

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES MARCH MEETING
MARCH 25, 2020

6:45-9:30PM Meeting

DRAFT MINUTES

Major focus for board in 2019-20:

- **Money & Stewardship**
- **Staff Support** (safety, morale, compensation, trusting staff leadership, managing expectations, what are we asking remaining staff to do?)
- **Articulate church's vision**
- **Communication**
 - Increase communication between committees, board and congregation
 - Board communication tools and strategy

In attendance via zoom – Elizabeth Breeden – Vice President, Ann Salamini – Secretary, Lorie Craddock – President, Pam McIntire, Leia Durland-Jones – Ex Officio, Breck Gastinger, Sean Skally – Ex Officio, Liberty Powers, Beth Jaeger-Landis, Stan Walker – Treasurer, Alex McGee – Ex Officio, Kelsey Cowger

Absent –

Guests via zoom– Dave Shutt, Marian Wendelin, Beverly Ryan, Danny Gray

I. Opening - Opening/Closing Words (Elizabeth), **Snacks** (BYO snacks - virtual meeting), **Timekeeper** (Beth), **Process Observer** (Alex)

Opening Words - Elizabeth

Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written)

- None

1. Acceptance of Agenda

MOTION: Accept the agenda.

Unanimously approved.

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

- TJMC UU Environmental Action Group

The Board agrees with the group's concerns and desire to have environmental action supported by the ministry of this church. The interim period is a time of making an in depth analysis of our church and its systems, however, so we cannot expect an interim minister to prioritize environmental action over their other work.

II. Reports (20 min) - written reports can be found at the end of the minutes.

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

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

The need to provide food to our local homeless community does not end with this pandemic. Elizabeth has created a way for willing volunteers to continue providing meals. The rotation of Soup Kitchen volunteers will make premade sandwiches and other items which may be bagged into individual meals in the church kitchen and taken to the Salvation Army for distribution. PACEM hot meal items will be delivered to church, then transported to the Haven for staging, making it easier to keep meals warm. All work areas will be sanitized by the volunteers. There will be no interaction with staff or other workers in the building. She requested permission to do this work in the church kitchen. This will be considered later in this meeting under New Business, Item 3 - PACEM.

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

Stan will send some financial information to Sean for inclusion in the Friday email.

4. Lead Minister's Report - position vacant

5. Assistant Minister's Report (written) – Alex McGee (study leave deferred)

Alex spent 5 hours Saturday to update procedures for running burials and Memorial Garden events during this time. She is satisfied with the results.

6. Director of Faith Development's Report (written) - Leia Durland-Jones

Staff will be hosting virtual coffee/social hour on Sundays from noon to 1PM. There will be small breakout groups to facilitate socializing. It will be a come and go situation.

Discussion –

- Can you track the number of people participating? – Yes, we are trying to track all groups who are connecting virtually. Attendance will likely pick up as people become more familiar with the technology.
- Are there any lessons you've learned? – The Children's and Family worship, which is open to all ages, had some learnings. Leia will be using Caroline as tech support in the future. The maximum capacity facilitated for us by Zoom is currently 100. The UUA is negotiating with Zoom to try to get a lower rate so more people can participate. Staff are picking up new skills as they go. The familiar contacts have been hugely important to those who have taken part. Leia is also working with Achsah Carrier to develop ways for newcomers to engage with TJMC.

- Has staff been at church or working at home? – Leia is ‘pulsing,’ which means coming to church when others are not there. She and Sean come in at different times. Caroline mostly works at home but comes on Sunday to work the service with Leia, though they stay in different rooms. Sean’s hours at church are on Mondays, Wednesdays and Fridays. He does some virtual trainings from home, but hosts long meetings at church so as not to inconvenience his family too much. Alex has not been coming to church because she spends significant time in hospitals. There are currently painters in the parlor. The housecleaner is doing deep cleaning as long as she feels healthy. Depositors come in every other week to pick up checks.

7. Director of Administration and Finance’s Report (written) - Sean Skally

Sean is doing a lot of Zoom trainings and has scheduled more. He has asked Walter Hoffman to check on the building from the outside on the weekends. He is looking for alternate ways for people to donate, including “text to donate.” He is also researching places that offer free services for nonprofits.

8. Membership Report (written) - Sally Taylor
Membership stands at 377.

9. Board Liaison Reports

- Personnel Committee (see VP Report) - Elizabeth
We have Alex’s new letter of agreement to approve as part of the consent agenda tonight, so Lorie and Alex can sign it. – Personnel Committee worked very hard to follow best practices and make the LOA up-to-date. Sean was also very helpful.
- Stewardship/Pledge Drive (written) - Lorie/Danny Gray
Lorie provided an update to the letter Danny sent out. The pledge total is now \$334,274, which is about \$81K below the original goal of \$415K. Of 279 pledge units, 150 have not yet pledged and need to be contacted. There is anecdotal evidence that some people expected their pledges to roll over.
 - Discussion - Do we have an idea how much that group pledged last year? – Stan had no specific current data but feels there is reason to hope we can close this gap.
- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
Elizabeth updated Sally’s letter. The Aesthetics Committee has made all the color choices, so please don’t hassle the Glenn Short Committee if you don’t like the color scheme.
- Music Committee - Kelsey
There is no music or music committee at this time.
Discussion –

- Have you tried to get support for the choir together? – No, but Amy Davis has offered to work on this.
 - Do you think the choir will be part of Sunday services as they evolve? – Zoom choirs are hard to coordinate and have mixed results.
 - Has Scott recorded some music for use in children's worship? – Yes, and people could sing along at home. Alex has been in touch with Scott to record a hymn to post on the website for people to sing at home.
 - We could also ask James to record something, as a small source of income for him during this time. – It's comforting to see familiar faces at the piano.
 - Is there a way to provide hymnals or scan hymns for people to use? – We'll look into it.
- Task Force to Explore Ordaining Leia - Pam
The task force met with Exec to prepare for the congregational meeting vote just before the decision to shut down the church was made. They are ready to go when church starts up again.

