

Thomas Jefferson Memorial Church - Unitarian Universalist

BOARD OF TRUSTEES JANUARY MEETING

January 18, 2017

MEETING MINUTES

I. Opening--(30 minutes total) Opening/Closing Words (Karen), Snacks (Karen), Notes (Breck) Timekeeper (Jen Larimer), and Process Review (All)

Members Present: Karen Ransom - President, Laura Horn - Past President, Jen Larimer - Vice-President, Ann Salamini - Treasurer, Jeanine Braithwaite, Katharine Maus, David Mick, Annalee Durland-Jones, Breck Gastinger, Erik Wikstrom - Ex Officio, Leia Durland-Jones - Ex Officio, Christina Rivera - Ex Officio

Members Absent: Anita Holmes

Guests: Stephanie Lowenhaupt, Adam Slate

Opening words – Karen

1. Check-in – This month we are invited to check-in: “What brings you warmth?”
 2. Acceptance of Agenda
- 2 items of correspondence added to the agenda

MOTION: Accept the Agenda with additions

Unanimously accepted

3. Public Comment – none
4. Correspondence –

Laura Wallace

- The Board read correspondence from Laura Wallace and is deeply appreciative of the work undertaken on the survey. There is support for repeating the survey using the existing format thanks to its high quality. It is best practice to repeat questions in subsequent surveys, although additional questions as new needs arise can also be added. The Board has decided to not undertake the survey this church year as we have a very full agenda. Our decision to not repeat the survey this church year reflects our limited bandwidth and is not to be interpreted in any way as lack of support for the survey and its quality.

- **++ Action: Karen will respond to Laura**

From UUA, Leadership Development Associate

- Congratulations on Annalee as a ‘Luminary Leader’
 - To be scanned and entered into the record.
- **++ Action: Christina will post for the public.**

II. Reports

1. President’s Report (written) – Karen Ransom
 - Governance Task Force meeting will be on Sunday after second service (Jen, Katherine, Adam plan on attending)
 - Committee chair resignations were noted - Jen McCutcheon (auction)
 - Laura - Pledge update
 - Changing the strategy on fundraising to use energy more effectively and respectfully.

- Early communications in January. Draft of letter is nearly complete. Follow up with donors will continue with guidance by Adam. Laura is working with Achsah to update the website. Laura distributed FAQs for The Last Pledge Drive, Ever.
 - February efforts will include items such as email, website, social hall table. Marshalling youth energy.
 - We know that if we do not ask for money we won't get money. There will be efforts on calls, outreach to RE families, other work ahead of us.
 - **++ Action - Karen will set up a sign up sheet on google docs for tabling.**
 - Next campaign meeting upcoming Jan. 29th. In order to prepare, the exec committee, and any others interested, will meet on the 25th. 645pm.
2. Vice President's Report (written) – Jen Larimer
 - Recruiting volunteers for auction chair.
 3. Treasurer's Report (verbal) – Ann Salamini - no report
 4. Minister's Report (verbal) – Erik Wikstrom - verbal, but will also submit a written version
 - Grateful for the work of Chris to work on organizing buses to the Women's March
 - Thankful for the support of the board to allow for Staff priorities
 - Praise for Chris's sermon on Sunday - it was great. The challenge that she offers us is one we really need to listen to.
 - Emphasis on a sermon from GA that has been distributed. Really want to have this sermon watched, discussed, and energized.
 - Two questions. How should our church change?
 - How should we change?
 - Question - It was noted that the largest newcomer orientation is coming up. How is financial support discussed? Erik does this portion along with other aspects of the church, He does note that pledging is not a requirement, that there is an expectation.
 - Laura will be meeting with membership on Saturday and will discuss about how best to follow up.
 - Erik noted again the Faith Forward program regarding stewardship and distributed information sheets for consideration.
 - There should be a board member present at the orientation meetings and to think about ways to follow up regarding pledging and expectations.
 5. Director of Faith Development Report (written) – Leia Durland-Jones
 - Leia wanted to amplify last three sentences of written report regarding her gratitude for the holiday gift and appreciation.
 6. Director of Administration and Finance Report (written) – Christina Rivera
 7. Membership Report (written) – Sally Taylor
 - A request that the Board request a change in the way that the membership is recorded. Youth members should not be separated out and should be accounted as full members. Internal accounting of youth membership is ok.
 8. Board Liaison Reports

