

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

May 1, 2019

MINUTES

In attendance – Cindy Shepard, Kelsey Cowger, Lorie Craddock, Elizabeth Breeden, Leia Durland-Jones – Ex Officio, Adam Slate – President, Ann Salamini – Secretary, Jeanine Braithwaite – Treasurer, Beth Jaeger-Landis

Absent – Donna Baker, Erik Wikstrom - Ex Officio, Christina Rivera - Ex Officio

Guests -

I. Opening--(30 minutes total) Opening/Closing Words (Adam), Snacks (Cindy, Elizabeth)

Opening words -

Check-in

Community Time / Public Comment – none

1. Acceptance of Agenda – Drop the Letter of Agreement item.

MOTION: Accept the Agenda as amended.

Unanimously approved.

2. Correspondence (see text at end of minutes) - None

II. Consent Agenda

1. Approve April 2019 Board Draft Minutes - To be approved at a later meeting.

III. Board Business

1. Glenn Short Bequest – Adam (15 min)

There has been a lot of conversation around how the bequest is written versus how it is being interpreted. The Board's responsibilities are to accept the gift and write a policy about how the committee works. We need to make sure to both follow Glenn's wishes and to anticipate the unexpected. The policy, which was written by our DAF and

Sally Taylor, a designated committee member, talks about the committee make-up and backups, objectives of the committee, how to handle the unexpected and how to operate the bank account. One area of disagreement over policy covers fiduciary responsibility and where the money will sit before it is used - in a checking account only versus in both a savings and a checking account.) The deliberations on policy revealed perceived issues of race and gender.

MOTION: Enter executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary – We discussed personality issues around creating policy for the Short bequest. A staff member of color was treated in these negotiations in a manner at best, devaluing and possibly degrading.

We are creating policy which could be a model for any further bequests. We need to take all personality out of writing the policy by naming positions rather than individuals. The policy should say all signatories must be church members and checks over \$3000 must be signed by either the President or Vice President (as stated in our Bylaws), as preferred by committee members.

MOTION: Accept the bequest.

Unanimously approved.

The draft policy is generally acceptable to the board with a few suggested changes for the committee to review.

2. Policy regarding building fees and honoraria – Adam (20 min)

Membership would like to codify as policy what they consider to already be practice. Their draft policy is:

“Building use fees and honorariums for ministerial services for weddings, child dedications, and memorial services will be waived for all current Members and for

former Members who were active for 10 or more years. The eligibility of Members and former Members will be determined by the Membership Tracker as advised by the Membership Committee and Staff. Musicians at these services will be owed their usual fees.”

This draft policy will be sent to staff to make a recommendation on content and wording.

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

3. FY20 Budget & Congregational Meeting – Adam (20 minutes) ((73:30)

MOTION: Enter into executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary: The congregational meeting date will remain June 2nd for the election of officers, financial report, etc. The budget will be voted on at a later date. Personnel issues were discussed.

DEFERRED TO MAY OR JUN MEETING:

Approve new members of Committee on Ministry (10 min; Exec session)

IV. Reports - verbal as necessary for special meeting (20 min)

1. President's Report – Adam Slate

Our current deficit is \$4K, better than the \$13K budgeted for this point in the fiscal year.

2. Vice President's Report – Donna Baker

3. Treasurer's Report – Jeanine Braithwaite

4. Lead Minister's Report – Erik Wikstrom

5. Director of Faith Development Report – Leia Durland-Jones

6. Director of Administration and Finance Report – Christina Rivera

7. Board Liaison Reports

- Personnel Committee – Elizabeth
- Nominating Committee – Donna
- Elder Dinner - Lorie & Elizabeth

Planning for the Elder Dinner is coming along. They need more cooks for the Chicken Marsala.

- The Connie Cheetham Award has six nominations. Deadline for submitting nominations is May 9th.
- An auction committee report will come soon.

MOTION: Accept verbal and written reports as submitted.
Unanimously approved.

