

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES JULY MEETING
Wednesday July 22, 2020
6:30-9:00PM Meeting
Board Draft Minutes

Major focus for board:

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

In attendance – Alex McGee(Ex-officio), Liberty Powers, Pam McIntire, Lorie Craddock (President), Elizabeth Breeden (Vice President), Breck Gastinger, Jim Gorham, Stan Walker (Treasurer), Sean Skally(Ex-officio), Beth Jaeger-Landis (Secretary)

Absent – Kelsey Cowger, Leia Durland-Jones(Ex-officio)

Guests - Greta Dershimer, Wes Farris, David Shutt, Jude Bias, Bev Ryan, Marian Wendelen, Greg Townsend

I.Opening - Opening/Closing Words (Beth), Snacks (BYO), Timekeeper (Elizabeth), Process Observer (Elizabeth)

- Opening Words - Beth
- Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written)
Nothing was shared during community time.

1. Acceptance of Agenda

MOTION: Stan made a motion to change the Consent Agenda to state that the Budget needs to reflect that we are currently operating under the FY 2019-2020 with the only change being the allowance for the Interim Minister's Salary.

The Motion was approved to accept the Agenda with the stated change.

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

1. Greta Dershimer's Phone Tree history and updates

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

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

Lorie wants to add that we need to request that our housekeeping team (Julia) clear out food within the cabinets that expire within the next year.

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

- Personnel meeting earlier this week, when we create the new Minister Search Committee we need to have a consultation with the Personnel committee to help create the contract and then again when the negotiations with the potential employee are happening.

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

4. Lead Minister's Report - position vacant

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

There was a question about a statement within her report in which she is asking the Board to take a stand. Alex offered to change the wording of her statement to make it easier to understand.

6. Director of Faith Development's Report (not available) - Leia is on vacation this month

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

Clarification: We paid out >\$10,000 to Social Action Recipients, which was not reflected on the 6/30/20 balance end of year documents. There are some clarifications that Sean is waiting to receive about the Endowment.

8. Director of Music Report (written) - Scott DeVeaux

Sean reports that Scott received information on how to make recording his piano music sound better so he is working on that currently. The piano wheels are fixed.

9. Membership Report (written) - Sally Taylor

10. Board Liaison Reports

- Volunteer Coordinator - see Vice President's report.

Elizabeth has told Kay Frazier that we expect a quarterly report instead of a monthly report.

- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor.

- Personnel Committee - Elizabeth - see Vice President's report

- Task Force to Explore Ordaining Leia (written) - Pam McIntire

- Congregational meeting 1:00 Sunday, August 23, 2020

III. Consent Agenda / Electronic Motions

- Approve June 2020 Board Draft Minutes.
- Motion was made to approve the plan to continue to work under the FY20 budget, until we approve the 2021 budget with the adjustments accounting for the change in the Minister's salary budget item.

MOTION: Approving the entire Consent Agenda.

The Consent Agenda was approved with seven members in favor and one abstention.

IV. Old Business

1. **Preparation for phased re-opening of the church** - (Alex asked that someone from the COM speak on this topic and then Jim Gorham from the medical advisory team also speak) See COM's reports (written)

- COM (See document *"Summary of Inputs Regarding Safe Partial Reopening of TJMC for In-person Events: The following is a summary of inputs from Wes Farris, Greg Townsend, Greta Dersheimer, Camille Thompson, Michael Manto, and Margaret Migas."* : Wes Farris who worked closely with Greg Townsend (Infectious Disease MD) in putting the scientific document together using the most updated research based scientific and epidemiological data to help guide the Board's decision regarding the reopening of the church.
- There has been a lot of concern about reopening the church. After a lot of investigation there continued to be great concern among the COM. There was specific concern about in-person meetings at church. Certain milestones should be met prior to the reopening of the church for in-person meetings: i.e. decreased local cases of people testing positive and decreased local hospital bed use for COVID-19 positive patients for at least 14 days; when testing becomes more available, etc. At this current time the cases are actually increasing throughout the state.
- There needs to be a 'mask mandate' that everyone over the age of 2 must wear a mask.
- There are numerous pages of the document.
- Alex remarks that there was a great deal of work that went into the COM's document.
- Jim reports: The Medical Advisory Team (MAT) is made up of Dr. Jim Gorham, Dr. Margo Gill, Dr Karen Fairchild, Dr. Forest Calland, and Dr. Dana Redick. We recognize that as an Infectious Disease physician, Dr. Greg Townsend's contributions to the COM's well researched document is probably the best summary of the guidelines we need to follow for safe reopening. We realize that we have to balance people's physical health with their spiritual health. If there isn't a compelling reason to be at the church then we really shouldn't be at church.
- The final document is the "Final COM Reopening to the Board dated 7/13/20".

- The one that Margaret Migas sent out is what the COM feels is the final revision is not an addendum. There is concern that there are many things in the first document that are not in the final document.
- The way that we are functioning now seems like we are in “phase red”.
- What is the process of determining where we think we are in regard to the phases?
- Should we look at the public health markers for reopening church? What marker would trigger us to reopen church?
- There are very few groups meeting at the church. The yard sale group is meeting outside every week, wearing masks and staying 6 feet apart. This group mostly stays outdoors or if needing to go inside they go in only 3 persons at a time. The Glenn Short committee meets as needed.
- The “Red phase” means that groups of 10 or less are able to meet at the church. Lockdown means that NO groups of any size should be meeting at the church except for staff and workers. The COM thought we were still in the Lockdown Phase while drafting this document and was assuming that this document would help guide us in moving from Lockdown to Phase Red.
- Greg thanks Wes and the rest of the committee on how they took the scientific information that he put together and then used it to make recommendations about how to implement the science to open up the church safely. He invites us to go to this Harvard Local Health Institute’s metrics at the following website to help guide us with reopening by using numbers:
- https://globalepidemics.org/wp-content/uploads/2020/06/key_metrics_and_indicators_v4.pdf
- If we are in Lockdown we need to agree about where we are getting our numbers. Are we looking locally, regionally, or nationally?
- When we think of looking at data we should look at the VA Health Dept and the entire TJ Health District’s data and not just Charlottesville/Albemarle regions. What happens in our neighboring counties is important because it influences what happens in Charlottesville and Albemarle.
- The best part about this work is the clarity it provides for our church members.
- We need to be very clear and not say we are in Lockdown when we are really not in Lockdown.
- Invasion lay leadership in a totally different way. In the history of our Congregation the training of ushers and greeters has been quite casual. It will be very important to think of training lay leaders as if it were “a life or death matter”. Training greeters is going to be very important. Once we decide to reopen we will need to schedule a ~60 day period of time to train and implement these lay leaders. Alex asks the Board to understand the stress that the lay leaders will be under who are appointed “Door Keepers” to stand at the Church’s doors to implement and enforce these rules. Asking the Board to be attentive and aware of the importance of training.
- Who is making the decisions to allow people to be at church and who is doing what?
- Sean is scheduling people to come at different times to ensure that there are very few people at one time in the church. There are several people who are still coming

whenever they want and not wearing proper PPE, which is most concerning. There is no restriction on who gets keys and access codes to the church. When the new doors arrive Sean will be very restrictive on who gets these new keys.

- Sean would like direction from the Board to handle these “visits” to the church that are unscheduled. The people who are visiting the church are coming for church related work, but it is probably not essential to take place at church.
- There are reasons (passion, interest, work, privilege) for people to come to church.
- There are people who are following rules and there are some who are not following the rules.
- Kay Frazier (who was once employed as a Director of a City Park and Rec) has observed that our grounds are being used similarly to a public park. There may be a way to pivot this usage to be safer with the use of outdoor signage and procedures to help guide volunteers and other congregants who utilize our grounds.
- What is worrisome is that the visits seem random, which seems to be an invitation for disaster. The Board needs to state, “We are in Lockdown with a few exceptions and if you need to be at church then you must talk with Sean”.
- There are keys for every entrance, the Social Hall and Edgewood Lane doors are being used most frequently.
- We need to make bolder statements about what we expect of people utilizing our building and grounds.
- There has been signage on the doors ever since the COVID lockdown that states that the church is closed and the need to sign-in but many people do not sign-in and some are not letting Sean know prior to entering the building.
- Is there a budget for the signage? 11 x 14 color posters can be made at the church. A banner might be appropriate. We can use the Communications Budget to fund these posters or banners.
- Regarding outside activity, do we need to put parameters on anyone using our grounds when nobody is there to enforce the rules. Our signage needs to state allowance of small gatherings of people (less than 10) who stay 6 feet apart and wear masks.
- For people who have had keys to the doors for many years, we need to put signage outside to warn people that the locks on the doors will be changing soon and to contact Sean about obtaining a new key.
- Security of the building and staff is vitally important and weighing the needs of the congregation are also important. Sean needs to know how to appropriately deal with people who violate the rules. Sean can be stern but people can ignore what he says. He wants some guidance in how strong he needs to enforce these rules.
- We will have a better chance of people understanding if we state what phase we are in. If we give exceptions it makes it harder for people to understand.
- (I hope) As an outcome of this meeting someone from the Board will write updated language for the top (header) of every all-church email that replaces the current header that states that the church is closed and the staff are working from home, which is untrue.