III. Consent Agenda / Electronic Motions

MOTION: Approve Adam Slate to fill the President-Elect Board Position

MOTION: Approve the Consent Agenda.

Approved unanimously. Adam Slate is now President-Elect

MOTION: Approval of the December minutes

Approved.

IV. Old Business

1. Update on Pam Phillips Ordination - Erik (10 min)

- Date: PP still trying to coordinate calendars.
 - Currently, no date in June worked. Looking to back into May. However there are challenges in getting it scheduled to work with getting congregation's vote of approval.
- Length: this should be about 2 hours for service, 1 hour for reception afterwards.
- Committee: Sally Taylor, Donna Baker and Bev Thierwechter are committee that are working on the planning
- Budget: Pam and the committee hope to minimize expenses--- potluck, evites.
 - Some costs include getting David Morris here, orders of service, and honorariums.
 - Would like to livestream the event. Copyrights would need to be investigated.
- Offering could be split w/ UUA Living Traditions fund and Local Ministerial Discretion fund.
- There is a challenge with that scheduling - the Congregational meeting is set for June.
 - **++ Action - Chris and Pam will work hard on scheduling ordination next week.**
- Need to go to finance committee to do the fundraising. Pam has the form necessary.

BREAK AND GRATITUDE CARDS (15 min) - Please think of people the Board should recognize for their recent contributions to our church community.

V. New Business

1. Discussion of Fundraising Events (Karen)

Need to look forward over the next 6 months to the gaps that were built into the budget.

Currently the projected gap is 6,600 dollars assuming that we make the current expectations for remaining fundraising items.

Lip Sync Battle

- Chris reports that it is scheduled for March 24, Friday evening: **Celebrating our Generosity.**
- Should be an event that recognizes volunteers, giving, all the ways that people give to the congregation. Everyone is invited. Spaghetti dinner. Ticket price, raffle.
- For lip sync battle, Staff will be a team. Invite up to 3 other teams (2 songs each) at an entry fee of 100\$. Smaller opportunities to give - suggestions to have dollar bills available.

Brother Sun Concert

The board spent time with Stephanie Lowenhaupt working through logistics and needs to support the upcoming Brother Sun Concert

Auction

- Jen McCutcheon. is stepping down, but has set up a lot of information and will help train a replacement. Cindy Shepard is willing to continue. Concern is finding the right additional people to carry forward.
 - There has been some confusion between the Spring and Fall auction events. How do we distinguish the two events? Maybe only doing the dinners at one of

them? Is it a communication issue? Idea was presented of adding a plant sale to the spring auction. Sometimes there are too many items? There are some ways to reduce the amount of work - not every item requires catalog photos.

- Question, Could go back to the live auction?
- For this auction, there needs to be someone who is good w/ data, but also needs someone who could chair and provide energy and guidance. Needs some solicitation for the items, outgoing, Dinner Diva. Could be a team.

Miracle Sunday

- Tabled for discussion at campaign meeting

Please encourage B&B program upcoming.

++ - Breck will transmit documents to Chris (fundraising logo, drawings)

VI. Closing Activities (10 minutes)

1. Process Review (all):
2. Things to do / communicate – see highlighted items in the minutes.
3. Closing words - Karen

Upcoming Dates -

Wednesday, February 1, 2017 - Executive Committee Meeting

Wednesday, February 15 2017 - Board Meeting

Correspondence - Laura Wallace

January 6, 2017

Hello--I apologize for not asking these questions formally in a letter but I hope this will be an acceptable format.

