

**- Unitarian Universalist**  
**BOARD OF TRUSTEES FEBRUARY MEETING**  
February 20, 2019

**MINUTES**

**In attendance** – Adam Slate - President, Ann Salamini - Secretary, Christina Rivera - Ex Officio, Lorie Craddock, Erik Wikstrom - Ex Officio, Leia Durland-Jones - Ex Officio, Elizabeth Breeden, Kelsey Cowger, Donna Baker - Vice President, Beth Jaeger-Landis, Cindy Shepard, Jeanine Braithwaite - Treasurer

**Absent -**

**Guests -**

**I. Opening--(30 minutes total) Opening/Closing Words (Adam), Snacks (Jeanine), and Process Review (All)**

Opening words  
Check-in  
Community Time / Public Comment

1. Acceptance of Agenda

**MOTION:** Accept the Agenda

**Unanimously approved.**

2. Correspondence (see text at end of minutes)
  - Kate Fraleigh - also on Board agenda
  - Pat Millman

**II. Consent Agenda**

1. Approve January Board Minutes.

**MOTION:** Approve January Board Minutes

**Unanimously approved.**

**III. Old Business**

1. FY19 deficit options - Consider recommendations from senior staff

**MOTION: Enter executive session.**

**Unanimously approved.**

**MOTION: Leave executive session.**

**Unanimously approved.**

Summary -

The Board went into executive session to discuss this year's negative variance to budget. While our Director of Administration and Finance has managed expenses at a rate of \$20K better than budget, pledge payments have fallen behind so that the church is at risk of finishing the year \$20K worse than budget.

Over the next month, the Board president will send an email to the congregation about our financial picture, the Board will call church members/friends to confirm that they are still planning to meet their current pledge, and Board members will make statements from the pulpit on Sunday encouraging the congregation to confirm and pay the pledge they committed to, and, if they have not pledged, to do so now for the rest of the program year.

2. Board priorities - Adam (15 min) Affirming priorities; how to share with the congregation.

Do we have at least a contact name on every priority? How do we advertise this to congregation. - Post priorities on the board bulletin board. Chris will post them on FB. [https://docs.google.com/document/d/1t\\_CjnQ8iAeqS8pMn1aWUft4VI-7nSy6OYI0sZks8kfM/edit?usp=sharing](https://docs.google.com/document/d/1t_CjnQ8iAeqS8pMn1aWUft4VI-7nSy6OYI0sZks8kfM/edit?usp=sharing)

(See priorities at the end of these minutes.)

3. Personnel Policy Manual - Donna (15 min) Q&A for 15 minutes and then approval if we're ready to vote

Most of the effort in this revision was to make the Personnel Manual consistent with the letters of agreement. A significant part of the section on COBRA (section XXVIII) was deleted on the recommendation of the UUA. The healthcare, retirement and pension sections were made consistent. This version of the manual represents where we are now. The next step will be actual policy changes.

**MOTION: Approve the Personal Policy Manual as presented by the Personnel Committee, understanding that a few typos and clarifications will be made.**

**Unanimously approved.**

4. Elder dinner - Adam (10 min) Who is taking the lead?

The Elder dinner will take place Tuesday, May 14th. Since meals are plated in the kitchen and served to the tables, a large number of volunteers makes the process flow much better.

Lorie and Elizabeth offered to lead the Elder Dinner with Kim Grover and Janine Jakim. Kelsey will help with publicity. Beth will ask her covenant group about their willingness to participate.

**IV. BREAK AND GRATITUDE CARDS** (10 min) - Please think of people the Board should recognize for their recent contributions to our church community.

**V. New Business**

1. Deceased members' bequests to church - Adam (15 minutes) Questions about the Glenn Short Trust letter; develop a list of questions to answer for next time and/or vote to accept.

Dell Smith's estate has left \$20K to the general endowment. Glenn Short has left a bequest with specific limits about how it is to be used, detailed in a letter from the estate attorney.

- We should seek legal advice as to the the ramifications of this bequest, since it is structured so differently from previous bequests.
- We need a policy on how the bequest is to be used, including how any disagreements between church leadership and the administering committee are to be resolved.
- How can the funds be invested to earn a bit more income than a straight checking account?
- The administering committee should be a committee of the church rather than of the fund, since they will be making changes to the building which the congregation owns.
- The Bristol Fund is commingled with the general endowment. We need to see the actual bequest to determine the details.
- We will attempt to get answers to our questions so we can vote next month.
- We want this to be structured in such a way that it is really clear.
- We're going against church policies in accepting this, allowing one person to determine church policies. It affirms a certain level of distrust of leadership.

2. Representative on People's Coalition - Adam (5 min) Request from Kate Fraleigh (details in correspondence section)

We discussed whether this representation falls under the Public Witness Policy and developed the following motion:

**MOTION:** Appoint Kate Fraleigh to represent the church on the People's Coalition by her presence but not to act unilaterally on behalf of the church.

