

UUCC Board of Trustees
March 21, 2022
6:30 pm

Attendees: *Chen Zhang, Andy Foskey, Sally Pexito, Judy Gallagher, Farin Cloyd, Rodger Miller, Amanda Schuber, Amy Kusman, John Standridge, Christian Horvath, Rev. Mandy Goheen*

Opening Words/Chalice Lighting: Andy Foskey

- 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
 - VP Reports (See at end of Minutes)
- Consent items were approved unanimously.

Decision Items:

- Topic: Approve new Endowment Committee members: Daidee Springer & Bill Derickson
 - Motion: Chen motion that the board approve.
 - Second: John seconded.
 - Vote Count: Unanimously approved
- Topic: Emergency Contingency Plan
 - Board should review, make suggestions for edits, and vote next month. Include UUA Crisis Response Team as a resource on the document. Explore a 3-person crisis response team. Some suggestions: Connie Cowerd, Dave Benn, Christy Titsworth, Lynn Scherr (?).
 - Activate Call Tree. Test run on Saturday, March 26. Chen starts the calling. Any discrepancies should be sent back to Chen. Put in a blurb in Thursday's newsletter. Include asking if they read it! Get phone numbers for text messages.

- Standard logo use. Some samples. We need to choose one.



Information/Planning:

- Planning for Next Year: Create the list of priorities, make goals for each. Use in stewardship campaign.
 - Some ideas: Priorities & goals (non-exhaustive list below)
 - Membership → How might we create a more streamlined process for visitors to become members? *Highlight Beloved Cafe, Social events.*
 - Outreach → How might we engage the greater Chattanooga community.
Public events bring in new people to the church.
 - Developing family involvement→
 - Package for new visitors→
 - Who is in charge of what on Sunday mornings →
 - Volunteer engagement → How might we better encourage new and existing members to take on leadership roles in the church?
 - ASK directly to volunteer
 - Include the volunteer time spent in year-end statement along with monetary donations.

Stewardship campaign. The above two we'll be talking to folks as we make calls.... on being members, and volunteering. Members of the

*Stewardship Campaign group will roll into the membership committee.
Invite Jon Littlefield into conversation to connect the current Membership
Committee. **CAMPAIGN focus/slogan: Belonging***

- Programs → How might we provide a sustainable and vibrant church environment?
 - RE Goal → How might we grow and integrate RE? Supporting the new RE Director during their first year. More volunteers downstairs, not just relying on the parents.
 - Utilizing UUA resources and what's already available →
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- 70th Anniversary Update. 10 committee members. Share stories of past during the these events.
Late April: Spring Fling. Coordinate with RE.
Water Slide :). Ideas? Send to Christian.
May: Nature walk..Perhaps a State Park like Harrison Bay.
May 1...70th Anniversary service (Also new member Sunday).
June: Cooking event with 1950s theme. Dress in style.
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- Inventory & Clean up of church areas. Board to take the lead. RE Committee is scheduling clean up/inventory
 - Annual Meeting - June 12. Mandy will be out of town, and pre-record a message.
 - Need to draft a board policy to dovetail with bylaws: Tabled.
 - Review COVID Plan. Tabled.

Check Out

Closing Words/Chalice Extinguishing for April: Chen

Opening/Closing words for March:

March Reports

Treasurer's Report

February 2022 Report

Balance Sheet

1. BANK ACCOUNTS AND CASH

- First Volunteer Checking \$ 53,608.50
- First Volunteer Money Mkt \$ 38,799.67
- Total Bank Account and Cash at \$ 92,408.17 vs \$100,615.17 last month.

