

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES JULY MEETING
July 10, 2019

MINUTES

In attendance - Lorie Craddock - President, Beth Jaeger-Landis, Kelsey Cowger, Stan Walker - Treasurer, Leia Durland-Jones - Ex Officio, Christina Rivera - Ex Officio, Ann Salamini - Secretary, Elizabeth Breeden - Vice President, Breck Gastinger

Absente -

Guests -

I. Opening - Opening/Closing Words (Lorie), Snacks (Lorie), Process Review (All) (10 minutes)

Opening Words -
Community Time / Public Comment - none

1. Acceptance of Agenda

MOTION: Amend the agenda to add a discussion of staff harassment around Black Lives Matter sign and staff morale under New Business.

Unanimously approved.

MOTION: Approve the agenda as amended.

Unanimously approved.

2. Correspondence (see text at end of minutes) -

- Mary Rose Curtis - ordination of Leia and United Nations flag

II. Reports

1. President's Report (written) - Lorie Craddock

2. Vice President's Report (written) - Elizabeth Breeden

3. Treasurer's Report (verbal) - Stan Walker

Finance Committee met Monday. They are trying to figure out chairperson and meeting date, etc. Very preliminary financials show no particular worries.

4. Lead Minister's Report - position vacant

5. Director of Faith Development Report - Leia Durland Jones

- I am just returned from the Appalachian Service Project trip with wonderful students and a dream team of advisors.
- It is very challenging for staff because of the environment at church. Caroline Heins was very upset over the party atmosphere before service around Erik's departure. She witnessed celebrations of "winning" and "getting their way." Perhaps because she was

the only staff member present that day, some congregants directed her to do specific tasks outside her purview. She felt very alone and stressed.. Staff recommends a board member be present at all services to deal with some of these issues so staff doesn't feel alone in dealing with difficult or challenging people. The board needs to recognize how difficult it is to be a staff member at this time and to develop ways to support staff.

Discussion -

- Talk to regional UUA staff about how to handle this problematic behavior.
 - Set up a schedule of board reps for each Sunday.
 - Let's brainstorm ways to send a clear message that the expectation of the church is that the sign stays up. This is a problem for all of us, not just staff or a handful of people.
6. Director of Administration and Finance Report - Christina Rivera
- Chris plans to have year end financials ready by the end of July or first week in August. She presented very preliminary figures to Finance Committee which look like we will be very close to budget except for the shortfall of the recent auction. That was budgeted at \$13K and brought in about \$4K, reflecting that it was put together quickly as an online only event. What looks to be an \$8-9K deficit (before the Auction shortfall) is extraordinary for this difficult year.
 - Chris is working with Stan and the Finance Committee on a bylaws change on how to select the Finance Committee membership.
 - There is a technological shift from one church year to the next: website aliases to change, board and committee roster changes, etc.
 - We are in negotiations for two major recurring rentals.
7. Membership Report (written) - Sally Taylor
- Membership stands at 357.
8. Board Liaison Reports
- Personnel Committee
 - Elizabeth reported the only thing is the revised Congregational Administrator job description.

III. Consent Agenda / Electronic Motions (10 minutes)

1. Approve June 2019 Board Draft Minutes
2. Sponsor Adam Slate as he pursues a degree in ministry.
3. Approve adding Doug Webbink and Marvin Edwards to the Finance Committee.
4. Approve Breck Gastinger as the Board liaison to the Nominating Committee.
5. Board to meet on the fourth Wednesday, Exec on the second Thursday.
6. Accept verbal and written reports as submitted

MOTION: Remove the Glenn Short Trust item for discussion. Approve the Consent Agenda as amended..

Unanimously approved.

From consent agenda:

7. Approve the Glenn Short Trust Memorandum of Understanding.

Discussion - Kip Newland, as Trustee of Glenn's bequest, responded to the board's effort to write policy around the Trust committee's relationship to the church and how to handle the funds, by having David Toscano write a Memorandum of Understanding which includes some of the same procedures. If the board approves the memorandum, Kip will turn the money over to the church, which will end his involvement.