**Unanimously approved.**

**V. Reports** Due to the late hour, reports will be submitted in writing.

1. President's Report (written) – Adam Slate
2. Vice President's Report () –
3. Treasurer's Report (written) – Jeanine Braithwaite
4. Lead Minister's Report (on study leave) – Erik Wikstrom
5. Director of Faith Development Report () – Leia Durland-Jones
6. Director of Administration and Finance Report () – Christina Rivera
7. Membership Report (written) – Sally Taylor
8. Board Liaison Reports

- Personnel Committee – Elizabeth
- Nominating Committee – Donna
- 75th anniversary – Leia

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

1. **Things to do / communicate –**
  - Erik – bring attendance numbers to March board meeting.
  - Elizabeth - write an announcement about the endowment contributions.
  - Adam - email Glenn Short's lawyer for clarification
2. Process Review - one word check-out
3. Closing words - Adam

Dates to remember –

Upcoming topics -

- Charge for Personnel Committee

---

## **REPORTS**

### **President's Report**

**President's Report to Board of Trustees**

**February 2019**

Dear Trustees,

As you know, I recently sent a letter to pledging members of our congregation to confirm their financial gift to the church for this year, and we have scheduled phone banks to reach folks by phone who haven't responded. This work is in advance of hard financial decisions we need to make regarding whether we can maintain our current level of church staffing for the rest of the year. We will address these decisions at our March meeting based on the results we hear. I want to share that letter with you and make sure it becomes part of our Board minutes.

Faithfully,

Adam

-----

*Dear <congregant>*

*I am writing to give you an update on the church's financial performance for the current year.*

*As you may remember, the congregation approved a 2018-19 budget that contained significant expenditure reductions, including cuts to church programming and staff compensation. Our Director of Administration & Finance, Christina Rivera, with the help of the rest of the staff, has nonetheless worked hard to stay within the budget. Based on the financial statements through the first half of the year, our expenses are on track to come in \$10K-15K better than budget, which represents impressive savings.*

*At the same times, pledge payments from congregants are coming in significantly below the commitments that are reflected in this year's budget. This is creating a shortfall that we project will be \$20K more than what was originally budgeted. As of now, if this situation does not improve, the Board will be considering making deep cuts to staffing at our March meeting. These cuts would be in the area of 20% to staff salaries for the months of April, May and June.*

*I want to be clear that the entire budget deficit is now being driven by the shortfall in pledge payments. If we were to pay our pledges at the planned rate for the current church year--July 2018 to June 2019--we would finish the year right around a balanced budget. And so the Board would like to have you double-check your pledge to make sure it is still the gift you plan to make to the church this year.*

*Thus far this year, you have paid \$xxxx of your \$xxxx annual pledge. If you plan to pay your pledge in full before the end of June, please click the "I'm on track!" button. If you need to change your pledge, click the "Change my pledge" button.*

***[ I'm on Track! ] [ Change my Pledge ]***

*Thank you for helping us by replying to this email by Monday, March 11. On behalf of the entire Board of Trustees, I sincerely appreciate it.*

*Faithfully,  
Adam Slate  
President, Board of Trustees*

---

### **Treasurer's Report**

February 2019

Jeanine Braithwaite

The financial situation at TJMCUU remains grave. The gap in pledge payments from actual receipt to budgeted at the promised level was at \$38 K as of end-January 2019. Our best rough estimate is that without action, we would end up church year 2018-2019 at a deficit approximately \$16 K above the \$17 K level(that is, in addition to) voted in by the Congregation at the congregational meeting in June 2018, or a total deficit of around \$33-40 K. The actual deficit year to date (end-Jan 2019) is \$24 K.

Previously, the Finance Committee recommended to the Board that we not activate the Line of Credit for a deficit of \$17 K as we still have ample assets on our balance sheet, and activating the LOC would incur charges and interest.

Expenditure control has been more than vigilant. Expenditures are \$25 K below their budgeted levels as of end-January 2019. There is literally nothing further to cut or manage on the expenditure side. Any further expenditure cuts will impact staff salary and livelihoods and staff welfare.

I am personally extremely distressed that members and friends of TJMCUU have not paid their pledges at the level that they promised when they made their pledges or allowed them to renewed at last year's level. Actual pledge revenues are \$38 K below their budgeted levels for this point in the year. No one can balance a budget when people do not make good on their commitments.

