

**Thomas Jefferson Memorial Church - Unitarian Universalist**  
**BOARD OF TRUSTEES MARCH MEETING**

March 15, 2017

DRAFT AGENDA

In attendance: Ann Salamini, Breck Gastinger, Laura Horn, Karen Ransom, Katharine Maus, Leia Durland Jones, Annalee Durland Jones, Rev. Erik Wikstrom, David Mick, Jen Larimer, Adam Slate  
Absent: Jeanine Braithwaite, Christina Rivera

**I. Opening--(25 minutes total) Opening/Closing Words (Adam), Snacks (Adam), Minute Taker (Adam), and Process Review (All)**

Opening words – Adam **DONE**

1. Check-in – This month we are invited to check-in in regard to risk. **DONE**
2. Acceptance of Agenda

**MOTION:** Accept the Agenda. **Approved**

3. Public Comment – **None**
4. Correspondence - **None**

**II. Reports**

1. President's Report (written) – Karen Ransom **Packet for upcoming congregational meeting going out tonight, votes on Adam and Annalee being added to board and Pam's ordination, and report on Governance Task Force work. Leia coordinating childcare and lunch in the hallway. Need membership count as of Mar 4. Laura writing script. Need three tellers to check people in and count votes: Breck, Jen, one other. Both votes are simple majorities. Need to set up a mic for comments. Want to ask someone to make opening remarks. Ann will do treasurer's report.**
2. Vice President's Report (written) – Jen Larimer **Updates: Carole Gardner will be co-chair with Cindy Shepard. for auction. Jim Souder and Walter Hoffman want to help with B&G. 26 nominations received for Connie Cheetham Award!**
3. Treasurer's Report (verbal) – Ann Salamini **No report**
4. Minister's Report (written) – Erik Wikstrom **Encourages the board to consider putting together a team for lip sync battle. Should be board involvement because it's a gratitude event. Need to come up with an evening schedule. Need to publicize the event since it's not an auction dinner this year so we don't have 50 people who automatically know about it..**
5. Director of Faith Development Report (written) – Leia Durland-Jones **Rescheduling RE trip to Jefferson School due to congregational meeting.**
6. Director of Administration and Finance Report (written) – Christina Rivera **Discussed request to apply for line of credit. Board members expressed comfort with applying for it. Want Finance Committee to develop a policy for using the credit. Discussed whether the former should happen before the latter; it will require more discussion.**
7. Membership Report (written) – Sally Taylor
8. Board Liaison Reports

**III. Consent Agenda / Electronic Motions**

Approve February 2017 Board Minutes

**MOTION:** Approve the Consent Agenda. **Feb minutes only thing on agenda. Approved with the corrected spelling of one name.**

**IV. Old Business**

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

We need to agree on a plan of action. Identify sub-committee to move this forward.

Need a plan of action, agreement about what we are reporting to the congregation at the congregational meeting.

Components:

- Board makeup - Karen stated that goal is to be nimble/flexible. Breck worked out transition scenarios; board reviewed them. People favor 2 year terms for 4 officer positions; 3-5 at large members with 3 year at large terms; past president as non-voting ex-officio for a maximum of a 1 year term; presidency falls to VP if the president doesn't have the capacity to make the decision. Policy manual has everything else including president picks a designee to stand in when necessary; president-elect process/how the president nominee is announced to the congregation. If we have a board with even number of voting members, Robert's Rules of Order can determine how to handle a tie-breaker
- Bylaw changes - As distributed... with changes regarding the nominating and personnel committee structure, election of committee members, and term length staying in bylaws. How do we introduce these to the congregation? High level report at the congregational meeting.
- Policy review team - Board likes the concept of the policy review team; still need to decide what part of it needs to be in bylaws and what part in policy manual.
- Nominating committee - Board likes task force recommendation to change leadership development committee into nominating committee.

**BREAK AND GRATITUDE CARDS** (15 Minutes) - Please think of people the Board should recognize for their recent contributions to our church community. Signed thank you notes to Leia Durland Jones and Christina Rivera for organizing last week's Showing Up racial justice conference.

**IV. Old Business, con't**

2. Last Pledge Drive Ever - (10 Minutes) Posters going up, email going out, notices in order of service. Board members need to sign up to work table in social hall.

**V. New Business**

1. First look at 2017-2018 Budget - (25 Minutes) Looked at first copy of budget. Personnel hasn't weighed in on increases. Will be scheduling a separate budget-only meeting. May be looking at another deficit budget this year. Erik noted that our deficit is close to the income we lost from not having U-House and Molly Michie Preschool.

