

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES JANUARY MEETING

January 23, 2019

Note Pre-Meeting: Chris will give lesson on reading financials to new Board members at 5:45.

MINUTES

In attendance - Chris Rivera, Jeanine Braithwaite, Elizabeth Breeden, Kelsey Cowger, Donna Baker, Adam Slate, Beth Jaeger-Landis, Lori Craddock,

Absent - Leia Durland-Jones, Erik Wikstrom, Cindy Shepherd, Ann Salamini

Guests -

I. Opening--(45 minutes total) Opening/Closing Words & Snacks (Jeanine), and Process Review (All)

1. Opening words
2. Check-in
3. Community Time / Public Comment
4. Acceptance of Agenda
MOTION: Accept the Agenda
Unanimously approved.

II. Reports

1. President's Report (written) – Adam Slate
 - Encourages all Board members to go to GA this year in Spokane, Washington or attend remotely. Some of the workshops are live-streamed and the worship is all live streamed.
 - Jan 31st Dinner at Carver Rec Center “Oh God We are the Problem”, which is the first of a three-event series. It is a gathering of 150 people of many different congregations. Planned to be a part of the Pilgrimage in the fall and was postponed until now.

- There is a meeting Sunday January 27th at 3:30 PM with the members of the MMC, several members of the Board, and Chris Rivera as the representative of the staff.
- The Membership Committee sent a letter to the Board asking for an updated Constant Contact email list. Chris responded that the Constant Contact is a current updated email list. She has worked with Wendy to make sure that people are not falling through the cracks. Power Church can be uploaded into Constant Contact every month.
- A motion was made to go into Executive Session to discuss an issue regarding the Disruptive Behavior policy and it was decided it was not necessary to send an all-church email regarding a recent Board action related to this policy.

2. Vice President's Report (verbal) –

- IHS meal packets celebrating it's 10th year.
- The Pride Alliance is working hard to bring their interest to the church-wide community.
- 10 years of TJMC supporting the AATF has provided support in the community.
- Greta has recruited 10 people to be involved in IMPACT.
- Donna attended the Racial Justice Session that was held.
- Sally's term as Social Justice Chair is completed in June 2019. She may stay as a co-chair.

3. Treasurer's Report (written) – Jeanine Braithwaite

With the 30 K deficit being larger than what is budgeted the Board will need to decide with the help of the staff what cuts will be made at this time.

Jeanine has announced her resignation as Lead of Stewardship as of now and she plans to resign at the end of the fiscal year as Treasurer.

4. Lead Minister's Report (no report) – Erik Wikstrom, Lead Minister, is on study leave.

5. Director of Faith Development Report (no report) – Leia Durland-Jones is with her parents

6. Director of Administration and Finance Report (written) – Christina Rivera

- Chris has been in touch with Leia and Erik about the financial situation.
- Good news is that some rentals have come through, which should help ease some of the burden.

- Snow removal on the walkways is done by volunteers but the parking lots are plowed.

7. Membership Report (written) – Sally Taylor

8. Board Liaison Reports

- Personnel Committee – Elizabeth
Meeting next week. In conversation with Alex that her letter of agreement is on the list of things to review.
- Nominating Committee – Donna
Nothing new - next meeting is January 27
- 75th anniversary – Leia is not in attendance

III. Consent Agenda / Electronic Motions

1. Approve December Board Minutes.
2. Accept verbal and written reports as submitted.

MOTION: Approve the Consent Agenda.

Unanimously approved.

IV. Old Business

1. **Board Priorities (Chris and Adam, 20 minutes)** - Edits and approval
We were invited to sign up for the different priorities. Adam asked about priorities where we may want a task force. A Board member would convene that task force. The Board can appoint a task force to a priority if they see it appropriate. We plan on articulating our goals to the congregation and the Board Member who is interested in supporting the priorities.
2. **Financial update (Jeanine and/or Chris, 20 min)** - Current financial status and status of stewardship calls.
In regards to revenue, we are 28,871 under budget, which is better than last month.
In terms of expenditures, what is important to note is that health insurance payments will be dispersed starting in January.
Large supply ordering in December makes the kitchen supplies and trash supplies higher.

We are managing costs very well. Pledge donations are coming in very well but they are not large enough to reverse this trend. At this rate will be at \$37,000 deficit at the end of the year. The finance committee would like to hear from the staff and the Board to hear what our recommendations are. The staff has met and discussed what their options may be. The Board went into executive session to discuss the options to balance the budget and it was decided that the Board will meet for a Budget Work Session on Feb 6th.