III. Consent Agenda / Electronic Motions

1. Approve February 2020 Board Draft Minutes.
2. Accept and sign Assistant Minister Letter of Agreement
3. Policy Manual revisions pp. 21-31
4. Accept verbal and written reports as submitted.

Amend the consent agenda to approve all policy revisions except the Connie Cheetham Award section.

MOTION: Approve the Consent Agenda as amended.

Unanimously approved.

It was noted that the DAF is mentioned again and again in the Policy Manual revisions, which are written to reflect how church business is currently carried out. Personnel Committee needs to review these revisions to make sure the DAF's job description captures these tasks.

IV. Old Business

1. Conclusion of pledge drive – Lorie, Danny Gray

We are currently \$81K short of our pledge goal. This is the bare minimum to keep things running so we really need to get there. Linda Dukes has offered to participate significantly in the effort, though she doesn't want to lead it.

- Beth said her experience with calling is that many people thought their pledge would roll over.

- We are still getting pledges in the mail.
- There are a good number of people who are willing to make calls. It should be doable in the next couple weeks.
- We can split up the remaining pledge units for contact so Finance Committee can present a budget at the April board meeting.
- Would a google doc be a way that callers can enter information without formal meetings? – Sean will create a google sheet for this purpose, with Leia and Alex reviewing it. Linda Dukes, Elizabeth, Ann, Beth, Breck and Danny will make calls.
- Leia and Sean will work to rewrite the call script to take into account these very different times. The first purpose of the calls must be to find out how people are doing.
- What deadline should we put on this task? – We need a solid number by the first week of May at the very latest. It would be good to complete calls by April 15th.
- Danny's pledge wrap-up letter did not go out as a whole church email but as a link to the letter on our website. Only 30 people clicked through and read the whole thing.
- The letter should be rewritten to reflect the current situation and sent out as a separate communication to individuals. Lorie, Alex, Pam and Elizabeth will edit Danny's rewrite.
- Alex lifted up the big question of how to minister to people going through economic crisis, who want to support their community but must prioritize their personal financial responsibility to their family and the people who depend on them. She encouraged the board to think in a meta, ministerial way about pledging and creatively reimagine what the pledge drive looks like when people are losing their jobs. For instance, people may want to pledge but not start paying until the fall, or they may want to wait to pledge until their income goes up, or they may find they cannot fulfill their pledge. Danny will try to incorporate these ideas in his rewrite.
- Since there is a finite group of pledgers involved here, a whole church email may be less important than the individual calls. – About 1/3 of the letter is a general "the pledge drive is over" message. The remainder concerns what is left to do to reach our goal.
- Alex invited the treasurer and Finance chair to consider how they will adjust their budgeting priorities when families are going through economic loss and include their thoughts in the next board report.

The board can't hold all of this; we need a stewardship committee.

- We need to define what the stewardship committee will do so people know what they are signing up for. Some people don't want to make calls but may be willing to do other things.
- We need to define the difference between the pledge drive team and the stewardship committee. We can have a task force of the board develop the role of the stewardship committee after the calls are made.

2. Interim ministry update – Pam

The application has been revised according to board feedback and posted at the UUA. Keith Kron of the UUA Transitions Office said it will be open for viewing on April 9th. He also

mentioned that fewer churches will be in search than expected, so TJMC may get more interest from prospective candidates.

Discussion –

- We need to consider that we may not be able to afford an interim minister and that our financial loyalty is to our current staff. We must also acknowledge the workload of our current staff. The final decision is still rather far off. We should proceed confidently to find the best candidate.
- When is the contract to be signed? – The timeline supplied by the Transitions Office is vague. August is the start date.
- This is sort of an imaginary exercise at this point because of the pandemic. Will anyone be looking for a new job starting in August? - Everything has a question mark now.
- We need an interim search committee. – Should we look at people who have been on previous searches? – Pam, Beth and Kelsey would like to be on the committee. There is a guide book on the UUA transitions page on how to conduct a search. Leia will provide a link to it.

Alex encouraged us by saying that people who love interim ministry love to help congregations through the unknown. People may step forward to sign a contract and may have solutions that we haven't even dreamed of.

BREAK AND GRATITUDE CARDS (5 min) - Please think of people the Board should recognize for their recent contributions to our church community.

V. New Business –

1. Covid 19 response update - Lorie and Sean

Sean has worked with Sandy Brooks and Greta Dersheimer to reach out to 19 members needing support and enlist 22 volunteers. Greta has organized phone tree conversations. Writing notes to people offline would be welcome by many. The infrastructure is in place and they have received a couple of easy asks. There are resources available which you may not usually use: shopping online, concierge services for shopping and using local pickup services. We are ready to be of use.