V. Closing Activities (5 minutes)

1. Things to do / communicate –
- Lorie will take the Short bequest policy to the committee for review.

2. Process Review - one word check-out

3. Closing words -

Dates to remember –
May 14, 2019 - Elder Dinner

Upcoming topics -

- Discuss with Stewardship the policy and practice around thanking for unpledged gifts.
-

REPORTS

President's Report

Treasurer's Report

Minister's Report

Director of Faith Development Report

Director of Administration and Finance Report

Membership Report

To: Board members

Re: May 1, 2019 Membership report

TOTAL MEMBERSHIP as of March 30, 2019: 400

Add:

Drop:

Dolgin, Pamela, email response to Inquiry letter, 4/16/19, resign, archive
Rushia, Rob, email response to Inquiry letter, 4/16/19, resign, archive
Aqualino, Alan, failure to respond to Inquiry letter, archive, 5/1/19
Bryant, Sandy, failure to respond to Inquiry letter, archive, 5/1/19
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Murphy, Jodie, failure to respond to Inquiry letter, archive, 5/1/19
Murphy, Mike, failure to respond to Inquiry letter, archive, 5/1/19
O'Brien, Tom, failure to respond to Inquiry letter, archive, 5/1/19
Raske, Aurora, failure to respond to Inquiry letter, archive, 5/1/19
Raske, Benjamin, failure to respond to Inquiry letter, archive, 5/1/19
Rasnic, Samantha, failure to respond to Inquiry letter, archive, 5/1/19
Shenk, Jennifer, failure to respond to Inquiry letter, archive, 5/1/19
Sill, Whitney, failure to respond to Inquiry letter, archive, 5/1/19
Wassenaar, Dana, failure to respond to Inquiry letter, archive, 5/1/19
Wassenaar, Kurt, failure to respond to Inquiry letter, archive, 5/1/19
Fraleigh, Kate, Email to Membership Tracker, 5/1/19, change to supporter

TOTAL MEMBERSHIP as of May 1, 2019: 362 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

CORRESPONDENCE -

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

May 15, 2019

MINUTES

In attendance - Jeanine Braithwaite - Treasurer, Ann Salamini - Secretary, Kelsey Cowger, Lorie Craddock, Beth Jaeger-Landis, Donna Baker - Vice President (chair of this meeting), Leia Durland-Jones - Ex Officio, Elizabeth Breeden

Absent - Adam Slate - President, Cindy Shepard, Erik Wikstrom - Ex Officio, Christina Rivera - Ex Officio

Guests - Donna Redmond, Bob Gross, Stephen Blair

I. Opening--(30 minutes total) Opening/Closing Words (Kelsey), Snacks (Beth)

Opening words -

Check-in

Community Time / Public Comment - None

1. Acceptance of Agenda - Move the staffing task force item to the first item of New Business.

MOTION: Accept the Agenda as amended.

Unanimously approved.

2. Correspondence (see text at end of minutes) - None

II. Consent Agenda

1. Approve April 2019 Board Draft Minutes – These will be available for approval at the June Meeting.

III. Old Business

1. Policy regarding building fees and honoraria (15 min)

“Building use fees and honorariums for ministerial services for weddings, child dedications and memorial services will be waived for all current Members and for former Members who were active for 10 or more years. The eligibility of Members and former Members will be determined by Staff as advised by the Membership Committee. Musicians at these services will be owed their usual fees.”

MOTION: Approve this policy.

Unanimously approved.

2. Authorizing Glenn Short Endowment Committee - Lorie (10 min)

After a conversation with Dick Somer, Sally Taylor and Don Landis, Lorie reports that they agreed on some questions to have resolved by David Toscano. The reveal of the bequest to the congregation, thought to be premature, angered some members of the committee to the point that further conversation on the bequest will be postponed until July when the new Board will be in place. Lorie recommends that no further communication about the bequest be made by the current board.

Questions – How does Kip Newland fit into this? – Kip is a trustee of the bequest and will be done with his involvement once the bequest is accepted by TJMC.

