

Thomas Jefferson Memorial Church - Unitarian Universalist

BOARD OF TRUSTEES OCTOBER MEETING

Oct 18, 2017

MINUTES

In attendance - Adam Slate - President, David Mick, Leia Durland-Jones - Ex Officio, Karen Ransom - Past President, Annalee Durland-Jones, Christina Rivera - Ex Officio, Ann Salamini - Secretary, Colleen Anderson - President Elect, Ian Sole, Erik Wikstrom - Ex Officio, Cindy Shepard, Katharine Maus, Jeanine Braithwaite - Treasurer

Absent -

Guests - Al Reynolds

I. Opening-- Opening/Closing & Snacks (David), Timekeeper (TBD), and Process Review (All) (20 min)

1. Opening words – David

2. Public Comment -

Al Reynolds spoke as a member of PAUN (Peace Action United Nations, Doris Glick and Mary Rose Curtis, co-chairs). This group is involved with issues of anti-violence, human rights, peace and the United Nations.

This summer's UU World magazine included the following statement:
“Earlier this year, the Unitarian Universalist Association asked people to sign a ‘Declaration of Conscience’ committing them to oppose the Trump administration policies that defy UU values, especially its crackdown on undocumented immigrants. The declaration proclaims: *‘...As people of conscience, we will oppose any and all unjust government actions to deport, register, discriminate or despoil undocumented immigrants, and we declare our commitment to translate our values into action on behalf of the most vulnerable among us.’*”

The first issue PAUN took up this fall was the fate of the DACA (Deferred Action for Childhood Arrivals) program. Created by Executive Order by President Obama, DACA represents nearly 800,000 undocumented immigrants. PAUN created a petition to Virginia Sens. Warner and Kaine and Rep. Garrett, to support congressional action in favor of the DACA program.

On October 1st, PAUN members collected 56 signatures of TJMC members and friends and hope the Board will support the petition as well.

PAUN has written a proposal to the Board to solicit additional signatures from the congregation after the service on October 22nd, both in the Jefferson Foyer and in the Social Hall during the potluck.

Our petition reads: "We, the undersigned members and friends of the Unitarian Universalist church in Charlottesville, Virginia, urge you to support congressional action in support of Deferred Action for Childhood Arrivals (DACA), that would provide permanent protection from deportation and set up a path to citizenship for the 800,000 young immigrants in the present DACA program. These young immigrants were brought to this country illegally as children, have grown up in the US, and have met the qualifications required for eligibility in the DACA program."

Discussion - So you are asking to set up to collect individual signatures for the petition? - Yes, we would like to be sure of your approval for this.

While Board approval is not necessary, we appreciate your effort. Our DAF will wordsmith the petition a bit with you and arrange tabling.

Thanks for bringing this to us and taking this issue on. Board members took the opportunity to sign the petition this evening.

3. Check in

Annalee shared the priorities the UU Youth Caucus executive staff recently set in Boston:

- Center youth voices in youth and multigenerational spaces
 - process and models
 - create channels and avenues

- youth to inform important conversations
- Rooted in UU Theology, such as covenant, principles, sources.
(She referenced Smooth Stones and Jagged Rocks, a west coast program she suggested the Board might want to look at.)
- Model radical inclusivity and accessibility

4. Acceptance of Agenda

MOTION: Move the Public Comment section to be the second item tonight and reorder the agenda permanently going forward.

Unanimously approved.

MOTION: Approve the agenda as amended.

Unanimously approved as amended.

5. Correspondence (see text at end of minutes)

- IMPACT Update from Greta Dershimer

II. Reports (10 min)

1. President's Report (written) – Adam Slate
2. Vice President's Report (n/a) – vacant
3. Treasurer's Report (written) – Jeanine Braithwaite

When reconciling the checkbook Jeanine and Chris identified a \$2,000 artifact of an autopay changeover which was waiting to be found, so the deficit was reduced to \$5,500 from the previously estimated amount. To allay concerns, disbursements come into the system daily, so it is not possible to not record a payment that has gone out, but this is corrected when the account is reconciled.

4. Minister's Report (written) – Erik Wikstrom
5. Director of Faith Development Report (written) – Leia Durland-Jones

It's stunning to see how much is going on in Faith Development this year. Can you clarify the Sunday morning children's classes? - There are programs for all ages at 11:15, but only for younger children at 9:15. Programming isn't identical at the two

services, but all ages are covered.