Discussion –

- It feels like we're flying by the seat of our pants, but we've only been doing this for 8 days. Thanks to everyone for the flexibility, good humor and cooperation that makes this transition possible. This will make for great stories in future years.

A lot of groups are meeting on zoom, such as UU Guys, Active Minds, Theme Study, Short Story Club. The zoom account is being used like room rentals. Your group needn't be entirely comprised of church members to use it. NAACP has asked about help in this way, and previous renters can use zoom as long as it doesn't interfere with church use. The 12 Step groups have switched to online meetings. Youth groups have been meeting online as well. Leia is asking our young adults about reaching out to other young adults in the community.

Discussion -

- Would it be helpful to publish a master list of groups that are using Zoom? That might encourage people who are feeling hesitant about using it. Some are feeling less connected, noticing a changing economic situation. – We need to share these stories outside of the board so people notice the importance of this church in their lives and who is being served. We need to be intentional about keeping the community together. Let's stay creative about this.

The Medical Advisory Committee is a group of medical personnel within the congregation which was informally gathered by Jim Gorham to advise on matters around epidemiology and how it will affect the community.

2. Rescheduled events – Lorie (10 min)

The Nehemiah Action is completely canceled. They are writing a letter on each issue and hope to have as many people sign it as would have attended the action. Kelsey will compose a letter about that for Sean to circulate.

The Spring Auction will be rescheduled. It is budgeted for \$13K, an amount that would be difficult to replace by an online event. - Checks continue to come into the building. We should think prayerfully and creatively about online fundraising opportunities.

It's too early to tell how the numbers will turn out. We'll have to keep tabs month-by-month. That's part of why Sean and Leia are working on a "text to give" option as a new way to capture donations. There is quite a range in these services. The most convenient ones, where it is truly a one click experience, typically have a monthly fee plus a percentage. The cheaper ones simply connect one to the PayPal button on the church website, which is more involved for the user. The church currently averages \$2-3000 in PayPal contributions per month.

Let's not confuse pledging with donating, two important but very different forms of generosity.

How will we manage the monthly social action collections if we are not meeting? – African American Teaching Fellows, which was scheduled for the first canceled collection, has agreed to wait for their collection to be rescheduled. Natalie Somer, who is in charge of these collections, and Alex have spoken. They recognize that there is no clear way to proceed at this time but are watching the situation.

3. PACEM – Elizabeth (15 min)

There are two PACEM items to consider. There are changes to the way PACEM is currently carrying out its mission and there is a request for TJMC to be involved in a new PACEM effort which will extend the program to year-round shelter for the homeless women of PACEM.

PACEM now:

- Soup Kitchen and PACEM both want to use our kitchen to stage their food. Soup kitchen now provides bag lunches. Volunteers would bring premade sandwiches and other donated items and use our kitchen space to assemble the bags. Our volunteers with

PACEM want to use our kitchen to put donated hot food into clamshell containers. This would involve a few people occasionally - at about 5:15PM for about an hour. There would be no cooking. Areas used would be sanitized afterwards.

- TJMC's Food Pantry plans to operate totally outside, using the porch and lawn of Summit House. Clients will be asked to stay in their cars and volunteers will bring bags of food to them. We may need the use of a bathroom in Summit House, at least for our volunteers.

Discussion -

- This will affect staff who do work at church some, the cleaning lady, the Glenn Short task force members and contractors, depositors. - What we're asking is, can we have a few more people come in? We think of this as part of the church's obligation to provide food to those who have little other option.
- The question is not just our own risk. We are facilitating contact which is widely discouraged. Is there a way to help through another organization that has a more streamlined process? - This is like the schools continuing to provide food to children. Meals On Wheels has decided to deliver two weeks of nonperishables at a time.
- If there are people in the building, it may be a legal matter as well. - The Food Pantry, which has the largest potential for contact, will be handled entirely outdoors, maintaining 6 feet of separation, wearing gloves and sanitizing the bathroom afterward.
- Make it clear which bathrooms are to be used. How can we isolate traffic to a small part of the church building? - We are asking to use the stainless steel tables in the kitchen for 45 minutes to assemble lunch bags.
- Is there a way the bags could be assembled at volunteers' homes and brought to the distribution site? Could hot food be prepared from recipes that are sent out ahead, prepackaged and brought warm?
- Elizabeth is advocating that this church help the people in need. It is not the Board's job to micromanage how this is done, but to decide if a part of the church building can be used and how it can be used.
- If necessary, it should prioritize this work over church remodeling and cleaning.
- Can we ask the Medical Advisory Team for input? - Danny will send the Virginia Public Health guidelines for various food handling and workplace protocols and post them in the kitchen
- Staff is staying in their office space and have their own bathroom.
- This is work that needs to be done. We need to give clear boundaries about what space is available and plan on proper sanitizing of spaces used.

MOTION: Allow the Summit House bathroom and outdoor space to be used for food pantry and the church kitchen to be used for soup kitchen and PACEM food assembly.

Unanimously approved.

The second item is that PACEM has asked to use Summit House in June as a summer shelter for women who are vulnerable without shelter throughout the year. They have since

added a request for May as well. Elizabeth had worked with PACEM to develop clear rules around this program of summer shelter before the pandemic struck. It was conceived very differently from the shelter in winter months.

