

Minutes approved by: Adam, David, Jeanine, Laura, Karen, Breck, Jen, Annalee

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

April 19, 2017

DRAFT AGENDA

Meeting convened at 6:45.

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

Absent: Ann Salamini

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

Opening words – Erik

1. Check-in – This month we are invited to check-in with one word about how we are feeling coming into this meeting
2. Acceptance of Agenda

MOTION: Accept the Agenda - **APPROVED**

II. Reports

1. President's Report (written) – Karen Ransom
2. Vice President's Report (written) – Jen Larimer - **19 organizations requesting a social action selection slot**
3. Treasurer's Report (verbal) – Ann Salamini - **none**
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) – Christina Rivera - **Answered a few questions about a capital campaign consultant coming for a preliminary weekend visit--mostly around what's required to schedule him for a weekend, timeframe, etc. Follow-up: A more extensive conversation will take place at a future meeting.**
7. Membership Report (written) – Sally Taylor
8. Board Liaison Reports

III. Consent Agenda / Electronic Motions -

1. Approve March 2017 Board Minutes

2. General Assembly Delegates

We confirm and thank this year's delegates to G.A.:

- Adam Slate
- Annalee Durland Jones
- Barbara Kres Beach
- Christina Rivera*
- Rev. Erik Wikstrom* (**Note added 5/17/17: Wik not attending GA**)
- Rev. George "Kim" Beach
- Rev. Jamie McReynolds
- Julia Landis

- Kate Fraleigh
- Leia Durland Jones
- Pam Philips

*Chris and Wik don't count against our 9 available slots; Wik because he is our minister and Christina because she serves on the UUA board.

We ask that the delegates educate themselves on the crucial issues that will be decided at GA and on the candidates, and vote their consciences. We ask that the congregation to inform themselves and be in touch with our delegates so that we are fully represented.

To do: notify GA delegates that they've been approved.

3. Board Transition

Ann Salamini resigned from the position of Treasurer and accepted the open At Large position on the board for the remainder of this church year. The board thanks Ann for her service; her wise, strong, independent, constructive and kind leadership; and her deep integrity.

4. Connie Cheetham award

The board affirms the recommendation of the committee, and thanks Ann, Annalee, and Jen for their sacred work.

MOTION: Approve the Consent Agenda. - **APPROVED**

IV. Old Business

1. Staff Priorities Quarterly Review - Senior Staff (10 Minutes) - Staff reviewed where they stand on priorities; Leia appreciates having the priorities document, helps things feel more focused; Erik did some shifting in priority due to election.
2. Check in from Chris - Chris (5-10 Minutes) - Chris checked in. Led to conversation about how the conversation around racism/white supremacy is playing out throughout the denomination. Erik talked to us about the work at hand for us as individuals and as a congregation.
3. TJMC Board response to systemic racism in our denomination - Wik/Laura (20 Minutes) - We will send a letter to the UUA Board and GA Planning Committee expressing concern for Chris having a safe experience at General Assembly, and ask to discuss with them prior to General Assembly. Ideas include asking the UUA to have safety procedures in place and asking them to make a statement to GA attendees about expected conduct at GA. **Follow-up: Adam, Laura, and Karen will make a plan for how to proceed.**

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

IV. Old Business, con't

4. Board priorities - GTF, Pledge Drive, Budget, LDC, "Campaign", communication (30 Minutes) - About 9 weeks remaining. Acknowledging the both the events of the year, and the short staffed nature of the board, we need to be realistic about what can happen with the remainder of the year.
 - a. Budget
 - b. Governance Task force

- c. Pledge Drive
- d. Fundraising
- e. Capital Campaign communication
- f. Leadership Development Task force

What is each of us interested in focusing on (follow-up):

