

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES FEBRUARY MEETING
February 15, 2017

MEETING MINUTES

I. Opening--(25 minutes total) Opening/Closing Words (Breck), Snacks (Breck), Timekeeper (?), and Process Review (All)

Members In Attendance:

Karen Ransom - President, Adam Slate - President Elect, Laura Horn - Past President, Jen Larimer - Vice-President, Jeanine Braithwaite, Annalee Durland-Jones, Breck Gastinger, Katherine Maus, David Mick, Erik Wikstrom - Ex Officio, Christina Rivera - Ex Officio, Leia Durland-Jones - Ex Officio

Members Absent:

Ann Salamini - Treasurer

Guests In Attendance:

Jamie McReynolds, Donna Baker, Sally Taylor, Beverly Thierwechter, Pam Phillips

Opening words – Breck

1. Check-in – This month our check-in was centered on color
2. Acceptance of Agenda

MOTION: Accept the Agenda & Move Governance Task Force (GTF) Discussion Before Reports

Unanimously accepted.

3. Public Comment - None
4. Correspondence - None

II. Old Business

1. Governance Task Force Recommendations - Karen (30 Minutes)

The Board had the opportunity to meet with Governance Task Force members to ask clarifying questions about the recommendations put forth.

- The website lists all comments & feedback collected at the Congregation Conversations.
- It was universal in all of the research conducted that a church of our size requires a smaller board and more staff. Smaller board size does translate to more responsibilities for at-large Members.
- The GTF attempted to simplify the bylaws providing more flexibility to make changes when needed.
- Note made regarding the inaccuracy of the current bylaws concerning the actual responsibilities of the Treasurer and Finance Committee which will require revision.

- If the recommendations are approved several items will need to be addressed by the board including assignment of the Leadership Development function, review of the Social Justice Council responsibilities, review of the Committee structure, and recruiting for the Policy Review & Nominating Committees.
- Recommendation made to hold Board training in July instead of September.
- Recommendation made to have the President be the only Officer with discretion over whether to hold the monthly Executive Board meeting.
- Discussion of how the Executive Committee would be created through nominations of the current at-large Board Members. Concern raised about how the two-year term lengths are staggered, meaning that potentially at-large Members may only finish half a term before moving into an Officer position, leaving an at-large position needing to be filled for the remaining year.
 - **ACTION:** Breck to explore scenarios where the officer positions come available in correlation to when the at-large positions come available.
- Discussion of the rationale behind opening up new policy suggestions & changes from all congregation members instead of being restricted to just those that are part of a committee or task force.
- Though not part of the proposal brought forth by the GTF, the Board also discussed the possibility of moving some items from the Bylaws to the Policy Manual which would create more flexibility allowing the Bylaws to outline what officers and committees exist, while the Policy Manual would detail the descriptions of what they do and how they do it.

MOTION: The Board accepts their recommendations with gratitude and graciously disbands the Governance Task Force.

Unanimously accepted.

MOTION: Allocate 25 minutes from other areas of the Agenda to extend the discussion on the GTF recommendations.

Unanimously accepted.

- Discussion of the proposed change in Board structure, acknowledging that a two-year term would allow the President more time to work with the team and accomplish goals. Suggestions made to possibly have the Past-President serve ex-officio in order to provide invaluable guidance to support the President. Acknowledgement that the President-Elect position offers a critical training period prior to the Presidency.
- Note made that increased responsibilities for at-large Members, and setting an expectation to become Officers, might limit the pool of interested parties potentially making recruiting more difficult.
- Suggestion of possibly listing a range for how many members need to be on the Board (i.e. 5-7).
- Discussion on method of implementing term changes that may go into effect after the vote on June 4th. Discussed possible dates to implement the changes while also allowing for a 1-2 year transition period.
- Board Members instructed to think about this discussion further and write down any thoughts.

- **ACTION:** Karen to create a Google Doc to allow Board Members to leave comments and collaborate further.
- **ACTION:** Board members encouraged to make a list of Congregation Members for one-on-one conversations.