We will all continue with forward motion on this to see the process through.

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. Staffing task force request - Leia (20 min)

MOTION: Enter executive session with staff and Donna Redmond present.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary – The charge of the Personnel Committee will be expanded for one year to include the duties of the proposed staffing task force: To articulate a staffing plan for the 2019-2020 church year and provide guidance and recommendations to the Board for future year church staffing. The structure for this work will include current and to-be-elected Personnel Committee members in consultation with past presidents and previous staffing task force members. Deliverables will be written up by the Personnel Committee, to include staff interviews and a timeline for the process.

Leia will need extra support because her duties will expand during this time. Her compensation and possible additional staff support must be considered. Leia's and Alex's sabbaticals must be prioritized. Alex is still being compensated at UUA guidelines for preordained staff.

A worship team needs to be appointed for at least the first six months to arrange worship.

3. Congregational meeting planning - Donna (30 minutes)

This planning will be carried out by email.

Check in members -

Parliamentary lesson -

Opening words and chalice lighting -

Establish quorum -

Lead meeting (develop script) - Adam

VI. Reports (20 min)

1. President's Report (none) – Adam Slate

2. Vice President's Report (none) –

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

There is good news to report on church financials. The letter to the congregation requesting payment of pledge helped us catch up significantly. We anticipate ending the year at about the \$17K deficit which was approved. (See more details in the written report.)

4. Lead Minister's Report () – Erik Wikstrom

5. Director of Faith Development Report (written) – Leia Durland-Jones

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

7. Membership Report (written) – Sally Taylor

8. Board Liaison Reports

- Connie Cheetham Award committee - Donna & Elizabeth & Ann & Beth

This group will meet this Friday to review nominations.

- Personnel Committee – Elizabeth
- Nominating Committee – Donna
- Elder Dinner - Lorie & Elizabeth

Many thanks to those who planned and executed a wonderful event - the biggest ever with 78 guests.

MOTION: Accept verbal and written reports as submitted.
Unanimously approved.

VII. Closing Activities (5 minutes)

1. Things to do / communicate –
 - A sign up for facilitators for Sunday's small group sessions will be sent out.
 - Donna will send a sign up for congregational meeting.
 - Leia will follow up on pastoral care for this Sunday.
2. Process Review - one word check-out
 - Content
 - Exhausted
 - Satisfied
 - Overwhelmed
 - Relieved
 - Excellent leadership, Donna
 - Anticipatory
3. Closing words - Kelsey

Dates to remember –

June 1, 2019 - Auction

June 2, 2019 - Congregational meeting

Upcoming topics -

- Charge for Personnel Committee
- Glenn Short Bequest
- Consider recommendations for Committee on Ministry

REPORTS

President's Report

Treasurer's Report

Treasurer's Report

May 2019

Jeanine Braithwaite

The congregation's financial position improved significantly in April, as the gap in current year pledge payments narrowed significantly, in response to the direct appeal made to the congregation by our President and from the pulpit. We are now only \$11 K below our budgeted number for current pledges, which is much better than the alarming gap I wrote about in previous reports. We are also well above budget in unpledged donations, prior year pledge payments, and building user fees.

Over the past year, two long-time members of our congregation passed away, leaving us legacy gifts in their wills. **Dell Smith gifted \$20,000 to our General Endowment Fund.** Interest generated from this fund is used for various church programs via our yearly operating budget.

Glenn Short, who passed away last autumn, has bequeathed \$287,000 to be used for a number of infrastructure and aesthetic improvements to our sanctuary and main church building.

In addition, we've received several gifts in direct response to the Board's March 4th letter asking you to confirm the status of your annual financial pledge of support to the church. **Frank and Linda Dukes (among others) gave \$1,000 in addition to their regular annual pledge,** specifically inviting me to share the good news of this donation as a reminder that supporters may choose to be generous outside of the annual pledging process. In addition, **we have received anonymous \$10,000 and \$20,000 gifts, and a new pledge of \$15,000.**

We have also maintained our exceptional expenditure control, running \$20 K below budgeted expenditures. At this point, we project being around only \$2 K or less over the \$17 K budget deficit approved by the Congregation at last year's Congregational meeting.