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. **Connie Cheetham award (Adam, 10 min)** - Develop and create charge for task force. Beth, Donna, and Elizabeth will be the facilitator for this Committee. Fanfare around it and leading up to it.
2. **Elder Dinner (Adam, 10 min)** - To honor people who are over 70. Tuesday, May 14th is the dinner. Recruit new person(s) to take over organizing the Elder Dinner.
3. **Personnel manual update (Donna, 5 minutes)** - It is in the Board Documents, Project's Folder with tracking changes. Review of what needs to be approved; vote on this at the next meeting.

VI. Closing Activities (5 minutes)

1. Process Review / (all):
(How are you feeling and / or what you would like to see different?)
2. **Things to do / communicate –**
3. Closing words - Jeanine

Dates to remember –

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

TJMC-UU President's Message to Congregation January 31, 2019

Dear
Trustees,

For our January Board meeting, I want to update you on several items which mirror my comments at the meeting:

On January 31, a group from our church attended a dinner organized by the Charlottesville Clergy Collective called "Oh God We are the Problem." This was the first of a three-event series to discuss and self-reflect about race issues in Charlottesville, and the role that religious organizations have played. Member congregations of the CCC were able to bring up to 10 people, and there were 200 attendees in total. TJMC-UU brought a full contingent of 10 people. There will be several follow-up events later this year.

After many years, Sally Taylor and Jean Newland are retiring as organizers of the Elder Dinner in order to be able to attend as guests. I strongly support them being able to do so after so many years putting on the event. We will need some volunteers to take the lead. I envision that it might be efficient if we had two groups: one to do the invitations and the other to put on the event itself.

On Sunday, January 27, we had a congregational conversation that was organized by the group of members who call themselves the Members for Ministry Change. There were 5 Board members in attendance and about 25 other attendees. It was a good conversation, and always valuable for the Board to listen to members of the congregation about how they are feeling. It was our first meeting with this group in about 3 months. As a side note, Marlene Jones ran an efficient and productive meeting.

Sally Taylor and Achsah Carrier sent a letter to the Board on behalf of the Membership Committee about being able to use Constant Contact to email all members of the congregation, and there appears to be some question about whether we have a good list of members for that. I had let Sally know that the staff manages Constant Contact, and asked her to meet with Christina directly about it. She agreed and also asked that the letter still be sent to the Board, presumably to keep you in the loop on the conversation. That letter is included as part of the agenda.

Finally, it's still a few months off, but I want to encourage all Board members to go to UUA General Assembly in Spokane, Washington this year, or consider registering as a remote attendee. Some of the workshops are live-streamed and the worship is all live-streamed. It's a great way to connect with our denomination, and yet we don't do much to encourage participation. If you are considering it, let me know and I'll be glad to discuss it with you.

Faithful,
Adam

Vice President's Report

Treasurer's Report

Treasurer's Report
January 2019

Jeanine Braithwaite

The financial situation at TJMCUU improved somewhat in December 2018, thanks to extraordinary efforts on the part of staff to contact selected congregants about delayed pledge payments, as well as the usual "bump" in pledge payments owing to the end of the calendar year. The gap in pledge payments from actual to budgeted which was \$43 K last month narrowed to \$29K as of end-year. Unfortunately, this still leaves us at an actual deficit at year-end of \$30 K. Further, based on previous patterns, we expect a fall-off in pledge revenue in the early months of 2019.

Our best rough estimate is that without action, we would end up church year 2018-2019 at a deficit approximately \$20K above the \$17 K (that is, in addition to) voted in by the Congregation at the congregational meeting in June 2018. Since the Congregation did not authorize a deficit of more than \$17K, we will have to enact expenditure cuts on the order of \$20 K in the first six months of 2019.

The Finance Committee met on 7 January 2019 and was updated on the financial situation, after having met in December 2018. As the Board was previously informed, expenditures have been cut to the bone and tightly controlled. Further expenditure cuts of a significant magnitude will impact staff time/remuneration.

While the line of credit (LOC) was not activated before the holidays, it will be needed shortly. However, the LOC can only be used for a deficit up to the \$17 K authorized by the Congregation. Given the gap between what people have pledged and what they are actually paying, we have no choice but to cut expenditures further.

I recommend that the Board ask the staff to propose how to apportion expenditure cuts on their time and salaries. It is horrible that we must ask staff to reduce salaries, at least let us give them as much agency as we can in this terrible situation.