2. FIDELITY INVESTMENTS

Mutual Funds

Symbol ▲	Last Price ⇅	Today's Gain/Loss ⇅	Total Gain/Loss ⇅	Current Value ⇅
CORPORATION Z50749800 Manage Dividends				
SPAXX** FIDELITY GOVERNMENT MONEY MAR...	\$1.00 \$0.00	n/a n/a	n/a n/a	\$48,158.80
FITLX FID US SUSTAINBLTY INDEX FUND	\$18.29 -\$0.14	-\$50.66 ▼ -0.76%	-\$882.77 -11.78%	\$6,617.23
FNCMX FIDELITY NASDAQ COMPOSITE INDEX	\$161.17 -\$0.38	-\$37.94 ▼ -0.24%	-\$903.11 -5.32%	\$16,088.15
FSLEX FIDELITY ENVIRONMENT & ALTERNATI...	\$29.59 +\$0.16	+\$34.05 ▼ +0.54%	-\$945.64 -13.06%	\$6,298.05
FXAIX FIDELITY 500 INDEX FUND	\$145.04 -\$1.06	-\$110.56 ▼ -0.73%	+\$1,042.12 +7.39%	\$15,126.94
Account Total		\$0.00 0.00%	-\$1,689.40 -3.69%	\$92,289.17

Income and Expense Sheet

- Year to date income of \$ 130,695.86 exceeds year to date budget of \$ 126,406.08
- YTD Pledges and Offertory of \$ 96,956.54 is \$ 7,710.18 below YTD Budget.

Endowment Fund

Endowment fund balance is at \$135,450. A deposit \$20,000 was added during the month.

Rodger Miller Treasurer

UUCC Staff Report - March 2022

Worship and Rites of Passage

- **Beloved Café**
 - Pastoral Care presence has been requested, and they will attend from now on
 - Format change into reflective listening circles brought to the church by Wendy Weirick
- **Tech**
 - Integrated professional tech into Sunday live stream services
- **Choir (Jennifer Wilson)**
 - Welcomed 3 new choir members!
 - Choir performance of a capella arrangement of “Candle on the Water”
 - Choir performance of “Peace like a River”
 - Choir performance of “Change the World with Love”
 - Working with Judy Gallagher’s friend, Bill Davis, to prepare a performance of his arrangement of the UU hymnal version of “What Wondrous Love”

Pastoral Care and Presence

- Pastoral Care will be a presence at Beloved Café
- Seeking new members for Pastoral Care. (Rev. Mandy & Wendy S.)
- Touching base with people one-on-one (Rev. Mandy)
- Working on Pastoral Care from past conflicts in the church. (Rev. Mandy)
- Rev. Mandy attended Rod Harrison’s visitation with a group of UUCC members and leaders, many of whom stayed for the funeral.

Spiritual Development for Self and Others

- Reinstated 9:00 Choir Practice
- Beloved Café is welcoming neurodivergent visitors
- Rev. Mandy has been attending UU Wellspring
- Restorative listening circle held at the church.

Social Justice in the Public Square

- Rev. Mandy has joined Monday protests at Miller Park
- Rev. is working with a clergy group to fight for women’s right to choose.
- Paying attention to the conflict in Ukraine and the congregation’s need surrounding that.

Administration

- Farin has been working to update the church calendar.
- Working to get Rev. Mandy’s calendar organized and public to the congregation.

- Started the monthly “Money Minds” meeting with the minister, Cass, Rodger, and volunteers from the finance committee to understand best-practice with money.
- Updated website and nUUsletter with current COVID guidelines
- Endowment bequest dealt with.

Serves the Larger Unitarian Universalist Faith

- Planning the ordination of Amanda Schuber
- Rev. Mandy joined the board of the UU Women’s Federation
- Rev. Mandy was elected by the UUA board as a commissioner for the Commission on Social Witness
- Children went to the Mountain

Leads the Faith into the Future

- DRE Search still in progress

Rev. Mandy has a mentee through the ministerial formation committee who is in seminary and has similar disabilities as she.