---

### **Minister's Report**

## **Director of Faith Development Report**

## **Director of Administration and Finance Report**

## **Membership Report**

TOTAL MEMBERSHIP as of December 31, 2018: 417

### **Add:**

### **Drop:**

Lowe, Elizabeth (Hammer), email to Tracker, joined another church, January 16, 2019, change to Supporter

TOTAL MEMBERSHIP as of January 31, 2019: 416 members

Sally Taylor

Membership Tracker for Membership Committee

---

## **CORRESPONDENCE**

### **Request from Kate Fraleigh regarding People's Coalition**

For TJMC UU Board decision:

#### **Introduction:**

The Peoples' Coalition was begun in 2017 after the summer events. Its Mission Statement is: "The People's Coalition organizes in the Charlottesville/Albemarle area in opposition to our unjust and racist criminal-legal system.

We raise our voices in community to combat oppressive criminal justice practices through public education, public pressure, and public action.

The People's Coalition works toward this mission in a number of ways:

1. We advocate for community-driven policy changes at the City and County level. We put pressure on governmental bodies to address oppressive practices in their criminal "justice" processes.

2. 2. We push for transparency and accountability from local bodies working on criminal justice.”

On January 6, 2019, I obtained permission from the TJMC-UU Racial Justice Committee to formally represent them in the Coalition. I have been attending the meetings off and on since February 2018 and regularly since Sept 2018 (about twice a month) I have provided input, suggestions, and volunteered to speak at City Council on behalf of the Coalition twice. In my experience the Coalition is a perfect example of the action hoped for by the church Public Witness Statement in Support of the Black Lives Matter Movement.

Examples of the Coalition’s work include advise and support for the formation of the Charlottesville Police Civilian Review Board and the development of its bylaws, transparency of the City stop a frisk data as well as complaint data. The Coalition has held meetings with City Councilors, the Charlottesville Police Chief, and the Acting City Manager.

The other participants in the Coalition are representatives of SURG, CLICH, Legal Aid Justice Center, UVA Black Law Students Association, SONG, Lending Hands, Democratic Socialists of America, National Lawyers Guild. Jeff Fogel and Walt Heinike are individual participants. The Coalition has staff leadership and support from the Legal Aid Justice Center.

### **Request**

I would like to formally be a representative from the whole church. \*\*\*\* The Coalition is about to do a local educational push and I'd like to represent our church in the group rather than be a representative from RJC only. It might stimulate other churches to become involved and lend their voices to racial justice reform, transparency, and accountability.

If you agree to my representation of the church in this Coalition I will provide a short report for the Board’s monthly meeting packet.

---

TO: TJMC President and Board Members

From: Patricia Millman

January 22, 2019



I am writing to thank you for permitting Stan Walker, working with Christina Rivera's assistance, to begin an internal audit of the church's finances. I believe this is appropriate and actually overdue at this time according to the By-Laws of TJMC.

Several months ago Christina e-mailed me that she had experience with both internal and external audits. Her experience should make it possible to expedite this process with maximum efficiency.

I'm hopeful that a clarifying report from the audit will reassure our members who may still have questions about our financial reporting process. I, also, hope this will improve some of the trust that has been lost.

Thank you again for all the time and effort you have given to help us strengthen our beloved TJMC.

---

**TJMC-UU**  
**Board of Trustees Priorities**  
**Church Year 2019**

**BUILD COMMUNITY**

Action Item	Description of tasks	Board Contact(s)
Implement Healing Conversations	External mediation / consultant / coach Continuing Paula Cole Jones work	Elizabeth Breeden / Donna Baker Adam Slate / Elizabeth Breeden
Strengthen Intergenerational Community	Ways for young adults to connect other than \$\$ Intergen Task Force / covenant / dinner Board monthly chat	Kelsey Cowger  Adam Slate / Donna Baker Donna Baker
Increase Whole Church Connection	Hospitality - Invite (intention), Calendar (notice), Marketing (Social Media, etc.)	Adam Slate
Sunday Focus	Enhance Opportunities to Connect While Here (food)	Beth Jaeger-Landis, Lorie Craddock

## **PUBLIC WITNESS FOR JUSTICE**

Action Item	Description of tasks	Board Contact(s)
Clear Communication / Invite to Lean In	Clear and Inclusive Objectives	Beth Jaeger-Landis
Education / Public Witness as Faith Development	Intersectionality of RS/SJ (AFD, RJ, Worship Teaming)	Elizabeth Breeden
Identified Community Partners	This will come later after above work (Outward)	Jeanine Braithwaite

## **FIDUCIARY RESPONSIBILITY**

Action Item	Description of Tasks	Board Contact(s)
Equity Assessment offered by Frank Dukes	Say Yes and Partner	Jeanine Braithwaite
Transparency Builds Trust	Identify multi-channels of communication and how They... Stewardship communication	
Increase Trust Around Board Fiscal Mgmt.	Who is RACI (M): Responsible, Accountable, Consulted,	
Stewardship / Expectations	Text Donate Revisit Revenue Task Force Report Testimonials - collect and Develop plan for use	Adam Slate