

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES FEBRUARY MEETING
April 22, 2015

DRAFT MINUTES

TJMC Covenant Statement

In order to create the beloved community we all desire for ourselves, we, the Congregation of Thomas Jefferson Memorial Church Unitarian Universalist covenant to:

Communicate with compassion and respect, especially when we disagree
Celebrate diversity and nurture our inclusivity,
Promote social justice within our congregation and the larger community,
Generously support the ministries of the church with time, money and
enthusiasm, and
Lovingly call each other back into covenant when we have fallen short.

Board Goals 2014-15

1. Facilitate the implementation of the Strategic Plan.
 - a) Create and task an Information and Communication Task Force.
 - b) Create and task a Governance Task Force.
 - c) Create and task a Campus Maintenance Plan Task Force.
 - d) Support the development of a Capital Plan.
 - e) Support the Facilities Plan as adopted by the congregation.
 - f) Adopt Disaster Preparedness Plan.

Board Members Present: Laura Horn – President Elect, Amy Davis, Erik Wikstrom – Ex Officio, Walt Megonigal, Sally Taylor - President, Ann Salamini – Secretary, Jamie McReynolds – Treasurer, Marlene Jones, Breck Gastinger, Amy Wissekerke – Past President, Ian Sole

Board Members Absent: Bev Thierwechter – Vice President, Kathy Philhour, Leia Durland-Jones, Ex Officio

Guests in Attendance: Christina Rivera

I. Opening--(15 minutes total) Opening/Closing Words (Erik), Snacks (from Staff Open House), Time Keeper (Marlene), and Process Review (all)

1. Opening words – Erik
2. Check-in
3. Acceptance of Agenda
Discussion – add Pulse Survey to Old Business and ordination request to New Business. Table Electronic Voting.

MOTION: Accept the Agenda as amended.

Unanimously approved.

4. Public Comment – None
5. Correspondence –

April 13, 2015

Dear Board of TJMC UU:

I am writing to formally request that the congregation of Thomas Jefferson Memorial Church Unitarian Universalist ordain me into Unitarian Universalist ministry. I have completed the requirements of the Ministerial Fellowship Committee and have been granted Preliminary Fellowship. This makes me eligible for ordination. Because I have done a large amount of my ministerial formation here, I would be honored for this congregation that knows me to do this ordination.

I anticipate that some of the board might ask how this would affect my employment status, contract, and compensation. I have discussed this with Board President Sally Taylor and with two of the leadership team, Leia Durland-Jones and Erik Wikstom. Leia and Erik and I researched the types of ordained UU positions and titles and the national UU standards for compensation, and we also discussed the church's strategic plan and budget. Based on these, we recommend that my duties and hours and compensation continue as they are for the time being. We recommend that the title be changed to Assistant Minister. As the church continues to assess its goals and finances, this position might change, along with other staffing decisions.

This could be an opportunity for us to further educate our congregation about the Unitarian Universalist congregational polity and the power of congregations in this system. In light this heritage, it is traditional to invite other regional congregations to the ordination.

With much gratitude,

Alex McGee

April 22, 2015

Sally Taylor, President
TJMC-UU Board of Trustees

Dear Sally –

I attended the special Board meeting on April 1 that was devoted to discussing the proposed budget and preparing guidance for the Finance Committee on drawing up the final budget for the coming fiscal year. I witnessed much of the discussion, including the segment devoted to TJMC's support for AIM and IMPACT.

IMPACT and AIM are important community efforts that TJMC as a whole had a pivotal role in starting – and supporting – as a corporate entity. At the annual public IMPACT rallies at JPJ, among all the participating faith groups TJMC has had the largest or second largest absolute number of participants for the last three of four years. Dropping our corporate (whole church) support would be a step backwards and *away from an important plank in our avowed TJMC-UU mission.*

While gathering money through Social Action collections *might* bring in sufficient dollars to offset the proposed cut, it would not be an institutional investment.

Further, if IMPACT and AIM were to succeed in becoming two of the 12 monthly collection recipients, two other organized efforts would be deprived of that source of support.

I have been asked and agreed to drum up some support for increased general funding given the dire proposed budget vs. foreseen revenue situation. Given my experience of the quality of discussion I witnessed at the April 1 meeting, I'm willing to be of assistance ... *on one critical condition:* the money I donate and solicit *must be ear-marked 100%* to replace the approximately \$3500 the Board has proposed cutting from the earlier draft budget for AIM and IMPACT. To that end Greta Dersheimer, Jean Shepard and I have pledged \$1500 to date.

I hope the Board will carefully consider this proposal at its earliest convenience.

Blessed be,

II. Reports (attached)

1. President's Report (written) – Sally Taylor
2. Vice President's Report (written) – Bev Thierwechter
3. Treasurer's Report (written) – Jamie McReynolds

Jamie challenged the idea that we normally end up with a surplus. Last year, through a lot of effort in cost cutting and keeping the congregation's attention on the deficit, we ended with a surplus.

4. Minister's Report (written) – Erik Wikstrom
5. Director of Faith Development Report (written) – Leia Durland-Jones
6. Director of Administration and Finance Report (written) – Trish Schechtman
7. Membership Report (written) —Sally Taylor
8. Board Liaison Reports (written) – none

III. Consent Agenda/Electronic Motions:

1. **MOTION**: Approve Jamie McReynolds, Pam Phillips, Leia Durland-Jones and Annalee Durland-Jones as TJMC delegates to General Assembly.
2. **MOTION**: Approve the March 2015 draft minutes.
3. **MOTION**: Approve April Special Budget meeting draft minutes.