1) I look forward to the Board minutes being posted in full on the website and hope the new "summary" is not being substituted. That is a nice placeholder but much less informative.

2) Regarding the August 2016 minutes, I wanted to offer one detailed comment.

From the Minutes

"The first survey took up a lot of energy and resources. Should we repeat it next year? If you want to establish trends, you have to collect data. Is this survey the best way to tap into how the congregation is feeling about things? If it is, what else will we not do in order to have the energy for the survey?"

Comment

One of the most significant parts of the Survey Team's mandate was to design the survey so carefully that it could be implemented annually or biennially, **using the very same questions**. It was stressed to us repeatedly that we were to create a new instrument that could be repeated year over year. The Survey Team understood clearly that we were building *a template for long-term use*, hence it would take considerable "energy and resources", which we were glad to volunteer.

The goal was to allow trends evaluation over time to support TJMC's strategic planning. So our commitment from the beginning was to take seriously best practices for writing and structuring the Survey. Re-administering *the same survey* will produce trackable metrics of change, progress, success, areas for extra attention, etc.

To repeat the survey is extremely simple. The file and Survey Monkey account were preserved for exactly that purpose.

Despite unhappy feelings in some cases over interpretation, the Survey was very well built. I urge the Board to let what we built fulfill its purpose, and not to find reasons to jettison it. It would be an inefficient thing to do, and a bit undermining.

Lastly, it was not a "Pulse" survey and the word isn't an accurate descriptor. The simpler title (20XX TJMC Survey) is clear.

Thanks for reading,
Laura Wallace

President's Report

January 2017 President's Report to the Board

As we move forward into this new (calendar) year and reflect on what we have accomplished in the first half of our church year, I am grateful for your engagement and commitment to our work together.

In February we will take up the reigns from the Governance Task Force. There will be one final feedback session on Sunday, January 22. I encourage everyone to attend. As a board, we will then need to study what they have presented along with it's revisions and recommend the best path forward for our congregation. We anticipate asking for a vote on these changes at the June 4th Congregational Meeting.

We will also need to begin building our 2016-2017 annual budget. Our work at the January meeting will inform that as we examine our income streams this year and their potential and sustainability.

We have had several committee chair resignations recently. As older members of our congregation move out of long held positions, we must seek creative ways to attract new volunteers and be willing to redefine the work we ask people to take on.

Progress is being made on our "Last Pledge Drive (Ever)". As a board, we have committed to staff a table in the social hall during February and March to answer questions and encourage folks to embrace this new approach. Please bring your calendars and be prepared to sign up for 1-2 social hours in that time frame for this important work.

In addition, we will be meeting again on January 29th at 2:30 p.m. to discuss next steps in our TJMC campaign.

Karen P. Ransom TJMC Board President

Vice President's Report

Vice President's Report January 2017

This month, Karen, Chris and I had the pleasure of meeting with Jen McCutcheon and Cindy Shepard to solicit their feedback about running the church auctions. One of the concerns they shared was in regard to hosting two auction events per year. They shared that having two auctions confused some congregants about why they were being asked to donate again. We discussed ways of making the Spring and Fall events more unique, and possibly having just dinners in the Fall, while offering items and plants in the Spring. Dinners tend to be the largest revenue maker, while services often don't do well. Gift cards and items like cookies/pumpkin bread also seemed to do well.

Two of the main challenges they have experienced with past events were securing donations and recruiting volunteers. Additionally, it has been very time consuming and labor intensive to photograph, write descriptions, and list all the Spring Auction items online. Jen McCutcheon will be stepping down so we will need to identify new leadership to partner with Cindy, particularly someone that can be trained to operate the web-based auction software.