MOTION: Accept the memorandum of understanding.

Unanimously approved.

IV. Old Business

1. Discuss one Sunday service or two for the 2019-20 church year. - Lorie (10 min)

- What if the increased attendance we've seen in June continues into the fall? - RE volunteers will not be in the sanctuary come fall. We had 108 in the sanctuary on July 7th, whereas full capacity (shoulder to shoulder) is 200.
- Re committee has had a long conversation about this. They prefer two services but recognize some of the benefits of continuing with single services.
- RE families have strong reasons why the first or second service is right for them.
- Non RE volunteers (ushers and greeters) are favorable to a single service. It's easier to cover volunteer needs well at one service.
- Attendance has traditionally been lighter when we had no settled minister. We will be having different faces in the pulpit for a time now.
- The leaders have to determine the best route for this time.
- It can be disheartening to see few people in the sanctuary.
- From an operational standpoint, we have 50-55 parking spaces plus about 20 on the street. We may have to deal with this as an issue, strategizing around elders who drive, etc. - We may have to encourage some folks to carpool from the Culbreth parking garage.

MOTION: Move to one service at 10:15 through December, checking in periodically to see if we need to move to two services.

Unanimously approved.

2. Personnel update - Elizabeth (15 min)

Personnel asks the board to approve the job description for Congregational Administrator which has been rewritten per Chris's critique. Personnel proposes to winnow the applicants to finalists who will then be interviewed by the president, Leia and Alex for a final decision.

Discussion -

- Let's talk about dropping two levels on the UUA professional staff org chart from Director of Administration and Finance to Congregational Administrator.
- Personnel feels we are a smaller church than when the DAF position was originally conceived and hired. We need to drop to an appropriate staffing level for our size and then move back up if we grow.

- Dropping two levels deemphasizes the power and expertise of the position. There are major functions that are lost: human resources and strategic planning. With our reduced staff at this time, the staff needs the support of having those fields of expertise well represented.
- A volunteer board also needs that expertise. Chris has been very helpful in reminding the board of bylaws and policy matters, foreseeing consequences of board actions under consideration, researching best practices, reminding us of the history of issues and board decisions at TJMC. She has been very effective on the board's behalf.
- This would be the first church hire at the midrange salary. The salary to be offered for this lower position is actually higher than the past two DAFs were hired at.
- The CA salary comes from the Geo2 chart while other staff are on the Geo3 chart. The Geo Index groups congregations according to cost of living, so this disparity sets up a dynamic where staff are working under different scales.
- The Geo Index is a Department of Labor tool which the UUA uses to characterize congregations. Personnel doesn't understand why this position should be part of shared ministry from the point of hire. - It has been part of shared ministry from the time the position was created.
- If the "shared ministry" concept is a problem, call it collaboration instead.
- Staff should all be compensated from the same index. By using Geo2 to hire this position, all other staff compensation is devalued.
- Waynesboro is Geo2. You can see that the cost of living is much higher in Charlottesville. Congregations can request the UUA to change their Geo Index number.
- How would the compensation for a ¾ time DAF compare to that of a full time CA? - They are close.
- Can the job be done at ¾ time? - It was by the first two DAFs for four years. Expectations of what can be accomplished would have to be scaled back a bit. Also, we don't want a 9-5 person, but someone who can be here some evenings and Sundays and be part of church life.
- Are you saying we need the position to be a DAF so it can be part of the shared ministry? - The DAF needs be part of the church life, to understand who we are, where we're going, and help us get there. It's the ministry of our values in the fiduciary part of church life. Even if the hire is not a UU, they can learn our values and help further our ministry. Our first DAF was Catholic so had a steeper learning curve, but she became part of the strategic team on behalf of TJMC.
- Personnel wrestled with the failure of the concept of shared ministry (not the personalities). The congregation voted down that idea. - The congregational vote that many people reference as having "voted down the shared ministry model" was actually a 2015 vote to remove the language "the minister shall be the principal administrator of the day- to- day Church operations" from the bylaws description of the responsibilities of the Lead Minister. That proposal to remove did not pass. In 2017 a different bylaw revision was proposed and passed and amended that line to "the minister shall be A principal administrator of the day- to- day Church operations." Both of these votes sought to better reflect the job responsibilities of

the Lead Minister given that the DAF role was created to act as "principal administrator of the day- to- day Church operations."

