

UUCC Board of Trustees
November 16, 2022
6:30 pm

Attendees: *Andy Foskey, Dave Benn, Judy Gallagher, Christian Horvath, Dylan Kussman, John Strandridge, Farin Cloyd, Mandy Goheen, and Camille Mason.*

Opening Words/Chalice Lighting: John

Readings for UUCC Board – opening words.

What is your cause? You are not likely to be effective if you try to tackle too many causes. What are some causes that members of this church engage in? Poverty alleviation, LGBTQ rights, assistance for the homeless, protecting mother earth, giving immigrants fleeing violence a fair hearing? **Trying to change the world is challenging.** What is worse than trying and failing to change the world? Not trying to change the world.

– Rod Harrison, contract minister, from a UUCC service

Questions for small group discussion:

- 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: John moved to pass; Judy seconded. Passed unanimously.

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

Updates:

Hiring staff/shifting personnel committee

Selena Duncan is in negotiation for a contract as interim music director.

Advertising is going out for the administration position.

Christian is stepping down from the Personnel Committee to prevent a conflict of interest. Rev. Mandy asked Judy to take that position on the Personnel Committee. Judy agreed.

Amplifying giving

One idea: Split four weeks a month with an organization, rather than just one week totally going to an org, as the plate is always higher on Donate the Plate weeks. Christian suggests using the weeks to emphasize church programs rather than an outside organization weekly.

–Board rep does the ask each week, shares why they give, etc.

–Set up a giving station that is available for all times/events. Books available that say “I gave digitally,” So they can put it in the plate as it passes them?

Bylaws

Dec. 4 will be an information session after service. There will also be a January session. Vote happening in February.

Decision Items:

Printing Anniversary book

Judy presented print quotes. John suggested we use Amazon to publish.

John will work to get it up on Amazon. Use it as a fundraiser to let folks buy directly from Amazon if they wish.

WUTC

We have \$1200+ in budget for WUTC. Many offered to be the voice, inviting folks to come.

Judy will be meeting with staff to help develop a PR plan.

Needs promoting: Dylan and Sally's: **Winter's in the Air. An evening of seasonal readings.**

December 10, 6-8 p.m. Dylan will create a :30 psa and send to John to get to WUTC.

Information/Planning:

MLK Parade. January 16, 1p.m. Please mark your calendar to attend. Will begin 30 days of love Mandy will be doing. Let's do some shirts!!! Generic enough to use for different purposes.

Andy will look into our options at **Mainx24** for a table. Sell items!! Shirts with rainbow chalice; candles. John will work with Dylan to make it t-shirts happen. Mandy has redrawn the UUCC logo.

December 10 is quarterly council, 10 a.m. Mark calendars!

Future of Zoom board meetings. Decision to continue alternating with zoom and in person meetings for now. Next Meeting is Dec. 7. Short check in meeting.

Board Party date. January 14 lunch at Mandy's

Executive session . Staff Gifts.

Check Out

Closing words: John

“The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well.”

— **Ralph Waldo Emerson**

Closing words for December: Andy

December meeting: 12/7/22, January party: 1/14/23

UUCC Staff Reports - October & November 2022

Rev. Mandy Goheen

- Hired interim Music Director Selina Duncan (Starting December 16th, 2022)
 - Cut hours of position from 10 to 6 hours a week
 - Will track hours for 6 months to establish time needed for this position
 - \$20 an hour/\$3,200 for the contracted time period

- Contract 6 months January 2023 - June 2023 with goal of permanent position
- Some hours allotted for UU career development
- Dues paid by church for Association for Unitarian Universalist Music Ministries (AUUMM)
- Professional expenses \$250-500
- 6 month period of experimentation and reframing how our UUCC music program can elevate both Sunday morning worship and UUCC community engagement
- Hiring and volunteer plans being developed for office administration
 - Asked Farin for quote on continued work on our newsletter and website as a contractor.
 - 20 hour position (cutting some hours here too)
 - Facility rental and management new biggggg focus for position
- Retreat and time off
- Research and Planning for amplifying giving on Sunday morning and beyond
- Began working on Stewardship leaders for our coming drive
- Quarterly council meeting restarted
- Bylaws discussions schedule
- Staff dinner at Rev's new house on Friday, October 7th
- Recruited new members for the Committee on Shared Ministry
- Visited X-Church in Ohio (mega church) big learning experience and ideas to borrow
- Found guest speakers to fill in when I was away in Ohio
- Worship planning and scheduling for the new year