V.P. Resources:

- 1. Dave B. let me know about the urinal and its leaky problem. We discussed it and agreed we should have a plumber come out-instead of trying to re-repair it ourselves.**
- 2. I called Keefe plumbing and they will be coming by (Dave will meet them there and let them in-yay Dave!) between 830 and 9 tomorrow (Friday, 3/18/22).**
- 3. Also, a very, serious leak occurred in the Sprouts room. It soaked the carpet and the walls. I believe Farin took some photos for insurance purposes.**
- 4. And the kitchen (around the dishwasher, perhaps?) has a leak.**
- 5. Results from plumber, Friday, 3/18/22: Toilet leaks from tank connection-fixed by Dave B. Plumber repaired/replaced kitchen supply lines and urinal. Total: \$344.63**

March Board Report - Religious Growth

Playground

1. To be repaired - most equipment needs to be replaced for safety reasons (unanimously agreed)
 - a. Purchasing similar structure with RE general line budget (had underspent this year)
 - b. Expected removal of current and setup of new structures in about 2 weeks

Sunday Morning RE

1. Covid guidelines
 - a. RE will follow restrictions of the main church, **with additional encouragement for everyone to mask downstairs until vaccines are available for all ages**
2. Pamphlet/flyer to give to new families, kids, and/or visitors generally
 - a. Wait until we can introduce our new DRE to finalize and publish it
3. Lesson Plans now available online for parents and teachers to see ahead of time
4. Classrooms
 - a. Was prepared to use Sprouts room, then got that leak. Teens room will accommodate our current numbers
 - b. May committee meeting will be in person so we can also prepare the other rooms
5. Scheduling teachers by month
 - a. Currently combining into one class
 - b. Preparing for possibility of needing more teachers when more kids show up as covid numbers drop; more teachers with experience will be available as covid numbers drop and more families return to in-person
6. Second Sundays are multigenerational
 - a. It's a little awkward right now without the kids there
 - b. But we'll keep it in mind so it'll be ready for when they do come

RE Events

1. Mountain CONs
 - a. Five registered from elementary group with two parent advisors
 - i. This is the perfect size group for this event
 - b. One registered from intermediate group
 - c. No registrants for high school group
2. Mountain Summer Camp
 - a. One attempted registration, but they're already full
3. February RE events
 - a. Valentine's party had one attendee but it was a fabulous success
4. March 12th Talent Show
 - a. Encouraging kids to do a group thing together for it, no rehearsal required
5. April 10th Amanda's ordination
 - a. Celebrate and party! RE committee will help decorate
 - b. Plan to hire babysitter for children so all adults can be present
6. May RE events

- a. Probably when Spring Fling will happen
- b. Memorably fun water slide inflatable? Could be its own event or could combine with Spring Fling
- c. Welcome new Director of RE, combine with either/both events

Lifespan Learning

- 1. Adult RE survey has been extended
 - a. Still only 9 responses, enough to gauge basic interest
 - b. Most popular responses are for Small Group Ministry, social groups, and activity based groups
 - c. Favorite title is Lifespan Learning, committee unanimously agreed to go with it

DRE Search

- 1. Discrepancy over UUA's guidelines for expected compensation (we disagree)
- 2. Job description shared
 - a. with congregation first, via Nuusletter and Facebook groups and announcements
 - b. on Indeed.com and through UUA
- 3. Applicants:
 - a. Fourteen! All local
 - b. We are excited about 5-7 of them
- 4. Interviews:
 - a. 15 minute screening interviews being scheduled for this week
 - i. Probably recorded so whole committee can see all of them
 - b. Second interviews to be scheduled next, based on these
 - i. With background checks required beforehand
 - ii. This is behind our initial schedule, but not by enough for concern

Board Report - Congregational Life – Christian Horvath

3/21/2022

CONGREGATIONAL LIFE ACTIVITIES

UUCU Talent Show (Mar 19, 2022 from 6-8 pm) – hosted by Selina Duncan & Christian Horvath

- 1.5 hours of full program with 15 participants, nice finger food buffet, great sound (Jon)
- Attendance ~ 50 people
- Feedback by participants and audience was truly great. Repeated requests to do this again, if possible even before next year
- Fundraising: \$ 180

70th Anniversary UUCU

- 3 Planning Meetings so far since 1/24
- 13 People in planning group, only 10 could attend the planning meetings so far
- 70th Anniversary Sunday Service set for May 1st, 2022
- Several activities planned inspired by 70th Anniversary
 - Field Day/Spring Fling – saying welcome to RE Director – in April 2022
 - Family Outdoor event (Hike, Picnic, Educational Nature Walk at State Park) – in May 2022?
 - 1950s Cooking/Dinner Event with 50s Costumes or Fashion Show – in June 2022?
 - Maybe: Barn Dance & Stargazing – in Summer 2022?
- Souvenirs & Memorabilia – Logo on various souvenirs
- Nicky Ozbek – UUCU history project already in progress
- New Design for church state area – still in brainstorming phase
- Next Meeting: March. 23th at 6:30 pm