Possible suggestions that came from the meeting included:

- Assembling a Fundraising Steering Committee to coordinate the elements of recruiting volunteers, soliciting donations, and managing the events;
- Listing only dinners and big ticket items online, saving time and labor on data entry;
- Having Office Staff call congregants to solicit volunteers and donations at an earlier date than the previous year;
- Identify business owners at church who might be willing to donate to the events;
- Possibly charge admission to the events instead of the 50/50 raffle done in the past;
- Maybe a church-wide mailing with an invitation or raffle tickets that can be turned in on the night of the event for a fee;
- The Spring Auction has typically been a potluck, although if a committee was able to donate a dinner for the event we could charge per plate to generate additional revenue;
- Partnering with another group (i.e. PACEM) to create a community event and tap into a wider audience.

Possible suggestions for volunteer recruitment:

- Leia has always been a great resource in recruiting RE families to help volunteer on the evenings of the events;
- UU Guys should continue to be utilized to host the bar for both the Fall & Spring events (as well as Chili for the Fall Event);
- UUpitties should be approached to see if they would like to get back involved in auctions;

- Covenant Groups have also donated in the past, and might be approached about volunteering.

Treasurer's Report (verbal)

Minister's Report

Lead Minister's Report to the Board, January 18, 2017

Because of illness I was not up to the task of giving a written report this month, so I will offer a (brief) spoken report. Nonetheless, for the sake of the record, here are the points I intend to take up:

- I think we should all be proud of the work of our Director of Faith Development in coordinating busses from TJMC to the Women's March in Washington. It took quite a bit of work on her part, but her efforts were in line with the priorities the Board and Senior Staff identified earlier this year, naming support of our racial justice efforts as a primary focus. Because of Chris' work, TJMC has made a statement about our values, and facilitated many of our congregants to put their faith into action. (The fact that after filling up, first, one bus and, then, a second one, and still having enough people on a wait list to more than fill up a third is a clear demonstration of the importance of this effort.) And Chris' efforts kept the per-seat cost down when on other area busses they kept rising. Doing this work did mean that there were other things she did not do, but that's what prioritizing is all about. So in addition to wanting to publically and formally thank Chris for her efforts, I would like to thank the Board for supporting the staff in prioritizing our efforts in mutually accountable ways.
- I would mention Chris again, noting her powerful sermon on Sunday the 15th – "On Being Called Out, Called In, and Showing Up." Her message was extremely well received, and I hope that our congregation will – both individually and collectively – step up to the challenges she presented us with. I would encourage anyone who wasn't in the Sanctuary on the 15th to listen – the audio is up on our website.
[<http://www.uucharlottesville.org/?sermons=january-15-2017-the-price-of-prophecy>]
- In an email sent this morning I also encouraged each of us to watch the video of the sermon the Rev. Nancy McDonald Ladd offered during the Sunday morning service at this past summer's General Assembly. It was very powerful, and *very* challenging. I intend to share it as widely as I can, encouraging as many different groups to discuss two primary questions: 1) Having heard this sermon, what do you think TJMC should do differently? 2) If you found yourself agreeing with anything, what do you think *you* should do differently in your relationship to our congregation? I certainly hope that the Board will be able to carve out some time during a future meeting to discuss it – I think it's that important. [If I did it correctly, you should be able to find it on Google Docs at <https://drive.google.com/file/d/0B2ptfi3pNKU0OU1pZzlZS096cnM/view?ths=true>] The video is a little less than ½ an hour long, so I'm going to be suggesting it to Covenant Groups, Active Minds, UUsGuys, Connect-her, and other groups.

I am sure that there are other things I could report on, but in order to keep this brief I will limit myself to these three things. I will also take any questions people have.