- Women will use only certain rooms at Summit House for nighttime shelter.
- They will have a cold dinner provided by volunteers. They won't use the stove or oven but can use the microwave.
- The women will take care of themselves with PACEM staff on site. Generally they will leave by 8AM. There is ongoing discussion with PACEM about the possibility of a participant staying over during the day if a PACEM staff member also stayed on site and the emergency contacts (Elizabeth with Sean as backup) know about the situation. The church will have access to Summit House during the day for yard sale preparations. PACEM has asked for use of Summit House in May as well as June. They may be thinking the women are more secure away from the downtown area, though they would also be more isolated from services.

Discussion –

- Ordinarily this would seem to be a good request to honor. What do we think about the complication of the pandemic?
- The pandemic may not be over by May or even June. No one can expect promises during this time; there is too much uncertainty about how this will play out.
- Let's go back to our principles. We have an empty house to provide shelter in place. There is more personal space there than at the Haven. The chance of spreading the virus throughout the homeless population seems less at Summit House.
- Will there be access to the main church building? – No, none at all.
- Summer shelter is brand new.
- Danny has been through CDC and Virginia guidelines and hospitality business guidelines which he can make available.
- This decision cannot be tabled. PACEM needs a decision after our meeting tonight. Winter PACEM ends April 10.
- Originally, Leia talked with Caroline about the plan. Caroline developed some clear parameters about access to Summit House for Religious Education and yard sale needs. We need to check with her to see if the request for May would change her needs.
- How many women are expected? – PACEM is saying 8-12, averaging ten women currently. – So they would fit in the number of rooms Caroline had suggested originally.
- Can we trust PACEM staff to safeguard our building if women start getting sick? – They are already running this kind of shelter following every guideline they can find. They will be staffing the Summit House shelter, without our volunteers.
- Summit House is quite cramped. Could we use the main church building? – No. It's too hard to contain in the main building. In Summit House, church activities are not influenced.
- Has it been mapped out that the space in Summit is sufficient for 8 to 12 people to sleep with adequate distance? – That area provides four times the space they have at the Haven.

- Does PACEM have paid staff? – The staff is paid. Volunteers will provide food which is handed over to staff. There are medical people on the PACEM board.

Are we ready to make a decision on June only? – Yes for June.

Can we make a decision on May, assuming that Caroline can make it work? – Yes for May.

VI. Closing Activities (5 min)

1. Process Review – Alex

- There was some micromanaging. We need to pay attention to the big picture at the beginning of each item.
- Conversation can become strained at the end of the meeting. Consider flipping the order of the agenda so reports are at end and harder items take place earlier.
- Good natured body language can be missed on Zoom, so such communication can be less “easeful.” There is a “raised hand” function on Zoom which might be helpful.
- We started on time.
- It’s good to continue the use of opening and closing words.
- Sean sent some suggested etiquette along with the link to join the meeting.
- Sean sent a poll on zoom satisfaction; hasn’t got a lot of feedback.
- The timekeeper did a good job.
- Thanks to the process observer!

2. Things to do / communicate

Leia – Send link to ministerial searches from UUA web.

Sean – Create google sheet for pledge calls.

Danny - Recraft the pledge wrap-up letter to be sent again, edited by all.

Stan - Send information to Sean on expense situation to communicate to congregation.

Leia - Check in with Caroline about hosting PACEM in May as well as June.

Elizabeth - Send tonight’s readings to board members.

3. Closing Words - Elizabeth

Dates to remember -

- April 4-11, 2020 - PACEM
- April 8, 2020 – Exec Meeting
- April 9, 2020 – Interim Application available to prospective candidates
- April 22, 2020 – Board Meeting

THE FOLLOWING EVENTS HAVE BEEN CANCELED -

- March 23 - Showing of American Heretics at Vinegar Hill, 6PM - cohosted by TJMC Racial Justice Committee
- March 29, 2020 - Congregational Meeting on ordination

- March 31, 2020 - IMPACT Nehemiah Action 6:30-8:30PM
- May 12, 2020 - IMPACT Celebration 6:30-8:30PM
- May 9, 2020 – Spring Auction

For APRIL -

- Racial Attitudes Survey for Faith Communities
- social action collections

Future topics -

- June - reconsider two services
- Policy Review Board
- Exploration of making Wayne Arnason a minister emeritus
- Endowment policy, who pays what, etc.

Parking lot –

REPORTS

President's Report

Dear TJMC Members, Staff and Friends,

Although this is a challenging time I pray that each of us feels the love and support that connects us when we are together even though for now we must remain physically apart.

This month's Board Meeting will be held via Zoom. As always, all are welcome and encouraged to attend. A link to the meeting will be available later in the week and you must download the Zoom application to attend. Here is the link to the download to get started: <https://zoom.us/download>

The Pledge Drive has now ended. May thanks to Danny Gray and the entire Pledge Drive Committee. We have pledges for \$327,432 of our \$415,300 goal, that's 78.84% of our goal. Out of 279 pledge units with FY2020 pledges, 168 (64%) have pledged, leaving 101 (36%) who have not communicated their FY2021 pledge wishes.

There is concern that many people assumed their pledge would roll over for this year. That is not the case. We are no longer doing any sort of roll-over option. All pledges must be re-pledged every year. If you are unsure if you have pledged or not, please contact Cathey Polly, the Pledge Manager at pledge@uucharlottesville.org.

Now that the Pledge Drive is over, I am hopeful a Stewardship Committee will form to continue the work of the Pledge Drive. The first task of the Stewardship Committee will be to contact people who have not pledged to verify they are, in fact, not pledging and it is not merely an oversight.