MOTION: Approve the Consent Agenda.

Discussion – Pull discussion of Bylaws and Policy Manual changes; move to Old Business.

MOTION: Approve Consent Agenda as amended.

Unanimously approved.

IV. Old Business

1. 2015-16 Budget – Jamie and Walt (30 min)

Our 2015-16 budget deficit stems primarily from revenue shortfall rather than increased expenses.

The current working version of the budget (3rd draft) has a \$9,000 deficit.

- The current pledge total is \$415,000 with a projected net income of \$400,000. This is \$2,000 greater than last reported, leaving a \$7,000 deficit.
- The Spring Auction this year looks to raise \$15,000 or \$5,000 more than budgeted. This surplus will move forward to be part of next year's fundraising income.

We had congregational conversations after both services last Sunday with

over 30 persons in attendance. The major contribution of participants is that there is an appetite for attempting to increase pledging through matching funds. At least three people at the conversations indicated a willingness to pledge additional funds, some to restore IMPACT and AIM and some in the form of matching funds to encourage new or increased pledges, though the amount is unknown at this time.

There was considerable discussion about the advisability of extending the pledge drive:

- We said it would be over when it was over. We shouldn't keep asking.
- The average pledger would not have known there was a deficit when the pledge drive ended. The message was "Thanks for making this a successful pledge drive." We should keep people informed and ask for what we need.

We could run a deficit budget. The current projected \$7,000 deficit is not an unreasonable number for the Board to manage. However, this is a bare bones budget with little money for maintenance and other Board priorities unfunded or under pressure. How could we attempt to increase revenues?

- Solicit matching funds and attempt to increase pledges.
- Schedule a Fall Auction of just dinners, using the online auction service first used in the recent auction. That would minimize the volunteer hours needed to run the event.
- Dip into the UHouse renovation funds. This money was sequestered by congregational vote and suggesting to use it to cover a deficit would be a serious breach of trust. We ran a \$60,000 deficit budget three years ago, so a deficit of the current magnitude is too small to change the nature of this church as an employer and social justice advocate.
- If the Summit House renovation were indeed completed by late June, a small yard sale would be possible.
- The projected deficit is within the expected pledge shrinkage. We could adjust the expected shrinkage and not call it a deficit budget.

Discussion – What did Finance and Personnel recommend concerning pensions and benefits? They reported numbers with no recommendations. The 2% decrease in pension funding level would yield \$5400. Staff only health benefits would yield \$8756. The current draft budget maintains the 10% funding of pension and 80% of silver level health care premiums for staff and lead minister family members.

MOTION: Restore IMPACT and AIM funding to budget and increase fundraising by \$10,000. Ask for increased pledging.

Discussion – This combination will make for an easier sell to the

congregation.

Unanimously approved.

2. Facilities Update – Ian (10 min)

There is a detailed schedule in place for the renovation of Summit House which will start May 18 and should be completed by June 19. Katie Corish is writing a communication to the congregation on the Summit project and the Lower Hall layout, likely to appear as a Bulletin article. There can also be a report at the Congregational Meeting.

Facilities met with the architect and project manager on April 21 for brainstorming and discussion of the Lower Hall project. The architect will refine project drawings based on this discussion. Another meeting is planned for April 26 to view the drawings. Once the layout is clearly defined, the project manager will cost out each aspect to make sure it will fall within budget.

Discussion – Does the current planning allow for or preclude rental of the Lower Hall to a long term childcare facility? We would have to meet with the Fire Marshall to be sure. It may be possible at an additional expense.

3. Electronic Voting Policy – Board only or for councils and committees too? In Policy manual? - Sally (5 min) **TABLED**

4. **MOTION:** Approve the following Bylaws changes:

The following Bylaws changes must be approved by the Board before they are taken to the Congregational Meeting on May 31, 2015.

Page 5: I.5 Affiliations. This Church belongs to and supports the Unitarian Universalist Association and the Southeast District of the Unitarian Universalist Association.

Delete the italicized phrase because the name of the district is changing and the entire district structure is also changing. The phrase is unnecessary.

Page 11: XII.4-Duties and Responsibilities. The Minister(s) shall provide religious leadership and pastoral care to the congregation. In cooperation with the appropriate committees, the Minister(s) provide Sunday services: shall be the principal administrator of the day-to-day Church operations; shall serve as a non-voting member of the Board and will be expected to attend its meetings and report on work accomplished; shall report on the state of the Church at the annual business meetings. The minister(s) shall be ex officio on all committees except the Leadership Development Committee and the Ministerial Search Committee.

Delete the italicized phrase so that any leadership configuration agreed upon by the Minister(s) and the Board can be implemented without changing the bylaws.

Page 6: V.4- Composition. The members of the Board of Trustees shall consists of the officers of the Church (President, President-Elect, Vice President, Secretary and Treasurer), six (6) at-large trustees, and the immediate Past President. All members of the Board shall be Church members. The Minister(s), *the Director of Administration and Finance and the Director of Faith Development* (and the Director of Religious Education) shall serve as ex officio, non-voting members.

Insert the italicized phrases in place of the phrase in parenthesis. This would add the DAF to the non-voting, ex officio staff members at board meetings as reflected in the DAF letter of agreement and it also changes the title of the person in charge of our religious education programs to that currently in use.