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

III. Reports

1. President's Report (written) – Karen Ransom
 - Pam Phillips Ordination is scheduled for June 3, 2017.
 - June Board Meeting moved to Second Wednesday in June
 - **ACTION:** Board Members encouraged to help speak to new people at the Connections table in the Social Hall after services.
2. Vice President's Report (written) – Jen Larimer
 - Actively working to solicit nominations for this year's Connie Cheetham Award
3. Treasurer's Report (none)
4. Minister's Report (written) – Erik Wikstrom
5. Director of Faith Development Report (verbal) – Leia Durland-Jones
 - Dream Quest is coming up on February 24-25, 2017.
 - The Showing Up A Racial Justice Conference will be held March 10th-12th, 2017 which includes the Blue Ridge and Tidewater clusters.
 - This has been linked to the Bed & Breakfast program which may generate additional revenue, although there will still be a need for hospitality for those who cannot afford it.
 - **ACTION:** Chris to make a SignUpGenius sheet for people to be able to volunteer to help.
 - Collaborating with Linda Dukes to host a Combatting Racism class that had 25 spaces but had 140 people express interest.
6. Director of Administration and Finance Report (written) – Christina Rivera
 - Working to secure facilitators for upcoming conference.
 - The Women's March was hugely successful with 110 attendees on the TJMC buses.
 - Total revenue generated by the Brother Son concert was \$706.
 - **ACTION:** Chris to begin advertising the Lip Sync Battle event.
7. Membership Report (written) – Sally Taylor
8. Board Liaison Reports
 - Communications Task Force (written) - Achsah Carrier

IV. Consent Agenda / Electronic Motions

Approve January 2017 Board Minutes

MOTION: Approve the Consent Agenda.

Unanimously Accepted

V. Old Business

2. Pledge Drive Update - Laura (10 Minutes)
 - Letters have gone out communicating that this is the “Last Pledge Drive Ever!” Board Members encouraged to talk to congregants about the change.

VI. New Business

1. Stewardship Call Training - Chris/Karen (5 Minutes)
 - Board Members are expected to be involved in making stewardship calls. Adam has begun to compile a list of donors.
 - Further discussion will be scheduled to review visit structure, how to prepare and follow-up.
2. Update On Engaging A Campaign Consultant - Karen (5 Minutes)
 - Chris has reached out to a Capital Campaign Consultant. Waiting to hear back to find out details on logistics and cost.

VII. Closing Activities (5 minutes)

1. Process Review (all):
 - Very excited about the GTF recommendations!
 - This group is working really well together.
 - We’ve gotten a lot accomplished!
2. Things to do / communicate –
 - Breck to return with feedback on proposed term staggering structure
 - Karen to create Google Doc to collaborate feedback on GTF recommendations
 - Board to make a list of people for one-on-one conversations about potential Bylaw changes.
 - Board Members encouraged to help in the Social Hall at the Connections Table after services.
 - Chris to create a SignUpGenius for people to sign up to help at the upcoming Conference.
 - Chris to begin working on planning the Lip Sync Battle.
3. Closing words - Breck

President’s Report

February 2017 President’s Report the Board

I am sorry that Anita Holmes, Trustees-at-large, has resigned from the board. I know she did this with a heavy heart. We will miss her presence at our board meetings and in our work. I have accepted her resignation. We wish her well and know that she will re engage as her life permits. Leadership Development has been notified of the vacancy.

Membership and newcomers continues to be a hot topic at church! We have many new folks coming in and we need to continue to work on helping them find their place at church. Please take a look at the Faith Forward materials Wik provided to us recently. Or visit the link: <http://faith-forward.teachable.com/>. In addition, the Membership Committee has requested that board members **linger near the Connections table in the social hall** during coffee hour to help welcome and talk with people who visit that table.

For the month of March, the board will be hosting a table in the social hall regarding the Pledge Drive. We'll be sure to position it next to the Connections table so board members are on hand for any conversations that come up.

We have set a date for **Pam Phillips' ordination on Saturday, June 3rd**. This is the day before the Congregational Meeting to vote on the budget, the Governance Task Force recommendations, and our election. It will make for a very busy weekend. I have committed to Pam that we will hold an additional congregational meeting prior to the ordination to vote on our commitment to ordain her. We hope to secure a date for that shortly.

I am thrilled to learn that all of our senior staff, as well as Alex and Scott, and our President-elect, Adam, (among others) will be attending the UUA's General Assembly in New Orleans this June. TJMC will be well represented! That also happens to be the week of our June board meeting. I would like, then, to **move our June board meeting to the 2nd Wednesday of June, the 14th** and most likely forego our Exec Committee meeting scheduled for the 7th. Please check your calendars to let me know if the 14th will work for you. We will invite the new incoming board members to join us that evening as well.

We have a full agenda coming up. Please prepare your thoughts regarding the Governance Task Force materials in particular. I look forward to being together.

Karen Ransom
President, TJMC Board of Trustees

Vice President's Report

Vice President Report To The Board
February 2017

It has been an extremely busy month and I am struggling to stay on top of all the obligations I have taken on at TJMC. Below is a brief summary of the items I have been involved with this month.