- (I hope) As an outcome of this meeting that the Board will make decisions about a budget (line item) to support what it means for living during a time of COVID to support proper signage on all parts of the campus so we can live safely and that someone will write an article about what it means to live within our Church's Covenant during this time of COVID.
- I hope that someone will answer Sean's questions about how to deal with church members who do not follow our requests for wearing proper PPE and requesting appointments for entering the church.
- (I hope that) someone from the Communications Team or Kay Frazier will say this is what the signage will look like.
- Should we state we are in formal lockdown mode except for a few rare exceptions.
- Changing locks seem very important to happen ASAP.
- Distributing keys should be done so using very strict guidelines.
- Training has to be done to all people being given keys.
- The COM understood that several groups already petitioned to use the church but the COM is not ready for small groups to gather at all even with petitioning. Exceptions for staff, hired workers, the Food Pantry volunteers, the Yard Sale volunteers, and grounds volunteers, can gather outside and must sign-in when utilizing the inside of the church.
- There would be a small group of people called "Safety Captains" who will be trained.
- Ellie Ransom will make training videos and powerpoint modules to assist with training this group.
- A small committee may be useful to help Sean make decisions about how to approach persons who are not abiding by the covenant.
- Make sure everyone understands that we are in Lockdown with extraordinary exceptions. We are not allowing any groups to come into the church.
- We need to state that the Board has voted upon this protocol and this is how we expect our congregants to act. Sean does not have any problem letting people know that this is a strict rule. Knowing when people are coming in and out is most important.
- Prioritize new doors and locks.
- An email header being very direct about people not coming to church. Email about being in Covenant about not coming to church unexpectedly. Church remains closed. If you have not received specific permission to come into the church then you are not permitted to come into the building. Even if you have a key.
- The COM will write an email explaining the work that has been done by the group and stating the importance of abiding by the rules. We are open for the staff to work but the doors are locked and unless you have permission to be on the church grounds, you cannot be there. You need to call Sean for permission to enter the church.
- We need to decide upon a line-item within the budget for more signage and PPE.

MOTION:

- A motion was made to reiterate that we have received the information of the COM about the need to stay in Lockdown Phase and we are staying in the Lockdown Phase with restricted access and want to make this publicly known to the rest of the congregation.

- **The motion was approved unanimously**

Alex lifted up that the work the church leadership is doing is pastoral work.

2. **Name Change Task Force report-** (Liberty) See written report submitted by Christine Gresser

- Writing protocol and questions for the cottage conversations, which will start taking place in August.
- Congregational Meeting in September may be too early? The cottage conversations have not started yet. There are less than 8 weeks between now and the end of September.
- There is still work being done with the Cottage Conversation facilitators.
- It is smart to invite people who may be “objectors” to have conversations early or there will be problems during the Congregational Meeting. Everybody needs to feel like they are being heard.
- Having a Congregational conversation after having cottage conversations for a summary of all of the cottage conversations.
- It may be “terrifying” to have an open ended conversation with all people talking about the issue will actually bypass the process. There is a structure of the Cottage Conversations that is very important to follow to avoid heated conversations.
- Having people write down their questions by using the chat room for questions during the Congregational Conversation before the meeting. You can “time out” people in the room, let them “cool down” for a while.
- Do we have a sense of where people are now regarding the name change? We may not have any push-back any longer or is this a naive statement?
- The Task Force has found a large amount of support and anecdotally the pulse of the congregation is very positive. We want to do it using the democratic process and not forget the process.
- We certainly do not want to assume that everyone is extremely positive about changing the name and then a vocal minority may uproot the Congregational Meeting.
- The Zoom Sunday Coffee Hour between 12:15-1:00 may be a great structured time to use for cottage conversations.

3. **Debrief of the July Congregational meeting** : (Elizabeth, Sean, Breck, and Lorie)

- Counting hands was very difficult. Recording hand votes is not a great way to count votes. There were different numbers found on each vote. There is no need to count hands for approval of the agenda/minutes.
- When we have a discussion utilizing the chat will be difficult. We will need to look for pro vs con comments in the chat.
- All the feedback Sean received about Election Buddy was positive. We had less issues than anticipated and only had one phone caller participate and she was very happy with the attention she received.
- There were 109 attendees and 115 people actually voted.
- 15 people voted before Lorie called for the vote, they voted as soon as they got the email.

- We will ask that people put pro or con or “asking for information” from the beginning in the chat prior to their comment. We need to ask people not to vote
- Counting was difficult, especially without multiple screens. During the in-person Congregational Meetings we don't count hands for the approval of minutes and procedural motions.
- We may want to only count votes for the participants who we can actually see and let participants know that we are not counting blank screens.
- We will need more people monitoring the chat: one for pro, one for con, one for procedural.
- How votes were being counted. It may be easier to screenshot people's hands.
- During the meeting there are people who hold up signs that can be very distracting. We need to make sure people know that is not going to be permitted due to it being very distracting.
- We can stop video on certain people if people continue to do distracting behavior. Ask people to put their signs down and put comments into the chat.
- Have another rehearsal for this next Congregational Meeting for a “dry run”. We will need three people in the chat room.

4. **August Congregational meeting:** Agenda for the meeting with voting on Leia's ordination: (Pam, Lorie, Stan)

- Pam is going to contact Linda about doing the opening and closing for the Congregational meeting.

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

****Sally Taylor and Carole Black** for all of her work on the Policy Manual

****Ann Salamini** for her time on the Board

V. New Business –

- **"Endowment Income and Summit Loans status"** Stan
- Some of the income of the endowment in the past was utilized to pay off the Summit House bonds. It is hard to tell how long this has not been happening but it has not been happening for several years. Sean has done a lot of work and the endowment income over the past two years totals \$13,000 that we can use right now. We thought that we would use \$10,000 that could be used to retire \$10,000 worth of SH Bonds.
- We are supposed to be paying interest on these bonds to the Endowment every year.
- We need to know how much we have with the Endowment Income and what we still owe on these SH Bonds.
- We need long-term to know which ones are retired and how many are still active and need to be paid off. Sean reports that there are 32 total SH Bonds with several having “cancelled” written on them.

- This is counting as a debt that we owe even though this is a debt to ourselves. - Long ago there were congregants who gave money and we purchased Bonds that helped the church buy Summit House. The Church used the Endowment to pay off these Bonds so we did not owe people money. The Church owes the Endowment this money. Whatever income we get from the Endowment we would use to go back to the Endowment to pay off the Bonds. Once the Bond is retired then it does not count as debt.
- For the past two years' income from the Endowment was \$13,500. It is not enough to really help our budget. As far as budgeting is concerned it is not that big of a sum.
- 11/7/2013 note states that "All bonds have been paid off" with Stephanie Lowenhaupt's name and it seems that Waverly Parker was paid off at that time with the Endowment acquiring all of the Bonds at that time. There was a time when we were going to pay off \$15,000 per year.
- It looks like the balance sheet shows \$125,000 still remaining to pay off.
- A motion was made to wait until we have more information prior to making any decisions prior to a vote on paying off any of the Summit House Bonds.
- The \$10,000 to pay off the SH Bond Debt will still be there so we should wait until we have more information until voting on it.
- We need to be careful when using money from the Endowment since people look at how we use the Endowment when deciding upon whether they want to leave the church money in their will.

- **Plan for 2021 Board Retreat:** (Lorie)
- Lorie met with Linda Olson Peebles and it seems reasonable to look at September dates for an upcoming retreat. Lorie is looking for volunteers to help put together an agenda for this retreat.
- Is the retreat an all-day affair?
- The best practice for an "all day" meeting is to meet for 2 hours at a time take a break to do something reflective and then meet again in the afternoon for 2 hours.
- Lorie, Breck, and Liberty will work on setting up the Agenda.

- **Aug 11th-12th 2020 planning:** Lorie
- Laura Horn and Haley are planning a worship service for August 2
- Lorie has already written an all church email and a recent sermon so wants someone else to write the email for Wed, Aug 12th. Linda Dukes was asked but was not able to write this email due to having a full plate right now.
- Elizabeth will write the Wednesday, Aug 12th all-church email.

- **Housing people in need in Summit House:** Lorie
- Lorie received an email last week from Frank Dukes ,who has a connection with the CIFF (CH'ville Immigration Freedom Fund): is a group of lawyers and social

justice advocates who are working on getting people safely out of ICE Detention Centers. There was a request to house a person in Summit House who was coming out of the ICE Detention Center in Farmville, who needed to quarantine for 2 weeks prior to going home to Texas. We were initially happy to help him but then we received information that there is a ~90% COVID positive rate at the Farmville ICE Detention Center. The question was could we safely house him. The CIFF eventually funded 14 days in a hotel for this gentleman.

- The big question is whether we should house people who may be in a similar situation.
- PACEM will start again on October 24th. They are looking to house the women in a single dwelling. There are 20 women currently in LaQuinta. Right now there are a total of 60 homeless persons in LaQuinta Hotel. There is a request for the homeless people of PACEM be housed in one church for the season (one for the men and one for the women). The idea is NOT to have the moving of the homeless persons of Charlottesville moving from church to church during this time of COVID for obvious safety precautions. This is being funded right now by a Federal Grant.
- Going from an incredibly restrictive policy on being in Lockdown mode to figuring out how to house people safely on our campus seems to be incongruent.
- Given the changing science and the changing understanding of how we can safely living during the Pandemic there may be changing decisions about how we help people.
- The people of PACEM were very well prepared and structured to follow policies to keep safe during the Pandemic. We had a safety agreement and volunteers and a PACEM staff member to stay with the individuals with PACEM.
- The persons possibly coming from the ICE Detention Center would not have support staff, safety measures, rules/protocols as are already established with PACEM
- How do we use the many resources that we have? We have “barriers” in Summit House, which is a stand alone building but we may still be exposing ourselves to something (the virus), which is unknown, uncomfortable. We are “dancing a fine line” with our vulnerability and leaning in with our resources.
- Support people using Summit House as long as there is a plan to stay in Summit House and keep them safe.
- PACEM has a well developed structure that is put in place to keep people safe.
- We can reach out to other non-profit or other groups (ie. public schools or other low income groups) that may need to use our space during this time to live our values.