Farin Cloyd - Admin

- Published the new and improved UUCC website. Consolidated repetitive info on the website, and updated all outdated/incorrect information about services, RE, and events.
- Continues to update the church calendar and UUCC FB page with upcoming events for RE, Social Justice, etc.
- Attended Quarterly Council meeting, Sat. Oct 8th.
- Helped prepare for Chattanooga Pride (Sun. Oct 2nd) and New Member Sunday (Sun. Oct 9th).
- Turned in my resignation letter 🥲 Preparing for my departure (Wed. Nov 23rd) by working on updating/revising the UUCC Admin 'handbook' to help the new administrator transition.

Camille Mason - DRE

- RE Game night Sept 16 was fun! We had 3 families attend with the hope for more engagement in future RE nights.
- Advertising for Chattanooga Community Youth
- Successful service project after multigenerational service!
- Coordinating with social Justice to collect glass bottles the month of October!
- RE Service project happening on 3rd Sundays with a focus on grounds work

- Collaboration with Wednesday potluck for a game night
- Worked with Carol to determine how the youth can help with decorating the church.

Cassandra Betro - Books

- Recording and updating of electronic invoices
- Working towards moving online with TIAA-CREF (retirement)
- Preparing for Farin's departure
- Preparing November's Contribution Statements
- Monitoring property tax payment by AT&T

FINANCE COMMITTEE November 10, 2022 FOR THE BOARD OF TRUSTEES

The Finance Committee recommends offering a starting salary of between \$16 -\$18 per hour when advertising for a new administrator

The Finance Committee thinks an annual salary of around \$10,000 for a new music director would be reasonable

Decision needed on when to solicit donations for staff Christmas gifts and how to distribute once collected

The checking account is extremely worrisome. Down to \$5,834 at the end of October. But November should be better. Some \$14,000 in pledges has already been deposited
Expenses for the year already exceed income by over \$9,000

MINUTES

Present via Zoom: Lynna Ruth Standridge, Daidee Springer, Andy Foskey, Dave Benn
[Bill Derrickson arrived at 7pm]

Chalice Lighting & Reading:

The meeting began at approximately 6:36pm. There was no call to order and no chalice lighting and reading. Bill Derrickson who was supposed to chair was not on zoom and could not be reached by phone. He joined on zoom at 7pm and began chairing the meeting. Towards the end of the meeting we got a text from Christian Horvath apologizing for not being with us. Due to unforeseen circumstances he had to drive to Atlanta to pick up his daughter and he texted us from the airport.

Minutes from previous FC Meeting:

The minutes of the October, 2022, meeting were approved by consensus with grateful thanks to scribe Christian Horvath.

Financial Reports:

In her Treasurer's Report Lynna Ruth expressed concern about UUCC's financial health stating:

The checking account balance is extremely worrisome, at \$5,834. Money Market is at \$41,748, giving us cash assets of \$47,581.52. Just a few years ago, cash assets totaled around \$90,000, although granted, we did move \$30,000+ to Fidelity.

Pledge income for October was \$8,987.61, which falls about \$3,600 less than the year-to-date budget. Total income for October was \$9,480 (rounded). The year-to-date budget for total income was estimated to be about \$8,000 higher. Since September had two cell tower rental payments, there was not one in October." She also mentioned that income less expenses for October equaled a negative \$9,216.40. The full report is attached to these minutes

Daidee mentioned that she'd reviewed the WOWzer's expenditures, account #6170, and found three that belonged in other accounts. In alphabetical order they are battery charger, face masks, and name tags. Lynna Ruth agreed to make the changes and Daidee will let Cass know.