Pax tecum,

RevWik

A Report on the Status of Pam Philips' Ordination

I was tasked with asking Pam about some of the concrete/practical aspects of her upcoming Ordination. She is in the midst of the Search Process right now, so that is understandably her focus. Here are her answers to the questions I posed:

- Date – still to be determined. She has asked David Morris to deliver the sermon and, so, any date needs to coordinate with his schedule, her family's schedule(s), as well as TJMC's calendar. She is not wed to either a Saturday or Sunday, but she says that June is becoming problematic. Our Congregational Meeting is on the 4th (as is David's); the 10th doesn't work for Pam's family; David isn't available on the 18th; General Assembly is on the 25th. She is now needing to look at dates in May. [I'll note that one problem with a May date is how important it is to her that the congregation vote on her ordination. When I asked the Director of the UUA's Transitions Office about this, he noted that while in some congregations it is only the Board which votes, this is both quite a minority *and* has to date only been done in congregations that have an extremely strong sense of trust for their Board.
- Length – in her experience Ordination service generally run up to about two hours, and she thinks we should probably plan for about an hour for the reception.
- Committee – Sally Taylor, Donna Baker, and Bev Thierwechter have all agreed to help out, but she haven't met with them officially yet. No doubt others would help if asked.
- Budget – While she doesn't yet have specific numbers, these are the only thing that she's aware of that would be a cost would be travel and lodging expenses for participants, and this would probably only be mileage reimbursement and possibly a hotel for David (although home hospitality might be a possibility). The other people she's asked to participate are all VACUUM members and, so there should be no costs involved. (I would note that there is often an honorarium for the preacher.) She imagines the reception to be potluck, and sees the same for the food that is typical for participants before the service (in the Green Room, as it were). Evites would mean that there'd be no cost for mailing invitations, although there would be costs associated with printing the Orders of Service (which are generally fancier than those for a typical Sunday). She would like to have Scott play, if available, which would involve his usual honorarium. She'd also like to livestream the event for people who aren't able to attend in person. This could involve copyright licensing fees. Sally gave her the form used for Alex's ordination to request permission to fund-raise for the event.
- Gifts – When asked what gift she would like to receive from the congregation she said that she would love to receive a stole.

One last thing – it is traditional for the money collected during the Offering to be given to the UUA's Living Tradition Fund. She is thinking about, instead, splitting it between the Living Tradition Fund and TJMC's Ministerial Discretionary Fundy.

Director of Faith Development Report

Report to the Board

January 2017

Children's Programming

We continue welcome an influx of new families on Sunday mornings as people's interest in connecting with a faith community is renewed given the current climate in our country. Our Racial Justice Sundays with the K-4th grade classes seem more important than ever. Thank you to Linda Dukes, Elaine Chapman and Ann Forno for creating the lesson materials and serving as lead teachers for these classes. We hope to expand this programming next year.

Youth Programming

The Youth/Adult Committee (comprised of YRUU youth and advisors) has been meeting regularly to plan the programming for our senior high youth group. The youth started the year with a session on microaggressions led by Greg Townsend. Erik joined the youth for lunch on January 8 to continue planning the YRUU-led service on February 12.

Adult Programming

Winter/Spring AFD programming is rolling out with several racial justice programs including: **Practice Speaking Up for Justice**, Sunday January 29, 12:45- 2:15 PM in Lower Hall 2 and 3 led by Kate Fraleigh. **Friday movie White Man's Burden – a walk in different shoes**, Friday, February 17, 6:30-9 PM, church parlor led by Bob Gross.

The Third Reconstruction Book Group, Sundays March 19, March 26, April 9 from 12:45-2:15 PM, led by Jaime McReynolds.

The Role of Children in African American History, Sunday April 30, 12:45-2:15 PM, Lower Hall 2, led by Kate Fraleigh.

Linda Dukes and I are putting together a class exploring racial justice for parents of young children.

More information is forthcoming on classes offered by Wik and Alex.

I am meeting regularly with the Women's Dream Quest Planning Circle in preparation for our eighth annual Women's Dream Quest February 24 & 25. The Land of the Soul workshop with Judith Tripp is Sunday February 26 from 4-6 PM.