Each item was discussed and voted on individually:

Under Page 5: I.5, the district has dissolved rather than changed its name: **“delete the italicized phrase because the district has dissolved.”**

MOTION: Approve the Bylaws change regarding affiliation with the modified wording.

Unanimously approved.

Under Page 11: XII.4, a separate vote was requested to provide an opportunity to register opposition to the leadership restructuring at TJMC-UU.

MOTION: Approve the Bylaws change regarding leadership restructuring.

Approved with 2 opposed and 1 abstention.

Under Page 6: V.4:

MOTION: Approve Bylaws change regarding composition of the Board as written.

Unanimously approved.

5. **MOTION:** Approve the following change in the Policy Manual:

“Non-earmarked endowment funds may be used to repay member loans according to the following guidelines:

- a) Only up to 5% of non-earmarked funds may be removed from the fund each year;
- b) *Only \$1 from the fund may be used for every \$2 budgeted from the general revenue to pay off loans, and*
- c) The decision to use funds for this purpose be reviewed annually.

Approved: 11/2000

Delete the italicized b) section (“only \$1 from the fund may be used for every \$2 budgeted from the general revenue to pay off loans”) to allow repayment of member bonds with Endowment funds unmatched by budgeted funds.

Discussion – Policy manual changes are made by the Board; no

congregational approval is required.

Is there any dissatisfaction in the congregation with this change? Yes, some former Finance Committee members disapprove of disregarding the matching provision, but seem willing to accept it so as to get the bonds paid off.

The Treasurer pointed out that use of the term “earmarked funds” is not correct. The Bristol, Connie Cheetham and Abrahamse Funds are “restricted funds.”

Should the matching provision return to the policy manual at some point? We will not be matching funds as we pay off the bonds over the next 5 years. The Board will be able to match funds in the future, at their discretion, without a provision in the policy manual. Hopefully our sense of stewardship will be strong enough in the future that we won’t be taking funds from the Endowment to contribute to the budget.

Unanimously approved.

6. Pulse Survey Update – Amy D. (5 min)

Some of the information gathered in the comment sections of the survey represents both a burden and a gift to the survey committee. We wish to share this information, which contains some hurtful wording, with the Board and staff in closed session. A second, more generic report will be made to the congregation.

Discussion – These are anonymous comments, so it is appropriate that they not be shared with the congregation. Do they reflect a trend? Yes, there is some trend from the 2013 survey as well as a significant viewpoint within the current survey. Then it is appropriate to share them with the Board.

MOTION: Empower the Pulse Survey Committee to prepare both public and executive reports on the Pulse Survey.

Unanimously approved.

BREAK

V. New Business

1. Ordination request from Alex McGee – Sally (5 min)

This discussion is required so the Board can recommend to the congregation that they approve Alex’s request that she be ordained by TJMC. An additional Congregational Meeting must be scheduled (May 10th) in order to give time to prepare for the ordination on June 14th.

MOTION: The Board joyfully approves the ordination request of Alex McGee.

Discussion – What does this mean? The Catholic Church ordains its priests. UU churches ordain through the power of the individual congregation, in effect saying “We think you are a professional minister and have a call. By our

power you are now an ordained minister.” Only congregations can ordain UU ministers, regardless of what the UUA or Ministerial Fellowship Committee says. A minister is ordained a ‘reverend’ for life and only once, even should he/she serve a different faith.

There are different levels of professional ministry recognized by the UUA with different relationships with the congregation. There are senior/lead ministers, associate ministers (who perform virtually all of the same functions as the senior/lead minister with little direct supervision), and assistant ministers (who generally have a more limited portfolio and who have more supervision.). Once ordained, Alex will become an assistant minister rather than a ministry associate. Her job description will not change except for a requested expansion of her role in the social justice work of the church.

Unanimously approved.

The congregation typically pays for the ordination service and this is not included in this year’s budget. Finance needs to approve an organized targeted fundraising for the ordination before the ordination committee can solicit donations to cover the ordination costs. We also need to approve an ordination committee.

MOTION: Approve Sally Taylor as chair of the ordination committee for Alex McGee.

Discussion – Alex has requested that Frank Dukes, Deborah Rose, Doug Webbink and Carol Gardner also serve on the ordination committee.

Approved with one abstention.

2. Board Retreat date for outgoing 2014-15 Board (May/June) and incoming 2015-16 Board (August/September) – Amy W. and Sally (10 min)

Just as a strategic plan needs to “roll” or evolve as it moves through its duration, the long term vision of the Board can be enhanced by debriefing with those Board members whose term is ending. The Board should be thinking at least three years into the future. This retreat is a chance to ask hard questions, think about our long term vision, and perhaps visit some of the parking lot issues.

Suggested dates for the outgoing Board retreat:

Saturday, May 30, 9AM-noon or Saturday, June 13, 9AM-noon

(Sunday, May 31 is the Congregational meeting and Sunday, June 14 is the ordination service.) **June 13th is chosen with decision on church versus offsite host to be made.**

Suggested date for incoming Board retreat: Saturday, August 8, 15, 22, 29. The incoming President will create a doodle poll to choose a date and host with the incoming Board.

3. General Assembly – additional delegates; setting up off-site participation venue – Sally (10 min)

Marlene will organize an offsite venue for this year's General Assembly. She will act as an offsite delegate. That leaves three potential delegate positions available. She will write a bulletin article to advertise the event and the possibility of being an offsite delegate.