- Senior staff should be involved in the entire selection process, especially for a member of a shared ministry. Alex is not senior staff but could be invited into the process. Chris will not be involved in the choice.
- What would the middle position, business administrator, bring to the table? - The Business Administrator level brings in strategic planning, stewardship planning, endowment planning, and empowerment to sign contracts, but not HR capabilities.
- Can you bring in someone to a shared ministry position right off? - We've been doing it for six years. - But ministers are called. Can we expect a business person to be a minister? - We can expect them to work collaboratively with the minister and DRE, yes.
- Can we replace "shared ministry" with "work collaboratively?" We need to get beyond this.
- Was there any problem finding candidates the last time? - No. Part of the winnowing comes from where you advertise the position.
- Can we hire a Business Administrator with HR responsibilities as a compromise? - We need more skills. We need the strategic capacity. Staff has been clear about what they need.
- Why not hire a ¾ time DAF? Only the DAF has the HR and strategic planning aspects.
- Why can't we have what we need rather than paring the position down to something that will be of much less use to us? We can hire a ¾ time DAF and increase that position if church growth warrants it.

MOTION: Direct Personnel to advertise for a ¾ time DAF position at Geo Index 3, MidSize 3 congregation, at the minimum salary level of \$45K. Senior staff and board president will assess all candidates.

Unanimously approved.

3. Clarify who Alex McGee and Scott Deveau will report to. - Lorie (10 min)

MOTION: Enter executive session.For interim.c.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary - Alex will report to the board via the president. Scott will report to the board via Kelsey.

4. Update on stewardship, pledge drive, formal fundraiser - Chris and Stan (20 min)
We need a quick pledge drive because the projected budget shows a \$24K deficit at this point. The treasurer sees less of a problem with borrowing for FY20 because of the extraordinary one time expenses involved in the severance packages. Also there are some new recurring rentals in negotiation which may be helpful. All this leaves FY20 a moving target on both expenses and income.

Discussion -

- Phone bank by board to drum up pledge info. There are some non board members who might also help making calls. We have 90-100 pledge responses. The rest need a reminder letter about the need to renew their pledge and that we will be calling them about this.
- Ask Adam Slate to pull the data from powerchurch on who hasn't pledged yet to make a list of sheets for a phone bank. Update the script from last time to represent the current situation.

5. Fill two Board openings - Nominating Committee to bring three names. - Lorie (10 min)

MOTION: Enter executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary - The board appointed Liberty Power for the three year at-large position and Pam McIntire for the one year at-large position.

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. Creation of a task force to study ordination of Leia Durland-Jones as a minister - Lorie (15 min) The board's task at this meeting is to assign Lorie, Pam McIntire, Elaine Chapman, Karen Prairie and Margaret Gorman, to bring a proposed charge and final membership to the August board meeting.

MOTION: Create an ordination task force to bring a charge and final membership to the August board meeting. Appoint Lorie Craddock, Pam McIntire, Elaine Chapman, Karen Prairie and Margaret Gorman as the initial membership.

Unanimously approved.

2. Discussion of staff harassment around Black Lives Matter sign and staff morale

MOTION: Enter executive session.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary - The board believes that some person or persons took down the Black Lives Matter sign last week. The congregation affirmed support of Black Lives Matter at the October, 2016 congregational meeting, after which Rev. Erik posted the BLM sign in the sanctuary as part of his freedom of the pulpit. His action was consistent with the will of the congregation.