VI.Closing Activities (5 min)

1. Things to do / communicate

1. Change the locks on all doors or replace doors as soon as possible (as is part of the Glenn Short Trust Fund renovations). (Sean)
2. Provide guidelines to Sean as to who receives keys to these doors. (Lorie)
3. Planning agenda for Board Retreat: Lorie, Breck, Liberty
4. Signage for outdoor grounds: protocol for limiting groups to under 10 persons and everyone wearing masks. (Kay Frazier)
5. COM will write an all church email reiterating that we are in the lockdown phase with restricted access. (David Shutt)
6. Write a new header that goes out with every all-church email that states that we are still in Lockdown Phase except for staff, hired workers, and some volunteer workers. There is very restricted access to the church and Sean needs to approve all appointments. (Lorie)
7. Send a doodle poll for a rehearsal for the Aug Congregational Meeting (Elizabeth).
8. Friday pastoral email about what living in Covenant looks like during this time of COVID-19. (Alex)
9. Start scheduling the cottage conversations and utilizing the Zoom Social Hour time each Sunday (12:15-1:00 pm) as possible cottage conversation times. (Liberty to speak with Christine Gresser).

3. Closing Words - Beth

Dates to remember -

- August 23, 2020: Congregational Meeting
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- August 26, 2020; 6:30-9:00pm: August Board Meeting
- Jan-May 2021 - Alex to take sabbatical

Future topics -

- Exploration of making Wayne Arnason a minister emeritus
- Endowment policy, who pays what, etc.
- Glenn Short close-out: Thank you to the committee

REPORTS

President's Report

July 2020

President's Report

The new church fiscal year begins this month and we already have a lot to look forward to. Our interim minister, the Rev. Linda Olson Peebles, will be joining us at TJMC in just a few days. A

congregational meeting has been scheduled for August 23 to vote to ordain our Director of Faith Development, Leia Durland-Jones. A Name Change Task Force has been created and will soon begin scheduling cottage conversations to discuss the name of our church.

Also as we move into a new year, there are a number of groups and individuals in discussion about phased reopening of the church. The Medical Advisory Team, the Committee on Ministries, the Rev. Alex McGee and others are carefully monitoring the situation with regards to COVID-19. These groups are presenting coordinated reports directly to the Board. At this time the church campus and buildings remain closed except in the following cases:

- *construction by the Glenn Short Trust
- *staff who need to do essential activities in the building
- *depositors
- *cleaning contractors
- *food bank
- *PACEM
- *weddings or memorials of less than 10 people
- *outdoor activities of 5 people or less

Safety protocols such as masks, social distancing and sign-in/sign-out sheets must be followed by all these groups. More information about the phased reopening of TJMC can be found [here](#).

The Board is anticipating the finance committee creating the 2020-21 budget. With the onset of the pandemic and the closing of the church buildings and campus, there have been many sudden changes to TJMC income and expenses. Now that we have received some federal disaster relief loans, we can move forward in our planning for the year. We expect to schedule an online congregational meeting in September to vote on a budget.

And finally, as we approach August 11 and 12, the Board will spend time at this meeting considering how to mark this solemn date in Charlottesville. It has been three years since white supremacists and neo-nazis invaded our city and marched in our streets. It is my hope that this grotesque anniversary drives us to educate ourselves about systemic racism and emboldens us to speak out for change.

The July Board meeting will be Wednesday, July 22 at 7PM. The Zoom link will be available on the TJMC website. As always, the Board meetings are open to all and I welcome and encourage everyone to attend. There is a time at the beginning of the meeting for public comment and as we go longer and longer without meeting in person or worshipping together in our sanctuary, the Board is grateful to everyone who takes the time to drop by just to check in.

Stay safe and healthy.

In Faith,

Lorie Craddock
President, TJMC Board of Trustees

Vice President's Report (including Personnel)

Vice President's Report

The Virtual Yard Sale moves forward with a "small" Flash Yard sale that closes on July 20th. We should realize about \$500 on the little one. The "Big Auction" will be at the end of August. Kay Fraizier is doing a remarkable job ensuring that we have an auction and that we follow protocols for COVID safety.

Our church has offered to feed the homeless guests of PACEM (60 guests) every Monday evening during July, August, September and October while they are housed in LaQuinta Hotel. Food is put in individual containers and delivered to the hotel where staff takes them inside.

In Sally Taylor's "who does what" attachment sent elsewhere, we still need a Chair of Community Life and a Vice Chair of the Social Justice Council. Actually there is not a chair of the Racial Justice Committee either. Please send me any suggestions for those who have a passion for the work.

Personnel will have their meeting on Monday (July 20.) Alex should have completed the evaluation process. We are drafting an organizational chart, clarifying supervision of staff paradigms. Evaluation of all staff is planned for September. The part of the Policy Manual, currently titled, "Disruptive Behavior" will also be reviewed.

Elizabeth Breeden

Treasurer's Report

Treasurer's Report - July 2020

While there are still some adjustments that need to be made to the final FY20 numbers, it looks like the deficit last year will be right around \$7000. The donations in all categories from March on were particularly strong given the current circumstances.

While I would have liked to have had a budget for us to look at this meeting, Finance needed to reschedule the monthly meeting. That, along with some uncertainties in the final FY20 numbers means that we will need to wait till next month for a budget. Preliminary signs, though, are still that we will have a surplus in the FY21 budget thanks to the PPP money.

We need to keep in mind that, without significant increases in pledge income for FY22, we will be back in the same financial straits we were in at the beginning of FY20. The surplus expected in the coming year will not be large enough to provide the cushion needed for the next year, and we cannot expect another loan, either anonymous or governmental, to help out again.

Stan Walker
Treasurer

Assistant Minister's Report

Board report for Board Meeting on July 22, 2020
Submitted by Rev. Alex McGee, Assistant Minister

Many congratulations to the board for making it to the start of a new church year, and many blessings for your work ahead.

WORSHIP Has continued strong with diverse elements while also responding to current events. We are planning for August worship to integrate the new interim minister and to lift up voices of worship weavers and congregation members while also addressing the anniversary of Aug 11-12. Intense learning continues behind the scenes as we practice responding to zoom bombing, work out obstacles to increasing worship accessibility, and apply learnings from General Assembly. Every Saturday morning about eight people are present rehearsing for Sunday morning, and this represents about 15 team members rotating through responsibilities. This summer we have paid for videos to be created, recorded, and posted; this contractor is not available after August 16, and she and I will be working to find other ways to get this need met. I am asking the Board to make video and tech for worship a crucial line item in the budget. I am looking forward to having technology in place such that I can lead worship from the sanctuary for future zoom worship.

PASTORAL I continue to work with Pastoral Visitors and the new memorial worship leadership team. Elizabeth and I met about logistics for the memorial garden and we are trying to train new folks to keep the team strong for helping families place plaques and ashes.

ADMINISTRATION I met with Lorie Craddock and we completed my annual evaluation. Thank you to everyone who helped with that. I was not surprised by any of the feedback, and it gave me reassurance that my efforts and skills are being received in the way I hope, and reminded me that some of the stress management techniques I try to apply need to be applied a little bit more sometimes. ☺ She and I agreed that this fall I will try to begin to attend Clergy Collective meetings, since some of the duties I have been doing will now be covered by Linda in her role of interim minister. Also this fall, I will focus time on bringing Linda up to speed on processes, and clarifying staff and ministry roles.

After I preached about the Commission on Institutional Change, I received at least three requests for a way for the congregation to study this together. I encourage the board to consider ways to support this (such as buying book versions of the COIC for people who would like to read and discuss it).

The COM and MAT have worked hard to review input and recommendations about future phased reopening. The mood of most people is that they hope we will not open any time soon, and that they would rather we wait to open until we can do it safely without mishap or re-closing. That is why I feel it is important now to be educating the congregation about what we are not

doing and what we will need to do differently in the future. I am asking the board to take a stand to educate the congregation about why you are delaying activities and what you will ask of congregants, both in details and in covenant. Please help staff assess how much time these plans for safe reopening will take, and direct us to what activities you would like us to do less of while we are focusing on those plans. This is a great chance to ask for assistance from the Communications Committee (Achsah and Liberty, I believe).

This month involved a number of extra meetings that happened at the change of the church year: annual meeting, board end-of-year check-out, annual evaluation.

PROFESSIONAL DEVELOPMENT As required for fellowship with the Ministerial Fellowship Committee, I am working on my third renewal of preliminary fellowship, which means that in my free time I am meeting monthly with a mentor and also monthly with a reflection committee.

To help me serve the congregation well during the interim period, I will attend a training August 24-29 for UU Ministers during interims, and I paid for this with my professional development funds.

During the last week of June I attended the General Assembly and the UU Ministers Association annual meeting online.

I will take one week of vacation July 26 – August 1 (returning August 3, since I usually take the first Sunday off, so will be off August 2).

OTHER AREAS There are other areas on which I often report, but were dormant, or fell into other areas this month, such as Social Justice, Religious Education, Building the Faith for the Future, etc. Many of these happened and are woven into the above.

I look forward to working with each of you as we enter new territory in the new church year. May we be guided by love and compassion.