We have set up the paperwork to activate the Line of Credit (LOC) but have not yet drawn upon it. The Finance Committee adopted a new policy to not draw on the LOC as long as our liquid assets on the balance sheet were above \$80 K. (The previous policy was to be above \$100 K). Our current liquid assets (as of 30 April 2019) are \$108 K.

Minister's Report

Director of Faith Development Report

Report to the Board May 2019
Leia Durland-Jones, Director of Faith Development

It continues to be a complex time in the life of our congregation. I am deeply appreciative of everyone who continues to step up and show up with integrity and good will time and time again.

Children's Programming (Nursery through 5th grade)

- We are winding up another successful church school year in our children's program. We continue to have visitors almost every week. I shared last month that the 5th/6th grade class has been exploring the Environmental Horcrux in their Harry Potter UU class. They participated in a collaborative community art project called "Ties that Bind" a #NoPipelines Collaborative Community Art and Story Project. The project invites participants to braid fabric together that is displayed with other fabric braids from across our community to create a visual message against pipelines. I learned that our kids contributed 53 of the 173 braids! More information and images can be found at: <http://www.wildink.net/> and <https://www.flickr.com/photos/157386070@N02/sets/72157706914421881/>
- We had a fun-filled May Day for our elementary aged children on May 5—despite the rain. Caroline did a wonderful job of turning Lower Hall 2 into room full of fun place including the May Pole, temporary chalice tattoos, face painting, and games.
- As part of their RE classes on May 12, the children created tissue paper modge podge votive candle holders as gifts for the church elders at the Elder's Dinner. The candle holders were ones previously used for candle of hope and remembrance in worship and also included the image of the church spire.
- The last day of RE classes for this church year is Sunday May 19. Children will be making meal packets to be distributed through the Interfaith Humanitarian Sanctum to people experiencing food scarcity while attending to a loved one receiving care at UVa medical center.

- The RE Committee is at work planning next year's programming for children and youth. We are looking at class groupings, calendar drafts and curricula choices. Registration for the 2019-2020 church school is underway. The RE Committee is also working on plans for our RE Volunteer Appreciation Sunday May 19. We will again have a Paleta (popsicle) Party with paletas from La Michoacana for sale (free for RE volunteers) in the social hall.
- Registration for our Summer Sunday children's activity program is underway. Programming for nursery through rising 6th grade runs concurrent to the 10 AM worship service on Sunday mornings.

Youth Programming (6th-12th grades)

- YRUU had a wonderful weekend campout at Cave Mountain Lake on April 26-28. Thanks to Kim Grover, Larry Moulis, Beth Jaeger-Landis, Margaret & Michael Gormam for advising with me. YRUU had a self-defense class led by Dar Megonigal on May 5. Earlier that morning they made and making food packets for asylum-seekers.
- Preparations for ASP (Appalachia Service Project) continue. We will participate in ASP this June 30-July 6. Adult advisors for this year's trip include: Beth Jaeger-Landis, Kim Grover, Amy Wissekerke, Larry Moulis, Neal Walters and myself. We will have fourteen youth and six advisors participating this year and are headed to Logan, West Virginia.
- 7th & 8th grade morning programming, The Fifth Dimension, made centerpieces for Elders' Dinner. Field trip to Bodo's on May 18 and memorial to enslaved laborers.

Adult Programming

Winter/Spring Adult Faith Development classes:

- Adult Faith Development offerings this semester include: Short Story Reading Group, Tai Chi, Wednesday Wonderings (led by Lou Centore), Building Your Own Theology (led by Alex McGee,) Faithful Practices (led by RevWik) and Understanding White Privilege (Led by Donna Baker and Ann Forno), Unlock Your Feminine Power: Women's Retreat (led by Michelle Goodrich)
- I am currently soliciting proposals for AFD classes for Fall 2019.