The vandalism of the sanctuary constitutes harassment of our staff. We are a community that believes in deciding things together. Voting with masking tape on a pole is not consistent with our values.

The board will address this topic further in blog post and Friday email.

3. Form a subcommittee to plan the farewell celebration for Christina Rivera. - Lorie (5 min)

- Chris requested no wine and cheese.
- August 25th was selected for the celebration date.
- Lorie, Beth and Kelsey volunteered for the planning subcommittee.

4. Volunteer Coordinator - Elizabeth (5 min)

Kay Frazier has volunteered one day per week for the period of one year to address the need for a volunteer coordinator. She hopes to create a job description for a paid position to present to the board next year if that step seems advisable. Sally Taylor has also volunteered to address volunteer needs.

Discussion -

- Would a third person be helpful? - Kelsey would volunteer to help.
- Kay prefers to work alone. Elizabeth will carry the message to Kay that Kelsey is glad to help if needed.
- Sally is heavily involved in many other aspects of church life at this time.

Thanks to Kay for her willingness to serve in this way.

5. Board Retreat - Lorie (10 min)

Identify date and planning group.

This will have to happen in September or perhaps on Labor Day weekend. We will schedule with the full board membership soon.

6. Select a board member to consult with David Mellor's covenant group to create a name change task force. - Lorie (5 min)

- This team plans to use the Public Witness process as an established process to help the congregation work through the issues of name change. We will ask Liberty Powers to serve as the liaison.

7. Policy Review Team - Elizabeth (5 min)

Appoint a board member to join Carole Black and Sally Taylor in reviewing the policy manual to make sure it reflects current practice and to review new policy proposals.

Discussion -

- The new DAF should be part of this group.
- There is no urgency to expedite this review.
- Once the new DAF is comfortable in the job a board member can be appointed.

8. Set a date for the fall congregational meeting - Lorie (5 min)

September 15th after the 10:15 service and soup Sunday.

VI. Closing Activities (5 min)

1. Process Review (all)

(How are you feeling and / or what would you like to see different?)

- People spoke their truth and we made some hard decisions.

2. Things to do / communicate -

Ann - attend Personnel Committee with Elizabeth to explain DAF hiring choice.

Kelsey - attend Personnel Committee in September to talk about Scott's Letter Of Agreement, etc.

Stan - contact Adam about generating pledge sheets for phone bank.

Lorie - create google doc on Board presence on Sundays and contact UUA Southern District.

Lorie will contact Liberty about being liaison to changing name task force.

Lorie will create google doc on board retreat date and planning group.

3. Closing Words- Lorie

Dates to remember -

August 8, 2019 - Exec meeting 11:45am - 1:45pm

August 28, 2019 - Board meeting 6pm BYO dinner, 6:45pm meeting

September 15, 2019 - Congregational Meeting

Upcoming topics -

For congregational meeting:

- Finance Committee makeup bylaws change
- Budget
- Church name change under Public Witness process
- New board members approved.

For August:

- Ministry in the future - deadlines involved (for August)
- Annual Committee Reports - Elizabeth and Sally

Future topics:

- Creating a more diverse Finance Committee
- Guidelines for trusts
- Revisit single service - November
- Create a task force on staff harassment and BLM sign.
- Install surveillance cameras in the church. Contact UUA for best practices on this.
- Appoint third member to policy review committee.

REPORTS

President's Report

PRESIDENT'S REPORT

8 JULY 2019

Dear Trustees

There is so much to cover for the first Board Meeting of the fiscal year. Let's just jump right in!

The Sunday Worships are being managed for the next six months by our Assistant Minister Alex McGee. Alex herself will continue to preach at TJMC once a month and for the other Sunday Services she is arranging for guest ministers and speakers. The estimated cost is about \$250/Sunday. Alex has lined up worship through the second week of September and she is actively continuing to schedule the worship for the rest of the fall. Alex reports the Worship Weavers are trained and will continue training. Alex is responsible for the most excellent laminated generic template Order of Service in the pew racks. She is interested in coming to the monthly Board meeting and I have warmly encouraged her to do so. I would also like her monthly report to be included in the Board packet.