Director of Faith Development's Report

(Not available as Leia is on vacation this month)

Director of Administration of Finance's Report

DAF Position

- DAF Hours for June: 200 of 215 hours worked
- Approximately 50 hours of meetings attended

Finance

Statement of Activity

	Jul – Jun 2020	Jul – Jun 2019
Total Revenue	\$515,330.94	\$515,067.82
Total Expenditures	\$510,163.86	\$535,181.60
Net Operating Revenue	\$5,167.08	\$ -20,113.78

- We have received the \$83,000 from the PPP and it is in our bank account.
- No update on the EIDL Loan
- Applied for Church Mutual \$2500 Grant for small businesses has been denied

[6/2020 Year to Date statement of activity](#)

[Endowment Earnings History](#)

[6/2020 YTD Budget vs Actuals](#)

Rentals

- CoM has put forth that we will not be open for August, and will revisit after Labor Day, 9/7/2020
- Rent at \$0 due to COVID-19 closure. No renters have asked for a refund.

Human Resources

- Will meet with Linda this month.

Facilities

- Installed no touch handles to both bathroom doors and replaced the light switch in the men's room.

Buildings

- Repair Document Link:
<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AIPyTCcsWvocCZlorFnX0tc/edit?usp=sharing>

Grounds

- Conrad is doing a great job with the lawn

IT

- 136 of 375 members on Breeze, 140 users total
- Election Buddy Results: 337 Email notices sent, 4 bounced, 115 ballots submitted.
- Working with Caroline to transfer to MailChimp
- \$1700 refund for copier
- One laptop has been restored for a congregant to use
- Looking for a new payroll processor to reduce fees.

Safety

- Created a Covid-19 cleaning equipment and chemicals area
- No safety incidents

Wins:

- Breeze rollout is going smoothly

Opportunities:

- Behind on repair projects
- Working on finalizing end of year paperwork.

Director of Music's Report

July 22, 2020

I don't have a lot to add to my previous reports. I continue to work steadily to create new music for on-line services, both piano pieces and vocal pieces. I've been trying to come up with a way to collaborate with other musicians (including choir members), but have been stymied by various computer issues. (I've just found out I'm supposed to get a new computer from the

University in about a month, which is great news! Mine dates from 2015....)

The Virtual Choir is going slowly. We tried putting one together for “Székeley Áldás” for the partner church service last week, but since only about a half-dozen choir members sent in their

videos, we went for the video of a performance from last year. I hope to come up with a Virtual Choir piece soon, but for the next month or so my time will be limited (thanks to planning for the fall semester at the University).

Scott DeVeaux
Director of Music
TJMC-UU

Membership Report

To: Board members

Re: June 30, 2020 Membership report

TOTAL MEMBERSHIP as of May 30, 2020: 375

Add: None

Drop: None

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

Sally Taylor, Membership Tracker for TJMC Membership Committee

Personnel Committee

See Vice President's Report

Name Change Task Force

Name Change Task Force

Report to the TJMC Board of Trustees

Submitted July 17, 2020 by Christine Gresser, Task Force Co-Chair

- * NAME CHANGE TASK FORCE IS STAFFED: The TJMC-UU Name Change Task Force has now been fully staffed with volunteers, see list below.
- * THE TJMC NAME CHANGE COTTAGE CONVERSATIONS FACILITATOR TEAM: We have started recruiting Facilitators and Note Takers for the Cottage Conversations
 - * We will send you the list of the TJMC Name Change Cottage Conversations Facilitator Team by July 30, or sooner, once the Facilitator Team finalized.
 - * HOW THE COTTAGE CONVERSATIONS WILL GO: Christine will conduct a Zoom training to train all the members of the Facilitator Team, so that they are ready to help create a caring community space of listening, sharing, and recording feelings and questions, but not a space of debate or contentious discussion. Facilitators will be trained on how to respond if participants begin to cross-talk disrespectfully or converse argumentatively, dismissively, or otherwise in an "out of covenant" fashion.
 - * REMAINING IN COVENANT: Similar to the deep listening and non-arguing that happen in Covenant Group spaces, these Cottage Conversations will be facilitated spaces in which each participant may share deeply from the heart about their feelings regarding the name change proposal, but not a place where participants tell one another that "their feelings are wrong," not a place for insults, arrogance, name-calling, condescension, interrupting, talking over, or other types of silencing. This is a place where we can practice being our best selves, speaking and listening, remaining in covenant, and using "I" language.
 - * REPRESENTATION MATTERS, AND, WHITE PEOPLE NEED TO BE IN MUTUAL, ACCOUNTABLE RELATIONSHIPS WITH POC: Three of our Task Force members are people of color. We will be offering an opportunity for any current church members and friends, or past members and friends who are people of color, who want to have a safe space/brave space affinity group or POC Caucus type Cottage Conversation, where only people of color are present, to have Cottage Conversations which are facilitated by a person of color where no white people are present. If this is desired by congregants who are POC, we will offer it. If the POC in our congregation are just as happy to attend a Cottage Conversation where there are both white people and POC, then we may not need to schedule a POC-only space. We will engage in open and careful listening to the POC in our congregation as we make this determination, and we will follow the lead of our Task Force Members who are POC themselves when we make this determination for the congregation.
 - * COTTAGE CONVERSATIONS QUESTIONS/SCRIPT: We have begun generating questions for the Cottage Conversations, so that every virtual meeting will use the same questions and the same format for recording the responses
 - * WHEN THE CONVERSATIONS WILL BEGIN: We aim to begin the Name Change Cottage Conversations the first week of August.
 - * WILL EVERYONE HAVE THE CHANCE TO PARTICIPATE? Yes, all members and friends and lapsed but interested congregants (interested in good faith, constructively) will have the opportunity to participate in a Zoom Cottage Conversation offered at a variety of days and times (weekday daytimes, weekday evenings, weekends, etc.) and all congregants who prefer to avoid ZOOM but who are able to get a ride to TJMC for a fewer-than-5-people, socially distant, masked, outdoor cottage conversation with Christine and a note-taker partner, will be offered the opportunity to have an in-person small cottage conversation on a weekday or weekend

during the day, if the DAF approves the use of the space in that way and pending church outdoor space availability.

* SOMEONE IS MIFFED ABOUT NOT BEING ASKED TO JOIN THE NAME CHANGE TASK FORCE; WHAT DO I TELL THEM? Please ask them to call Christine directly at 434-760-0690 and express their interest in applying to join the Facilitator Team, which involves having a conversation with someone on the Task Force, and letting us know about their interest and why they think they would be a skilled facilitator and note-taker. We would love to have as many Facilitators (who also note-take) as possible.

* WHAT ABOUT THIS UUA BARRIER RUMOR? I began corresponding with the UUA on July 2 to ask if there are any barriers to TJMC-UU changing its name as far as the UUA is concerned. The backstory on this: TJMC-UU congregation has an institutional memory or mythology that we are "prohibited" from changing our name because the American Unitarian Association initially gave our congregation money in the 1950's or 1960's towards building a Thomas Jefferson Memorial Church in Jefferson's hometown of Charlottesville/Albemarle, and that this seed money to buy the land or to build the building or whatever the details were, included a contract or stipulation that our congregation would promise "never" to change its name, and some congregants add "and that if we do, that we have to play all that money back with interest, those were the terms of the gift." I have so far gotten one response from one contact at the UUA, who writes, "I think because of congregational polity alone, your worried congregants' concerns wouldn't apply. And I can't say in 24 ½ years at the UUA I've ever heard of such a stipulation, and when I started we had the Building Loans program going and that as I recall had no such stipulations..."

* HOW DO WE PUT THE FEARS ABOUT THE UUA BARRIER TO REST, ONCE AND FOR ALL? I have followed up now with a formal request to the UUA Chief Financial Officer, Andrew McGeorge, and the UUA Congregational Life Staff Lead, Jessica York, to ask one or both of them to mail me a hand signed paper letter through the U.S. Postal mail confirming that TJMC-UU has no obligations whatsoever to the UUA to retain the name Thomas Jefferson in the name of our church or any of its buildings or rooms or spaces, and that we are free to move, remove, sell, gift, put in storage, or otherwise dispose of any memorial items or honorific items concerning Thomas Jefferson as our congregation's Board and membership see fit to do. I will let you know once that letter comes. I am confident from my initial inquiries that there will be no UUA barrier to our name change, but I want to go the extra mile to assure anyone in our congregation who feels fretful or worried about this.

* ARE YOU ALL READING AND FOLLOWING THE RECOMMENDATIONS OF WIDENING THE CIRCLE, THE REPORT ISSUED BY THE UUA COMMISSION ON INSTITUTIONAL CHANGE? Yes, wholeheartedly, the Report is guiding our work, and we are connecting with denominational resources to aid us in our Task Force's accountability practices and with our consciously anti-racist, anti-white-supremacy approach to this important effort.

* WHO IS SERVING ON THE TJMC-UU NAME CHANGE TASK FORCE?

Co-Chairs:

Christine Gresser and Liberty Powers

Members:

Matthew Diasio
Lauren Doran
Bonnie Hansen
Caroline Landis
David Mellor
Debby Norton
Katherine Valenzuela Parsons
Sean Skally
James Watson

(Note: Sean Skally is serving as the Staff Liaison and Admin/Finance Consultant to the Task Force)

* WHEN WILL WE HEAR YOUR NEXT UPDATE? Please let Christine and Liberty know how frequently you would like us to send you notes and updates on our progress. I am happy (Christine is happy) to send you a weekly report, if you wish, and I'm always available via text 434-760-0690 for any questions that come your way from enthusiastic or disgruntled or simply curious congregants.

Thank you, dear Board members, for your leadership and support. It's a real privilege and honor to be serving the congregation in this effort. Please do not hesitate to email (or for a faster response, texting is best with Christine) with any questions, concerns, or directions you may have for us.