MOTION: Approve Marlene Jones as an offsite GA delegate.

Unanimously approved.

4. Report on Southeast District dissolution – Erik and Chris Rivera (5 min)

The Southeast District has dissolved. This is the endcap of a process that has been in the works for several years. UUA Bylaws required several votes during the process, this being the final vote. All congregational support staff has been regionalized. Now this staff is completely paid by the UUA. The ratio of staff to congregations is about the same. Their focus now is to help clusters rather than individual churches. For instance, to have regional staff offer a seminar, a group of churches would be organized to do it together.

5. Charge to Governance Task Force and approval of recruiting effort to be reported at May 30th Board meeting – Sally (10 min)

Proposed Board Charge to the Governance Task Force

- **Analyze present committee and council structure and propose alternatives which would function more effectively**
- **Gather information from the UUA and from churches of our size about possible governance structures**
- **Review the responsibilities of the Board, Councils, Committees, Groups, congregation and staff for decision making**
- **Analyze transparency with respect to both short term and long term financial decision making**
- **Recommend changes to the responsibilities of the Committee on Ministry and the Personnel Committee to reflect the Triune staff leadership team**
- **Establish a leadership succession plan for congregation elected positions and board appointed/ approved committees**
- **Examine the relationship/connections between the administrative committees of the church (Fundraising, Endowment, Finance, Stewardship, Pledge Drive, Campus Management, IT) and recommend changes to improve communication between these entities.**
- **Recommend policy and bylaws changes as needed**
- **Facilitate conversations with councils, committees, and members of the congregation**
- **Present findings and recommendations to the board and congregation**

The board directs the Governance Task Force to complete its recommendations by May, 2016

Recommendations

Possible team members:

Sally Taylor

Bev Thierwechter

The above charge is drawn directly from the Strategic Plan. Bev and Sally have volunteered to co chair the Governance Task Force, which should comprise five or six members who care about council structure, how policy will be suggested and decided upon. Currently the committees and groups without a representative council have no clear avenue to advance new policy.

MOTION: Approve the Governance Task Force charge as written and Beverly Thierwechter and Sally Taylor as co chairs.

Approved with one abstention.

6. Discussion of Bob Gross's offer of a designated gift toward next year's budget – Sally (5 min)

Present policy states that the President can accept gifts of up to \$500 in the name of the church but not targeted gifts.

Discussion - This seems more apropos of a gift toward replacing the boiler. The present case involves a line item in the budget, and seems like a dangerous precedent. The Board makes cuts and establishes priorities for restoring cuts should additional funds become available. This sort of targeted gift short circuits Board priorities. In the past, a large targeted gift was refused because it dictated an unacceptable course of action. On the other hand, we don't want to discourage financial support.

Since our current revenue forecast and increased projected fundraising levels have allowed the IMPACT and AIM line items to be restored, we should communicate our hope that these offered gifts will still be made to the benefit of the entire 2015-16 budget.

MOTION: Direct Adam Slate and Kim Grover to pursue matching funds and pledging effort with the goal of raising an additional \$10,000.

Discussion – Leia has a list of RE families who have not pledged or have reduced their pledge for next year. Should we wait and discuss the process with Adam and Kim when they visit the Board in May? This needs to be pursued with some urgency. Then the Executive Board should be in the loop on their plan and process.

Approved with one abstention.

VI. Closing Activities (10 minutes)

1. Process Review (all):

- Grateful that the budget fell into better shape.
- Good timekeeping - we stayed pretty well on track.
- Some discomfort with fiduciary aspects of the budget
- Glad the budget didn't require some of the contemplated cuts.
- Our new DAF appreciated seeing the Board work through difficult ideas with good listening and arriving at an understanding if not always consensus.
- We should make a formal thank you to the Spring Auction team.

2. Things to Communicate/Do—

Chris – check on room availability for outgoing Board retreat on June 13th.

Laura – organize doodle poll in June to schedule incoming Board retreat date and site.

Marlene – work out details of offsite GA venue and write bulletin article advertising delegate positions available.

Erik – communicate with Bob Gross regarding his offer.

Laura – ask Adam and Kim about undertaking matching fund effort.

Ann – send official Board thank you to the auction crew and make it public.

Sally – notify Alex about the Congregational Meeting on May 10th to approve her ordination request.

Sally – notify Finance Committee of ordination fundraising request.

3. Closing words – Erik

Parking Lot –

Role of COM

Concept of clusters in UUA region

How does restricted endowment differ from targeted pledging?

Upcoming Dates

---May 4, 2015 – Social Justice Council

---May 10, 2015 – Congregational Meeting on ordination request

---May 13, 2015 – Exec meeting

---May 27, 2015 – Board meeting

---May 31, 2015 – Annual Congregational Meeting

---June 9, 2015 – Community Life Council

---June 13, 2015 – Outgoing Board Retreat

Previous Agenda Items Awaiting Feedback (Requested date if known)

Future Topics for Board Meetings

- Consider how to pay for the boiler
- Emergency preparedness plan – May?
- Proposed changes to Short Term Public Witness process – Social Justice
- Refine and adopt the former electronic voting protocol – May
- Stewardship report – The shape of Endowment / Stewardship after funds are sent to UUA for management. – May?
- Campus Maintenance Plan
- Capital Expenditures Budget
- Budget calendar
- Discussion of 501c3 designation for church
- Disposition of church property should TJMC cease to exist

PRESIDENT'S REPORT

April, 2015 President's Report

My major concerns this past month have been about the 2015-2016 budget. I am very worried about our proposal to add \$10,000 in fund raising income when there is no one who has volunteered to lead this effort and there is no plan for any fund raising events or processes. Those who have been contacted about this have declined emphatically. Unless the board itself agrees to organize and put on a fund raising event, it seems unrealistic to expect this to happen spontaneously. I have spoken to many of the yard sale volunteers from past years and they are not interested in having a yard sale in the Lower Hall and see the Summit construction plans as an insurmountable obstacle to holding our usual style yard sale this year.