Multigenerational Programming

- Sunday evening April 20 everyone was invited to a wonderful celebration for all ages of the Jewish holiday Passover hosted by the Gill family. There were over 60 participants!
- The RE Committee continues to invite everyone to light a chalice in their own homes on Wednesday evenings as a symbol of our connection to one another. I

include suggested chalice lighting words in the Faith Development e-newsletter each week.

- Once again, the church is sponsoring the bubble table at Logan's Fun Fest Saturday May 18 as we remember Logan Gill and surround his family with love.

Worship

Children's Worship

- We are focusing on the Rainbow Chalice (the pneumatic device for memorizing the UU principles) for the remaining Sundays of the church year. The children always love how we work our way through the rainbow together.

Contemplative Worship

- Contemplative Worship enjoys a steady attendance each Wednesday of 8-10 people and is a lovely mid-week pause. The Contemplative Worship Team is made up of Cindy Mick, Maggie Ober, Wendy Steeves and myself. Cindy and Maggie also continue to create the altar decorations monthly. Join us for Contemplative Worship if you can!

Rites of Passage

- We were delighted to dedicate Cynthia Chesler's grandchildren in Ceremony of Child Dedication on May 12. Cynthia's daughters, Amanda and Jennie, who both grew up in the church, had their sons dedicated.

Pastoral Care

- I am involved in a variety of pastoral care situations and continue to meet weekly with Erik and Alex about pastoral concerns within the congregation.

Stewardship

- I've been working with Chris and the Auction team on our Spring Auction.

Professional Development

- It was a gift to hear (and meet!) one of my heroes, Terry Tempest Williams, when she spoke at Virginia Tech earlier this month. It was also a delight to visit and tour the UU Church of Blacksburg and spend time with Rev. Pam and Jamie.
- Elizabeth Ide and I co-led worship for this month's cluster meeting of UU religious professionals (previously known as VACUUM) at 1st Church in Richmond.

Director of Administration and Finance Report

Membership Report

To: Board members

Re: May 1, 2019 Membership report

TOTAL MEMBERSHIP as of March 30, 2019: 400

Add:

Drop:

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Fraleigh, Kate, Email to Membership Tracker, 5/1/19, change to supporter
TOTAL MEMBERSHIP as of May 1, 2019: 362 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

CORRESPONDENCE -

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

May 29, 2019

MINUTES

In attendance – Adam Slate – President, Ann Salamini – Secretary, Donna Baker – Vice President, Leia Durland-Jones – Ex Officio, Cindy Shepard, Beth Jaeger Landis, Elizabeth Breeden, Lorie Craddock

Absent – Erik Wikstrom – Ex Officio, Christina Rivera – Ex Officio, Jeanine Braithwaite – Treasurer, Kelsey Cowger

Guests -

I. Opening--(30 minutes total) Opening/Closing Words (Leia), Snacks (Lorie, Elizabeth)

Opening words - Leia

Check-in -

Community Time / Public Comment -

1. Acceptance of Agenda

MOTION: Accept the Agenda as amended.

Unanimously approved.

2. Correspondence (see text at end of minutes) - None

II. Consent Agenda

1. Approve April 2019, May 2019, and Special May 1 Board Meeting draft minutes.

MOTION: Approve these minutes.

Approved with one abstention.

III. Board Business

1. Approve Negotiated Resignation agreements (15 min)

Note: Erik Wikstrom agreement cannot be executed without congregational approval of terms.

MOTION: Enter executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary – The board voted unanimously to approve the separation agreement with Christina. We agreed to talk with our lawyer about how to minimize TJMC's legal risk due to congregational behavior and to talk with Chris about how we can create a safe work environment.

The Board unanimously accepted Erik's separation agreement, pending approval of the compensation section by the congregation.