- Karen will work on the Governance proposal and pledge drive visits;
- Jen is concerned about fundraising;
- Adam can work on the budget (numbers and message);
- Wik can work on the story/message behind the budget;
- Jeanine is looking at Treasurer role;
- Laura wants to push back the Campaign consultant expense to next year, work on the pledge drive;
- Katharine will work on pledge drive visits and the budget.
- Adam and Karen will work on videos for pledge drive needs and governance changes; also bullet points for facebook and possibly in the bulletin.
- Annalee can work on pledge videos.
- Breck needs to make pledge drive visits; can update progress on strategic plan; thinks work on capital campaign should be taking place next year.
- Need a plan for 75th anniversary celebration - can put out a call to the congregation to see who wants to be on the planning committee

VI. Closing Activities (5 minutes)

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

President's Report

Karen Ransom

We are in the midst of what is arguably the busiest part of our church year. It's when we realize that all the wonderful things we set out to accomplish have to be done really, really soon which can be stressful. So, first I invite us all to take a deep breath and hang on for the ride. We have a lot of work to do over the next several weeks and to do this, we are going to have to have laser focus on our highest priorities.

Our promises and responsibilities include bringing a new governance structure and by-law changes to our congregation, completing the transition to the Last Pledge Drive Ever, going out and do some fundraising, creating a new budget, helping the Leadership Development Committee recruit new officers to next year's board, and moving forward in our "Campaign for TJMC." PLUS, we need to develop and execute strategies for communicating all this work to the congregation!

So where are we and what can each of us do to move this forward? Be prepared to share which of these resonates most with you.

Governance

- By-laws need to be rewritten.

- Congregation need to be informed and give feedback. April 23 between services is our congregational conversation on this topic, but it's not enough.

Last Pledge Drive Ever

- Letters to all pledgers mailed out last week with FAQs and last year's pledge amount.
- Folks are still confused about it. We need to proactively help them understand this switch.

Fundraising

- Top donors need visits. Board members have signed up to meet with folks. Please do these visits.
- Non-pledgers need to be encouraged to pledge.
- Everyone needs to be encouraged to increase their pledge.
- We need a team to lead a marketing campaign.

Recruiting

- We need a new Secretary, Treasurer, and Vice President. It is imperative that we fill these positions. If you are interested in any of them, please talk to Laura, Adam, and/or myself.
- Adam and Karen are convening and will lead a recruitment event on Thursday, May 11 for prospective and potential leaders. Please let us know of folks who should be invited.

Campaign for TJMC

- In January we agreed to engage a campaign consultant. Please refer to Chris's board report for more information on that.
- We will need to decide how to move forward.

Breath, focus, and remember why we do this vital work for our congregation, our community, and our world. Thank you for all your do. I look forward to being together.

Vice President's Report

Jen Larimer

Connie Cheetham Award:

After thorough discussion, the Connie Cheetham Award Committee has selected an individual to recommend to the Board as recipient for this year's award. We will present our selection to the Board at this month's meeting.

Soup Kitchen:

Elizabeth Breeden and I have met with the Director and Kitchen Manager at the Haven to discuss the issues that arose when Haven mandated that our volunteers discontinue use of disposable plates, cups and utensils. Apparently the volunteers were refusing to do the dishes and/or placing that responsibility onto the dining room guests. Communication has been sent out to all Soup Kitchen teams clarifying that they are responsible for cleaning up the space we utilize to serve our meals, which includes cleaning and putting away the dishes we use. Michael Martin has agreed to assist the Soup Kitchen teams each Sunday to help with the dishes. It was also communicated to the teams that if they absolutely cannot accommodate Haven's request to

use non-disposable products they will need to take any trash from the meal with them when they leave the facility.

Annual Reports To The Board:

There are a total of 59 church groups, committees, and task forces that I am soliciting Annual Reports from for this year. A few have reported that they are working on the reports but they will not be able to submit them by the deadline. Additionally, there are a minimum of 10 groups that do not have a Coordinator or Chairperson to complete the report for these groups. Upon receipt of all reports I will communicate to the Director of Administration and Finance any changes that may need to be made to the listing of Council's Committee & Task Forces (i.e. groups that are no longer active or groups where the contact for the Chairperson/Coordinator has changed). I anticipate presenting these reports to the Board at the May Meeting.