Last month we voted again to confirm the use of the increase in the Endowment's non-earmarked funds to repay the Member bonds now held by the Endowment Common Fund. Policy V.A. 3 states:

“Debt reduction is formally recognized by the Board of Trustees as being one of the church's primary priorities, and should receive recognition as such during the budgeting process.

PROCEDURE:

- *Non-earmarked endowment funds may be used to repay member loans according to the following guidelines:*
 - a) *Only up to 5% of non-ear-marked funds may be removed from the fund each year.*
 - b) *Only \$1 from the fund may be used for every \$2 budgeted from the general revenue to pay off loans, and*

c) The decision to use funds for this purpose be reviewed annually.”

Since we do not have the ability to match the amount of money from the Endowment from our budget at a 2:1 ratio, in order to do what we voted on last month i.e. to pay back the bonds from the Endowment monies, we must change our policy and eliminate “b. Only \$1 from the fund may be used for every \$2 budgeted from the general revenue to pay off loans” from the policy manual. We have included this in this month’s consent agenda and I hope that we vote to change this policy so that we can move forward with our plans to pay off the bonds held by the Endowment General Fund so that we can within the next 4-5 years send the remainder of our General Fund to the UUA Common Endowment for management as recommended by the Endowment Committee and agreed to by the Board.

The revision of the letter of agreement with the Lead Minister including the Lead Minister’s job description have been sent to the Personnel Committee and the Triune Staff members for review. Once they approve it, it will be sent to the Committee on Ministry for comments. I anticipate that it will be ready for Board consideration at our June meeting.

The two ongoing policy changes, Social Justice Council’s recommended changes in the Short term public witness process and the Finance Committee’s recommendations about fundraising efforts, are still working their way through approval by the councils. The Community Life Council has proposed changes to the Tabling policy for the Social Hall and that, too, is being considered by the councils.

With the charging of the Governance Task Force most of the major pieces of the Strategic Plan outlined for this year will be in place. The parts of the plan that still need to be addressed include (**items were included in the list for 2014-2015 and have not been addressed, * items for next year)

- Implement the UUA FORTH plan and improve Stewardship levels**
- Conduct post-Sunday service discussions**
- Explore monthly evening service**
- Strengthen integration between RE families and the wider congregation**
- Establish a program of pulpit exchanges*
- Increase diversity of outside musicians and speakers*
- Upgrade existing parking lots*
- Prepare a Grounds Master Plan and a prioritized Capital projects list*
- Provide a map of the Church campus*
- Prepare a plan for upgrading the Playground*
- Replace and upgrade HVAC in Main Building
- Improve finishes and aesthetics of Main Building Establish a task force to explore how to have AFD/RE/Worship on Sunday mornings
- Better publicize and increase support for Covenant Groups
- Review AFD effectiveness and focus

- Promote regional and national UUA programs and gatherings from the pulpit and in our communications
- Meet UUA giving guidelines target
- Create Social Action Collection selection guidelines with consideration for organizations with higher numbers of congregational participation.
- Create a Volunteer coordination program to track, organize and recognize volunteer efforts.
- Improve the use of technology in the service
- Engage the Congregation in the budget development process

I hope that as a board we will continually assess our progress in implementing the Strategic Plan and that by the time we are ready to begin a new study of our long term goals and plans, we will have succeeded in meeting all of these goals.

Respectfully submitted, Sally Taylor

VICE PRESIDENT'S REPORT

April 14, 2015

Vice President's Report

Assessment Forms and Assessment Process.

The updated assessment forms have been provided to the triune and others, so that the performance reviews can be conducted for TJMC staff. The DFD does the RE Assistant's, the DAF does the Office Assistant's and Rev Wik does the MA's and DOM's. The Personnel Committee will be coordinating with various persons whose input is requested for triune assessments of the LM and DFD. Personnel Committee will also be compiling the input received on the triune members before the triune assessment interviews are conducted. The outgoing DAF will do an exit interview in lieu of having a performance review.

DAF Search Committee. The Search Committee has disbanded and materials from the Search have been archived, available for future use.

Preparation for DAF departure. Now that Trish is back from vacation, I will be in touch to how the Personnel Committee can assist in the details related to Trish's departure.

Transition to new DAF. The Offer Letter for the new DAF was drafted, reviewed and signed by the President and new DAF on March 31st. Announcements about Christina Rivera's hiring have been prepared – an initial announcement in the Order of Service shortly after Board approval of the hire, as well as a

an insert introducing Christina for the April 19th OOS and for the TJMC May Bulletin. This article will also be provided for posting on the TJMC website.

Lead Minister Offer Letter. I've provided some technical edits to the draft that the President has done and will assist in providing background to the Personnel Committee when it is asked to review the draft.