**VI. Closing Activities (5 minutes)**

1. Process Review (all):
2. Things to do / communicate –
3. Closing words - Adam

## President's Report

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Karen Ransom

We will be holding a congregational meeting on Sunday, March 26th after the 2nd service to vote on Pam Philip's ordination. In addition, we will present the governance and by-law changes that will come up for a vote on the June 4th congregational meeting. The board needs to make a decision about what these changes are and how it will work for the congregation. We will look at several scenarios. I will review all our comments on the Google doc and summarize those as well. **Our task this month is to confirm what we are bringing to the congregation, declare our commitment to support this, and a plan to communicate this to the congregation.**

Some of the questions we need to answer include:

- What is the new structure of the board - size, positions, terms?
- Do we agree on the philosophy of the by-laws vs. the policy manual?
- Are we asking for an up or down vote?

**We will take a first look at next year's budget.** I look forward to building on the work we did last year by creating a program budget and communicating our need for time to build the programs to support a more robust financial situation at TJMC. Please note that this has been prepared for us by Christina, however she will not be joining us on Wednesday. As has become our custom, I fully anticipate we will need to schedule an additional board meeting in April specifically to look at the budget.

Our "Last Pledge Drive Ever" is underway. I want to lift up the incredible amount of work that has already gone into this campaign. Thank you to Laura for driving this ship and continually lifting it up and moving it forward. Thank you to Chris for staying with the ship even when she is constantly steering (or bailing out) many other ships in our ocean. Thank you to Adam for stepping in and taking on the work of organizing our direct contact with donors (among other things). **Please keep this work foremost in your efforts over the next few months.** I'm sure we will all be inspired to do that particularly as we look at our budget. Our social hall tabling will start this coming Sunday.

Although it was our plan to look at the progress on staff priorities this month, we have postponed that until next month.

I look forward to being together soon.

## Vice President's Report

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Jen Larimer

### Committee Chair Vacancies:

I am excited to announce that Carol Gardner has accepted the position of Auction Committee Co-Chair. Additionally, I had the opportunity to meet with the Leadership Development Committee to communicate about our other vacant positions so they can let us know if they come across any potential candidates that might be a good fit:

- 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
- Part Time Office Assistant

Over the next month I plan to begin reaching out to new members regarding stewardship opportunities. I have advised LDC I will share the names and information from these meetings so we can all stay on the same page about who has been approached for which opportunities that are available in the church. Please note that there is still a need to assign the Endowment and Stewardship functions to an existing committee within the church.

**Connie Cheetham Award:**

We have received 25 nominations for this year's Connie Cheetham Award. Annalee, Ann, and I will be meeting soon to select this year's recipient from the nominations received. We will present the selection at the April Board Meeting.

**Communications Task Force:**

The Community Life Council will be meeting this month. One of the items they will be discussing is the Communications Task Force transitioning to the Communication Committee. Achsah Carrier has submitted an application form detailing the name of the Committee, their mission, and their Chair person. They will likely request at the April or May Board meeting to have the Task Force disbanded so the group can begin to operate as a Committee.

**Soup Kitchen:**

I have stepped down as Volunteer and Team Captain for one of the Soup Kitchen Teams, and hope that the volunteers are able to manage themselves with the support I have provided them. I will continue to serve as Soup Kitchen Coordinator at this time until a new Coordinator can be identified.

**Annual Reports To The Board:**

This week I am beginning to solicit Annual Reports from all existing church Groups, Committees, and Task Forces which are due by April 15, 2017. These reports will be made available for the April Board Meeting.

**Social Justice Council:**

The quarterly Social Justice Council meeting was held on March 12, 2017. We had a very successful meeting and discussed the following items:

- Welcomed new PAUN Co-Chair Doris Glick
- Approved Racial Justice Steering Committee name change request to Racial Justice Committee (I will contact the Director of Administration & Finance to update the Council structure to include the updated name for this Committee)
- Updated the Social Justice Council brochure
- Reviewed our annual request for budget funds and identified that none of the priorities for any of our groups have changed this year, therefore our budget request will remain the same as last year (\$750)
- Question arose about why Racial Justice had a separate budget line item instead of being included in the general Social Justice line item
- Reviewed the annual Social Action Collection process for soliciting applications and selecting recipients for the upcoming year
  - The Social Justice Council unanimously voted to automatically give a collection date to our two internal church groups (Meal Packets & Food Pantry), leaving ten slots for external church groups to compete for votes in order to be selected as one of the collection recipients
  - Discussed the possibility of IMPACT being removed from the budget and determined that as an external organization they are welcome to apply and compete for one of the available ten collection spots

**Lead Minister's Report**

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Rev. Erik Wikstrom

On the 19<sup>th</sup> the service is titled, “Lessons From (and for) The Circus of Life.” One of these days I hope to expand the idea into a book, but whether you look at juggling, tightrope walking, trapeze, or just about any other of the traditional circus arts there are lessons we can draw that are applicable to anyone’s life. These days I feel like the plate spinner, keeping multiple plates spinning at once but having to work harder and harder to do so. I could say that my to-do list is overly long, but the real challenge I’m facing is that the various things on that list seem so compartmentalized that it’s not only difficult to try to get them all done. The real challenge is that each of these different task-sets requires different *kinds* of attention. It’s a little dizzying.