Multigenerational Programming

Our annual PJs, Pancakes and Bingo event is Friday January 27. Come have dinner at church!

Chris and I are working with other religious professionals in our cluster to plan our March 10-12 Supercluster Conference (hosted at TJMC) with racial justice programming for youth and adults as well as peer chaplaincy training for youth. More details soon!

The 4:30 Christmas Eve service went well with a happy, full sanctuary of enthusiastic service participants.

Our congregation's *New Year's Eve Labyrinth Walk* and reception was a wonderful success with much appreciate to all the volunteers, particularly Patty Wallens, who made this annual holiday observance possible.

Worship

Our *Contemplative Worship Service* on Wednesdays continues to be well received. The Contemplative Worship team continues setting the chancel altar in the sanctuary with the goal of creating altars that deepen our experience of the monthly themes. Much thanks to Cindy Mick and Maggie Ober for their engagement with this ministry.

Community Engagement

Our congregation's collection of hats, mittens, gloves and scarves at the Christmas Eve services was abundant. Thanks to Elaine Chapman for delivering these items to Greer Elementary for distribution by the school staff to those in need.

Thank you

I want to offer my heart-felt thanks to the entire Board for your very generous and thoughtful Christmas gift. I was very touched by your generosity and kind words. THANK YOU!

Director of Administration and Finance Report

Director of Administration and Finance – Christina Rivera Board Report January 18, 2017 mtg

Number of emails received: 2129

PACEM support

Organized Church Size Board Retreat

Yard Sale Team Thank you and Info Breakfast

Prep and attended following meetings:

- o Board Meeting
- o Presidents Mtgs
- o Church Size Board Retreat

Hosted VACUUM meeting (cluster religious professionals gathering)

Began organizing buses for January Women's March on Washington

Began organizing for Brother Sun Concert fundraising event

Continued organizing for March 10-12 SuperCluster Event

Operations:

Church foyer and parlor heat issues resolved.

New Pledge Campaign:

Reviewed new pledge campaign outline with various lay leaders and worked on volunteer plan

FY 17 Financial Report Notes

Expenses continue to track on target

Revenue is tracking lower in two areas:

o Scrip – in the new year there are plans for an improved Scrip and Generosity table in the Social Hall which would allow for scrip to be purchased by credit card as well as donations/pledge payments. This will require a new scrip coordinator and table staffing.

o B&B Income – awaiting to see if we have any holiday bump for this line item Current estimated FY17 budget shortfall is: \$6.6 (originally \$23K)

- o -\$2K B&B reduced revenue
- o -\$2K Scrip reduced revenue
- o -\$12K Funding gap (congregationally approved)
- o -\$11K "Unidentified fundraising" line item
- o +\$13.5K Pledge lag revenue
- o +\$4.2K net Declined staff healthcare benefits+premium increase
- o +\$1.2 Brother Sun Concert
- o +\$1.5 Lip Sync Battle: Celebrating our Generosity

Reminder: UUA Presidential Election @ General Assembly 2017:

The TJMC delegates to GA 2017 will be tasked with casting ballots for the next UUA President. The TJMC Board may want to consider recommendations to the congregation on the allocation of those votes. Spring candidate forums are in the planning stages, potentially to be live-streamed and recorded.

Membership Report

To: Board members

Re: December 30, 2016 Membership report

TOTAL MEMBERSHIP as of November 30, 2016: 409 including 19 youth members

Add:

Jude Bias, Dec. 2, 2016

Kay Frazier, Dec. 2, 2016

Kate Bird, Dec. 2, 2016

Dana Wassenaar, rejoined, Dec. 11, 2016, joined Nov. 7, 1999

Drop:

Thorup, Barbara, died, Dec. 2016.

TOTAL MEMBERSHIP as of December 30, 2016: 412 members including 19 youth members (390 adult members)

Sally Taylor

Membership Tracker for Membership Committee