The Interim Minister Application has been submitted. Pam McIntire collaborated with many church members and committees to edit and complete the application. The application review

will begin in April but given the current national health emergency, the exact dates may change.

The Glenn Short Trust has purchased and/or installed the following: new HVAC units, new AV equipment, interior and exterior painting, new gutters and downspouts, various new doors and storm windows. The trust now has a balance of \$108,810. The pending projects include cleaning the underground drain lines, insulating the attic space above the second floor, replacing the parlor floor and repairing the parlor blinds.

TJMC is coming up with many ways to address the realities of social-distancing and self-isolation. The all-church email will now come out both Wednesday and Friday. There is a link to online Sunday worship services in the Friday email. We will be using Zoom to conduct all our meetings and have upgraded our Zoom account to allow for two meetings at the same time. Our Director of Faith Development, Leia Durland-Jones is using Zoom to offer Children's Worship on Sunday and drop-in chats for all during the week. CareNet has created a list of COVID-19 errand volunteers and Active Minds has created a phone tree to keep in touch with our house-bound members.

One way for all of us to help during this time is to send a cheerful card or a letter to those members who are not only housebound but do not have computer capabilities. If you are able to help in this way, please contact Sean at sean@uucharlottesville.org or Sandy Brooks at carenet@uucharlottesville.org for more information.

Some updates on other activities at TJMC..... The Congregational Meeting to vote whether or not to ordain Leia Durland-Jones, has been postponed indefinitely. First Friday Food Bank will continue at TJMC but will be relocated to the Summit House front yard and porch. Soup Kitchen will also continue but volunteers will now be making pre-packed lunches to be collected and dropped off at the Salvation Army. IMPACT has cancelled all meetings, including the Nehemiah Action Meeting on 3/31. PACEM has relocated from Summit House to the Haven Shelter in downtown Charlottesville for the remainder of the season. PACEM has requested to use Summit House to shelter women during the month of June. The Board will discuss this possibility at our March meeting.

Thanks to all for the quick thinking, hard work and flexibility of the past two weeks. Our situation is changing on a daily basis and we must hold each other in our thoughts and prayers, now more than ever.

Stay safe and healthy!

Lorie Craddock
Board President

Vice President's Report

March 25th Vice President's Report:

Personnel:

1, Personnel successfully worked with Alex McGee to update her contract letter. Copy attached for approval by the Board.

2. Personnel reported the following to the Interim Minister Search Committee:

The GEO 3 salary (including housing) recommendations for Lead Minister are \$101,700 (midrange) and \$126,300 (max). Since we have no way of knowing the years of experience the candidates will come with, we used an average of the mid and max salary recommendations, which is \$114,000. The salary figure of \$95,000 is 83% of that average. The average percentage for existing staff is 85%. The recommendation of \$95,000 is within the equity standards to which we aspire.

I thought the Board should be informed about the progress of maintaining communication and connection within our congregation. Here is Greta's email, highlighting the growth of the phone tree connecting Elders. I believe that Amy Davis is creating a similar support network for the Music Committee. I believe Covenant groups are staying connected.

From: R G g dershimier <dershimier@embarqmail.com>

Sent: Tuesday, March 17, 2020 11:57 AM

Subject: TJMC Phone Tree for Elders Updated

Good Morning to All,

We have expanded the Phone Tree by 6 people, including one new sub-group leader (Shirley Paul). Another volunteer to be a sub-group leader (Laura Horn) is available for the next few additions we may identify. I have begun to use another name for the Phone Tree in Email subject lines, as some people did not open earlier emails because they did not belong to Active Minds.

Thanks to the folks who suggested new people to be added. I was able to contact everyone on that list by, phone, or email, or in most cases both, to explain the purpose of the Phone Tree, and invite them to join us

On Sunday I was able to deliver hard copies of the prior Phone Tree information to everyone who seemed to lack internet contact information. As a result, I got a phone call from Art Given yesterday, so I now have an email and cell phone number for him, and enjoyed talking with him. I will try to deliver hard copies of the updated Phone Tree to those without internet access this afternoon. I would like to hear from each of the Group Leaders when they have had phone or internet exchanges with all of the folks on their list, so we know that we have established direct contact with everyone.

Thanks to all for your help in maintaining our connections during this period.

Cheers,

Greta

I sent a notice on Friday's email that the Elder Dinner is postponed, not canceled. The Connie Cheetham Award Task Force might not need to make the same decision.

As the person who is helping lead the Soup Kitchen, the Food Pantry and PACEM, we are watching closely the conversations about how to feed people safely and how to maintain cleaning protocols of a commonly used space. Here is my supposition: "Deep cleaning" is not that hard and this virus does not appear to last on any surface longer than three days.

1. Soup Kitchen-The Haven and Salvation Army seem to be organizing a sandwich dispersal system from the Salvation Army's food truck on Sundays and our soup kitchen teams will provide the food....or, they may conclude we should continue serving from the HAVEN kitchen...still in discussion.
2. Our Food Pantry team is advocating using the Social Hall to prepare the bags for the clients and delivering food to their cars without them coming into the space. We would try to do this with the "recommended" 10 people in one space. Most of our usual volunteers are in the vulnerable population and therefore I have asked for younger volunteers in the Friday newsletter.
3. PACEM-We are still asking for food to be delivered to the Social Hall kitchen/or to the door and we will go out and get it. I'm asking people to self-describe their level of interaction and will probably encourage the ladies to serve themselves and we will not have overnight volunteers. We will clean before, during and after the ladies use our facilities.