The Fall fundraiser this year will be a dinner auction and talent show (in place of the Lip Sync Battle, which we were running out of time to organize.) It will be November 11th. Cindy Shepard is organizing the auction and Lorie Craddock will do soup dinner for the event. More details to come.

Thanking Leia for your 25 years of service at TJMC.

6. Director of Administration & Finance Report (verbal) – Christina Rivera

Finance Committee had its first full meeting. Going forward, a regular meeting of the committee will review the draft finances, which will then be summarized by the Treasurer for the board meeting. In addition, the Board will get the granular report and the DAF's written report on administration and finance.

The report presented tonight covers July through September. We are starting to see the planned deficit develop. Finance Committee is working on policy for accessing the line of credit.

Revenues:

- There is a slow pay of pledges this year.
- The offering is much higher than typical, largely because of Rev. Jackson's service, but the difference mostly went out as expenses for that event.
- Building user fees are up and looking good. Chris has been cultivating relationships with some new regular renters.
- Grocery scrip is low, reflecting only those people buying scrip online. We are looking for a way to do scrip that isn't as volunteer heavy as the previous system.
- Bed and Breakfast is up due to some whole house rentals for Pam Philips' ordination. There are also more inquiries coming in.

Expenses:

- Professional expenses appear very high, but they are paid early in the year, so do not represent a problem. Discussion - Can we get a tutorial on reading the financials? - Chris can do that next month before the meeting.

NOTE: The granular financial report is not included in the minutes. It is always available in the office in a red binder marked Current and Previous Year Financials. (Occasionally the report disappear from the binder. In that case, ask Chris for a

printout.)

Discussion:

- Do you have concerns about the year so far? - The pledge lag is worrisome. We need to know why that is happening.
- Can this report have a prior year comparison as well? - Chris will look into doing it either as a separate report or as an additional column of this report.
- Will some version of this information be communicated to the congregation? - The Treasurer and DAF are talking about how to get financial information reported to the congregation.

7. Membership Report (written) – Sally Taylor

8. Board Liaison Reports

a. Personnel Committee - Chris

Chris convened the meeting on October 16th. Only two members attended. Updates of the personnel policy manual and letters of agreement are planned. The members prefer having a rotating chair. Chris will convene next meeting. They are looking for a better meeting date as some members have a conflict.

b. Nominating Committee - Karen

Nominating Committee met the first Monday of the month. There are vacancies on the Board (Vice President), Personnel and Nominating Committees and other openings around church. There is some interest in Personnel Committee positions, but they want to wait until the governance recommendations are solidified in the bylaws before nominating for whatever positions prove to be available.

III. Consent Agenda / Electronic Motions (3 min)

1. Approve September 2017 Board Minutes

MOTION: Approve the Consent Agenda

Unanimously approved.

IV. Old Business

1. Update on 75th Anniversary plans - Karen (5 min)

(On organizing a committee to plan for anniversary activities.)

Nominating Committee and staff have a group of names for this committee. Chris, David and Karen will decide what to ask the committee to do and line up the members by mid November. This will be a relatively short term commitment.

2. Update on congregational meeting & bylaws revision - Karen (10 min)

The bylaws revision and comparison draft are nearly ready for the congregational conversations this Sunday. Karen and Adam have been working on this, with some resolution of questions by Chris. The finalized version will go out in the congregational meeting packet on November 2nd.

There will be a stand alone email go out to the congregation tomorrow with the conversation dates on October 22nd (between services) and 29th (after both services) in Lower Hall 2. Karen and Adam will explain and field questions, but all board members are encouraged to come.

This revision of the bylaws includes the governance changes approved at the June congregational meeting, but also format and style changes to make the bylaws internally consistent. The document for use at the conversations will track all these changes to facilitate the explanation.

BREAK AND GRATITUDE CARDS (10 min)

Please think of people the Board should recognize for their recent contributions to our church community.

3. Next Steps Report, board priorities and presentation to congregation - Adam (60 min)

Starting at the Board retreat, we have been working on a roadmap of board priorities which shows things to be done now, later in the year and in future years. It includes things for the board to do or to champion. The category column of the roadmap spreadsheet becomes a high level goal list.