Respectfully submitted,
Christine Gresser 7/17/2020

Task Force to Explore Ordaining Leia

The Task Force to Explore Ordaining Leia
July report to the TJMC UU Board

The Task Force to Explore Ordaining Leia is preparing for the August 23 Congregational Meeting to vote on ordaining Leia. We are writing a summary statement to go out with the Congregational Meeting packet to congregants, assisting with the meeting plans and writing announcements for weekly emails with links to the online information and documents (<https://www.uucharlottesville.org/tag/ordainingleia/>). Please contact Pam McIntire at pem3xe@pmcintire.com if you have any questions about this process or about the vote on ordaining Leia.

Task Force Members: Lorie Craddock, Elizabeth Breeden, Larry Moulis, Dawn Dirks, Laura Horn, Elaine Chapman, Karen Prairie and Pam McIntire (Chair), Mary Rose Curtis (Honorary Member)

Glenn Short Sanctuary Capital Endowment Fund Committee

To: TJMC Board of Trustees From: Sally Taylor, Chair GST Committee

July, 2020 Report from the Glenn Short Trust Committee

Commonwealth has completed the installation of storm windows in the sanctuary. We are still waiting for the installation of the four doors. The manufacturer sent the wrong hardware which accounts for the delay.

The Needlepoints were vacuumed and returned to their holders in the balcony.

The upstairs classrooms were cleaned, the contents rearranged and all history files previously on

the floor moved to the LH Kitchen. Artwork and photos stored in Scott's office closet were moved to the parlor for the Aesthetics Committee to evaluate. The church history files from that closet were moved to the LH Kitchen in preparation for moving them into the boiler room when that room is finished.

CII removed the boiler. Dick Somer constructed flooring to cover the pit with a removable piece to let us have access to the drain. We have a contract with CII to remove the 1992 water heater, reconfigure the gas, water and drain lines and install a new 50 gallon water heater. Sally and Dick cleaned the boiler room floor and relocated the tools and detritus stored there. Storage shelves have been purchased. We intend to install a fan/light fixture and a dehumidifier so that the area can be used for locked storage of the church history files.

The Beck Cohen electrician removed the baseboard heaters from the upstairs classrooms. He installed two new circuits with outlets in the choir area of the sanctuary.

The Aesthetic committee is choosing the color for the flooring choices in the sanctuary, comfort room, Edgewood Lane entrance, foyer, first floor bathrooms, Scott's office, the stair landings and the upstairs classrooms. Staff members have been asked for their opinions about these flooring choices.

Robyn Fogler has the materials for the lined parlor curtains and is in the process of creating them. The Aesthetics Committee has been tasked with looking over the collection of art and photos stored in various places around the church and now collected in the parlor and deciding which should be hung (and where) and which should be added to the yard sale offerings. Rehanging the artwork in the parlor will not happen until the curtains are in place. A digital parlor clock has been purchased.

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

Respectfully submitted, Sally Taylor

July 2020 Report from the GST fund

Starting fund: \$287,970

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

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

Painting metal roof \$ 1,200

Audio Visual Services (new equipment and labor costs) \$5,702

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

- Includes playground door

- 3 interior hexagonal storm windows

- Sanctuary storm windows

- Storm windows for comfort room & balcony stairway window

- Edgewood Lane door replacement

- Rugby Road/Remembrance Garden doors

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

Whitley Services (gutter guards) \$3864

United Painting Plus (interior painting) Total: \$ 18,300

- 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 *

Roto-Rooter \$ 592.48

United Painting Plus (church parlor new flooring installation) \$1300

Purchase of parlor flooring \$2565.48

Purchase of the insulation \$ 537

Purchase of the curtain materials and rods 671.11

Removal of baseboard heaters 432.00

Installation of two circuits for sanctuary 1,209.40

Shelving for boiler room 336.94

Sewing parlor curtains-Robyn Fogler 300.00 *

Removal of the Boiler by CII 4,320.00

Installation of 50 gallon hot water heater 5,405.00

Construction of platform to fill boiler space \$178.23

Total spent to date \$205,871.64

Remaining Funds \$ 82,098.36

Proposed projects:

Replace parlor clock \$30

Dehumidifier for boiler room

Light/fan for boiler room

Cortec vinyl flooring for sanctuary \$12,949

Carpet for classrooms, music office, comfort room, landings \$5056 + \$612

Flooring for Mural Room (Lowe's)

Installation of flooring for Mural Room by United Painting

Stripping the wax from sanctuary, foyer, Edgewood Lane entrance, bathrooms

Replacing altar area carpeting \$1205

Replacing tile in foyer, bathrooms and Edgewood Lane entrance \$3240 plus bathrooms and AV equipment.

Committee on Ministries Report

Re-Opening Plan Recommendations - Drafted 7/13/20

Drafted by Margaret A. Migas with input from the Committee on Ministry (Dave Shutt, Greta Dershimer, Jude Bias, Wes Farris, Greg Townsend)

1. Brainstorm Reopening Process

Designate the process for opening up to: Small Groups (1-9), Medium Groups (10-49), Large Groups (50-100). (Can we come up with a different name than Phase 1, 2, and 3 just to set our church community apart? Maybe Red, Yellow, Green?)

Have we received *written consultation from our insurance provider about liability concerns?*

LockDown: No Groups
Phase Red: Small Groups
Phase Orange: Medium Groups
Phase Yellow: Large Groups
Phase Green: Full reopening

2. Public Health Markers for Reopening Church. Church Includes Church Building, Summit House and Grounds.

- 14-day consecutive decline in numbers of people testing positive for COVID-19, hospitalizations, and intensive care bed use.
- Widespread testing.
- Contact tracing available to track the spread of the virus.
- Sufficient supply of personal protective equipment.
- Evidence that our health care systems have sufficient equipment and are not overwhelmed by the number of cases.

Area coronavirus data is available at Thomas Jefferson Health District

<https://www.vdh.virginia.gov/thomas-jefferson>

We need to think critically about which Church ministries and activities are truly primary. Then, plan to only restart those ministries and activities that are essential once in-person meetings are permitted in phases:

Phase Red / Phase Orange / Phase Yellow / Phase Green

***What is the approval process for an activity or meeting in each of these phases?
Who has the authority to approve or deny?***

3. Announce Start Date for New Procedures to Congregation

Recommend setting a date for when we will start implementing “Phase Red” once Public Health Markers have been met. Hold off on designating a date for Phase Yellow and Green just yet. Criteria for when TJMC is ready to enter into Phase Yellow and Green will need to be determined, and voted upon, to the satisfaction of the Board.

4. Requirements for Church Opening

a. Agreed Upon Etiquette

- i. No one who feels ill, whether or not they are diagnosed with COVID-19, or has been in contact with someone diagnosed with COVID-19 should come to church or on the church grounds. *How many tests resulting in negative status must be achieved before allowed back on Church grounds?*
- ii. No touching; physical distancing (six feet) required at all times, except for those individuals who share a household.
- iii. Wearing masks at all times (required of everyone above the age of two). If a member or members do not agree to wear a mask, it is recommended that the ministers, staff, and “Safety Captains” have the authority to ask that person to leave.
- iv. Designate a staff person (Sean Skally) to be responsible for responding to COVID-19 concerns.
- v. There will be no congregational singing due to the risk of contamination via aerosols.
- vi. There will be no sharing of food or drinks.

It is recommended that the Board vote on these items and post the decision in a public space, on YouTube, on our website and via email. It is also recommended that any member be able to speak to another member about the agreed Upon Etiquette and pull them back into the covenant of our core UU Principles. Principal #1 ***“Reverence and respect for human nature is at the core of Unitarian Universalist faith. We believe that all the dimensions of our being carry the potential to do good.”***

Who has the authority to shut an event down if it is not in compliance? Minister, staff?

- b. Secure disinfecting products, hand sanitizer stations, masks and gloves. Determine where they should be located.
- c. Develop a cleaning protocol and schedule for areas, which are open to staff or to other groups (disinfect all door knobs, light switches, faucet handles, stall doors and toilet handles—after each use).
- d. Make sure that the heating/cooling system operates continuously (or at least the fan) while people are in the building since many of our church windows cannot be opened for cross-ventilation. (Does our new system help to filter airborne droplets and particles?)

- e. Remove materials that we normally distribute, i.e. directories, leaflets, promotional flyers. Anything that someone might pick up that has been touched by someone else is unhelpful at this time. Remove all hymnals or other printed materials from the pews.
- f. Plan for new traffic patterns around church and grounds; be intentional about using multiple entrances and exits. Design and print signage to promote our new traffic patterns.
- g. For office areas, reconfigure as necessary to meet physical distancing guidelines (currently six feet in all directions). Continue to encourage employees to work from home to the extent practicable.
- h. Due to the size and layout of our bathrooms only one person in bathrooms at a time.

i. Signage

Create signage to put up in and around the church (including grounds). It is recommended that this signage should also be posted on the website as well as sent out to members via email. We recommend asking **Jude Bias(COM)** and the **Communication Committee (Liberty Powers and Achsah Carrier)** to help design the signage. We also recommend viewing CDC signage for verbiage and visuals.

Recommended signage locations:

Church building: Edgewood Ln. Door and Social Hall Door. Consider closing off the Front Door to limit multiple access ways to the building.

What signage is needed for restrooms, kitchens, other areas that are closed (downstairs, upstairs), water fountains (all should be disabled),

Summit House: Entrance, bathrooms, kitchen

Outdoor Spaces: i.e., parking lots, playground, labyrinth, gardens,

- j. **Designate Safety Captains** - For groups and volunteer activities, develop a checklist for Safety Captains to review with their group regarding use of church grounds and buildings, i.e., 6' physical distancing, mask required, washing hands/hand sanitizer, no sharing of food, one person in bathrooms at a time, areas that are off limits, etc. as a part of Arrival Procedure.
- k. **Room Reservation Procedure** - Check with Sean Skally about how he would prefer to have reservations made. The recommendations are to let a room be without people for 3 or more hours in between use. The "Safety Captain" for the booked event should be identified to Sean.