Treasurer's Report

We had a very good February, and even ended the month with a slight surplus for the year so far! Unfortunately, the current pandemic and all of its ramifications are making any projections very difficult.

It is far too early to tell what the impact will be on our overall cash flow. While closing the Church temporarily does result in a certain amount of savings, the vast majority of our expenses are unaffected. In the meantime, we are not collecting rental fees, and the Spring Auction has been canceled. Additionally, during the "recession" beginning in 2008 our pledge income also fell, and that may become a factor in the near future if the market doesn't rebound soon.

It probably makes sense to add something to the weekly emails reminding people that, even though the buildings are closed, most of our expenses, including staff pay, are not impacted.

We will have a better idea of how else to proceed when the March numbers become available.

Assistant Minister's Report

I have been getting together a team to explore feasibility of on line worship for TJMC during the virus. If we decide it is feasible, then we will set up an infrastructure. After that, we will begin to create worship. That may take until early April. Meanwhile, we will be guests at other congregation's online worship, just as we have had guests in our pulpit.

Sean and I worked with Sandy Brooks of Carenet to set up a system before the virus closures began, and that has served us well.

The staff is working to amp up on line communications. I just created my first video greeting and posted it to the church website. Liberty empowered me to be able to post in order to speed things up and not have to go through Achsah and Liberty.

During February and early March there were three funerals that I helped coordinate or lead. These involved pastoral meetings as well.

The increase in new members has led to an increase in requests for meetings with the minister, including to discuss spiritual matters.

The March service that I led required much coordination with different groups within the church. This is rich but time consuming.

I have been trying to figure out when to take my study leave. I chose not to take it after the church closed because I wanted to stay involved and help lead the transition in pastoral, worship and leadership without a physical location. At this time, I do not have a plan for when to take my study leave. Maybe June?

I am committed to leading alongside the board and staff during this unusual time and am confident in our ability to be resilient and values-based. I am preserving some of my energy so that I can maintain my own physical health and be ready if the needs increase. May each of you and all our congregation members pause and savor each present moment as we look at what is most important.

In peace,
Alex
Written Wednesday, March 18

Director of Faith Development's Report

Report to the Board

March 2020

Leia Durland-Jones, Director of Faith Development

How things have changed due to the Covid-19 pandemic since the Board's meeting last month. Your staff has been working hard to adapt to unanticipated changes and the challenging reality of the times. The Executive Committee's decision to close the church buildings on March 13 and move to online church meetings and worship required quick thinking, learning, creativity, and planning.

Church Staff moved from meeting together twice a month face to face to meeting weekly via Zoom in order to foster clear communication and to support each other in our work.

We are sending out **at least two all church communications weekly**—a connecting/inspirational note on Wednesdays and the weekly Friday email with inspiration and information. Both emails link readers back to our webpage for the most up to date information about online programs and ways to connect.

I continue to send the **weekly Faith Development Email**—usually set to arrive on Saturday mornings—with links to helpful at home faith development resources particularly for families, children and adults.

Our youth programs have been meeting online! The Coming of Age class met via Zoom starting March 15. Youth and their mentors have been encouraged to continue meeting electronically. YRUU and Neighboring Faiths met via Zoom on March 22. Participation in the online youth group meetings has been good. I am thankful to the advising teams for the willingness to shift to online meeting and for their leadership.

I led Children's Worship live via Zoom on Sunday March 22 and plan to continue doing so indefinitely. Worship was well attended—there were approximately 30 families/individuals logged in and I estimate that we served between 50-60 people. We followed the usual Children's Worship format. Here's what the service was like:

We rang the chime and took a slow and deep breath, followed by the lighting of the chalice. I talked a little bit about what is going on and what it feels like, participants shared via the chat box what they have been doing at home. I shared a story entitled "I am Peace," participants shared via the chat what they have been doing at home to help themselves feel peaceful. I played a recording from another UU church of their family choir singing the hymn "Meditation on Breathing" and people could sing along at home. I then put all the participants into "breakout rooms" and people shared their joys and sorrows. People really like the opportunity to do this! We then had an offering—including the hymn with "From you I

receive to you I give” recorded in advance by Scott and people sang along at home. Scott also recorded “As We Leave this Friendly Place” which people sang along a home and we all said good-bye.

Caroline served as tech support for the service and we have debriefed and have plans for how to utilize her help during the service even more this week. I am working with Sean to have an easy way for people to donate online—hopefully via text.

I am still figuring out the best ways to **support families with faith development/RE resources** in lieu of coming to church/RE classes. Most everyone seems to be overwhelmed and not in a place to make use of online RE lesson plans as part of a homeschooling situation. I say this based on looking at which links in the weekly faith development get a click through. People are not looking at online lessons.

Sean and I continue to try and support the formation of **online groups/meeting for adults**. The Short Story group is meeting online as is one of the meditation groups and one of the Philosopher’s Table groups. Perhaps more will explore this option in the coming weeks.

I am learning more every day about how to do more things virtually and hope to add some videos to the church webpage that **support contemplative spiritual practices** and at home faith development for all ages.

Stewardship and the 2020-2021 fiscal year **pledge drive** are much on my mind and I look forward to hearing more at the Board meeting about plans going forward.