We reviewed the material, clarifying and prioritizing items. We agreed to ask Adam and Colleen to finalize wording for electronic voting.

Discussion - (74:30 min)

- There is very little about confronting our own organisational white supremacy, nor is there anything about anti-racism, anti oppression, multiculturalism as board work. If the Board isn't modeling this, the congregation certainly won't.
- If it's important to Board culture, it needs to be infused in everything we do, as leaders of the congregation.
- The Board should have a sense of urgency about racial justice, independent of the congregation's sense of purpose on this issue. That is part of the Board modeling anti-racism work.
- Board members should commit to our own education and be willing to be uncomfortable.
- The Board might sponsor a congregation wide project (read a book, specifically read news written by people of color for a period, for instance.)

Adam will start on a report to the congregation on the Next Steps weekend and hopefully have that tied to the Board priorities. A presentation will be made at the November congregational meeting. This will likely get a lot of interest and boost attendance for the bylaws vote.

(106:45)

V. New Business

1. Committee on the Ministry - Wik and Adam (5 min)

COM members serve a two year term. Currently, three members are retiring and three will continue. Wik will bring a slate of candidates who are willing to serve to the November meeting. In executive session, the Board will discuss and select from the slate three new members to start serving in January. Ordinarily, terms would start concurrent with the church year.

COM will be hearing from all senior staff going forward, rotating which staff member attends the meeting each month. COM will run the pulse survey this year. Wik will bring a timeline for the survey in November.

Discussion:

- There should be some conversation between the previous survey team and the COM.
- There were people who said they wanted to be involved in the survey this year.
- Jeanine and David had also volunteered to be involved.

VI. Closing Activities (5 minutes)

1. Process Review (all):

2. Things to do/communicate

Chris - tutorial on reading financial sheets before November board meeting

Senior Staff assessments in executive session at November meeting

Adam and Colleen - make final draft of board priorities

Adam - prepare report to congregation on Next Steps Weekend

3. Closing words - David

Dates to Remember

- October 15, 22 at 10:30 - Congregational conversations
- November 11, 2017 - Auction/talent show
- November 12, 2017 - congregational meeting after 2nd service (replaces original date of October 15, 2017)
- February 2018 - TJMC 75th Anniversary
- June 3, 2018 Annual Business Meeting after 10AM service

Upcoming Topics

- Policy Review panel - (Empower group to undertake policy review process and bring policy manual up to date)
- Charge for Personnel Committee

REPORTS

President's Report

Oct 10, 2017

Dear TJMC Board members,

The most significant work we are undertaking this month is certainly processing and developing goals for the year, based to a large degree on feedback we've received in the Next Steps report. This is important work, and the decisions we make will set the course for the church for the next several years. While we are already more than three months into the year, I would continue to urge you to consider this work with the attention it deserves, and not be driven by the calendar. We will have our hands full with projects stemming from this work soon enough, and we should make sure they're the right projects.

I have been involved in several outreach initiatives this month. The first has been to meet with the leadership of UCC Sojourners, a liberal Christian church located in Belmont, with whom we share many similarities. I've gotten together with Susan Minasian, their minister; Ava Baum, one of their co-moderators (akin to our Board President role), and Karen Beiber, their head of social justice. We can learn a great deal from each other--for example, they run their meetings using a consensus model rather than Robert's Rules. And there is likely work we can do together. We've talked about organizing a get-together with the leadership of both churches sometime soon.

I am also using my connection with the NAACP to develop a better relationship between that organization and ours. There have been several recent points of friction; given the role that both organizations play in area racial justice efforts, we should not let those points of friction impair our ability to work together.

This past weekend was a membership recognition Sunday, and I was delighted to see another large group of new members. The Membership Committee organized a great social after each service. Please attend new member recognition ceremonies when you can and make an effort to extend a greeting to our new members. As we seek to elevate the expectations associated with

membership, we will also want to treat membership with the gravity and respect appropriate to its high-value role in church life.

Faithfully,

Adam

Treasurer's Report

Treasurer's Report for October 2017 Board Meeting

The Finance Committee, Director of Administration and Finance (DAF), and Treasurer have closed the books on the 2016-2017 church year. The church year runs from 1 July-30 June, but we continue to have a fair number of pledge checks which come in during July and even August intended for the preceding church year, thanks to our "reminder" letter which goes out in early July.