- l. **Room Use** - Rooms available for meeting should be designated with signage. It is recommended that there is a time slot for AM meetings (9-12) and PM meetings (6-9) with a 3-hour break in between. It is recommended that the Parlor room or Social Hall be used exclusively at this time. The downstairs is recommended to be taped off and not available for meetings. Cleaning procedures should be created that involve spraying and wiping down touched surfaces. No food should be shared at meetings for safety.
- m. **Bathroom Procedure** - We recommend 1 person in the bathroom at a time. It is recommended that the lids be kept closed for flushing after being used. That said, most of the church toilets don't have lids, so they cannot be closed, which is why 1 person at a time is recommended. We recommend placing signs on the outside of all bathroom doors.
- n. **Outdoor Use** - It is recommended that there are different regulations developed for outdoor use. It is recommended that the Board think about developing regulations around use of the playground, garden space and laberynth.
- o. **Arrival Procedure:** Sign-In, Temperature Checks, Hand Sanitizer, masks, gloves.

We recommend determining how many entrances and exit doorways will be used and setting up check-in tables there with the following items: table, clipboard with sign-in sheet, forehead thermometer, hand sanitizer, masks, gloves, signage.

In additions to Temperature Check Stations, we recommend posting a checklist on all main outside doors or on sign-in sheets that people answer yes or no to regarding Coronavirus symptoms:

*Fever or chills
Cough
Shortness of breath or difficulty breathing
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea*

- i. **Videos to Explain Procedures** - We recommend asking Ellie Ransom to film these training videos with volunteer "actors" from the COM or the Board of Directors!

Arrival and Check-In
Room Reservation Procedure
Room Use
Mask Wearing

Bathroom

Summit House Use - Kay Frazier has developed procedures for the yard sale group.

Outdoor Use**Choir Restrictions****p. PowerPoint with Procedures**

Develop PowerPoint slides to teach people how to do the above procedures.

q. Training of Lay Leaders into “Safety Captains”

Send lay leaders the videos and PowerPoint materials and then schedule a follow up meeting (probably via Zoom) to have questions answered. These lay leaders will become “Safety Captains” who will be responsible for teaching other groups.

Positive Coronavirus Protocols

Should a member or any other person who has come to your church (i.e. visitors to a partner ministry) develop COVID-19, or should a staffer or minister come into contact with someone with the virus:

- Close and lock the building.
- Report positive case to designated Staff COVID-19 Leader, Sean Skally ASAP.
- Arrange for disinfection of all of the areas where the person might have been. Current guidance is to wait 24 hours between closing the building and allowing the professional cleaning team to disinfect.
- Determine who may have had direct contact with the ailing person (first degree contact). Anyone who had direct contact should be tested for the virus and should self-quarantine until knowing the test results.
- Determine who had contact with the persons who had direct contact (second degree contact). There are two options for these persons: (1) immediately self-quarantine, or (2) wait until they understand the test results of those who had first-degree contact. The safer plan is to self-quarantine immediately. The Board should decide which of these options would be followed.
- Communicate with members that this has happened, that the affected areas are being thoroughly disinfected, and that you will announce when the building will reopen. Encourage members who have been in the building to let the minister or senior staff know if they have been

diagnosed. As always, encourage those who feel ill to stay at home and consult their own physician.

Summary of Inputs Regarding Safe Partial Reopening of TJMC for In-person Events

The following is a summary of inputs from Greg Townsend, Greta Dershimer, Camille Thompson, Michael Manto, and Wes Farris. Other sources include “Recommendations for a Safe Return to Worship” by Church Mutual Insurance, UUA Guidance on Gatherings in-Person, and the CDC Guidelines for Workspaces (and UVA’s adaptation of these).

I. General

There were some reservations expressed over the church reopening in any capacity within the next few months. Camille points out that even the next COVID response tier to which the Jefferson-Madison Regional Library will progress still does not include in-person meetings. Michael Manto felt that Phase I should not be implemented until the number of COVID-19 cases in the US is greatly reduced, and at the very earliest should be after Labor Day.

Greta asks, “What special need drives TJMC to begin partially reopening the church building at this time?” She felt that “economics” (i.e., renting meeting space), especially for such small groups under the given situation, was not a compelling argument. “Strengthening congregational connections” is a valid reason, but it probably should not be the first priority for partial reopening of the church. Greta believes that the most important reason to reopen the church at this point is “integration of the interim minister with staff for effective church program management.”

II. Safety Factors

A. Social Distancing Gatherings

- 1) Only groups of ten or less can gather indoors or out, and a distance of at least 6 feet must be maintained between individuals.
- 2) Figure out specifically how many people can be in any given space while maintaining this 6 ft distance from one another so we know what the limits are for each room. Because the bathrooms are small enclosed spaces, only one person in the bathroom at a time.
- 3) Arrange physical spaces so that there are clear visual indicators of how far apart people need to space themselves.
- 4) Temperatures would need to be taken by a monitor upon entry to the building. Anyone with a fever should not be allowed to enter the building or join a group meeting.
- 5) Camille suggested setting a time limit on meetings to 1 hour in order to limit exposure time.
- 6) There should be a 3-hour break in any room before it could be used by another small group.
- 7) Have a specific plan for what to do if someone becomes ill while at church (a specific area designated for isolating that person until they can safely leave).

8) Do not allow food and drink at gatherings, and the church kitchen is closed.

Staff use of the Church

1) There should be 10 feet between work stations, or staff should face in opposite directions, away from each other.

2) If the staff were the only people using the building during the partial reopening, small rooms in the lower hall or on the second floor could be turned into offices, so that every person had their own office. A larger room could be reserved for staff meetings. If each person had their own office, and all meetings between staff members were held in another room (the staff meeting room) the need for extra cleaning and disinfecting of office spaces would be minimal.

3) Bathroom use could be limited to the 3 bathrooms on the first floor so there would be no serious need for monitoring the bathrooms, or for increased cleaning and disinfecting.

4) The church grounds could be made available for groups of ten or fewer individuals to gather for short periods of time on an unscheduled basis, without opening the church building.

B. Personal Protective Equipment

1) Everyone expected to be within 6 feet of another person or sharing an enclosed space with others must wear a surgical mask or its equivalent. Masks are probably unnecessary for people who are outdoors, breathing normally or singing, and at least 6 feet apart. If someone is wearing an N95 mask, a surgical or cloth mask must be worn under it.

2) Masks must be worn to cover the mouth and nose completely. Children need to wear masks especially designed for children. Children under the age of 2 years should not wear masks.

3) Mask wearers should be encouraged to sanitize their hands before putting masks on, should take their masks off by the ear loops (not by the material making up the mask itself), and should sanitize their hands after removing and storing or discarding their masks.

4) If you take off your mask, do not touch it to a surface that others will touch. Please hang it, put it in a personal bag or lay it on a tissue.

5) Reusable masks should be washed frequently.

6) People may elect to wear protective eyewear to reduce the risk of infection.

7) Both masks and protective eyewear should be provided by meeting participants.

C. Sanitizing of Hands

1) Soap and water or ethanol-based hand sanitizer (60% or more ethanol) are the only agents that should be used for personal cleaning. They should be used especially after going to the bathroom; before eating; after coughing, sneezing, or blowing one's nose; and after touching any surface that has been or may have been touched by someone else's exposed skin. Hand sanitizer will be provided by TJMC.

2) Adult supervision is required for hand sanitizer use in children under the age of 6 years.

3) Glove use may be a viable option, and should be provided by participants

D. Sanitizing of Surfaces

1) Shared surfaces should be disinfected after each person has finished touching them with exposed skin if they are likely to be touched again by someone else within the next week.

2) High touch surfaces should be cleaned regularly (at least daily) if in use. These include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

3) Shared surfaces should be cleaned using soap and water if possible, then disinfectant.

4) Create detailed and specific checklists for cleaning protocols.

5) Specifically assign these cleaning tasks to an individual who has been informed of the proper way to clean and disinfect surfaces, perhaps the Safety Captain [see III. A. 2) below]. Have a large supply of cleaning supplies on hand, as it can be challenging to get these supplies replenished in a timely manner.

6) Objects brought into the facility should be disinfected before use unless known to be free of contamination.

7) In all bathrooms, all stalls but one should be closed for use, to minimize the need for excess cleaning and disinfecting. Signs should warn the user to close the lid before flushing.

8) Have a specific plan for deep cleaning if someone who has been in the building has tested positive for COVID-19

III. Implementation of recommendations at TJMC

A. Education

1) Camille has found that at the library where she works, the hardest part of all this is communicating the guidelines. Any messaging to the congregation should be as clear, simple, and consistent as possible. Also, she has found that people hardly ever read signs, so we should not depend on that as a reliable means of communicating.

2) Someone ("Safety Captain") needs to be in charge of ensuring compliance with the safety protocols. Whoever that person is for any given event needs to be physically present at the gathering and willing to gently but assertively remind people of the safety protocols. This Safety Captain will be required to fill out and submit the Event Safety Agreement after the gathering.

3) Promote the idea that as an individual, you should approach the precautions as if you yourself are contagious and do not know it.

4) Educational videos, perhaps emailed to the congregation, can provide visual reminders of how NOT to cross-contaminate. For example, the following from Ohio Health): https://www.youtube.com/watch?v=6GV2E_2wb_0&feature=youtu.be

5) Communicate to the congregation the possibility of having to go back into a more restrictive mode if we have a spike in the number of local cases so people are mentally prepared.