ATTENDANCE

Sunday Worship (2/20 through 3/20 – 5 Sundays)

- Total Attendance at 62 (2/3 in person)
 - In Person Attendance: 36 Adults and 7 children >>
Number of children has increased to 9 last Sunday (very promising)
 - Online Attendance: 20 (went down from 34)
- Attendance Goal for 2022? Board should set a goal and monitor.
 - Attendance online file was shared with Membership team (Jon Littlefield and Roger Davis)
 - Attendance is important for congregational health of church and basis for financial pledges
 - Remember prior attendance: 77 adults + 20 children in 2019, 86 adults + 24 children in 2016
 - Attendance of beloved café should be captured regularly, as several church members only attend once per Sunday

INVENTORY & CLEAN UP OF CHURCH AREAS

- Goals #1-3
 1. To create a great environment to build strong UUCU communities/groups.
 2. To utilize all available resources.
 3. To create easy access to all our church groups
- Issues #1-3
 1. Several church rooms have not been used in two years
 2. Equipment has been stored in various rooms – where there was space
 3. Newcomers/members do not know which groups meet (when, where, who leads it)
- Recommendations for #1-3
 1. Spring Cleaning Day (inside upstairs & downstairs, and outside) – who can organize?
 2. Taking inventory for all rooms and create online inventory accessible to all leaders of groups and committees – who can organize?
 3. Farin is collecting the meeting times of all groups and committees right now >>
UUCU Groups folder should be updated and made available in fellowship area

Update: We have no current WUTC messaging but we do have an advertising budget to carry that out. The Talent Show, organized by Christian and Selena was much fun and a total success according to many sources. I don't know if it was recorded with our new audio-video equipment, but if any segments were filmed, even with cell phones, they might be good on our YouTube channel. Ryne can maybe investigate this. We have had 416 views of the YouTube channel since Oct. 21, 2021, and we could work to increase viewership.

I updated our membership lists and created a Call Tree. I suggest that we activate the Call Tree as a non-emergent test: to see how much trouble it is or isn't, to survey UUCC members as to their contact preferences (phone, text, or none), to check on people's well-being post-pandemic, to confirm the accuracy of our contact information, and to build community.

I drafted an Emergency Contingency Policy, as requested. See attached. If adopted it calls for BoT action, including establishing a Crisis Response Team and providing the team with crisis management training and BLS certification.

Branding: Keeping our name out there. The metaphor of light as imaged with the chalice is powerful. The Board of Trustees might choose one flaming-chalice image for us to use consistently.

Messaging: NPR messaging, consistently begin with "Support comes from the Unitarian-Universalist Church of Chattanooga:"

"A beloved community Celebrating the Good in all of us..."

"A beloved community embracing diversity, justice, and compassion."

"A beloved inclusive and welcoming community where love grows."

Consistently end with: "Find us on the web at UUCC.org."

A Billboard? **A Beloved Community**
 Celebrating the Good In Each of Us
 UUCC.org

Any ideas from the board?

<https://www.uua.org/files/2021-06/Stewardship%20Paper%202%20Messaging%20and%20Communication%20for%20merge.pdf> has marketing and communications strategies. Reading this UUA document could be part of a marketing training program.

Other messaging *opportunities*? Posters for campuses. Other campuses' radio spots. Ads and announcements in campus newspapers. Bumper stickers: "UUCC.org".

Additional programs beyond Sunday services, such as Beloved Café, musical events, Tai Chi classes, and Yoga (do we need to re-invite the yoga group?), can attract community attention and bring in new people. We may need to consider adding directorial and production skills.

No one contacted me about any changes to the membership list. We, the board, need to finalize the ACTUAL (as Chen calls it) membership list. Activating the Call Tree could be a next step in assessing current membership.