Old Business

Balance Sheet Corrections/Comments from Last Month's Minutes

Lynna Ruth is working on eliminating the \$67.31 surplus in Temporary Account, #2350. She has already moved \$25 to Adult RE and will check with the underwriter of the CARE bags to see where they would like the remaining \$42.31 moved.

Lynna Ruth contacted the donor of the sanctuary chairs and asked where they'd like the surplus moved. They indicated either RE or WUTC advertising. The FC agreed that WUTC Advertising needs it more than RE and it was unanimously decided to move the funds left over from the purchase of the chairs to leftover surplus, \$1,213.38, to Restricted Account #2520, WUTC Advertising. Lynna Ruth will make that happen.

Cell Tower Dish Network Addition

Bill told us that construction of the Dish addition to the cell tower will happen in January.

Materials are scheduled to be delivered on January 9 with construction beginning on January 13.

Fundraisers & Special Rentals: has the Board Put Together a Development Plan?

The answer to this question was "no."

Changes or additions to the Administrative Policy

Manual will come after new bylaws are passed.

Utility Cost Analysis: Solar Panels Cleaning and Maintenance Check

Nothing to report. Dave is working with Andre Goheen who will be contacting EPB.

Dave plans on pulling and analyzing our gas bills. In addition, Dave said there was a proposal floating around to add more solar panels to the roof. Research is needed to see if this would be cost effective. Questions about EPB's Green Switch program also came up. This too will be researched.

Benevolence Fund Discussion

The Benevolence Fund has its own bank account. We recently found out that we were being charged \$10 a month because the balance was below the minimum of \$2,500 for a free account. This oversight

has been corrected. In addition, the bank has refunded 6 months of the charges (\$60). There have been no recent disbursements from the fund.

New Business:

Allow Administrator to Approve Payroll:

Bill proposed that the Office Administrator be added to the FC members already authorized to approve payroll and ACH transfers. Daidee, Lynna Ruth and Cassandra discussed this when they met a week or so ago. All three thought this idea was “playing with fire.” Staff member should not be authorizing their own checks. Accordingly, Bill’s proposal was rejected. Daidee had called the bank and found out that she is still authorized. She just needs to install the bank’s new app which should go smoothly.

Starting Salaries for New Hires:

Daidee inquired if the Personnel Committee or the BOT had determined a salary range for a new incoming Office Administrator and a new Music Director. When the answer was no, the FC proceeded to discuss and came up with the following recommendations which Andy will take to the BOT on Wednesday:

For the position of Administrator, the FC recommends a range of \$16 - \$18 per hour depending on experience and qualifications.

For the Music Director \$10,000 seemed like a reasonable annual starting salary. But since there may already be an offer in progress, the FC said they’d leave the final negotiation of salary to Rev. Mandy and the BOT.

Staff Christmas Gifts:

The FC talked about when to start soliciting donations for staff Christmas and how the money should be distributed. They came to no conclusion and agreed that this should be a BOT decision. Andy will bring this to the attention of the BOT at their next meeting.

Endowment Committee Report:

As of October 31, 2022, the Endowment Fund holding was \$118,952 which is some \$3,300 more than last month.

Next Meeting: December 8, 2022 @ 6:30 pm Chair: Bill Derrickson

Scribe: Christian Horvath Readings: Lynna Ruth Standridge

Adjournment & Closing Reading

There being no further business, Bill adjourned the meeting at 7:45pm and inflicted a short tongue in cheek quote from Paul Samuelson on us.

