

**Thomas Jefferson Memorial Church - Unitarian Universalist  
BOARD OF TRUSTEES JUNE MEETING  
JUNE 18, 2020**

**6:00-9:00PM Meeting**

**Board Draft Agenda**

**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 –**

**Absent –**

**Guests -**

**I. Opening - Opening/Closing Words (Liberty), Snacks (BYO), Timekeeper (), Process Observer ()**

- Opening Words -
  
- Community Time / Public Comment - no comments were made (limit 2 minutes/person verbal, otherwise written)
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1. Acceptance of Agenda

**MOTION:** Accept the agenda.

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

**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
3. Treasurer's Report (written) - Stan Walker
4. Lead Minister's Report - position vacant
5. Assistant Minister's Report () – Alex McGee
6. Director of Faith Development's Report () - Leia
7. Director of Administration and Finance Report () - Sean Skally
8. Director of Music Report () - Scott DeVeaux
9. Membership Report (written) - Sally Taylor  
stands at 375, down two due to deaths. Total membership
10. Board Liaison Reports
  - Volunteer Coordinator - no report
  - Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
  - Personnel Committee - Elizabeth (see VP report)
  - Interim Search Committee Report () - Pam McIntire
  - Task Force to Explore Ordaining Leia () - Pam McIntire
  - Music Committee - Kelsey

**III. Consent Agenda / Electronic Motions**

1. Approve May 2020 Board Draft Minutes.
2. Approve pp. 64-71 of Policy Manual revision.
3. DAF hours will remain at full time until FY21 budget is Approved.
4. Accept verbal and written reports as submitted.

**MOTION: Approve the Consent Agenda.  
Unanimously approved.**

#### **IV. Old Business**

1. Name change update - Lorie (15 min)  
David Mellor, Christine Gresser, Liberty Powers to present suggested charge - board will create a task force. This is not a discussion of the merits of name change.
2. Congregational Meeting Planning - Lorie, Pam and Sean (20 min)  
Include accessibility, education and reassurance of alternate modes of participation at virtual congregational meetings.
3. Reopening Update - Lorie, Alex ( 20 min)
4. Prepare agenda for June 30 board appreciation meeting - Lorie (10 min)

**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. Board review of zoom features - Sean (15 min)
2. Delegates to GA - Lorie (5 min)  
Approve delegates to UUA General Assembly: Adam Slate, Ellie Ransom, Margaret Gorman, Michael Gorman, Cathey Polly, Kelsey Cowger
3. Photo on ministers' wall for this year - Lorie (5 min)  
Group staff photo of Leia, Caroline, Sean, Alex, Scott as pandemic year ministerial team

#### **VI. Closing Activities** (5 min)

1. Process review
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2. Things to do / communicate
  -
3. Closing Words -

Dates to remember -

- Jan-May 2021 - Alex to take sabbatical

Future topics -

- Exploration of making Wayne Arnason a minister emeritus
- Endowment policy, who pays what, etc.

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## REPORTS

### President's Report

*The past few months have been a race to create and implement systems to keep the church running during this time of unexpected developments and sweeping change. How to offer Sunday Worship? How to maintain budget and payroll? How to be in a ZoomMeeting and other online necessities? Now that the Board and the staff have a bit of experience under our belts, we are able to take on some challenges as we continue to adjust to our new reality.*

*This month we are preparing for our first online Congregational Meeting. The meeting will be Sunday, July 12 at 12:30PM. The meeting will be held on Zoom and we will use an online service called [Election Buddy](#) to vote for new Board members. There is a [video](#) about Election Buddy so everyone can become familiar with the process. Everyone with internet access will receive an email ballot with a secure ID number. You simply follow the instructions and vote. For those without internet access, a mail-in paper ballot or call-in options are available.*

*I am happy to report that our new Interim Minister Rev. Dr. Linda Olsen-Peebles will be dropping by the Congregational Meeting to introduce herself but otherwise the Board anticipates no extraordinary challenges or issues surrounding this Congregational Meeting and elections. We hope to use this opportunity as a learning experience for everyone. Later in the year we will have more online Congregational Meetings to approve the budget and vote to ordain our DFD, Leia Durland-Jones. We anticipate more discussion, comments and secret ballots at these future meetings. So please bring your patience and good humor for this first meeting and we will all figure it out together.*