The Board will need to decide whether or not to offer a single Sunday Service for the 2019-20 church year or return to two services for September and beyond. Our total membership as of May 31, 2019 is 361 and attendance has been declining for some time. Here's an attendance chart from the March 2018 Board meeting

| Year | 9:15 | 11:15 | Single | Sanctuary | On Campus |
|------|------|-------|--------|-----------|-----------|
| 2005 | 85 | 139 | 116 | 180 | 223 |
| 2006 | 91 | 140 | 138 | 191 | 243 |
| 2007 | 89 | 144 | 143 | 199 | 281 |
| 2008 | 85 | 139 | 140 | 196 | 175 |
| 2009 | 81 | 140 | 126 | 188 | 263 |
| 2010 | 68 | 134 | 123 | 160 | 247 |
| 2011 | 80 | 133 | 151 | 192 | 262 |
| 2012 | 85 | 142 | 155 | 199 | 281 |
| 2013 | 82 | 132 | 155 | 193 | 275 |
| 2014 | 84 | 138 | 151 | 198 | 274 |

| | | | | | |
|-------------|----|-----|-----|-----|-----|
| 2015 | 65 | 113 | 130 | 160 | 229 |
| 2016 | 65 | 123 | 131 | 166 | 256 |
| 2017 | 60 | 124 | 133 | 165 | 258 |
| 2018 | 54 | 100 | 113 | 138 | 219 |

The RE Committee has suggested if we go with a single service we start at 10:15AM. I believe 10:15AM would be a wise choice since most people will focus on a 10AM arrival but will happily have a few minutes to spare before the start of worship. Alex McGee reports the ushers, greeters and worship weavers are all supportive of a single service.

The Personnel Committee plans to hire a Congregational Administrator to work in the church office after Christina Riviera, the Director of Administration and Finance leaves at the end of August. Christina has expressed concern that a Congregational Administrator will be inadequate to do the job necessary for TJMC and we should hire another DAF. The Personnel Committee has updated the Congregational Administrator job description to better differentiate between the DAF position and the CA position. The Personnel Committee plans to begin advertising for the job as soon as possible.

A Task Force is being formed to study the Ordination of Leia Durland-Jones. Many people have volunteered to be on this task force. The Task Force should expect to consult with representatives from the UUA, Leia's Good Officer, Makaanah Morris, other clergy who have gone through this type of congregational ordination process and other congregations who have ordained ministers outside the traditional process.

I am hopeful we will come to a conclusion this summer regarding the Glenn Short Trust. Glenn passed away nearly a year ago and his trust leaves \$287,158.00 to TJMC. The trust must be administered by a church committee specially formed for this task. Kip Newland, executor of the trust, has presented the Board with a Memorandum of Understanding that the Board must approve before Kip will release the money. If the Board is successful in approving the MOU, Kip will release the money some time after August 31, 2019 and the Trust Committee can begin their work.

I am happy to report that two people have offered to act as **Volunteer Coordinators at TJMC**---Sally Taylor and Kay Frazier. There are many jobs to be done at church and Volunteer coordinators can match the right people to the right job. I happily anticipate that Sally and Kay will join forces in the fall to do this important work.

Church member David Mellor and his covenant group have opened up a discussion about changing the name of TJMC. David reports that several people outside the covenant group have offered their assistance including long-time church members who advocated for a name change in the past. A Board Member is needed to consult with the name-change group and act as a liaison between the group and the Board. David wishes to add the name change issue to the September Congregational Meeting agenda.

The Board needs to address Stewardship and a Pledge Drive as soon as possible so we can create a budget for 2019-20. Our Treasurer, Stan Walker and our DRE Christina Riviera will update us on TJMC's financial situation. I am hopeful the Stewardship committee will lead the Pledge Drive.