Achsah, Sean, Liberty and I are in contact about how to create opportunities virtually for **visitors and newcomers** to find us and connect with us while also supporting our current church participants. I am grateful to my daughter, Annalee, for agreeing to help expand and amplify our social media presence (and for her willingness to teach me more about all this while she is sheltering in place at home.)

There has been such a **tremendous response from volunteers in our congregation** to help create ways for us to stay connected to one another during this scary and strange time. Alex did a great job of envisioning what types of groups might need to be created and put in place: Our Medical Advisory Team and our Covid-19 Action Team. Thank you to Sandy Brooks and Sean for defining the tasks for the Action Team and for the people who have volunteered to serve on the Team to assist those in our congregation who might need help. Thanks to Greta Dershimer for organizing the phone tree to check-in on those in our congregation who might be at higher risk or who live alone.

I want to especially **lift up Sean** and how much he has been working behind the scenes to keep things rolling. I cannot even tell you all the things he has been doing—he was very modest in his Board report. I am grateful for his dedication and commitment. Thank you Sean! You are awesome!

Thanks also:

to Caroline for her hard work during a challenging time with lots of curve balls.

to Scott for providing musical support for Children's Worship.

And to Alex for thinking and planning ahead and for modeling the creation of systems that allow others to be of service and provide leadership

As you know, this past year has been full of challenges and as a staff we were already feeling the stress of being short-staffed. The pandemic has stretched the staff even more. We appreciate your patience and support as we all navigate these difficult times together.

Director of Administration of Finance's Report

1. DAF Position

- a. DAF Hours for December: 159 of 150 hours worked
- b. Approximately 22 hours of meetings attended

2. Finance

a. Feb 2020 Reports: Statement of Activity

	Jul – Feb 2020	Jul – Feb 2019
Total Revenue	\$378,582.82	\$302,761.01
Total Expenditures	\$369,938.70	\$339,263.69
NET OPERATING REVENUE	\$8,644.12	\$ -36,502.68

b. Rental updates:

- i. Income for February 2020: \$2,820.00
- ii. New Renters: None
- iii. Donated Rentals: RISE Training Class
- iv. Returning Renters: CHEC, Kaplan, C-ville Time Exchange, We Agnostics

3. Human Resources

- a. Working on completing missing W-2 and I-9 forms.
- b. Continuing to work on past employees file

4. Facilities

a. Building

i. Summit house Porch:

- 1. Project has been completed and under budget. Budget \$5000 and final cost was \$3790. Worked with Finance to figure out how to pay. ½ came from buildings and grounds budget, and

half from building reserve. Entire deck is now on wood piers with concrete footers.

- ii. 2 of three lights in Edgewood lane parking lot need to be repaired. New bulbs did not fix it.
- iii. Installed second sink in Social hall kitchen
- iv. Completed Repairs / Issues Addressed:
- v. Repair Document Link:
<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AIPyTCcsWvocCZlorFnX0tc/edit?usp=sharing>

5. Safety

- a. Two incidents in Feb/March
 - i. Struck by – Congregant hit head on fire extinguisher when standing up. Both congregant and extinguisher are doing better.
 - ii. Slip and fall – Congregant slipped on railroad tie in Edgewood lane parking lot. Added sand to ties as a preventative action, will install slip proof treads asap
- b. COVID-19 Response
 - i. Met with Alex and Sandy Brooks to create a list of people to help identify and contact members who were at high risk of infection. Helped facilitate communication through emails.
 - ii. Created an online spreadsheet to track member needs and volunteers for COVID-19 related activities
 - iii. Worked with staff and exec board to create communication to the church to close the building down
 - iv. In process of holding training meetings for congregants on how to use Zoom
 - v. Set up secondary account for members to use to hold meetings.

Wins:

- Working on ongoing list of duties
- Proactive in working on COVID-19 issues
- Completed personnel record review

Opportunities:

- Missing paperwork in personnel records
- Behind on repair projects

Membership Report

To: Board members
Re: February 29, 2020 Membership report
TOTAL MEMBERSHIP as of January 31, 2019: 369

Add:

Chris Wiles, Feb. 2, 2020
Elizabeth (Betty) King, reinstated Feb. 9, 2020
Mitch King, reinstated, Feb. 9, 2020
James Forrest Calland, 2/23/2020
Virginia Leavell, rejoined on 2/23/2020, join date Oct. 14, 2012
Ivy Porpotage, 2/23/2020
Gerry Seedyke, 2/23/2020
Gretchen Beck 2/23/2020
Gove Johnson 2/23/2020
Kristin L. Morgan 2/23/2020
Timothy Errington, 2/23/2020

Drop:

Beach, Barbara, changed to Supporter, joined another UU church, Feb. 19, 2020
Beach, George (Kim), changed to Supporter, joined another UU church, Feb. 19, 2020
Brown, Lois, died, Feb. 20, 2020

TOTAL MEMBERSHIP as of Feb. 29, 2020: 377 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

Personnel Committee

Task Force to Explore Ordaining Leia

Glenn Short Sanctuary Capital Endowment Fund Committee

To: TJMC Board of Trustees From: Sally Taylor, Chair GST Committee
March 1, 2020 Report from the Glenn Short Trust Committee

Beck Cohen will be draining the pipes for the old HVAC system and disconnecting the boiler soon. Routine maintenance will begin this May and Sean will be responsible for making those arrangements in the future.