And if that sounds hard, I think Chris is under even more pressure. I honestly think that at the moment she’s got the hardest job of any of the three senior staff people. Right now a great many of the things going on in the congregation fall under the rubric of “administration and finance.” To keep the circus metaphor going a little longer, she’s not only being asked to keep a whole lot plates spinning at once, but to do so while juggling 5 balls *and* balancing on a rola bola. I think it’s worth reminding ourselves, also, that she’s a ¾ time employee, that we know the job description of the DAF position is more than any one person can possibly do, and that many of the resources Chris needs to do her job are missing. (Which means that on top of the job(s) she’s being asked to do she also has to try to resource herself in doing them!) I don’t mean to sound as though I’m laying blame, nor do I want to engender feelings of guilt. I do think, though, that it’s important to lift up into the light of our common awareness a reality that goes largely unseen.

As to my own plate spinning, one that I will lift up is my trying to learn what’s happening in the wider community with regard to the need for responding to some of the Republican Administration’s actions by preparing to offer sanctuary to the undocumented people living in the Charlottesville/Albemarle area. I have been asked by several parishioners if we intend to join the more than 40 Unitarian Universalist congregations and hundreds of faith communities of all kinds who have declared themselves to be “sanctuary spaces.” Not wanting to unnecessarily (and unhelpfully) duplicate efforts that are currently under way, nor wanting to assume that I/we know best what the immigrant community *actually* needs most, I have been reaching out to people who have identified themselves as being involved – or, at least – interested in these issues. I have met with – or soon will be meeting with – the Associate Minister for Young Adult and Social Justice Ministries at Westminster Presbyterian Church (who is *very* active and *extremely* knowledgeable), the Social Justice Minister at Church of the Incarnation, two members of the Social Justice Committee at the Friends Meeting, and Cresciendo Juntos. I’ve also reached out to Charlottesville’s Office of Human Rights, Sin Barreras, the Charlottesville Clergy Collective, and a group in Northern Virginia that, among other things, is working to organize volunteers to visit detainees in the ICE detention facility. Some of these meetings I have initiated; some are the result of people reaching out to me because of TJMC’s growing reputation for involvement in issues of racial justice. Several of them have given me new names and new organizations to try to connect with.

One concrete outcome of these meetings is the decision by Rev. Tracey Wispelsay (from Westminster) and myself to co-host an event for faith community leaders (and some others) at which Virginia Interfaith Center for Public Policy’s new full-time staff person focused on immigration issues statewide – Lana Heath de Martinez – would bring us all up to speed on what is happening throughout the Commonwealth, and how we here in Charlottesville can most effectively be involved.

I’ve also been invited to be part of an ad hoc group Mark Signer to think about ways to respond to his declaration a month or so back that Charlottesville is, “The Capital of the Resistance.” (I’d note that he has stressed that it isn’t a group he’s bringing together in his formal role as Mayor, but simply as an individual member of the City Council.) It is an interesting mix of people from a variety of “places,” and while we don’t yet know the forward trajectory of the group, we have decided to keep meeting at least in the short term.

Many plates to keep spinning.

## Director of Faith Development Report

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Leia Durland-Jones

### **Children's Programming**

It is a busy time in our Children's RE programming as we move into the spring.

- ❖ Our 5<sup>th</sup> & 6<sup>th</sup> grade *Our Whole Lives* program began this month and has 17 young people participating. Many thanks to Don Landis, Dawn Dirks, Pam Philips and Sean McCutcheon for serving as the team working with this group.
- ❖ We have had two more Racial Justice RE Sundays under the leadership of Linda Dukes, Ann Forno and Elaine Chapman. I greatly appreciate the time and effort these women have put into creating and leading the lessons for this focused antiracism work with our K-4<sup>th</sup> grade children.
- ❖ We are losing our three of our awesome child care providers due to their graduation from UVA this spring. If you know anyone who would be a good candidate to work in our nursery, please let me know.
- ❖ The RE Committee is at work planning for next year's children's programming. They are assessing curricula and looking ahead to the calendar and projected class rosters.

### **Youth Programming**

- ❖ Our Whole Lives for 7<sup>th</sup> & 8<sup>th</sup> graders continues to go well. The class has a field trip to Planned Parenthood this month as well as social gathering for OWL families.
- ❖ The Youth/Adult Committee (comprised of YRUU youth and advisors) met earlier this month to plan the programming for our senior high youth group for the rest of the year. The youth did an awesome job leading the congregation in worship February 12.
- ❖ 6 of our youth attended the Showing Up: A Racial Justice Conference hosted by TJMC UU.