Social Action Collection Applications:

Applications for this year's Social Action Collection are due by April 15th. We have received lots of inquiries but as of the date of this report have only received two completed applications. This is not uncommon and I expect to receive a bunch on the due date. I will be sending out emails to all parties today reminding them that the deadline for submission is this week.

Lead Minister's Report

Rev. Erik Wikstrom

Since last we met we lost a beloved member of the community. Perella Busse is one of those people who is part of the fabric of TJMC. Although quiet – and always dignified – she nonetheless was a *presence*. I was able to spend some time with her in the week before she died, and she said that there was nothing she'd wanted so much as to be a mother. As I left, I told her that I thought her a very giving person. "But of course," she replied. "Isn't that what a mother does?"

I begin my report with thoughts of Perella because of something else she said on that visit – how much she loves TJMC. She spoke of the gifts she has received from everyone she's met, and how important the people in her church family have been to her. She even wrote out words that she'd like me to read during her memorial service – we agreed that they would be the last words of the time of remembrance. She wanted to say one more time how much she loved this place and these people.

As leaders, it can be easy to get caught up in the "work" of the congregation. There are budgets to prepare (and fret over). There are efforts to bring change to "the way we do things," and the challenges of dealing with the inevitable (sometimes harsh) pushback, not to mention the frustrations of knowing that there are people who just don't "get it," even though "it" is so obvious to us. And there are reports to read (and write), and feedback to field, and the "the thousand natural shocks that Flesh is heir to." [Congregational leaders may need to deal with a thousand and one.] Oh, and meetings ... don't forget meetings.

Yet neither forget that we do all of these things, endure all of these things, because in the end this is a community of love – love given, and love received. We do all of these things because there are people who need the community that *this* community provides. And there have been such people for nearly 75 years now! Yesterday I witnessed as a couple formalized their membership – after just three weeks they knew that this was their spiritual home. (Actually, one

said that he knew it after the first service he attended, the multigenerational service a few weeks back that walked us through the meaning of the rainbow chalice.) Year after year, youth in our Coming of Age service say that this community has given them one of the only – or, sometimes, *the* only – place where they’ve felt fully safe and truly accepted. Adults often say somewhat wistfully – and there’s one many who acknowledges some bitterness about this – that, “if only I’d known about a religion like this when I was a kid ...”

As leaders we have decided to make an offering to this congregation – an offering of our own comfort, our ability to simply *be here*, because there is so much *doing* that needs to be done. When Kenn Hurto was facilitating our Board retreat last year he said that as leaders – Board members in particular – we are no longer able to be *just* members, and while that may oftentimes be something of a burden, hopefully there are other times when we recognize that it’s a gift we give to this community that gives so much to so many.

This month I’ve been talking with the Executive Team of the Racial Justice Committee about the need to do an assessment about the way(s) our internal structure and practices perpetuates the culture which make “white” supreme. The need for this has only become more apparent in light of our Association’s recognition of the need to do the same. Racism is part of the cultural “air” in which we live, and it is part of the DNA of every institution – even those as committed as we are to the work of our mutual liberation. In the coming months we will no doubt hear more from them about everything from how our business meetings are run, to what kind of images are on our walls, and what kinds of books and toys are in our nursery. Not everything we’ll learn will be pretty, but a willingness to recognize and non-defensively acknowledge the unpleasant truths we find is also a gift we can give this congregation and the people who call it home.

The Committee on Ministry has begun to consider how it might hold an anti-racism, anti-oppression, multicultural lens to its work of “interpreting, monitoring, and supporting” the ministries of the congregation. We’ve also begun to look at our structure, especially the assumption that the Lead Minister should be the only senior staff person with whom they meet (thereby ignoring the reality that the DFD and the DAF each have their own unique perspective from which they engage the congregation’s ministries). No decisions have been made yet, yet even the discussion is worthwhile.