And finally both a **Board Retreat and Congregational Meeting** need to be scheduled for the fall. At the Congregational Meeting, in addition to discussing the name change / public witness process, the Board will need to present a budget, approve new members of the TJMC Board and offer up the Finance Committee proposal of a bylaw change regarding their (the Finance Committees') makeup.

Thank you for reading this report to the end. It is very long but I am hopeful this will help us move quickly through the agenda at the Board Meeting.

Lorie

Vice President's Report

Vice President's Report : July 10, 2019

Sally Taylor requested Annual Reports from all Committees of the Church in June. It usually takes three months to track them all down so that they are collected for the annual Congregational meeting. Sally hopes to have them ready, posted on the church website and available in the office in a binder by the September Congregational meeting.

The Social Justice Council met in May and approved the Social Action Collection recipients for the fiscal year. The new chairs are Elizabeth Breeden and Johanna Woodchild

| 2019-2020 Social Action Collections | | | |
|--|---------------------|----------------|--------------------------|
| Date | Organization | Sponsor | Organization Rep. |

| | | | |
|-----------|-----------------------|--------------------|----------------------|
| July 21 | Back to School Bash | Pete Armetta | Linda McGee |
| August 18 | Literacy Volunteers | Sara Gondwe | Ellen Obsourne |
| Sept. 15 | IMPACT | Greta Dershimer | |
| Oct. 20 | Food Pantry | Elizabeth Breeden | |
| Nov. 17 | HIS Food Packets | Margaret Gorman | |
| Dec. 15 | Sin Barreras | Patty Wallens | Edgar Lara |
| Jan. 19 | PACEM | Elizabeth Breeden | Jayson |
| Whitehead | | | |
| Feb. 16 | BRA Abortion Fund | Sharon Utz | Sally Williamson |
| March 15 | AATeaching Fellows | Bob Gross | Tamara Dias |
| April 19 | Public Housing AR | Edith Good | Brandon Collins |
| May 17 | Immigration Bond Fund | Jean Umiker-Sebeok | Priscilla Mendenhall |
| June 16 | AA Heritage Center | Elizabeth Breeden | Andrea Douglas |

The new chair of the Community Life Council is Sally Taylor.

The Policy Review Team consists of three members: Sally Taylor, Karen Prairie and a Board Member needs to be assigned to this Team.

Kay Frazier and Sally Taylor have agreed to become the Volunteer Coordinators. They will meet in August to outline and define strategies to define areas where volunteers are needed, invite members to participate in church life and to improve communicating those needs and members engagement with them. They will submit a formal plan to the Vice President who will report to the Board.

Respectfully Submitted,
Elizabeth Breeden

Treasurer's Report

Director of Faith Development Report

Director of Administration and Finance Report

Membership Report

To: Board members
Re: June 30, 2019 Membership report
TOTAL MEMBERSHIP as of May 31, 2019: 361

Add:

Drop:

Springer, Geoffrey, email to Membership Tracker, June 3, 2019, archive
Springer, Jennifer, email to Membership Tracker, June 3, 2019, archive

Baker, Donna, email to Membership Tracker, June 5, 2019, archive
Peterson, Jeanne-Marie (Star), moved to Richmond, email to Membership Tracker,
June 6, 2019, archive

TOTAL MEMBERSHIP as of June 30, 2019: 357 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

CORRESPONDENCE

6/18/19

Dear Lorie,

I think that it is very important to recognize the long commitment that Leia has given to this church.

With her words and loving manner she helps all of us, children, youth and adults understand and live the seven principles of Unitarian Universalism.

I suggest that you and the board consider granting ordination to Leia Durland-Jones.

Thank you.

Warmly,

Mary Rose Curtis

P.S. On another issue

I would like to discuss with you restoring the United Nations flag to the entrance foyer across from the United States flag. It has held this place for many years in the past.