Committee Chair Vacancies:

We have had several Committee Chair resignations that are key to our operations which

- Ushers - In Need of a Chairperson

- Auctions - In Need of a Co-Chair
- Buildings & Grounds - In Need of a Chairperson
- Yard Sale - In Need of a Chairperson

Additionally, there is a need to assign the functions of the Endowment and Stewardship Committees.

Connie Cheetham Award:

Annalee, Ann and I are working on soliciting nominations for this year's Connie Cheetham Award. Annalee is managing the posts on social media., including Facebook and Instagram. We have also sent a request into the office to place information in the Order of Service. I have also provided information to the Communications Task Force who will be creating a page about the award on the church website.

Social Justice Council:

The quarterly Social Justice Council meeting will be held this month on February 26th. We have many topics to cover including budget requests and review of our annual Social Action Collection Process. After the meeting I will begin to advertise accepting applications for this year. Additionally, Racial Justice Steering Committee is requesting to change their name to Racial Justice Committee. I will include details from this meeting in my March report.

PACEM:

We are currently hosting the ladies of PACEM this week in Summit House. So far we have been having a great week and the meals have been very hearty. We are looking forward to completing another successful shelter season!

Soup Kitchen:

I continue to struggle having the time to adequately manage as Coordinator for the Soup Kitchen. I am stepping down as Captain on one of the six teams and am encouraging the volunteers on that team to be responsible for coordinating their own meals on the dates they are scheduled to serve. I have also been in Communication with RevWik about possible other options of ways we can manager the volunteer coordination.

New Church Member Stewardship Connections:

I expressed interest in last month's meeting that I would be happy to become involved in communicating stewardship opportunities to new members that have been joining our church. The Membership Committee has sent me a list of names. I am looking forward to meeting with the Executive Committee to explore the best way to connect with our new members.

Treasurer's Report

Minister's Report

Lead Minister's Report to the Board -- February 2017

I am so proud to be a part of TJMC!

Of the 33 people who attended last month's Newcomer Orientation, by far the vast majority were newcomers both to our congregation *and* to our Unitarian Universalist faith. It is not uncommon for someone who has been a UU somewhere else to seek out one of our congregations when they move to a new area. (I've even known people who chose one city over another one nearby because the one they moved to had a UU congregation and the other one didn't!) While it is always exciting when someone who is already connected to Unitarian Universalism brings their knowledge and experiences of how our faith manifests in other areas, there's something special about people who seek out one of congregations *without* this prior inclination.

In the Parlor that afternoon, one newcomer said that she sought us out because, while she was unable to attend at the time, the fact that we held a Circle on the night after the election spoke to her. Another said that she was looking for a community that didn't just talk about making a difference, but was actively trying to do so. Yet another said that she'd seen evidence of us out in the community, and that told her that we weren't just an inward focused "social club." These newcomers to Unitarian Universalism came to TJMC because of what we do, and what that says about who we are. This is what being "a beacon" looks like.

Early today (as I write this), Cathey Polly forwarded to me an email that had been sent to Committee on the Ministry by a long-time, actively involved member of our congregation. This person had brought a friend to a recent service. After meeting the morning's Greeter at the Visitor's Table (shout out to Doug Webbink) the friend remarked to our member how welcoming everything seemed. During the service they commented that the music reminded them of the music they'd grown up hearing in their Black Baptist Church. At the end of the service they said to our member, "I never imagined a place like this existed." This, too, is what being a "beacon" looks like.

Last week the Daily Progress had a photograph of flowers and notes of support that showed up outside the Islamic Center around the time of their Friday prayers. The caption noted that among those who contributed this tangible display of solidarity were members of the Unitarian Universalist community. (Shout out to Linda Dukes!) And when the senior staff learned that UU congregations around the country were posting signs on the outside of their buildings, declaring in both Arabic and English their support for their Muslim neighbors, they immediately brought the idea to the weekly Presidents' Meeting. Karen, Laura, and Adam all expressed their support for our doing so as well, and the next day we had on the Rugby Road doors signs saying, "We Support Our Muslim Neighbors," and by each of our entrances a sign offering the traditional Islamic greeting of "Peace Be Upon You."

The author of the New Testament book of *James* wrote,

Faith without works is dead. But someone will say, "You have faith; I have deeds." Show me your faith without deeds, and I will show you my faith by my deeds. (James 2:17-18)

TJMC is showing the Charlottesville area community more clearly than ever what it means to be Unitarian Universalists. Those folks who are finding their way to and through our doors are a testimony to that fact. Isn't that something to be proud of?