Director of Faith Development Report

Director of Administration and Finance Report

Director of Administration and Finance – Christina Rivera
Board Report, January 23 2018 mtg

December 2018

- Number of emails received: 2061
- Prep and attended following meetings:
 - Exec. Mtg
 - Board Meeting
 - President Mtg
 - Finance Committee Mtg
 - Personnel Committee Mtg
 - Disruptive Behaviour Task Force
- 2 Rental Tours (1 contract)
- Facilitated Board Priorities section of Board Meeting
- Staff Holiday Gathering

FY 19 Financial Report Notes:

December 2018

Year to Date Month-End Report*

Budget Actual Difference

Revenue	\$264k	\$230K	(\$34K)
Expenses	\$270k	\$259K	\$11K
Revenue/(Deficit)	(\$6k)	(\$29k)	

- Revenue is tracking lower by \$29K in pledge payments:
 - Pledge lag: the pledge lag decreased dramatically from last month (\$43 vs \$29k)
 - We continue to see strong January pledge payments
 - However I continue to estimate an additional \$20k deficit for FY19
 - I made the Board and Finance Committees aware of my estimate
 - We will again be doing a database information pull of our YTD pledge payments
 - Sr. Staff has met to examine staffing expenses for the second half of FY19.
 - Board will call a special working session to discuss potential areas of cost savings for the second half of FY19

Stewardship:

- Met with Jeanine and Amy W to review each pending StewDev visit in order to prioritize visitor planning, ask, visitor training and systems.
 - Revised visit list and training to align with new prioritization
 - Stewardship Team meeting was cancelled due to inclement weather. Replaced with two meetings in late January.
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Membership Report

TOTAL MEMBERSHIP as of November 31, 2018: 417

Add:

Drop:

TOTAL MEMBERSHIP as of December 31, 2018: 417 members

Sally Taylor

Membership Tracker for Membership Committee

Correspondence

From: Laura Wallace (church member)

Date: January 2, 2019

Re: A note on October minutes

Dear Board:

Regarding this item in October Minutes:

Some people saw the messaging around the survey to encourage people to take it as designed to encourage positive responses. The wording was actually just to encourage participation. Such messages came from staff, the COM, everyone.

Much of the messaging did not resemble "just to encourage participation." Some messaging that seemed slanted (none of the CoM's, but some on the blog, in Friday emails, and in other communications) used words like dire, desperate, chasm, drastic change in the church's direction, and conveyed intense urgency about the Survey, implying that positive responses were sought on an emergency basis. An intense email to RE families pleaded specifically that they take the Survey to show appreciation for the lead minister. The emotions behind those choices were understandable, but did not serve the congregation well. It wasn't neutral or merely upbeat encouragement to participate. In 2015, the Survey Team did not treat the Survey like politics, but as a sacredly democratic process. In 2018, the CoM also held true to that intent. But unfortunately, church leaders fell into trying to influence the outcome in a biased way.

I am sure that all appeals and responses were sincere and heartfelt (we're all human), but the dramatic wording in some Survey promotions (not the CoM's) did seem antithetical to a fair presentation.

I don't think we should gloss over some messaging and communications (or lack of them) that contributed to mistrust developing between parts of the congregation and leadership. I have faith our rifts can heal in time, but only if we're honest with ourselves and avoid slipping into "spin." We can be truthful without lashing out or being unkind. Wording matters, and language can be used in such subtle ways.

with love,
Laura

From: Sally Taylor and Achsah Carrier, Membership Committee Co-Chairs
Date: Jan 19, 2019

Dear Board Members,

It has been brought to the attention of the Membership Committee that the Constant Contact email list does not include all Members who have access to email. Since the Constant Contact list is used to notify Members about Congregational Meetings, its agenda and proposals, this means that not all Members are being notified of Congregational meetings as required by our bylaws.

The Membership Committee recommends that it be given permission to create a separate Constant Contact email list for all Members and that it be used to notify Members about Congregational meetings. This list would then be available for staff and others to use when it is determined that all Members need to receive a particular communication from the church.

This separate Constant Contact list will be created and researched by the Membership Committee, not the staff, the only additional step assumed by staff would be the addition of new Members to the Member Contact list as new Members sign the book and the removal of Member emails when they resign. This, too, could be done by the Membership Committee if the Board so desires.

We believe that notification of Congregational meetings should also continue to be done through the present Constant Contact list. We are aware that this will mean that some Members will receive duplicate notices but we feel that that would be acceptable. This parallel system would assure that all interested congregants would receive the information and all Members would get the notifications even if they are not on the Weekly Update Constant Contact list. Members who have no email availability will continue to get mailings about Congregational meetings through the postal service.

We look forward to hearing from the Board and hope that we can undertake this project this spring so that the new Contact list can be used for the next Congregational Meeting.

Yours in Faith,
Sally Taylor and Achsah Carrier, Membership Committee Co-Chairs