattanooga

6/7/2021

Jon Littlefield

Gary Beale

### Overview

The world has changed a lot in the many years since UUCC's current Audio Visual ("A/V" ) equipment was purchased and installed. People's expectations for the quality and performance of the audio and visual systems have risen, and technology failures during services and otherwise are less tolerated. The congregation's goals for inclusiveness and technological accommodation have increased. The COVID-19 pandemic has dramatically demonstrated the need for a hybrid service using A/V tools to support both sanctuary and "virtual" services. Virtual RE capabilities are needed, as are more effective solutions for those requiring hearing assistance. New and better technological tools have become available and can be used to meet these greater needs and higher expectations, enabling congregants to capture the audio and visual works of art that technology alone cannot create. Long-standing infrastructure issues need to be addressed, and obsolete or minimally effective equipment needs to be replaced if UUCC hopes to meet the needs of congregants and provide an inclusive experience to visitors and members.

### Goals

1. Upgrade the electrical and data infrastructure in the building to support the proposed technology-centered solutions and reduce outages of technology systems.
2. Enable people who can't be present or don't wish to be physically present in the sanctuary to feel included in the worship service by providing a high quality virtual (streaming) based video service option, and a method for communicating (chat) with others who are viewing and/or monitoring the service.

3. Provide an outreach opportunity for people who are curious about UUCC by offering a nicely produced service online via streaming, or for consumption at another time.
4. Create an attractive online archive of services so that people may enjoy previous services, and understand what we have done in the past.
5. Provide people in the sanctuary with clear and pleasant high quality sound reinforcement incorporating all sources of program sound, and also feeding that sound to the A/V streaming system.
6. Improve or replace the Assistive Listening system to better include those who need such assistance.
7. Provide technologies to the RE classrooms that enable monitoring of the service and participation in distance learning RE activities.
8. Strive toward simplicity in all systems, while recognizing that technology is inherently complex, and that we are significantly increasing the scope of what our technology will do.

## Solutions

Five projects are required to address the above goals, though the first is a building infrastructure project that is needed whether the rest of the projects are addressed or not. Though there are some other interdependencies between the projects, each project could otherwise be addressed independently.

- 1) Address an electrical and some networking infrastructure issues within the church building.
- 2) Investigate the Assistive Listening system to improve reception on the southwest side of the sanctuary. If we are unable to improve the performance ourselves, engage a contractor to come repair or upgrade the system.
- 3) Procure video capture, management, streaming equipment and software to enable streaming of a nice representation of the weekly UUCC service to the Internet (YouTube), and to capture an archive of each service. Assure that all equipment is in good working condition and is supported by appropriate power and network infrastructure.
- 4) Upgrade the sanctuary sound reinforcement system to capture all sources of program material (sound), feed the A/V and Assisted Listening systems complete and high quality audio from the service, and provide a high level of audio fidelity to those in the sanctuary. Assure that all equipment is in good working condition and is supported by appropriate power and network infrastructure.
- 5) Procure a “smart” flat screen television for any classroom that does not currently have one, and mount them in the appropriate spot in each classroom. Procure a “Zoom capable” video streaming device for each classroom that will interface with the TVs.

Assure that all equipment is in good working condition and is supported by appropriate power and network infrastructure.

\*Please note that some minor sound system upgrades will be required in order to present a complete soundscape for the Assistive Listening and video streaming systems.

## **Solution Detail and Estimated Cost**

### **1) Address electrical and networking infrastructure needs in the building**

- a) Separate circuits for sanctuary projector and GFI outlets in kitchen (\$500-5,000)
- b) Upgrade broadband service to 1G (\$120/year) ?
- c) Hard wired network to A/V booth and add network switch (\$350)
- d) Upgrade main router to accommodate required traffic (\$400)
- e) Upgrade all WiFi devices to mesh or “access point” architecture (\$950)

**Estimated total cost, Infrastructure needs - \$ 5,020**

### **2) Investigate the Assistive Listening system, and engage a contractor if needed**

- a) The system works well on the southeast side of the sanctuary. Discover why its not working on the NE side and repair, or find a contractor to do so.