To the extent that these reports are intended to keep the Board abreast of the way my time is being spent, I would note a few things:

- This past month I've done more direct, one-to-one, pastoral counseling than is typical. I can't say exactly why that has been so, but it's been a nice to have had more opportunities for direct, concrete, practical ministry. (The senior staff has commented to one another that we've been feeling as though we've been in a lot of meetings lately, and we have sometimes felt it's been hard to find the time to do some of the things we need to do because of being in meetings talking about the need to do those things!)
- On the subject of meetings, though, Leia, Chris, and I were able to have one of our periodic "retreat" days, during which we try to step back and take the "balcony view" of congregational life. We were inspired by two visions that came out of that recent "Big Board Meeting" -- the desire to be both a true sanctuary *and* a "powerhouse for justice." We spent a good bit of our time imagining just what that might look like over the next five years. Very exciting stuff!
- The Worship Staff Team and the Worship Weavers Guild continue to live into the new model of worship design that I've written about before. As could be expected, it is not working as perfectly as it does in concept. (One reason, of course, is the way Scott, Alex, Leia, and my time is stretched so tight given our current staffing demands.). We are, nonetheless, continuing to do at least provisional advanced planning -- at our last meeting we were already sketching out worship services in April.
- We have gone ahead and subscribed to the introductory level of the Faith Forward program I've also written about before. The lessons look as good as promised, and Leia and I are working to implement the program as soon as possible. The need for a systematic and intentional program for integrating and orienting newcomers is greater than ever these days, especially given the influx of new members I wrote about at the beginning of this report -- and which we can all see for ourselves in the sanctuary and our children's and youth's religious education classes.
- Finally ... a heads up. This year, Leia, Chris, Alex, Scott, and I all intend to be at General Assembly. I don't believe we've ever had so many of our staff deepening our connections with the wider Association in this way. I am *extremely* excited about this. This does mean that we will all be out of Charlottesville between Monday, June 20th and Monday, June 25th. I am grateful for the support I know we can count on from congregational leadership.

Pax tecum,

RevWik

PS -- I want to give one last shout out, this time to Stephanie Lowenhaupt. While it did take many hands to make the Brother Sun concert the successful community event it was, Stephanie was the driving force that kept pushing the rest of us toward the finish line!

Director of Faith Development Report

Director of Administration and Finance Report

Director of Administration and Finance – Christina Rivera Board Report February 15, 2017

January 2017

- Number of emails received: 3137 (higher than normal due to Women's March coordination)
- 12 hours of sick time
- Preached TJMC Sunday Service 1/15
- Mid-year payroll adjustments for health care premium increases
- Ensured accuracy and delivery of staff W-2 tax records
- Prep and attended following meetings:
 - Board Meeting
 - Presidents Mtgs
 - Finance Comm Mtg
- Attended UUA Board of Trustees Meeting in Boston
- Mtg w/ Southern Regional Lead Kenn Hurto
 - Current state of Southern Region Leadership Development programming
- Mtg w/UUA Director of Stewardship and Development Mary Katherine Morn
 - Best practices for capital campaign development
 - Intense organization and coordinating for Women's March on Washington Organizing for Brother Sun Concert fundraising event
 - Continued organizing for March 10-12 SuperCluster Event now titled Showing Up: A Racial Justice Conference for Youth and Adults

Women's March on Washington:

- 110 attendees on two charter buses
- Racial Justice Council organized sign making gathering
- Provided attendees racial justice materials and handouts
- Coordinated with volunteer bus captain Amy Wissekerke
- Buses were coordinated to break-even plus 2% costs. However with the generosity of so many riders there are now financial need funds available for the Racial Justice Conference.

Operations

- Arranged for volunteer snow removal

New Pledge Campaign:

- Reviewed with Finance Committee
- Began creating marketing materials
- Assisted with letter writing for initial mailing

FY 17 Financial Report Notes

- Expenses continue to track on target
- Revenue is tracking lower in two areas:
 - 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.
 - B&B Income – no holiday bump for this line item but we do expect a bump from the Showing Up: Racial Justice Conference
- Current estimated FY17 budget shortfall is: \$7.2K (originally \$23K)
 - -\$2K B&B reduced revenue
 - -\$2K Scrip reduced revenue
 - -\$12K Funding gap (congregationally approved)
 - -\$11K “Unidentified fundraising” line item
 - +\$13.5K Pledge lag revenue
 - +\$4.2K net Declined staff healthcare benefits+premium increase
 - +\$600 Brother Sun Concert
 - +\$1.5 Lip Sync Battle: Celebrating our Generosity
- Brother Sun Concert recap
 - Fiscal recap:
 - \$267 ticket sales (\$1890 ticket sales off 90-ish tickets)
 - \$100 CD sales (10% of \$1000 CD sales)
 - \$ 60 Raffle
 - \$210 Concessions (not sure about concession costs but I figured ~\$100)
 - \$637 net profit
 - We learned TONS that will be helpful if we decide to create a TJMC-UU concert series including some church members with previous concert series experience
 - Collected information from all the coordinators will be gathered together in a document to be saved for future use