### **Adult Programming**

- ❖ The Women's Dream Quest had about forty participants. The Sunday afternoon "Return to the Land of the Soul" had 8 in attendance. This annual retreat is an incredible amount of work but always feels completely worth the effort based on the response of attendees.
- ❖ Response has been good to our Winter/Spring AFD programming. This semester's classes have included: **Practice Speaking Up for Justice**, Sunday January 29, **Friday movie White Man's Burden – a walk in different shoes**, Friday, February 17, Erik's class **Seeing with New Eyes** which has 10 registrants, **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 leading **Combatting Racism: A Class for Parents, Grandparents and Caregivers** on Tuesday March 21. There are 19 people currently registered (mostly from outside TJMC.)
- ❖ The supercluster **Showing Up: A Racial Justice Conference** that we hosted March 10-12 was a great success and very thought provoking. We will be exploring next steps for TJMC UU attendees in the coming weeks.

### **Multigenerational Programming**

- ❖ After the second service on Sunday, March 26, RE families are invited to a private tour of Jefferson School, which was Charlottesville's African American high school. The hope is to help our segregated history become something our children really understand. Cost is \$5/adult (children are free.) We will stop by Bodo's and get lunch on our way or you can pack a bag lunch for your family. Contact me to register.
- ❖ Our totally awesome **Lip Sync Battle and Generosity Event** is coming soon--March 24 6:30-8:00PM. Spaghetti supper starts the evening and tickets for dinner are \$7 (with a waiver available), and bring your cash to support and spur on your favorite lip sync team! Who will earn the title of the 2017 Lip Sync Champion? You don't want to miss this! [rsvp@uucharlottesville.org](mailto:rsvp@uucharlottesville.org)
- ❖ The RE Committee also invites you to a **Easter Sunday Finger Food Potluck Reception**, Sunday April 16 following both services. Mark your calendar and be sure to bring your contribution to this all church finger food reception following both services. Please bring food items that do not require plates/utensils. Questions or need more information? Talk with RE Committee members Lorie Craddock

(Lorie.Craddock@gmail.com) or Marie Lynch (marieincville@gmail.com).

### **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.
- ❖ *Children's Worship* is going well. Many thanks to Alex for leading Children's Worship on February 26.
- ❖ It was a delight to welcome Judith Tripp into the pulpit on February 26 and share elements of the Dream Quest ministry with the larger congregation.

Director of Administration and Finance

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Christina Rivera

### **February 2017**

- Number of emails received: 2984
- Preached at UU Lynchburg 2/26
- Resource for PACEM
- Prep and attended following meetings:
  - o Board Meeting
  - o Presidents Mtgs
  - o Sr. Staff Retreat – visioning work for Capital Campaign
- Organizing and Brother Sun Concert fundraising event
- Continued organizing for March 10-12 Showing Up: A Racial Justice Conference for Youth and Adults
- Completed annual UUA Congregational Certification

### **New Pledge Campaign:**

- Began creating marketing materials
- Sent out 67 letters for initial “early adopters” mailing

### **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
- Current estimated FY17 budget shortfall is: \$7.2K (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 +\$600 Brother Sun Concert
  - o +\$1.5 Lip Sync Battle: Celebrating our Generosity

### **Line of Credit:**

I have spoken with our banking representatives about a line of credit for TJMC. This would be a \$100,000 line of credit exposure of which \$45K is already in place for our credit card lines. (We do **NOT** use this much on our credit cards monthly, this is simply their calculation of the potential exposure based on two months charges with our current limits). So that would leave us a \$65K line of credit with a variable rate based on Prime, with a 24 to 60 repayment window. It is my recommendation to have this credit line in place for large-scale emergency repairs,

not as a funding tool but as a cash flow tool. So for instance, if the boiler failed and needed immediate replacement, we would use the line of credit for the \$50K to replace the boiler and then give ourselves a window in which to raise the funds. There is a small processing fee of \$150 which I believe is well worth the peace of mind of knowing we can handle large scale emergency repairs. I will work with the Finance committee to come up with a policy that governs how/when/why the line gets used, to be recommended and adopted by the Board (i.e. who has authority, repayment terms, etc.) Please feel free to let me know via email if you've any questions.

## **Membership Report**

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Sally Taylor, Membership Tracker for Membership Committee

TOTAL MEMBERSHIP as of January 31, 2017: 416

### **Add:**

Clay Moldenhauer, 2/5/2017

Bernice Melvin, 2/5/2017

Alyssa Hart, 2/5/2017

### **Drop:**

Bossi, Tara, moved with no forwarding address, 2/5/2017

McCauley, Ed, moved with no forwarding address, 2/5/2017

Manto, Peter (mistake, did not sign the book)

TOTAL MEMBERSHIP as of Feb. 28, 2017: 416 members