Before ending this (already regrettably long) report, I’d like to mention two more things. One area I’ve been particularly focusing my energy this month has been worship. I’ve been working on drafting a “liturgical year” – a cycle of monthly themes that hold together in a “flow” that we can repeat year after year so that we can return again and again to those spiritual themes that we, as humans, need to explore, and reexplore. After this first draft is complete, I’ll be sharing it with the Worship Staff Team and the members of the Worship Weavers Guild for their creative collaboration in shaping the final version. (In addition to the themes themselves, one question we’ll be answering is whether it will be a one or two-year cycle.) I’ve also been working with the Worship Weavers Guild to develop a new “job description” and a new “marketing campaign” in order to recruit new Weavers for next year. For the first time we’ll be making room for people who want to commit to an involvement in creating and facilitating the Sunday sanctuary worship yet who may not want to be “out front” (which has been no doubt a limitation to the pool of potential candidates.) The final draft of the liturgical year should be completed by June (so that the Worship Staff Team can begin thinking about next year’s worship), and the new Weavers should be chosen by about then as well.

I’d also like to lift up two long term things that we need to keep in mind as our attention and energy is pulled toward more immediate things. In addition to the capital campaign, we need to remember that next year – February 29, to be exact – is the 75th anniversary of the founding of

the congregation. We've talked about intertwining this with the campaign, but it's important that we not lose sight of this part while we focus on the other dimension. The other thing to note is that according to my Letter of Agreement I am to take a sabbatical "after four but before seven years of service." Next year is my seventh year of mutual ministry with you all, and so it's coming up quickly. Rather than take the accrued six months in one chunk, my current plan is to take three months during the 2017-2018 year – perhaps April through June (with a month of vacation added to the end in July) – and the other three months in the following church year (perhaps in the fall. (Looking even further ahead, Leia will then be due her sabbatical ...)

There are so many details – so much to think about, to plan for, and to *do*. In all of that thinking, planning, and doing, let us not remember the why of it all – a community of love, love given and love received.

Pax tecum, RevWik

Director of Faith Development Report

Leia Durland-Jones

Children's Programming

The spring semester of children's RE programming is going well and continues our important ministry to our church's children. In addition to OWL programming for our 5th & 6th graders, we are emphasizing racial justice lessons with our four year-olds through 4th graders. On March 26, the children created meal packets to be distributed through the Interfaith Humanitarian Sanctum. This is a ministry to the larger community that our children fully embrace. In addition to organizing and leading several special events this spring (May Day, RE Volunteer appreciation, etc.) the RE Committee is at busy planning for next year's children's programming.

Youth Programming

Our Whole Lives for 7th & 8th graders continues to go well. The Youth/Adult Committee (comprised of YRUU youth and advisors) met earlier this spring to plan the programming for our senior high youth group for the rest of the year. Several of the youth have taken on leading Sunday morning youth group sessions and they have been excellent and very well received. Thank you to David Mick for visiting YRUU this month and sharing information about mindfulness practices. The youth did an awesome job, with the help of Lorie Craddock, selling lunch prior to the congregational meeting in March. Energy and attention is going into preparing for the Appalachian Service Project trip this June. The youth have also decided to design and sell TJMC t-shirts—so be on the lookout for your chance to order one.

Adult Programming

Erik's class **Seeing with New Eyes** has 10 registrants and ***The Third Reconstruction Book Group***, led by Jaime McReynolds, is finishing up this month. I am looking forward to Kate Fraleigh's class **The Role of Children in African American History** on Sunday April 30, 12:45-2:15 PM, Lower Hall 2. Linda Dukes and I led **Combating Racism: A Class for Parents, Grandparents and Caregivers** on Tuesday March 21. We had 23 adults in attendance (mostly from outside TJMC.) Linda and I will lead a follow up class on Wednesday April 23 from 6:30-8:30 pm.

I am looking forward to working with Wik and the Racial Justice Committee to create TJMC's programming for the #UUWhiteSupremacyTeachin on May 7.