TJMC Annual Reports. As VP, I have sent out a call for the various Committees and Groups for submission of annual reports, with a deadline of May 1st. A template has been provided so that report format will be uniform. We hope to have a complete set of annual reports before the May 31st TJMC Congregational meeting.

TJMC Policy Proposals. I will continue to follow up on the status of policy proposals that are working their way through the Council/Committee review and approval process.

Clarification on Restated UU Organizations Pensions. Some questions have arisen on requirements of the UUA Pension Plan that became effective in 2014. Answers are quoted from the UUA Participating Employers Agreement and UUA Fair Compensation Guideline.

1. Under the Restated Plan, how much is an employer required to contribute as the employer share (i.e., Base Employer Contribution)?

“Under the 2014 Plan Restatement, employers must make a required base employer contribution of 5 percent or more to all eligible employees. The same percentage contribution must be given to all eligible employees. The previous Plan had no minimum employer contribution.”

2. How much can a participating employer contribute as a matching employer contribution?

“In addition to the Base (mandatory) Employer Contribution, participating employers may opt to make an additional Matching Employer Contribution of up to 6% on behalf of each employee.”

3. What is the UUA recommendation for employer contribution?

“Understanding the Relationship between Employer Contribution(s) and the UUA Fair Compensation Guidelines: UUA Fair Compensation Guidelines recommend that congregations/employers contribute a minimum employer contribution of 10 percent to all eligible employees. For 2014, the UUA Fair Compensation requirement may be met by any combination of employer contributions (base employer contribution and matching contribution) totaling at least 10 percent. For instance, if the base employer contribution is 5 percent and the employer offers to match employees' contributions of up to 5 percent than the participating congre-

gation would meet the Fair Compensation Guideline. Similarly if the base employer contribution is 7 percent and the offered employer match is up to 3 percent, or if the base employer contribution is 10 percent or more and no employer match is offered, the Fair Compensation guidelines for a minimum employer contribution of 10 percent for all eligible employees would be met. What constitutes “fair compensation” will be **reviewed by a UUA appointed Task Force during 2014.**” (bolding/underlining added).

4. Did the UUA change or update its recommendation on employer contribution for pensions under the Restated Plan?

The answer is yes—the recommendation remains 10%, as noted below, in the 2014 Fair Compensation Guideline:

“For 2014, the UUA Fair Compensation requirement of an employer contribution of a minimum of 10 percent may be met by any combination of offered employer contributions (base employer contribution and matching contribution) totaling at least 10 percent. The UUA Fair Compensation Recommendation may seem generous compared to some plans in corporate America, but tens of millions of American employers and employees are greatly under-funding what they will need for an even modest retirement income. Many of our ministers now enter this profession in mid-life. Some have financed their ministerial education with their retirement savings. In addition, salaries for congregational staff tend to be lower than equivalent jobs in the community. Our staff accept lower salaries because they are dedicated to advancing Unitarian Universalism. A 10 percent retirement plan contribution recognizes the sacrifices made by congregational staff. “

TREASURER’S REPORT

TJMCCUU Treasurer’s Report March 2015

Summary

Three quarters of the way through our church year, we have revenues of \$390,728 and expenses of \$374,818 for a surplus of \$15,910. Our revenues are on target at 74% or almost three-quarters of the full-year budget. Expenses are 71% of our full-year budget.

Revenues

Overall YTD revenues of \$390,728 are \$9,636 lower than the same period last year, which included \$9,775 in rents for the Mollie Michie Preschool and U-House.

- Combined Fair share gifts were \$27,342 for the month and \$341,093 for YTD. Combined Fair Share Gifts are \$751 less than the same nine months last year.
- Fundraising income is \$12,932 YTD, 56% of our full-year budget. We raised \$8,896 from the yard sale and received a \$2,500 rebate from our Wells Fargo

credit card purchases. We are counting on the Spring Auction for the remaining \$10,000 of our fundraising revenue.

Expenses

Overall YTD expenses of \$374,818 are \$9,217 or 3% higher than YTD last year expenses of \$365,601.

- Worship & pastoral care YTD expenses are slightly under budget at 73%
- Lifespan Faith Development YTD expenses are below budget at 71%.
- Community Life and Outreach YTD expenses are 61% of budget.
- Operations and Administration YTD expenses are 70% of budget
 - Church & Summit electricity are 96% of budget, \$686 higher than last YTD
 - Cleaning service is 91% of budget and includes the cost of stripping and waxing the floors, which had not been done in four years. This additional cost should be budgeted every two years.
 - Computer maintenance is 90% of budget, with \$586 remaining
- Several line items have exceeded the full-year budget.
 - Canvass is over budget by \$196 [28%]
 - Board discretionary fund/Unbudgeted expenses is over budget by \$131 [26%]
- Per Policy V.A.11, the Finance Committee and the Board of Trustees are to be notified at their monthly meetings of any items that exceed their budgeted amount by more than \$200. No item shall be allowed to exceed its budgeted amount by more than \$500 or 100% of the budgeted amount, whichever is less, without the express authorization of the Board. While no budget items have exceeded \$200 yet, I thought it was a good idea to remind everyone about this policy as we approach the end of the church year.