We ended the 2016-2017 year with a deficit of \$5.5 K. At the beginning of the church year, the deficit was projected to be \$23 K. Thanks to aggressive management on the part of the DAF and staff, this deficit was whittled down to \$5.5 K. The Treasurer notes with concern that some of the deficit management was not sustainable as it involved staff declining health insurance benefits, which will not occur in church year 2017-2018.

On a more positive note, if one counts pledge income from prior years (\$22 K) and current pledges (\$37! K), our pledge revenue was (\$393 K) close to what we budgeted (\$397.5 K for these two categories). Please note that the deficit we ended up with is basically this shortfall between budgeted pledge revenue and actual pledge revenue.

Other positive income developments were the result of volunteer and staff efforts on fundraising, which came in at \$35 K, \$2 K over the budgeted amount of \$33 K, and building user fees (rentals), which earned \$9 K vs. budgeted \$8 K. Total revenue was \$491 K (rounded)

Total expenditures were \$497 K (rounded). This church year also saw extraordinary spending of \$10 K on the air-conditioning units, which gave out unexpectedly in August.

On other Finance Committee business, Stan Walker was elected Chair.

The Finance Committee has decided to follow standard accounting procedures and add a category “operating reserve” to the balance sheet of TJMCUU. The 2016-2017 deficit of \$5.5 K will be placed as a negative entry on the balance sheet so that the books can be closed on the 2016-2017 financial year. The “operating reserve” item can be positive or negative, depending on whether a surplus or deficit is run in any given financial year.

The Finance Committee also took a resolution for handling the anticipated budget deficit for the 2017-2018 financial year. The congregation endorsed the Board’s proposal for a deficit budget of \$49.5 K at the June 2017 congregational meeting. The Finance Committee reviewed the balance sheet of TJMCUU and noted that the savings account of the church stands at about \$122 K. The DAF will look into the terms and conditions for an unsecured line of credit (LOC) at the church’s bank (Wells Fargo). The Committee has drafted an instruction about using a combination of savings and the LOC to handle the deficit as it emerges on a monthly basis, subject to not drawing down the church’s savings account below \$100 K.

The year-end financial report, the balance sheet, and the monthly statements are available in hard copy in the red binder in the church office on the shelf behind the door. If you want a hard copy of your own, please use the Xerox machine to make a copy, and leave the originals for others to read and copy from.

Minister’s Report

This month I want to lift up four things for your consideration:

1) Some of you may have noticed the request that's gone out for contributions to the Minister's Discretionary Fund. Normally that fund comes from the offering taken during our services on Christmas Eve, and generally it stretches from one year to the next. This year the fund is already depleted. The good news is that those funds have been spent:

- helping a congregant pay rent while he was unable to work for a few months;
- keeping the heat and lights on for a couple of different congregants who needed help in a tough time;
- providing scholarships to women who might otherwise not have been able to attend the Women's March on Washington;
- supporting community projects like the Back-to-School Bash;
- helping a congregant pay their medical bills, and another to afford car repairs;
- helping one congregant get the glasses, and another the shoes, that they needed;
- creating an account at the jail which has allowed a homeless man who has been in relationship with this congregation for several years, and is currently in jail, to be able to call his lawyer and his family;
- helping to keep food in more than a few refrigerators;
- and more

This is tangible support our congregation has been able to give its own members, and members of the wider community, and is an expression of the kind of generosity that reflects our UU values

2) This fall I again offered the four-week course "Seeing With New Eyes: racial justice as a white necessity." I created this course last year, drawing on a number of programs I've been involved in over the years, and it is intended to be the first of a projected three-part series. (The second course will be offered this winter, and the third this spring.) 14 people participated in this program, fully half of whom are not affiliated in any way with our congregation. They came because they had heard of our reputation for offering solid anti-racism programming. These participants all expressed their

appreciation for the course and to our congregation for offering it, and wanted to make sure that they were informed about future offerings. That is an example of our being a beacon of liberal religion to the wider community, and our living more fully into our identity as “a powerhouse for racial justice.”