Multigenerational Programming

On Sunday, March 26, nine church families participated in the **private tour of the Jefferson School**, Charlottesville's African American high school. It was a wonderful tour that included a very thought provoking photography exhibit documenting the Underground Railroad. I encourage you to visit the African American Heritage Center and experience it yourself.

Our totally awesome **Lip Sync Battle and Generosity Event** was so much fun! If you missed it, you missed out! Congratulations to our new champions, Karen and Ellie Ransom! Thanks also to Wik for his behind the scenes work to amplify the celebration of generosity and big thanks to Lorie Craddock for all her work in the kitchen to create such a yummy meal. Thanks also to the Spiritual Mamas Covenant Group whose help was greatly appreciated. Amy Wissekerke did an amazing job as our Emcee. So much fun!

Our all church **Passover Seder will be held Sunday April 9** with many thanks to the Gill family for their leadership and generosity. Our church's Seder fun, low key, YUMMY and very family friendly.

The RE Committee invites you to an **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.

It was extra fun to co-lead **multigenerational worship** in the sanctuary on April 2 with RevWik as we explored the Rainbow Chalice through song, story and sharing. I've had many adults tell me how much this service meant to them.

Director of Administration and Finance

Christina Rivera

March 2017

- Number of emails received: 3129
- Four rental tours resulting in 3 booked rentals
- Attended 4 day UUA sponsored Finding Our Way Home, a conference for religious professionals of color
- Prep and attended following meetings:
 - Board Meeting
 - Presidents Mtgs
 - Finance Committee Mtg

- Congregational Mtg
- March 10-12 Showing Up: A Racial Justice Conference for Youth and Adults
- Over 80 participants representing 5 cluster congregations
- Feedback overwhelmingly positive
- Event net \$0 for costs/expenses
- Local media coverage for TJMC
- LipSync Battle: Generosity event
- Over 60 participants
- Generosity portion new this year and well received
- Net revenue \$980
- Welcome fun and congratulations to our new Champions, Team Ransom!

New Pledge Campaign:

- Continue marketing materials

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
- Current estimated FY17 budget shortfall is: \$7.7K (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
 - +\$1K Lip Sync Battle: Celebrating our Generosity

Capital Campaign Consultant:

- Has worked with a long list of UU Congregations, good references
- Retreat weekend fee is \$2000 plus expenses (travelling from D.C.)
- Prior to weekend: phone interview with DAF, review Bylaws, financial information
- Friday: meeting with Board/Staff/identified lay leaders
- Saturday: meeting with committees/lay leaders
- Sunday: attend Sunday services and then meet with Board for prelim report
- Within 2 weeks written report covering:
 - § Capacity
 - § Areas to strengthen before campaign
 - § Overall stewardship health
 - § Next steps

- For campaign itself, he would present us with a “not to exceed” contract that would cover the life of the campaign

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. As this is not an urgent issue, we will revisit this at the May Board meeting.

UUA Denominational Affairs:

As you all know, this has been “interesting times” for the life of our denomination. Speaking truth to power is not easy and does not come without sacrifice. I have deeply appreciated the support of the congregation, the Board and my dear colleagues on staff. When friends ask how I can withstand the hate mail, sleepless nights and heightened levels of stress I inevitably name TJMC as a source of strength. I very much appreciate your support as I continue to find my path through this truth telling.

Part of that path has been collaborating with other religious educators to create the **#UUWhiteSupremacyTeachIn**. So far we have over 500 congregations/communities signed on to devote either Sunday April 30th or May 7th to explore what White Supremacy means in their congregation/community and our wider denomination. For more information please go to: <http://www.blacklivesuu.com/uuwhitesupremacyteachin/> We are well aware of the push back to the use of the words White Supremacy and that is why this volunteer team of religious educators came together to do what we do best, lead UU congregations in the difficult conversations that move our faith forward.

Membership Report

Sally Taylor, Membership Tracker for Membership Committee

TOTAL MEMBERSHIP as of Feb. 28, 2017: 416

Add:

Drop:

TOTAL MEMBERSHIP as of March 31, 2017: 416 members