UUA Board of Trustees service:

I am honored to report that the UUA Board of Trustees affirmed my selection as Secretary of the Association beginning with my next term of service in June 2017 through June 2020. The Secretary’s main responsibilities include replying to correspondence on behalf of the Board, coordinating UUA Elected Officials elections (President, Moderator, Financial Advisor), assist with General Assembly General Sessions agenda and minutes, and issuing reports on the

quarterly in-person Board meetings, among other duties. Currently I serve on the Board as Financial Secretary and that position will be filled by another Trustee beginning in June.

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: January 31, 2017 Membership report

TOTAL MEMBERSHIP as of December 30, 2016: 412

Add:

Christine Oots, 1/22/2017

Warren W. Groeger, 1/29/2017

Jonathn Kropko, 1/29/2017

Sharon Taylor, 1/29/2017

Drop:

TOTAL MEMBERSHIP as of January 31, 2017: 416 members

Sally Taylor

Membership Tracker for Membership Committee

Communications Task Force Report

Report to the Board from the Communications Task Force February 2017

The Task Force currently includes Achsah Carrier, Chair; Holly Dilatush, George Maris, and Donna Redmond.

I didn't have much to report so didn't send Board reports for the past few months. This will catch you up on what we have done recently.

Closing the Task Force and Reconstituting it as a Committee

In the next few months we will submit an application to the Board to close down the Communications Task Force and reconstitute it as a committee with subcommittees. At the moment we are basically operating as a committee managing the website and other basic communication functions. The change will be formal but not substantive.

Website

We think the website is going well. Jennifer Springer manages it actively. We have met with Laura Horn to talk about Pledge and should have pledge pages active in the next week or so. Achsah and Donna recently reviewed all of the pages looking for things to update. We will be checking out all the church email addresses used on the site to make sure they are up to date.

Facebook

We have been paying more attention to the church Facebook page and trying to make it more active and interesting. It is intended to reach people in the wider community looking for us on Facebook, but is also used by church members who are active on Facebook. Communications does not manage the Facebook public group, though we post there sometimes.

Bulletin, Weekly Outlook, and other church email communications.

Achsah and Wendy are still planning to revise the Weekly Update and other types of email communication. We hope to meet in the next month or so.

Recording and Posting Sermons

We have recruited three new people to help with recording and posting sermons. Rob Craighurst and Lynn Heath currently do these jobs, but then need help so that they can take vacations. Wesley Farris, Doug Turnbull, and Circe Strauss have volunteered to be on standby to. We need several more people to make a viable team. We are working on it.

Bulletin Boards

Donna Redmond has cleaned up and redecorated the Community Life Bulletin Board. She would be glad to work on other boards as well, but we don't want to step on any toes. We'll be feeling our way on this one.

The church Audio-Visual Committee has plans for some expenditures and we will be submitting a budget for them in the spring. Possibilities include

1. Add snake and trip hazard cover to simplify cords in the front of the sanctuary. We also need an extension cord.
2. Lapel mics person leading service and possibly others.
3. Mics in the balcony for recording the choir there
4. Piano mic
5. Equipment for renters to play sound in the social hall and lower hall
6. Turn on/off the sound board from the bottom of the stairs or with a remote control
7. Fix the current capacity to broadcast Sanctuary service into the social hall

8. A new recorder to go with our current sound board.

Assisted listening

After learning that most of our hearing impaired congregants do not have smart phones and do not currently use the –t-coil assisted listening system with hearing aids, we are considering a low-tech option for assisting listening. We are looking into adding additional speakers to some of the front pews. Rob Craighurst will be experimenting with this in the next few months. If it is helpful we will be asking for additional funds to do it properly.

Video, projectors, and related visual improvements.

We are not working on this now. This will be expensive, so sound is the first step. But I know many people in the congregation are looking forward to this. We are looking for experts if any of the Board have recommendations.

That's it for this month. We continue to work, slowly but steadily to improvement church communications. We urge the Board, church leaders, and the congregation as a whole to contact us with any concerns. Our email is communications@uucharlottesville.org. This is also the best address to use to reach the web team.

Respectful submitted

Achsah Carrier, Task force chair