6) Individuals need to understand that they are using the church facilities "at their own risk," and that the church cannot guarantee anyone's safety.

B. Budgetary Issues

1) Need to plan for sanitizing supplies (wipes, spray, paper towels), gloves for cleaning staff, and disposable masks for staff and congregants who need them.

2) May need to budget for the extra time janitorial staff spends disinfecting rooms.

C. Contact Tracing

Camille suggested that we keep track of who has been together at church so that if someone gets sick contact tracing can occur. Perhaps we could encourage "pods" of people who only have contact with those in their pod at church and don't cross over between groups.

The basic question is: How likely is someone to get infected with the COVID-19 virus (SARS-CoV-2, hereafter referred to as COVID), and how can that risk be minimized?

This is dependent on a number of factors:

1) How likely is it that the source person is infected with the virus and is potentially contagious?

- A)** Unfortunately, the answer to that for the population as a whole is really completely unknown. Although VDH tracks the COVID cases by locality and health district, that provides information only on the daily and total numbers of people who have been diagnosed with the infection. We know that most people who have been diagnosed are people who were symptomatic, and that approximately 25-80% of people who are infected do not develop symptoms (the CDC estimates the number at about 35%). So, the total number of diagnosed cases represents some unknown fraction of the total number who have been infected, and does not provide accurate information on the number of people who are infected and potentially infectious at any given point in time.
- B)** The CDC estimates that 40-45% of infections come from people who have no symptoms at the time of transmission, and that most of those infections come from people who will never develop symptoms.
- C)** On average, each infected person causes about 2.5 more infections. That is highly dependent on a number of factors (discussed below).
- D)** It is estimated that, among people who eventually develop symptoms, they can start spreading the virus 2-3 days before developing symptoms, and are in fact most contagious 1-2 days beforehand.
- E)** Studies demonstrate that, if a person develops symptoms, they are no longer shedding the virus in airborne secretions 11 days after the onset of symptoms, and should therefore be considered non-contagious.

- F) Most experts believe that, with asymptomatic infection, it is unlikely that a person will be infectious more than 14 days after being infected.

Based on this, you can do a back-of-the-napkin calculation to get a rough estimate of what the prevalence in the area is. Since a person should remain capable of transmitting infection for no more than 14 days, the total number of infections that have been reported in the last 2 weeks should approximate a calculable fraction of the maximum total number of infections during the 2 weeks preceding that. If you divide that number by the total population of the area, then multiply by a fudge factor based on the percent of infected individuals who are asymptomatic (and therefore probably not tested), you get a rough estimate of the total number of people who were infected during the last 2 weeks, assuming that the daily infection rate has remained relatively stable over the last 4 weeks (which it has in this area). Using the worst-case scenario of 80% asymptomatic infections, the approximate prevalence of individuals who were infected, and therefore potentially infectious, in Charlottesville and Albemarle County for the period of June 6-20 was 450/100,000.

- G) False negative COVID swab or saliva tests are common enough that a single negative test is not reliable enough to assure that someone is not infected, especially early after infection.
- H) Antibody tests are really useful only for determining whether a person may have been infected at least a week previously. Even then, many currently available antibody tests are unreliable.

Bottomline:

- A) A person who developed COVID symptoms is no longer contagious 11 days after the onset of symptoms, assuming that they haven't had another COVID exposure in the interim.
- B) An asymptomatic person may be considered noncontagious 14 days after their last possible COVID exposure. This means that, in the last 14 days, they've had no exposure to anyone who might have been exposed to COVID within the 14 days preceding that.
- C) 2 negative swab or saliva tests at least 2 days apart would make the likelihood of infection negligible.
- D) Everyone else should be considered a potential source of infection. The absence of symptoms is not a reliable indicator of the absence of infection. Because everyone not listed in A-C above is considered potentially infectious, screening by doing things like taking a person's temperature is not necessary – regardless of their temperature, appropriate precautions (see below) should be taken. The same is true for asking about symptoms, with a few exceptions (see below).

2) What is the likelihood of an infected person infecting another person?

That depends on the mode of transmission – spread through the air versus contact. Before I discuss those, it must be noted that, regardless of the mode of transmission, there are 3 things to keep in mind:

- A) The virus enters the body through the nose, mouth or eyes.
- B) We don't know what portion of the population is susceptible to COVID. We do not know if there are genetic variations in people that determine susceptibility or if previous infection confers protection. If infection does confer protection, it is unclear what the marker of that protection is (e.g., antibody levels, antibody types).
- C) We don't know how much virus is needed to cause infection. For some kinds of infections, as few as a few dozen infectious particles are needed, while others require thousands. We don't know what the number is for COVID.

On to modes of transmission:

- D) Spread through the air. Transmission through the air is thought to occur largely through large respiratory particles (droplets), rather than as small particles suspended in the air (aerosol). This is important because droplets fall rapidly to the ground over relatively short distances, while small particles suspended in the air can remain in the air for hours and travel long distances (e.g., chickenpox). (NB – you may see a reference in some articles online to “airborne” transmission, and specifically the idea that the virus is not airborne. When scientists and physicians in the field refer to “airborne”, they're usually – but not always - talking about aerosols, not droplets. So when scientists say that COVID isn't spread by airborne transmission, they usually mean that it's not spread by aerosols, but can still be spread through the air by droplets. It can be confusing and a bit misleading to the general public.)

Lending support to the idea that droplets represent the major route of transmission are 2 field studies. A study from Germany found no COVID viral particles in the air in households in which one of the residents tested positive. A study of an outbreak at a restaurant in China showed that all of the individuals who became infected sat near the source.

That said, although it may be that the majority of transmissions occur via droplets, many experts believe that at least some COVID infections can occur (and have occurred) via aerosols. I think that it would be premature to dismiss the possibility of transmission via aerosols, which has implications for prevention policy.

The likelihood of a viral particle infecting a susceptible person through the air from an infected person depends on:

- a. The amount of virus an infected person exhales per unit time. This depends on the amount of virus per volume of exhaled breath (an unknown), the rate of breathing, and the force of breathing.

Assuming that the amount of virus per volume of exhaled breath is relatively constant for a given individual, the more rapidly a person is breathing (e.g., with exercise or manual labor) and/or the more forcefully a person is breathing (e.g., exercise, labor, singing), the more virus that person is going to put out in any unit of time.

- b. The distance the virus can spread once exhaled. It is estimated that droplets travel about 3 feet from normal breathing, 6 feet from a cough, and up to 27 feet from a sneeze. Encouragingly, a recent study from Germany on singing demonstrated that singing moves the air in front of the singer only about 1.5 feet, which presumably would be the distance a droplet containing the virus could move before starting to fall. Although small-particle aerosol transmission is not thought to be a significant source of transmission, a study from the University of Nebraska on hospital rooms currently occupied by patients with COVID found noninfectious viral particles in the air and on surfaces more than 6 feet from the patients' beds; it should be noted that the majority of patients in this study had been intubated, which likely increased the distance the virus could spread.
- c. The volume of air in which the virus is exhaled. The greater the volume, the lower the concentration of virus per unit volume of air, the fewer viral particles a person will take in with each breath. Presumably, more virus inhaled means greater likelihood of infection. This is probably only of significance in the circumstance of aerosol transmission, or if there are many infected individuals in an enclosed space. A study from Wuhan, China, in February, at the height of the epidemic there, showed no or very low concentrations of viral genetic material in the air in most public places, the only exceptions being in front of a busy department store and next to a COVID hospital.
- d. The length of time between the last time the source was in the area and the time a susceptible person entered the area. A recent NIH study showed that respiratory droplets exhaled during loud talking can remain in the air for 8-14 minutes. In the University of Nebraska study cited above, noninfectious viral particles were found in air samples for up to 2 hours. A laboratory study suggested that the virus can survive in an aerosol and remain infectious for 3 hours.
- e. Where the people are in relation to one another if moving. A study based on computer simulation suggests that people in motion leave a cloud of droplets directly behind them (in their wake, so to speak). The study estimated the cloud to be as long as 15 feet behind walkers, 30 feet behind runners and slow bikers, and 60 feet behind hard bikers.
- f. The amount of time spent in proximity to the source. The more time in the "danger zone", the more viral particles may be breathed in, and the more likely infection may occur.

- g. The rapidity and force with which the susceptible person is inhaling, analogous to (a) above.

E) Contact.

- a. Studies have put the length of survival of COVID on surfaces at widely varying durations – from 2-3 days to as long as 9 days. One study indicates that some of this variation may be due to environmental conditions; the virus appears to survive longer on surfaces in humid environments. Another study indicated that the virus survives longer on plastic and stainless steel than on cardboard or copper.
- b. The CDC has stated that it does not appear that surfaces plays a significant role in transmission of the virus. I can't find any research to back this up, except for the study from Germany cited above, which demonstrated that there was no correlation between the amount of surface contamination with the virus and viral spread within the households studied.