3) Continuing on the topic of Adult Faith Development, Leia and I have been test piloting a program called Faith Forward, particularly the “Inquirer’s Series” curriculum. This program has been developed by our congregation in Dallas, and in its most complete form is intended to help people move “from visitor to leader.” We are offering it each Sunday for eight weeks following the 2nd service, although it is not necessary for people to commit to all eight weeks. Attendance has been small, but those who have participated in one or more of the sessions have reflected their appreciation, and Leia and I are learning a lot about how we might fine tune the curricula to speak more directly to our particular example of Unitarian Universalism. It is our intention to offer the series twice more this year. (A member of the Membership Committee has been attending each session so that when it is over we can brainstorm together how best to integrate the material covered in these classes with the Newcomer Orientation that they have been successfully offering for many years.

I would also note that later this month I will be offering a one-shot workshop on prayer, and that in the winter and spring I will offer other programs on spiritual practices to try to speak to the needs of those who are hungering for more sustenance for their souls.

4) Finally, I’ve been tracking my time lately, just to see how my actual work time corresponds to the categories of our program budget. I’ve been doing this for several reasons. First, when it comes time to create next year’s budget I’ll be able to offer more than anecdotal data. Secondly, I am interested in seeing – and you all might be, too – how I am actually using my time. And thirdly, with this information we can ask the question: is this the way the Lead Minister *should* be using their time? Using the five categories of our program budget

Administration: 45%
Worship 23%
Faith Development 16%
Faith Witness 9%
Beloved Community 8%

There are several other topics I could write about, but I think that this is probably enough for now.

Pax tecum,

RevWik

Director of Faith Development Report

Report to the Board October 2017

Leia Durland-Jones, Director of Faith Development

Children's Programming

- "Summer Kids Co-op" wrapped up in August after three months of fun and fellowship. Thanks to Caroline Heins, RE Assistant, for her efforts and leadership all summer.
- September 17 began our 2017-2018 faith development program for nursery through fourth grades with RE programming at both services. We are using the UUA curriculum "Celebrating Me & My World" in the pre-school class in the lower hall, Spirit Play for 4-K at 9:15 only, the UUA Tapestry of Faith program "Signs of our Faith: Being a UU Everyday" for 1st-4th (at 9:15) and 2nd & 3rd (at 11:15), "Creating Home" for K-1st at 11:15 only and "Tool Box of Faith" for separate 4th and 5th grade classes at 11:15
- We have 148 children and 80 families enrolled in RE at this time (18 families with 34 children at 9:15 in pre-K through 4th grade, 41 families with 69 children in

pre-K through 5th grade, and 22 families with 45 youth in grades 6th-12th at the 11:15 service.)

Youth Programming (11:15 service only)

- This year's youth programming includes: Neighboring Faiths for our 6th & 7th grades, Challenge: Coming of Age for our 8th & 9th grades and YRUU for our 10th-12th grades. Neighboring Faiths made a visit to All Souls UU in DC October 1. Challenge has a lock-in at church on October 21. YRUU is planning a trip to the National Museum of African-American History and Culture in January.
- The Youth/Adult Committee met in September to set the fall calendar for YRUU
- I am working with ASP (Appalachia Service Project) and making plans for our Coming of Age and YRUU groups to participate in ASP this summer.

Adult Programming

Fall Semester 2017 Adult Faith Development classes are underway.

- This semester there are 8 racial justice focused offerings including: Why Last Century's Memorialization Matters Today (led by Frank Dukes), Seeing With New Eyes: racial justice as a white necessity (led by Erik Wikstrom), Unconscious Bias: I have it, how about you? (led by Greg Townsend), *White Like Me* by Tim Wise book discussion group (led by Sara Gondwe), Exploration of White Supremacy (led by Amy Wissekerke and Jen Smith), Race Café (led by Kate Fraleigh), Docent led Tour of the Jefferson School African American Heritage Center (organized by Kate Fraleigh), The Role of Children in African American History (led by Kate Fraleigh)
- Additional Adult Faith Development offerings this semester include: The weekly Inquirers Series following the second service on Sunday mornings (led by myself and Wik), Managing Loss & Grief (led by Shirley Paul), Spiritual Practices: What is Prayer (led by Wik), Wednesday Wonderings (led by Lou Centore), Pre-Holiday Renewal Retreat (led by Alex McGee.)
- I have been meeting regularly with the Dream Quest Planning Circle as we prepare for this year's Women's Dream Quest in February.