*In preparation for the Congregational Meeting, everyone should have received an email from the church office to update your contact information. The church has switched our office management software to a new platform called Breeze. Please open the email and set up your Breeze account as soon as possible. If you don't receive an email or have any questions regarding the new system, please contact Sean Skally at [DAF@UUCharlottesville.org](mailto:DAF@UUCharlottesville.org) or Caroline Heines at [Office@UUcharlottesville.org](mailto:Office@UUcharlottesville.org).*

*The [UUA General Assembly](#) is happening this year June 24-28 and is a 100% virtual event. The cost is \$150 per person. All are welcome and encouraged to attend. TJMC is eligible to send eight delegates to vote at GA. If you are interested in being a delegate, please contact the TJMC office for further information.*

*Last year, we voted to move forward with an investigation into changing the name of TJMC. Christine Gresser, Liberty Powers and David Mellor will report to the June Board meeting as we consider forming a Task Force to explore this very important issue.*

*Following the May Board meeting, the Board voted to make our DAF, Sean Skally a full-time employee. Sean is a dedicated and hard-working member of the TJMC staff and has consistently been putting in far more hours than his paycheck would indicate. From upgrading the office software and printer contracts to fixing the faucets in the kitchen, from securing disaster relief loans to searching for supplemental grant money, Sean has found ways to both save the church money and boost our revenue stream. Many of you know Sean because of his instructional Zoom classes. He is also the invisible hand that keeps the Sunday worship moving along. Please join me in thanking him and all the staff for all the extra time and energy that they have been giving us since the pandemic started.*

*I think we can all agree the staff has performed miracles over the past three months switching us from "in person" church to a completely virtual operation. The learning curve to get us to where we are now has been steep and their time online, on the phone and in front of screens has been astronomical. They had to set aside months of planning and invent completely new ways to meet for worship services, committee meetings and community groups. They had to teach themselves the new systems and then they had to teach it to all of us! It is easy to see why our staff is even busier now than when we were meeting in person.*

*Looking to the future, we are creating policy and procedures for reopening the church buildings. We have already created language around weddings and memorial services. Rev. Alex McGee*

*is working with the Committee on Ministry and a diverse group of congregants to consider how to reopen for things like the yard sale, renters and 12-step groups, covenant groups, committee meetings and work parties both inside and outside the church. There are a lot of steps between a completely closed church building and being back to worshipping together in the sanctuary. The [UUA has guidance](#) on reopening but every church and every person is free to choose whatever is in their best interest.*

*And finally, the June Board meeting has been moved up one week to accommodate the UUA General Assembly. The meeting will be Thursday, June 18 at 6PM. The Zoom link will be available on the TJMC website. Hope to see you at the meeting.*

*Stay safe and healthy!*

*Lorie Craddock*

*President, Board of Trustees*

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### **Vice President's Report (including Personnel)**

Vice President's Report: Board Meeting, June 18<sup>th</sup>

#### **Personnel**

Personnel has nearly completed it's work guiding the reviews for Alex's yearly evaluation. The President conducts the actual evaluation with Alex and they will meet very soon.

- The board is asking the PC to make a recommendation for our role in choosing a lead minister. The search may take a year, as the Interim will likely stay for 1 or 2 years. For the interim search, we were not involved until the last minute to do a contract review.
- Minister search guidelines (for full time) – from UUA: Board-run, input from congregation on members, diversity of members (young/old, new/longterm). 7 people on search committee. Contract should be written before-hand with help from the Personnel Committee. For the search committee however, the Personnel Committee could be ex-officio, just around if needed. Contract for settled minister should be similar to interim.
- For evaluation of the Lead Minister, we'll shepherd the process as usual. We would only need to know who supervises the lead minister, and who should be included in the first round of reviews. Supervision may be whole Board or some subset of the Board meeting with minister to give evaluation.

Maybe we need an organization chart now that Rev. Linda is coming. Let's put one together and give it to the Board for review/changes.

Here's what the contract with the Interim Minister says:

**1.2.2** Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Congregation looks to its Interim Minister to provide spiritual leadership, historical and theological grounding and perspective, assistance in setting and leadership in implementing its mission, guidance in navigating through the work of the interim period, oversight of the Congregation's programs, **leadership and supervision of the staff team, and administration of its business operations in collaborative partnership with the Board, Congregational committees/teams, and staff.**

As part of Personnel's review of Board work in the Interim Minister's contract the following information needs to be noted:

FYI (from Bev): These are part of the interim contract:

**1.2.2** Consistent with our understanding of the covenant that binds us in an evolving living tradition, the Congregation looks to its Interim Minister to provide spiritual leadership, historical and theological grounding and perspective, assistance in setting and leadership in implementing its mission, guidance in navigating through the work of the interim period, oversight of the Congregation's programs, **leadership and supervision of the staff team, and administration of its business operations in collaborative partnership with the Board, Congregational committees/teams, and staff.**

**1.3 Monitoring and Nurturing the Health of the Ministry -Transitions Team:** In consultation with the Interim Minister, the Board shall appoint a Transitions Team of congregational members who are well-known, respected, and not members or spouses/partners of the current Board. The Transitions Team will help facilitate the work that the Congregation will undertake during this interim period.