Bottomline (assuming that at least 1 involved person is considered potentially infectious):

- A) A distance of 6 feet should be protective against transmission from someone who is breathing normally or is singing and who is not moving directly in front of another moving person. Other variables need to be taken into account for safety. It would be worthwhile to screen people as to whether they have been coughing or sneezing – if they have been, or if they start to do so during an event, they should be distanced appropriately.
- B) The amount of time that people spend in close proximity to each other should be limited as much as is possible.
- C) Groups should gather in the largest space possible (outdoors is best). If indoors, it would be best to maximize air exchange by opening windows and/or doors where possible.
- D) If different groups are to use the same enclosed space in succession, at least 3 hours should separate the groups.
- E) High efficiency filters (MERV-13 or greater) should be used for HVAC systems that recirculate air.
- F) People using toilets should be strongly encouraged to put the lid on toilets down before flushing because - OK, this is gross - the virus can be isolated from stool for several weeks after infection, and flushing may aerosolize viral particles. Of interest, in the study from Wuhan cited above, the patient area with the highest concentration of viral genetic material detected in air samples was a restroom in a COVID hospital.
- G) People should be encouraged to touch their faces as little as possible.
- H) While the CDC says that surface transmission is uncommon, I would not discount this possibility until research is made public that supports that stance. Potentially shared surfaces should be touched with exposed skin as

little as is possible, and people should avoid touching surfaces with exposed skin that have been touched by others.

3) What else can be done to limit the possibility of exposure?

A) Respiratory transmission.

- a. Surgical masks (or their equivalent, such as homemade cloth masks) are most effective at reducing the amount of virus that is breathed out, as compared to the amount of virus that is breathed in. In other words, these masks protect other people, not the wearer. In a small study (11 patients), surgical masks were demonstrated to be 100% efficient at blocking the exit of both aerosols and droplets containing virus from patients with a related coronavirus (not COVID). Studies comparing the effectiveness of cloth masks with surgical masks have found cloth masks to be somewhat less effective.
- b. N95 masks (or their equivalent) are most effective at reducing the amount of virus that is breathed in, as compared to the amount of virus that is breathed out. In other words, these masks protect the wearer, not other people. The CDC does not recommend that the general public wear N95 respirators to protect themselves.
- c. Masks are effective only if worn properly.
- d. Masks can be contaminated with the virus.
- e. Protective eyewear further decreases the risk of transmission.

B) Surface transmission.

- a. Gloves can be worn to prevent touching potentially contaminated surfaces, or to prevent contaminating surfaces.
- b. Soap and alcohol-based sanitizers with at least 60% alcohol (ethanol) are effective in killing the virus; soap and water is preferred. Hand sanitizers are intended for use on the hands, and should not be used over larger body surfaces, ingested, inhaled, or injected.
- c. Hand sanitizers using active ingredients other than alcohol (ethanol), such as isopropyl alcohol or benzalkonium chloride, are not recommended by the CDC.
- d. A number of household cleaning agents have been approved by the EPA for cleaning surfaces against COVID (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>).

Bottomline (assuming that at least 1 involved person is considered potentially infectious):

- A) Everyone expected to be within 6 feet of another person or sharing an enclosed space with others must wear a surgical mask or its equivalent. Masks are probably unnecessary for people who are outdoors, breathing normally or singing, and at least 6 feet apart. If someone is wearing an N95 mask, a surgical or cloth mask must be worn under it.

- B) Masks must be worn to cover the mouth and nose completely. Children need to wear masks especially designed for children. Children under the age of 2 years should not wear masks.
- C) Mask wearers should be encouraged to sanitize their hands before putting masks on, should take their masks off by the ear loops (not by the material making up the mask itself), and should sanitize their hands after removing and storing or discarding their masks.
- D) Reusable masks should be washed frequently.
- E) People may elect to wear protective eyewear to reduce the risk of infection.
- F) Soap and water or ethanol-based hand sanitizer (60% or more ethanol) are the only agents that should be used for personal cleaning. They should be used especially after going to the bathroom; before eating; after coughing, sneezing, or blowing one's nose; and after touching any surface that has been or may have been touched by someone else's exposed skin.
- G) Adult supervision is required for hand sanitizer use in children under the age of 6 years.
- H) Shared surfaces should be disinfected after each person has finished touching them with exposed skin if they are likely to be touched again by someone else within the next week.
- I) High touch surfaces should be cleaned regularly (at least daily) if in use. These include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- J) Shared surfaces should be cleaned using soap and water if possible, then disinfectant.
- K) Objects brought into the facility should be disinfected before use unless known to be free of contamination.
- L) Other recommendations from the CDC regarding cleaning and disinfecting may be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

The recommendations above are made with the intent of reducing the likelihood of transmission to the greatest degree possible and feasible. It must be emphasized that these recommendations will not reduce the risk to zero. It is understood that it may be difficult or impractical to implement some of them.

It is unlikely that these recommendations will change until some combination of the conditions below are met:

- 1) We have herd immunity, through naturally acquired infection or immunization.
- 2) We have a rapid, reliable, readily accessible, affordable method of determining who is, and who is not, a potential source of infection.
- 3) We have a rapid, reliable, readily accessible, affordable method of determining who is, and who is not, susceptible to infection.
- 4) The virus disappears.

The data below are included as they may help with risk-benefit analysis.

What are the risks from COVID?

The best estimates from the CDC are as follows

(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/planning-scenarios.html>):

Mortality:

Ages 0-49 years: 0.05%

Ages 50-64: 0.2%

Ages 65+ years: 1.3%

Overall: 0.4%

Hospitalization:

Ages 0-49 years: 1.7%

Ages 50-64 years: 4.5%

Ages 65+ years: 7.4%

Overall: 3.4%

When the church is reopened, it may be worthwhile to alert the congregation to these data as it may help individuals to decide for themselves whether they want to participate in in-person activities.

Correspondence:

A Brief History of the Proposed Review of the Phone Tree (Submitted by Greta Dershimer)

About two weeks ago I learned that Alex and the Pastoral Visitors wanted to have a review of the Phone Tree to learn what was being accomplished and what might need to be changed or improved. I also heard that the Membership Committee was interested in identifying other church members who might benefit from joining the Phone Tree or another similar communication network.

Sandy Brooks and I met with Shirley Paul and Patty Wallens (Pastoral Visitors who also served as Group Leaders for the Phone Tree) to plan the Phone Tree (PT) Review. We agreed to hold a Zoom meeting of the Group Leaders to get their views on the benefits the participants seemed to be receiving. Group Leaders (GLs) are the people calling other PT members fairly regularly for a check-in and chat. The Pastoral Visitors were concerned about possible burnout of the GLs, after almost four months of working, while sheltering at home from covid -19, with no end in sight. They wanted to offer training in dealing with problems that were being revealed in some of the check-in calls (e.g., depression, illness, feelings of loss and isolation, memory issues). They also wanted to ask the GLs whether they needed to take a break from that role.

Meanwhile, Sandy wrote a Friday email announcement about the Phone tree and the Errand Volunteers, telling congregants who might be interested in joining one of these groups to contact her or me. No contact information was provided because there was no designated email alias for the Phone Tree.

At that point discussion arose about whether the two groups, the Phone Tree and the Errand Volunteers, should be reorganized and combined into one group with one email alias. Lorie Craddock wanted a new name for the Phone Tree because more than phone calls were involved in the services offered. Sandy liked the word “Connections” to describe the combined groups. The word seemed familiar to her so, following Achsah Carrier’s advice, she contacted Christine Gresser to ask if that name was already being used to designate a church group. Christine replied that it was being used by the Membership Committee, who called their Social Hall information table the “Connections” table. Christine went on to suggest a wide variety of possible names for each of the groups, as well as a few names for the two groups combined. Lorie then asked to be notified about what name was chosen for the group (singular, therefore denoting combined groups?) so that she could announce the new name at the July 22 Board meeting, and get it into the minutes to make it public/official.

As it happened, I never received any of the emails in that protracted discussion, which I think began with Alex and ended with Lorie, because my new email address was not used, and my old email address was no longer active. I only learned about the whole conversation when Sandy asked me what I thought about Christine’s suggested names, and then sent me a copy of the email chain. What I thought then, and what I think now, is that any decision about names or separate vs combined groups is premature. We were asked to do a review of the Phone Tree and consider possible expansion of the membership, and revisions or improvements in operational processes. That review has barely begun.

The Group Leaders did meet last Wednesday to share their experiences, and were very open in identifying the positive kinds of interactions they were having with the people they called, as well as the difficulties they had with other conversations, and the amount of time required to actually reach some people. They noted that sometimes making calls felt like a chore, even when they enjoyed talking with the person they reached. No one expressed a need for training by the Pastoral Visitors when that was offered as a possibility. But three people have resigned or decided to take a break from serving as a Group Leader.

I thought that a review of the Phone tree would be incomplete without some input from the people we hoped would be benefitting from participating, so I have drafted a survey for the PT members who get called by the GLs. That survey has been through one revision based on feedback from the group who proposed the PT review to begin with. I am currently testing the revision with a few of the people for whom it’s designed, to check on clarity of directions and questions. Until we have responses from that survey, I don’t think that any decisions about expansion, reorganization, or formal replacement of the three Group Leaders who have withdrawn are appropriate. Thus, I think it is premature to make announcements of a new name to designate a combination of the two current groups, the Phone Tree and the Errand Volunteers.

Unfortunately, my thoughts on that matter are too late. In yesterday’s Friday email, Sean’s excellent article on Zoom Connections, and Sandy’s well-written announcement, titled *CareNet*:

High Touch in a Time of High Tech, both provide the contact information for the combined groups as connections@uucharlotteville.org. I'm not sure whether this will cause confusion for congregants who already think the term "connections" refers to work of the Membership Committee. Maybe the emails that arrive at that address should be distributed to Sally Taylor and Jean Newland as well as to Sandy and me. We can then each figure out who is seeking to communicate with whom about what.

In any case, I suggest that the "connections" email alias be treated as a temporary alias, and we all take a deep breath and allow the Phone Tree review to proceed until completed, at which time decisions can be made based on real information rather than our personal views on what improvements the next iteration of the Phone Tree should include.

Greta Dersheimer