**Estimated total cost, Assistive Listening - Unknown**

### **3) Video capture, management, sanctuary display, and streaming equipment**

- a) “Gaming” type PC with 3x HDMI inputs and 2x HDMI outputs (\$2,000-3,000)
- b) OBS or WireCast software (\$0-500)
- c) 2x used Canon 1080P professional video cameras with mounts, remote zoom, cabling from UUCA (\$1,000)
- d) Uninterruptible power supply (UPS) for A/V equipment (\$100)
- e) Miscellaneous cables, adapters, etc. (\$700)
- f) Discord for live chat before/during/after services (free)

**Estimated total cost, Video Capture and Streaming - \$ 4,550.**

### **4) Sound reinforcement system**

- a) 2x Electrovoice ELX200 15” powered speakers (\$1,340)
- b) 1x Electrovoice powered subwoofer (\$1,090)
- c) 1x 16 channel mixer (\$600-1,600)
- d) 2x Sure SM58 microphones (\$220)

- e) Miscellaneous cables, adapters, flying hardware, etc. (\$400)

**Estimated total cost, Upgraded Sound Reinforcement - \$ 4,150.**

5) Smart TVs and “Portals” for classrooms

- a) 3x 50” smart TVs (\$1,300)
- b) 3x flat screen TV mounts (\$300)
- c) 4x Android or Apple Zoom capable tablets with HDMI-out capability (\$1,800)
- d) Miscellaneous cables, adapters, etc. (\$200)

**Estimated total cost, Smart TVs and portals for RE rooms - \$ 3,900.**

**Estimated cost for infrastructure projects - \$5,020**

**Estimated cost for Video, Audio and RE Portal projects - \$12,600\***

**Estimated total cost for all projects - \$17,620**

*\*Assistive Listening system repairs or upgrade costs unknown*

## Summary

It won't be possible for UUCC to provide inclusive, high quality virtual and in-person church services, or other uses for which the sanctuary might be employed, with the infrastructure and technology currently available in the church. The electrical circuit entanglement between the kitchen and the projector circuits must be addressed. The Assistive listening system needs to be fixed. If we want to produce nice looking services for online streaming we will need to procure equipment of reasonable quality. And if we want our sound system to meet the expectations of members and visitors we need to upgrade our equipment. These projects will provide the necessary tools that trained congregants can use to produce attractive and enjoyable content.

### Email from Rev Mandy

Beloved 2020-2021 Board Members -

Wow, what a year we have had together, well together might be pushing it. But you have been part of a historical moment in the history of UUCC! You have been the first and, goddess have mercy only, board in our history to have worked remotely. You took a year that could have been

a disaster or understandably do less and hit it out of the park! Wow am I proud of the UUCC board this year and it makes me so excited for what is to come. I am so inspired by the strategic plan you created this year and how much of it is already happening. Every one of you who is heading into the sunset shifted into leadership positions because of that plan. DO YOU KNOW HOW COOL THAT IS? None of you quit the board after burning out and then checking out of UUCC for a while. We are all going to need to take good care of Chen this year to make sure that doesn't happen to him!

I had previously announced that I would not be applying for renewal with the Ministerial Fellowship Committee this year. If you were listening on Sunday you know I changed my mind. In case you didn't catch why - they are offering an alternate assessment this year and we had a year worth our thoughtful reflection and review.

And when I am 100% honest as I like to be, It is a much easier eval than the traditional one and seems like a silly opportunity for me personally to pass up.

So what that means is tonight in the executive session we are going to work on it! Sound fun? I'm going to make it as easy as possible for us. Here is my plan

1. I will briefly report my outline of answers to each question with an opportunity to ask your own questions at the end of each question.
2. I can stay or go as you discuss how you would answer them as a board.
3. There are 8 questions so if each of you were responsible for one? I don't particularly care how you do it but there is no reason to write a novel!
4. I will share my completed written draft with you by Thursday, I am almost done.
5. This is due July 1st but my mentor needs to read it first.