**1.4 Start-Up:** As soon as feasible, the Minister, the Board, the Transitions Team, and other appropriate congregational leaders and staff will set aside time to explore the history, culture, and norms of the Congregation, **discuss the sharing of power, authority, and responsibilities, finalize reasonable goals for this period of ministry, and begin planning for the periodic review and renewal of the ministry of the Congregation.**

## **Yard Sale**

The Yard Sale Committee met and agreed that there will not be a "live" yard sale or flea market. Starting on July 7<sup>th</sup> furniture and collectables will be received on Tuesday and Saturday. Donated work will sit for three days before being catalogued, photographed and evaluated. Some work will go to ebay and the rest will be auctioned virtually (with the same software we used for the Services auction) during the week of August 22<sup>nd</sup>. Folks will pick up the work they've "won" by appointment (sign up genius.) We will do a "flash auction" of about 10 items in early July to train ourselves on the process.

Grounds: Sallie Kate Park continues to chair the Grounds Committee. Kay Frazier is helping her create work parties and an "adopt a plot" program. With the death of Jim Souder, it was

realized that the regular grass cutting and bamboo clearing will evidence our loss. We hired a teen (Caroline's son) to cut the lawn each week.

Apparently, according to Sally, it is my job as vice president to find a new Community Life Council Chair and to begin the process to update the Committee job descriptions.

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## **Treasurer's Report**

### Treasurer's Report - June 2020

Income in May was up compared to May of last year. This, combined with the reduced expenses in some areas means that we are very close to being balanced for the year so far. Significantly, this does NOT include as income either the EIDL advance or the PPP loan. Given that we had expected and planned to have a deficit of over \$28,000 by this point in the year, this is a testament to the generosity of our congregation.

The PPP loan funds of \$83,000 were deposited on June 1, and, as noted, are therefore not reflected in the May data. Given the recent retroactive changes to the terms for forgiveness, there is no question that we can regard this money as income for budgeting purposes. Considering our current situation regarding the FY20 budget, and the anticipated uncertainties around the FY21 budget, Finance Committee is recommending that we regard the PPP funds as being FY21 income. This is regularly done with pledges that are paid early.

Doing this with the PPP money will greatly simplify budgeting for the upcoming year without serious FY20 implications. In fact, my own preliminary calculations indicate that we could then both keep Sean as a full-time DAF and still have a small surplus. This is ONLY because the PPP money can be regarded as a grant. The irony is that without the shutdown and the government assistance we would be facing a very different situation right now.

The Finance Committee has decided that we have enough data to begin to look at some FY21 budget scenarios. I am hoping that my preliminary numbers will hold up, and that we can have some budget options to look at next month.

Stan Walker  
Treasurer

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**Assistant Minister's Report**

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**Director of Faith Development's Report**

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**Director of Administration of Finance's Report**

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**Director of Music's Report**

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**Membership Report**

To: Board members

Re: May 30, 2020 Membership report

TOTAL MEMBERSHIP as of April 30, 2020: 377

**Add:**

None

**Drop:**

Given, Arthur, died May, 2020

Souder, Jim, died May, 2020

TOTAL MEMBERSHIP as of May 30, 2020, 2020: 375 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

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**Personnel Committee**

## Interim Ministry Search Committee

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## Task Force to Explore Ordaining Leia

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## Glenn Short Sanctuary Capital Endowment Fund Committee

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

**We have a contract with CII to remove the boiler. They began the project during the week of June 8. Dick Somer will construct flooring to cover the pit. Once that is done, we will install a new 50 gallon water heater in that area. We intend to buy shelving and a dehumidifier so that the area can be used for locked storage of the church history files.**

**Dick Somer and Don Landis purchased insulation from Lowe's and moved it into the attic space above the Mural Room. We plan to have a fall work party to install it above the second story rooms. The wood stored in the attic space was removed and placed it on the Summit porch so that the insulation could be installed later.**