Multigenerational Programming

Linda Dukes and I are leading a program specifically for UU families on Friday October 20 entitled Living Our Values Everyday (LOVE): Racial Justice Activities for UU Families. We are excited about engaging church families in conversations/activities about racial justice that they can continue at home.

Worship

Children's Worship

- In September and October we have been exploring through story and song the theme of courage in Children's Worship. We have been asking "What does courage look like? What do I do that is courageous? What helps me be courageous?" Rev. Wik led Children's Worship on October 8 while I was away.

Contemplative Worship

- Cindy Mick, Maggie Ober and I have expanded our midweek contemplative service by 15 minutes—so it is now from 11:30-12:30 PM. We've started putting the sign board out on Rugby Road on Wednesdays hoping that non-regulars at TJMC might give our contemplative service a try. We also are placing a free ad in the Echo inviting people in the larger Charlottesville community to join us.

Multigenerational Worship

- September brought two of our beloved multigenerational services—Water Communion and Balloon Sunday. October brings our annual observance of Ancestor Sunday.

Professional Development

- TJMC hosted our Virginia Area Cluster of UU Ministers (VACUUM) in September and I'll be attending October's VACUUM meeting in Waynesboro.
- I will be attending a conference on Family Ministry in Richmond on October 24.
- LREDA Fall Conference is in November this year—more on that next month.

Thank you

I offer my sincere gratitude and appreciation for your expressions of love and support on my 25th anniversary of serving this congregation. Thank you!

Director of Administration and Finance Report

Membership Report

September 30, 2017 Membership report

TOTAL MEMBERSHIP as of August 31, 2017: 430

Add:

Carolyn Fitzpatrick, April 30, 2017

Chris Wilson, April 30, 2017

Edward Wilson, April 30, 2017

Haden Parrish, September 17, 2017

D. Jean Umiker-Sebeok, October 1, 2017

Mark T. Day, October 1, 2017

Drop:

Dreyfus, Max (Y), archive, staff recommendation, September 1, 2017

Chris Wilson, April 30, 2017 moved, archive, email received on September 26, 2017

Edward Wilson, April 30, 2017 moved, archive, email received on September 26, 2017

Randall Murphy, Susan, change to Supporter, email received on September 28, 2017

Pfaltz, Sue, archive, email received on September 29, 2017

Brown, Carol, archive, email received on September, 29, 2017

TOTAL MEMBERSHIP as of September 30, 2017: 430 members

Sally Taylor

Membership Tracker for Membership Committee

CORRESPONDENCE

Impact Update from Greta Dersheimer

October 7, 2017

We held two House Meetings at TJMC to recruit new IMPACT Network Members and identify individual concerns that might contribute to identification of a new issue to be addressed by IMPACT this year. Seventeen people attended these meetings. (This was a fairly good showing, given the short notice and the highly interesting other meetings occurring at church at the same times.) The most common concern expressed was the lack of affordable housing in Charlottesville and Albemarle. Several members of TJMC are currently experiencing problems related to this issue.

We now have 16 people who have volunteered to work with IMPACT this year. Fourteen will be acting as Network Members to bring people to the IMPACT Action in the spring. They are: John Anderson, Elizabeth Breeden, Susan Bremer, Burnie Davis, Greta Dersheimer, Karen Foley, Jenny Gaden, Bob Gross, Debby Norton, Sallie Kate Park, Jill Payne, Julia Sakellarios, Dick Somer, and Sharon Utz. Three of those (Greta, Debby, and Sallie Kate) will also be taking on some of the Team Leadership roles. In addition, Johanna Woodchild has volunteered to prepare display posters for the IMPACT information table that we will have in the Social Hall one Sunday a month, and Achsah Carrier has volunteered to help update the IMPACT organization's website with new information as it becomes available during the year. We will be continuing to recruit additional Network Members over the next several weeks.

At the IMPACT Team Assembly on October 3, the three issues of concern which were raised most frequently at House Meetings of the 27 IMPACT congregations were identified as Affordable Housing, Immigrant Conditions, and Physical and Mental Health Care. On October 24 at the Annual IMPACT Assembly, Network Members from the 27 congregations hear testimonials about these three issues, and then will vote to select the one new issue to be addressed this year. Affordable Housing for Seniors in Albemarle County will continue to be an issue carried over from last year.