The new, more powerful projector in the sanctuary from AVS is working well.

We signed and paid for 4 contracts with Commonwealth Glass and Mirror for

- window pane replacement and installation of interior storm windows in the Sanctuary and Church Parlor
- installation of a new ADA compliant door at the Edgewood Lane entrance
- installation of a new door at the Rugby Road entrances
- installation of a new door opening from the foyer to the playground

The Aesthetics Committee has approved all four replacement doors. They are currently discussing the paint colors for the parlor and the sanctuary and the type of flooring material for the parlor. The blinds in the parlor were taken down in anticipation of the painting of the windows and the installation of the interior storm windows. Some room darkening window treatment will have to be installed and the Aesthetics Committee will be asked to make recommendations for this too.

In preparation for installing new continuous downspouts Whitley Roofing and Sheet Metal Company removed the scuppers (collector boxes) and discovered that there was no fascia board behind them. Water has been spilling over the scuppers during heavy rain and collecting in the empty space and seeping through the block into the interior of the sanctuary causing the water damage which is visible in the sanctuary. The Whitley superintendent implemented a plan to seal and fill in the void and add painted wood trim in its place. Although it is possible to detect the patch, I don't think most folks will realize it is there. Whitley is installing the replacement and new downspouts and we are negotiating with them to install gutter guards. It is essential to clean the gutters twice a year for the system to work. We are also planning to hire RotoRooter to clean out the underground pipes that take the water from the downspouts through the underground storm drains.

We have hired United Painting Plus to

- paint the edges of the windows in the sanctuary and parlor which will be have the interior storm windows
- paint the walls and trim and ceiling in the sanctuary
- paint the walls and trim in the Church Parlor.

We are working with Sean to schedule all of these projects so that they have the least impact on church activities.

We also would like to put insulation in the attic space above the three classrooms and will talk with the leaders of the youth group to see if we can hire them to do the installation.

Attached below is a summary of the Financial status of the Glenn Short Fund.

Dick Somer or I have been at church whenever contractors are working.

Respectfully submitted, Sally Taylor

February 29, 2020 Report from the GST fund

Starting fund: \$287,970

Beck/Cohen (new HVAC units) \$85,202

United Painting Plus (exterior painting) \$15,100

Audio Visual Services (new equipment and labor costs) \$5702

Commonwealth Glass (CNW Company LLC) \$43,699

- Includes playground door
- 3 interior hexagonal storm windows
- Sanctuary storm windows
- Edgewood Lane door replacement
- Rugby Road/Rem Garden doors

Whitley Services (gutters and downspouts) \$14,957

United Painting Plus (interior painting) \$14,500

- Includes sealing and painting windows
- Church parlor
- Sanctuary

Balance of GST as of 2/21/2020 \$108, 810

Pending:

- RotoRooter-clean underground drains
- Insulate attic space above classrooms
- Replace parlor flooring
- Replace parlor blinds

Stewardship / Pledge Drive

CORRESPONDENCE

February 24, 2020

Dear TJMC UU Board Members,

The newly re-activated TJMC UU Environmental Action Group asks that the Board specify in its application for an interim minister that our congregation seeks **a minister who is knowledgeable about and supports environmental action. We urge the Board to not only ask the prospective candidate(s) whether they are committed to climate action, but also to support their application(s) with a record of action(s) they have taken as UU ministers to support environmental action, e.g., with sermons, environmental advocacy, group memberships, or scholarship.**

We have begun to reactivate former members and recruit new members who strongly desire that this congregation resume its leadership in the community to address the climate crisis that is upon us. The congregation approved the attached Statement of Public Witness on Climate Change in 2014 that includes this statement,

Now Therefore, we, the members of Thomas Jefferson Memorial Church Unitarian Universalist, in keeping with our seven principles, do bear public witness to these truths [about climate crisis] and do call upon our congregation to join in an urgent national response to this threat. We speak with one voice in urging our legislators, both in Virginia and in Washington, to do everything possible to replace fossil fuels with renewable energy sources and to support conservation and efficiency; . . .

As climate science makes clear, the climate situation we face today is even more dangerous than anticipated back in 2014. There are calls for faith communities and other community organizations to prepare to deal with the emotional and spiritual support people will need to cope with the severe challenges we are likely to face in our own lifetimes. Therefore, the 2020 Environmental Action Group's proposed mission is

“to transform TJMC-UU into a beacon of environmental sustainability and climate justice. We strive to educate, inspire, and create opportunities for TJMC-UU members and allies to lead more environmentally sustainable lives, advocate both inside and outside the church for sound environmental policies and actions, and care for one another as we fight to save our planet.”

We are likely to seek re-accreditation as a Green Sanctuary, so the minister's support and eagerness to address the congregation and encourage environmental action and justice are essential.

Sincerely,

Members and supporters of the TJMC UU Environmental Action Group (TEAG)

(The following have read this letter and support its request to the Board)

Sharon Baiocco, Achsah Carrier, CL Catron, Burnie Davis, Mark T. Day, Jenny Gaden, Doris Glick, Jason Halbert, Carol Herrick, Caroline March-Long, Bernice Melvin, Al Reynolds, Beverly Ryan, Gerry Seedyke, Jim Souder, Jean Umiker-Sebeok, Laura Wallace, Mary Wardlaw, Johanna Woodchild

Submitted by Jean