**Sean is arranging for an electrician to remove the baseboard heaters from the upstairs classrooms. The rugs in the blue room and mural room have been moved either for use elsewhere or disposal. Dick has removed the non-asbestos tile in the Mural Room in preparation for whatever flooring is chosen. The committee is considering flooring choices in the sanctuary, comfort room, Edgewood Lane entrance, the stair landings and the upstairs classrooms. We have consulted both Leia and Caroline about flooring preferences but we have not yet consulted the Aesthetics Committee about the color or type of flooring.**

**Some of the pews have been moved to the Social Hall so that the installation of the storm windows and the painting of the sanctuary could be done. United Painting Plus has completed the painting of the trim and walls of the sanctuary including the Rugby Road**

entrance and associated staircase. They will return to paint the pew ends and pulpits when the flooring in the sanctuary is completed and the pews are in place in the sanctuary. United Painting Plus has given us a quote on the cost of painting the concrete floor portion of the sanctuary but no decision has been made about the type of flooring would be best (and within our budget) for the sanctuary. We have approved replacing the carpeting in the altar area but have not yet consulted the Aesthetics Committee about choosing a color.

Commonwealth Glass and Mirror completed the job of replacing the damaged panes in the sanctuary and are installing the interior storm windows in the sanctuary. The foyer door to the playground has arrived and will be installed soon. We are still waiting for the arrival of the three other doors that are on order.

The Aesthetics Committee has approved blue linen material for the parlor drapes and white curtain rods. They have been ordered. Robyn Fogler has been hired to make the lined curtains for the parlor. Rehangng the artwork in the parlor will not happen until the curtains are in place. We will replace the parlor clock which was broken when the parlor was painted.

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

Respectfully submitted, Sally Taylor

April 2020 Report from the GST fund

<b><u>Starting fund:</u></b>	<b>\$287,970</b>
<b>Beck/Cohen (new HVAC units)</b>	<b>\$85,202</b>
<b>United Painting Plus (exterior painting)</b>	<b>\$15,100</b>
<b>Painting metal roof</b>	<b>\$ 1,200</b>
<b>Audio Visual Services (new equipment and labor costs)</b>	<b>\$5,702</b>
<b>Commonwealth Glass (CNW Company LLC)</b>	<b>\$43,699</b>
<ul style="list-style-type: none"> <li>- Includes playground door</li> <li>- 3 interior hexagonal storm windows</li> <li>- Sanctuary storm windows</li> <li>- Storm windows for comfort room &amp; balcony stairway window</li> <li>- Edgewood Lane door replacement</li> <li>- Rugby Road/Remembrance Garden doors</li> </ul>	
<b>Whitley Services (gutters and downspouts)</b>	<b>\$14,957</b>
<b>Whitely Services (gutter guards)</b>	<b>\$3864</b>
<b>United Painting Plus (interior painting)</b>	<b>Total: \$ 18,300</b>

- Includes sealing and painting windows (3500)	\$ 3500
- Church parlor (2500)	\$ 2500
- Sanctuary including ceiling	\$ 10,100 *
- Washing interior of windows	\$ 500
- Washing exterior of windows	\$ 800
- Painting pew ends (not complete)	\$ 900 *
<b>Roto-Rooter</b>	<b>\$ 592.48</b>
<b>United Painting Plus (church parlor new flooring installation)</b>	<b>\$1300</b>
<b>Purchase of parlor flooring</b>	<b>\$2565.48</b>
<b>Purchase of the insulation</b>	<b>\$ 537</b>
<b>Purchase of the curtain materials and rods</b>	<b>671.11</b>
<b>Sewing parlor curtains-Robyn Fogler</b>	<b>300.00 *</b>
<b>Removal of the Boiler by CII</b>	<b>4320.00 *</b>
<b>Installation of 50 gallon hot water heater</b>	<b>pending</b>
<b>Removal of baseboard heaters from classrooms</b>	<b>pending</b>
<b>Construction of platform to fill boiler space</b>	<b>\$350</b>
<b>Total spent to date</b>	<b>\$198,660.07</b>
<b>Remaining Funds</b>	<b>\$ 89,309.93</b>
<b>Proposed but unapproved projects:</b>	
Replace parlor clock	
Edgewood Lane entrance flooring repair	
Shelving for boiler room (\$500 ?)	
Dehumidifier for boiler room	
? Flooring (carpet) for classrooms, music office, comfort room, landings	
? Flooring for sanctuary—painting concrete area United Painting \$7200	
Replacing altar area carpeting	
Replacing tile	
? AV equipment?	

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**Stewardship / Pledge Drive**

**Music Committee / Director of Music**

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**CORRESPONDENCE**