2. Planning for congregational meeting (30 min) (61:00)

- The script is being written. A motion to amend will be needed to add the DFD report.
- A single mic with two lines will be used to minimize the sense of division in the congregation.
- Elizabeth will create two ballots to be handed out as members check in. Plan for 150 voting members.
- Elizabeth will print 40 FAQ sheets, financial statements, balance sheets.
- Erik and Chris's reports will be their letters to the congregation.
- Donna will be head teller with help from Beth and Cindy. The tellers will be responsible for handing out ballots and counting votes, and setting up tables for check-in.
- Beth will compile a list of outgoing members of the board, personnel and nominating committees.
- Set up projector, one standing mic and one hand held min, signs for pro and con lines.
- Matthew Diasio has agreed to act as parliamentarian and deliver the Robert's Rules of Order teach in.

What will we do in case of bad behavior during the meeting? At a recent congregational meeting we experienced disruptive and threatening behavior which has caused some congregants to not return to the church. If something like this happens again, how do we put a pause on it? Approaching a person or group to suggest getting a drink of water to calm down; singing a hymn together; adopting a behavior covenant for the

meeting; the chair stopping the meeting for a breathing break; the parliamentarian calling for order. We need a plan in advance when behavior goes beyond passionate. If something doesn't feel healthy, board members need to feel empowered to notice and call out the behavior. Conclusion: Tap Adam on the back and he will stop the meeting. Also, there will be more than one board member in the chancel or sitting in the choir area to the side.

3. Planning for other events around Connie Goodbread's visit (10 minutes)
Connie is the co-lead of Congregational Life, UUA Southern Region. She will fly in Saturday and attend the congregational meeting on Sunday. Rough plans at this point include dinner and conversation with Connie Saturday evening, followed by social time downtown for those who want to go. We may meet at Elizabeth's house Sunday evening as well. We can finalize this via email.

4. Personnel issues – Elizabeth and Adam
Personnel is developing staffing ideas for the next six to twelve months. They want Alex and Leia to model shared leadership of the church during this time. They also feel a church administrator position is appropriate to replace the director of admin and finance until the church membership builds up again. Christina was very surprised at this conclusion, which indicates that we need more conversation as a board as to the future of the shared leadership model and the DAF position itself. Personnel is following UUA recommendations that a 350 member congregation needs a church administrator and a 450 member congregation needs a director of admin and finance. Question - Could the DAF position be cut to 30 hours per week until we grow to a larger size, rather than fundamentally changing the staffing model? Leia should be part of the conversation with Personnel to help them understand shared leadership and how the next position will be shaped by that. The financial reality is a driver of this conversation. The shared ministry model guides how we understand relationship building and pastoral work that is done together, sharing the perspective of each staff member's expertise. We need more conversation to align the board and staff and personnel's understanding before we make some of these decisions. Someone could be hired as a temporary position until we figure this out.

Personnel met with Alex about her LOA and sabbatical and the fact that she is being significantly underpaid. Her current salary is \$22,754. Personnel recommends that she be paid at the middle of the GO2 index as the rest of the staff have been. That amount is \$29,625. Personnel strongly desires that amount be included in the board's recommendations to Finance Committee.

Also, Alex wishes to serve as worship coordinator for the next six months. She would work with a worship committee of about five people to do the leg work so she doesn't go over 20 hours per week. She will step in to engage some outside pulpit service. She would like to build her team of worship weavers so she is certain of their abilities. Guest preachers would run about \$1K per month to cover honoraria and mileage.)

MOTION: Affirm Alex as worship coordinator for June through November so she can start setting up July and August services.

Unanimously approved.

Also recommend to Finance that the \$29,625 be put into the draft budget.

IV. Closing Activities (5 minutes)

1. Things to do / communicate –
2. Process Review - one word check-out
 - Ready for whatever is coming
 - Mixed
 - Tired
 - Befuddled
 - Happy
 - Fine
 - No/Know
3. Closing words – Leia

CORRESPONDENCE -