Balance Sheet

- Our bank account balances total \$656,950 including the net proceeds of \$486,329 from sale of U-House.
- Construction in progress spending of \$15,982 represents the cost of separating the electric service for the parking lot next to U-House, structural and air quality reports, and payments to Martin Horn for Summit House repairs.
- Our general endowment fund has a balance of \$374,235 as of December 31, 2014, and our restricted endowment funds total \$68,279.

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LEAD MINISTER'S REPORT

Report to the Board from the Lead Minister April 2015

I'm going to stray from my usual six-area report to focus, instead, on some "big picture" issues that I feel the need to address.

- Uppermost on my mind, as it is no doubt on all of yours, is the budget. The Board faces some challenging decisions. We have done so for several years in a row, now. In some ways that makes things easier – we've had some practice. In other ways it makes things harder – we've already cut the things that haven't caused us to bleed too badly. Still, here we are again.

I would encourage us to remember a couple of things. First, we are not alone in this. Liberal religious communities are notorious for having "scary" financial lives. One church consultant has gone so far as to say that healthy congregations are those who recognize that money troubles are not "crises" so much as they are "the cost of doing business as a church." Things have to change, yes, in the way we generate and, then, spend our money. No question. But perhaps we should also think about other things that we might consider changing.

This brings me to my second reminder. We have often been in the situation of great anxiety over a deficit during budget preparation, only to have long discussions at the end of the year about what to do with the surplus. This has happened repeatedly; could we, should we, have faith that it will most likely happen again? (I've already gone on record, and Laura has written it down, that I believe we will be dealing with a surplus by year's end.) Part of the anxiety is due to our commitment to a "balanced budget." And while I understand the fiduciary responsibility that underlies this commitment, I do wonder what it'd be like to approach our budgeting in a more faith-based way. Could we decide -- as leaders of a religious community – to do the best we can in making things orderly yet at the same time recognize that there're a whole of things that are totally out of our control and that mysterious things have a way of happening? Might we consider, among the changes we're considering making in the church – and these budget decisions *will* have an effect on the church – building a leap of faith into our process? Questions.

I'd like to address our budget discussions from a personal perspective for a moment. If the considered changes to both my health insurance package and my pension are approved, these coupled with the reduction in my professional expense line will make for a total reduction in my compensation of roughly \$14,000

- \$15,000 over the course of four years. (And it is not just my compensation package that has been chipped away at over the past several years.) That is significant. It is, of course, significant for my family, and it is also significant for the church which has made such a point of valuing its professional leadership.

It should be clear that I certainly have a stake in the financial health of this congregation. And it is from that place that I would like to challenge us all to approach our deliberations in as non-anxious a way as we can. The weight of the world really is not on our shoulders, no matter how much it might feel like it is. The sky is not falling in. We are good people, representing a good community, charged with doing our best. I encourage us to breathe and to remember the teachings of the *Tao* -- that the rigid tends to break while the fluid and the flowing can survive anything.

- The next “big” thing I want to bring to our collective attention is the energy that is building around reviving our anti-racism work. Over the past four years I have been building on the foundation laid by the undoing-racism committee under the auspices of the Thomas Jefferson Legacies Initiative. There has emerged quite a group of people who are expressing commitment to helping TJMC really engage with issues of race and our role, as a predominantly white congregation, in dismantling it. There are several different directions this renewed energy can take, and by the end of May we should have met to discern which we have the most heart for. I fully anticipate that this energy will expand during the coming year reviving not just that committee’s past efforts but also, perhaps, our congregation’s sense of purpose.

- Penultimately, I would like to lift up Alex McGee’s ongoing journey of ministerial formation. She has been, undeniably, one of TJMC’s ministers. The testimony of those touched by her pastoral presence, her insightful and moving sermons, her nurturing facilitation of our young adult ministry, the grace of her teaching --- she is a minister. Yet her recent meeting with the UUA’s Ministerial Fellowship Committee, and their granting her “preliminary fellowship” is a tremendous milestone on her journey toward being an ordained minister. She rightly notes in her letter to the Board that the decision by a congregation to ordain someone is an exercise of the congregational polity upon which our movement is built. It is not a monolithic “UUA” that ordains our clergy. It is not the Ministerial Fellowship that grants this recognition. Only a congregation can bestow ordination on someone they deem worthy of it. That is a powerful thing – not only for the ordinand, but for the ordaining congregation as well. That Alex

honors TJMC by asking for its blessing on her ministry is no small thing.

- Finally, I would note a momentous shift in the leadership of this community. Trish has been all that we have needed our first Director Administration and Finance to be (and then some). In the relatively short time she has been here she helped us to see things we didn't even know were possible, and she helped us not just to see them but to achieve them. Her skills, her style, and her spirit have been transformative.

Luckily, our new DAF doesn't need to try to fill those shoes. Chris brings another set of experiences and perspectives (as well as her own skills, style, and spirit). She, too, will leave her mark on this place – and be touched by it, as well. I can say that the staff are certainly sad to be watching our friend go, yet we are equally excited to welcome a new friend and see how the dance will continue from here.

Pax tecum,

RevWik

DIRECTOR OF FAITH DEVELOPMENT'S REPORT

Report to the Board April 2015

Leia Durland-Jones, Director of Faith Development

Children's Programming Highlights:

- Kindergarten-First Grade OWL is going well
- K-4th grade put together 180 meal packets on April 12 for distribution at UVa Medical Center through the Interfaith Humanitarian Sanctum (many thanks to Margaret Gorman for her leadership)
- K-4th grade learned about our Unitarian partner church in Nongkrem (India) and began responding to the letters we received from our partner church. There was much enthusiasm and the RE Committee is looking for ways to involve folks from across the congregation in responding to the letters we received.
- Preparations are underway to begin registration for the 2015-2016 church school year.