Respectfully submitted,

Daidee Springer, Scribe

October/November Board Report - Religious Growth

Sunday Morning RE

- Average attendance 7-14 (including nursery)
- 7 regular teacher volunteers
- One combined RE class for now

Service Projects

- Weeding after multigenerational service is going well
- November will be decorating the sanctuary for the holidays
- December will skip a service project due to the holidays

Special Events

- October pumpkin painting was great but fairly low attendance
- November game night was combined with Wednesday potluck
- December is an event in and of itself, no further plans
- January will coordinate a movie night with Social Justice committee

Teen Group

- Thanks Camille! Seems off to a slow start but she's continuing to invite teens

OWL

- Will be revisited next church year, it will not happen this year

Religious Education Committee has their November meeting later this week

Board Report - Congregational Life – Christian Horvath

11/13/2022 (Main Points for Board Meeting in Blue)

CONGREGATIONAL LIFE ACTIVITIES

1st and 3rd Wednesday Coffee

- Gathering has been well established, but in the last month with lower numbers.

2nd and 4th Wednesday Dinner (Potluck)

- Both Wednesday Dinners (10/26) and (11/9) with about 15 people attending
- The Wednesday Dinner on 11/9 was the first joint event with RE (Wednesday Dinner & RE Game Night)
- The next joint event with RE will be on 12/14 (Camille had the idea of Christmas Cookie Decorating with Children – great idea!)
- Probably, the Wednesday Dinner on 11/23 will be cancelled (a day before Thanksgiving). That depends whether there will be Thanksgiving Dinner on Thanksgiving Day like in the past years ??

Dinners at home

- Several dinners at home have taken place in October and November – Thanks, Sally, for the great initiative!

UU Diners at home

- John and Lynna Ruth organized the first UU Diners at Portobello Italian Restaurant on Highway 58 on October 5, 2022.
- The 2nd UU Diner is planned for Tuesday, 11/15, at 6 pm at Carrabas (organized by Elaine Haddock) – another large crowd is expected
- It does not appear that there can be too many UU dinner events 😊

ATTENDANCE

Sunday Worship (10/16 through 11/13– 5 Sundays, vs 9/25 through 10/9 – 3 Sundays)

- Total Attendance increased a lot to 81 (63 in Oct).
 - In Person Attendance: 59 Adults (46) and 9 children (4)
 - Online Attendance: 12 (13)

Personal Note:

I would like to step down from the Personnel Committee as my spouse Selina Duncan plans to apply for the position of the Music Director. With this step, conflicts of interest can be avoided. I request that someone else from the Board takes over the representation at the Personnel Committee.

Christian Horvath

VP Outreach board report: submitted by John Standridge, November 15, 2022

Update: We have no current WUTC messaging but we do have an advertising budget for communication to carry that out. Our next radio messaging will be to promote Dylan's reading of Dylan Thomas in December. Dennis Parker is our WUTC contact. The effectiveness of the promotion is not known. We could ask visitors how they heard about us then focus on what cues are working.

We are consistently producing our Sunday service on YouTube. The production quality is very high. A previous downside, the lack of contact and interaction, has been improved with a chat function. Ryne has proven himself to be a tremendous asset.

We do not have an accurate membership list. I will convene a Delphi group of members with institutional memory, purging those who have moved away and calling those who may no longer attend. We need this for the congregation to function with voting.

Branding: Keeping our name out there. The metaphor of light as imaged with the chalice is powerful. Consider a bumper sticker with the image. The Board of Trustees has chosen one flaming-chalice image for us to use consistently.

Messaging: BoT members please take a moment to suggest NPR radio messaging. Consistently begin with: "Support comes from the Unitarian Universalist Church of Chattanooga."

"A beloved community Celebrating the Good in all of us by embracing diversity, justice, and compassion."

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

Checking the UUA website was productive. <https://www.uua.org/files/2021-06/Stewardship%20Paper%202%20Messaging%20and%20Communication%20for%20merge.pdf> reveals a veritable plethora of marketing and communications strategies. Reading this UUA document could be part of a marketing training program for our next administrator.

Christian Horvath's report on Congregational Life details many of our outreach efforts. What a marvelous job you are doing Christian!

Programs beyond Sunday services, such as Beloved Café, musical events, Tai Chi classes, and Yoga, can attract community attention and bring in new people.

We have had great turnouts for UU diners and dinners in homes.

Christmas Party anyone?