Emergency Contingencies – first draft

Refer to Contingency Planning Emergency Response and Safety at <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7149346/>.

1. Emergency response activities involve responding to an incident, crisis, or disaster.
2. The Board of Trustees has the obligation to ensure contingency planning is properly considered and addressed within the church.
3. Emergency contingency responses can be initiated by the President of the Board of Trustees. The Minister can initiate emergency responses if the President is unavailable. Other church leaders may initiate responses if neither the President of the Board of Trustees nor the Minister is available during an emergency incident, crisis, or disaster.
4. Emergency Contingency Responses are further clarified as being one or more of the following:
 - a. Activation of the Call Tree (see Appendix A)
 - i. All church members
 - ii. Only those church members who prefer a phone call
 - iii. Also those church members who prefer a text message
 - b. Posting a message to the membership to UUCC.org.
 - c. Conduct an emergency called meeting of the Board of Trustees.
 - d. Activate the Crisis Response Team.
 - e. Send an appropriate message by email to the congregation from the BoT.
 - f. Collaborate with community-based emergency personnel and agencies if the situation calls for it. A natural disaster may require support from emergency medical services along with law enforcement, fire departments, search and rescue operations, and hazardous material crews.
5. Proactively create a Crisis Response Team (CRT) of at least three members. Provide training in crisis management and certification in BLS to the CRT members.

6. Maintain an Automatic Electronic Defibrillator (AED) in public sight. Schedule periodic battery check and changes; maintain charge.
7. Maintain appropriate alarm systems, including smoke, carbon monoxide, and perimeter breach alarms. Schedule periodic battery check and changes; maintain functionality.
8. Maintain a prevention-minded system of personal assistive devices, to include a stairwell chair lift, ambulatory aides such as a wheelchair and/or walker.
9. Develop emergency evacuation plans for the building; post evacuation diagrams in hallways; monitor and maintain evacuation routes open and free of clutter; post additional keys inside near doors that are routinely locked.
10. The Board of Trustees should address and conduct, annually and as required, a *risk assessment and vulnerability analysis*.
 - a. Identify known and apparent vulnerabilities and risks associated with the type of business and geographic location of the enterprise. Consider a *SWAT* analysis.
 - b. An assessment of risk and vulnerabilities should be made prior to developing or upgrading contingency plans.
 - c. All planning will be accomplished in accordance with a thorough understanding of actual and potential risks and vulnerabilities.
11. Since many hazards have similar consequences and result in like damages, it is best to plan for them in categories. The following is a list of common hazards:
 - a. Medical Emergencies;
 - b. Pandemics;
 - c. Fires;
 - d. Bomb Threats;
 - e. High Winds;
 - f. Power Interruptions;
 - g. Floods;
 - h. Hurricanes;
 - i. Snow/Ice Storms/Blizzards;

- j. Hazardous Materials Issues;
- k. Aircraft Crashes;
- l. Civil Disorders;
- m. Earthquakes;
- n. Terrorist Threats/Activities;
- o. Workplace Violence;
- p. Explosions; and
- q. Tornados.

12. Guidance for all employees on how to react in the event of an emergency and what their individual and collective responsibilities are must be documented and shared. Employees must know how, and to whom, emergencies should be reported, for example.

13. If an incident escalates, a crisis response team (CRT) may assume responsibility for managing the crisis. Ideally, a CRT, consisting of experienced personnel from multiple disciplines, would come together to manage the incidents that develop. Essentially, the CRT manages the crisis to closure.

14. The Board of Trustees should document the planning *accomplished* in preparation for an emergency. This documentation provides the ground rules for emergency response activities. It also provides a reference for all who need to know how the process works. The plan should be easily accessible, streamlined, and ready for action.

15. Policies, including this one, should be posted on the church's website at UUCC.org.

16. During a crisis, it is possible that the local media will become interested in events. For example, isolated events such as incidents of workplace violence can draw significant media attention. It is therefore important to have a media relations plan. Since there is always a degree of unpredictability during a crisis, it is best that all CRT members understand how to deal with the media and be prepared should they be called on to do so.

17. A *post-hoc* analysis of any emergency contingency response is indicated.