Youth Programming Highlights:

- 5th-6th grade OWL wrapped up with rave review by youth, parents and advisors. This group is finishing out the year with a return to their curriculum from the fall semester (*Jesus and His Kingdom of Equals.*)
- 7th-8th grade OWL concludes in early May.
- Our ninth grade youth group has been busy with activities such as making soup for the soup kitchen and planting a variety of perennials in one of the beds near the labyrinth.

- Our 10th-12th grade YRUU group is busily preparing for their service trip to Appalachia by learning both construction skills as well as about Appalachian culture.

Adult Programming Highlights:

- The winter/spring semester is well underway. Classes that have met thus far are: Making Your Backyard a Wildlife Habitat, Selma Awakening, The Jefferson Legacies in the time of Ferguson, UU History, and Transgender 101.

Additionally:

- About 25 people participated in the talk given by Henry Wiencek
- 15 people attended the Erik’s class about the Resurrection
- The African potluck was a great success
- 10 people participated in “Being a UU Parent”
- We are planning now for the AFD opportunities next fall.

Worship

- Erik led Children’s Worship on March 29—to the delight of all the children!
- Our annual multigenerational “Rite of Spring” service on Easter was well received.
- Our Wednesday Worship service continues to be a lovely opportunity for a mid-week sacred pause.

Other

- Several of the RE classes compiled goodies to make incredible baskets for the church auction.
- It has been a privilege to work with Trish as our Director of Administration and Finance. I will miss her very much and I wish her all the best.
- Our annual assessments are in process.
- I am not with you for this Board Meeting as I am on vacation with my family in Boston (Karen in running in the Boston Marathon!)

DIRECTOR OF ADMINISTRATION AND FINANCE’S REPORT

DAF Report-
Board Book

April 2015

TRANSITION PLAN

Assessments:

- I am doing Wendy's assessment on Friday April 17th
- I will have Leia and Erik's assessments done by Monday April 19th

Tasks to complete by May 2nd:

- Training Manual for Chris- due April 20th
- Cancel Insurance for Trish both with UUA and Metlife- Done effective April 30th
- Cancel Pension for Trish effective May 1st

- Wells Fargo- add Chris to signing card- remove Trish- get CC for Chris – Meeting set for April 23rd at 10am
- Prepare all hiring paperwork for Chris in addition, work with Jamie on background check for Chris
- Submit to Board President a Campus Capital Plan and a Campus Maintenance Care Plan – due May 2nd
- Organize and move out of office – April 20th
- Set up computer work station for Chris- business cards, name tag and name plate – Ordered delivery between April 20th and April 28

Planned Introductions

- Chris to meet with Facilities Group and meet Dennis from Martin Horn and Chuck the Architect. Make sure she is up to date with redevelopment of lower hall and Summit House
- Chris to meet with Wells Fargo Team- add to signature card. Obtain a credit card.- Scheduled for Thursday April 23rd
- Introduction to SAGE customer support agent
- Introduction to ENTEC rep- Mason- scheduled for Wednesday April 29th
- Introduction to Colonial Webb- HVAC contract- Set for Friday April 24th
- Introduction to Cleaners- Courtney Cleaning
- Introduction to Blue Ridge Music- Scheduled for Tuesday April 28th
- Chris meet and work with Finance Committee on 2015-16 budget- Meeting set for April 14th

Subjects we will Cover

Accounting

- Accounts Payable
- Accounts Receivable
- Month End Reporting
- Year End Reporting
- Finance Committee
- 2014-15 Budget

- 2015-16 Budget

Campus Maintenance

- Schedule minor repairs
- Parking Lot Mitigation
- Grounds Update
- Security- Lock System
- Campus Capital Plan
- Campus On-Going Maintenance Plan (deferred Maintenance)

Technology

- Office 365
- Survey Monkey
- Constant Contact
- Azure Server
- Asset Plan for Computers
- Power Church Training
- Meet with Communications Task Force

Employee Management – HR

- Payroll Company Set Up
- Employee Vacation Days/Sick Days updated
- Part Time Office Assistant Annual Assessment
- Childcare Pay
- 1099's
- Meet with Personnel Committee

General Office Organization

- Office Supply
- Notebooks
- File Cabinets
- Volunteers for the office plan and future
- Church Calendar
- Sharing of User Names and Passwords- changing for security reasons

Triune Leadership Model Training

- Working with Leia and Erik

Groups, Committees, Council and Board Training

- Key Contacts
- Tabling
- Annual Reports

Building Rentals

- In progress contracts
- Key Introductions (Blue Ridge Music, OLLI, etc.)

MEMBERSHIP REPORT

TOTAL MEMBERSHIP as of Feb. 28, 2015: 437 including 14 youth members

Add:

Ellen Powell, March 8, 2015

David Powell, March 8, 2015

Drop:

Boitet, Hannah, moving to Florida, notified RE Assistant, March 26, 2015, archive

Boitet, Jarrod Ian, moving to Florida, notified RE Assistant, March 26, 2015, archive

TOTAL MEMBERSHIP as of March 31, 2015: 437 members including 14 youth members

Sally Taylor

Membership Tracker for Membership Committee