And without further a due here are the questions to ponder for this evening:

1. In what ways did the pandemic impact your ministry setting?



2. How did this impact change the focus of your role (minister/CoM-MFT/Board-Supervisor) in the ministerial setting?

3. Which of the seven competencies (listed in the standard evaluation form on this page) required more attention, creativity, and innovation?

Worship and Rites of Passage

Pastoral Care and Presence

Spiritual Development for Self and Others

Social Justice in the Public Square

Administration

Serves the Larger Unitarian Universalist Faith

Leads the Faith into the Future

4. What strategies, adaptations, or learnings seemed successful? Which areas revealed the need for more knowledge, support, communication, coordination?

5. In what ways did the pandemic call for an increase in communication / cooperation with partners in your immediate system (i.e., between the minister and the Board, or between the Board and the CoM, etc.)?

6. Where did the pandemic call for an increase in communication / cooperation with partners beyond your immediate system (mentor, Congregational Life staff, denominational resources, colleagues, affinity groups, etc.)?

7. In what areas was this call for increased communication / cooperation successful? What areas revealed challenges or learnings still to be addressed?

8. How are the learnings from this year reflected in your developmental plans (for ministers) or specific learning objectives (for Boards and CoM/MFTs).

Thanks for reading the very kind of email I have a problem following and I am putting this content in the minutes just wanted to make sure you got it.

Love,

Rev Mandy

Unitarian Universalist Church of Chattanooga									
Income and Expense Statement									
Consolidated - May 31, 2021									
			Current Period	Year to Date (YTD)	YTD Prior Year	YTD Budget	YTD Budget %	Annual Budget	Annual Budget %
<b>INCOME</b>									
PLEDGES & OFFERTORY	4020		5,447.67	167,210.12	149,991.79	123,662.37	135%	134,768.00	124%
GIFTS	4051		95.00	20,318.00	11,012.61	1,833.37	1108%	2,000.00	1016%
FUNDRAISERS	4100		0.00	0.00	1,479.31	4,583.37	0%	5,000.00	0%
INTEREST & MISC.	4500/4600		43.51	20,509.99	25,663.56	752.50	2726%	930.00	2205%
RENTS AND LEASES	4700		1,521.00	16,517.40	25,682.02	17,849.80	93%	19,677.28	84%
<b>TOTAL INCOME</b>			<b>7,107.18</b>	<b>224,555.51</b>	<b>213,829.29</b>	<b>148,681.41</b>	<b>151%</b>	<b>162,375.28</b>	<b>138%</b>
<b>EXPENSES</b>									
PERSONNEL EXPENSES	5010		12,948.92	134,493.20	136,793.10	129,830.55	104%	141,542.13	95%
BOARD EXPENSES	6001		0.00	158.35	538.32	458.26	35%	500.00	32%
PROGRAMS	6100		300.00	1,594.41	5,701.30	3,483.37	46%	3,800.00	42%
RELIGIOUS EDUCATION	6200		1,142.05	1,849.16	3,021.94	5,041.74	37%	5,500.00	34%
OPERATIONS	6300		2,327.09	16,525.49	25,011.27	22,360.38	74%	23,775.00	70%
DENOMINATIONAL EXPENSES	7000		2,987.75	11,951.00	13,258.00	8,964.00	133%	11,951.00	100%
<b>TOTAL EXPENSES</b>			<b>19,705.81</b>	<b>166,571.61</b>	<b>184,323.93</b>	<b>170,138.30</b>	<b>98%</b>	<b>187,068.13</b>	<b>89%</b>
<b>SURPLUS/-DEFICIT</b>			<b>-\$12,598.63</b>	<b>\$57,983.90</b>	<b>\$29,505.36</b>	<b>-\$21,456.89</b>	<b>-270%</b>	<b>-\$24,692.85</b>	<b>-235%</b>