

**Thomas Jefferson Memorial Church - Unitarian Universalist**  
**BOARD OF TRUSTEES August Meeting Minutes**  
**Wednesday, August 26, 2020**

**Major focus for board in 2019-20:**

- **Money & Stewardship**
- **Staff Support**
- **Articulate church's vision**
- **Communication**
  - Increase communication between committees, board and congregation
  - Board communication tools and strategy

**In attendance** – Lorie Craddock, Elizabeth Breeden, Breck Gastinger, Stan Walker, Kelsey Cowger, Pam McIntire, Liberty Powers, Beth Jaeger-Landis, Alex McGee, Leia Durland-Jones, Linda Olson Peebles, Sean Skally

**Absent** –none

**Guests** –Haley Owens, Debby Norton, Laura Horn, Beverly Ryan, Marian Wendelin, David Shutt

**I. Opening - Opening/Closing Words (Elizabeth), Snacks (BYO snacks - virtual meeting), Timekeeper (Kelsey Cowger), Process Observer (Breck Gastinger)**

**Opening Words** - Elizabeth

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

*Haley Owens:* Former TJMC-UU Youth who is back to church and in the role as a Worship Weaver. She wants to represent the Worship Weaver group to thank Alex McGhee as she is leaving her role of guiding the Worship Weavers through crafting worship and creating a wonderful spiritual space for the Congregation. It is a job creating service and I appreciated the guidance and faith she had in each of us. We know our own answers and I needed to hear that to have the confidence and grace to do this job.

*Debby Norton:* I want to add to Haley's words appreciating Alex's many talents, compassion and amazing organizational abilities. for enriching the lives of the Worship Weavers. Alex is able to be concise with communications, respectful, supportive. My life has been enriched so much.

*Laura Horn:* We couldn't let this momentous year end without appreciating Alex. I thank you for teaching us so directly, inviting and giving feedback, practicing with you, gift of high standards for our worship, your efficiency, learning from our mistakes without recrimination, I loved being wrapped in your pastoral care and grounding; I deepened my relationship with my church and worship and I am grateful.

Alex: Responds with gratitude.

Lorie: Agrees with the worship weavers about what Alex has contributed in this past year.

1. Acceptance of Agenda

**MOTION:** To accept the agenda as written. Unanimously approved.

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

-- Email sent from Marlene Jones.

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

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

- We are going to learn a lot about how to do Congregational Meetings.

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

- I would like a Board vote of approval (it is already on the consent agenda) for the brass plate to recognize the benevolence of Glenn Short, which will be hung at the back of the church on the wall next to the other brass plates.

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

- I hope that everyone took a look at the newer version of the projected budget that was originally sent out and there may be additional changes that may occur after this Board Meeting.

4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles

- I want to report on what the Board wants me to report as your Interim Minister.  
- My observations on Governing Boards are just suggestions and observations. Some governing Boards set policies and then assign groups of people to carry out these policies so that the Board does not need to make all of these decisions.

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

- I want to share my enthusiasm as I am in the midst of a week long National Interim Ministry training with twenty other ministers.

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

- Thank you for the people who made last Sunday a wonderful event that ended with a joyous conclusion. I want for the Board to hold in your minds and hearts a date for the Ordination Ceremony in a way that will flow with what is going on in Congregational Life right now.  
- I want to amplify what Sean has been doing over the past month; it is amazing.

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

- I've been taking an Interim Ministry class that is finishing up this week on how to assist the Interim Ministry.

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

9. Membership Report (written) - Sally Taylor

Membership stands at 376

10. Board Liaison Reports

- Personnel Committee (see VP Report) - Elizabeth

- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
- Music Committee - (verbal) Kelsey
- Task Force to Explore Ordaining Leia () - Pam
  - “Hurray”
- Name Change Task Force (written)- Liberty

### III. Consent Agenda / Electronic Motions

1. Approve July 2020 Board Draft Minutes.
2. Glenn Short Memorial Fund Brass Plate

**MOTION:** Approve the Consent Agenda.

### IV. Old Business

- **Endowment funds:** The money that is still owed to the Endowment for the Summit House Loans is totalled at \$110,000. All of the restricted funds are still fully invested in Summit House Bonds. The Bristol fund has a complication that the original document specifies that report payments and expenses be accounted for in a calendar year and not a fiscal year. I think we have a plan moving forward. It will pay down the Summit Bonds along the way but not at the rate we originally thought. We are now keeping records and can make a plan on how to pay down these loans.
- Lorie: Can we say that it is in our best interest to pay down the things that we owe \$40,000 loan, Summit House loans instead of paying for other projects.
- The more important thing to do than pay off Summit House Bonds is to create a nest egg because we now do not have any reserves. We are not going to take on big projects for the next few years.
- Lorie: Thank you Stan, Breck, Sean for researching this and putting the pieces all together.
- **The Church Phased Reopening Report/ Church Closure Task Force:** We discussed creating a task force to take the task of the phased reopening of the church.
- I have concerns about the work of this task force being a big job for the individuals having to make frequent decisions.
- Instead of re-inventing the wheel ourselves, this Task Force can research other church's policies on re-opening. The UUA is recommending that everything stay closed because our theology is that you don't want to exclude anybody. Unless we had streaming abilities that are ready to go, we are excluding people and will go against our theology.
- We have an excellent document to use in which to start from, we don't have to start from scratch.

- I hope that someone from the original work group will be on this Task Force.
- Gregg Townsend, Sean Skally, Leia Durland-Jones, and maybe someone from the Board who has some expertise on this matter. Appointing a small team who are willing to spend time answering questions made up of 4-5 people willing to take this task onward.
- Increasing inclusivity may be a good idea. I wonder if we could put an ask in the Friday email to be on this Task Force?
- I am concerned about a general open ask. We need some qualifiers, like a medical background, having worked in management of facilities.
- Does the COM feel like they are not this group? Linda asked the COM last week and they were not interested in being the group charged with this task. David will ask the COM to see if one or two members of the COM are interested.
- The COM has done so much work on these policies and deserve a formal thank-you.
- The Medical Team may have a few members who are willing to participate (Margo Gill, Dana Reddick).
- We need to take the science and research what other UU Congregations are going.
- I think it makes sense to put a detailed organizing, detailed oriented person to be on this Task Force.
- We are not really talking about reopening the church for services right now but we are talking about boutique use requests for specific things that have boundaries on them, like weddings, meetings, memorial services, small group rentals. The role of the Task Force is to make sure that we have guidance about responding to the requests in a logical way and going from one phase to another, collecting policies from other UU Congregations.
- We need one person point of contact for requests: Sean will need to be that contact
- The protocols and phases are already documented in the COM's report that was presented to the Board at last month's meeting. Each phase allows certain numbers of people to be on the church's campus. We don't need to further decide how to do this, but when we move from one phase to another.
- Would it add clarity to rename this Task Force to the Closure Management Task Force. Terms and words mean a lot and I support what Alex said to rename the Task Force.
- I would like to reach out to Camille Thompson, who is a Library Branch Manager and a parent of a young child. I do not want this committee to be big.
- Greg, Sean, Leia, and Camille are the Closure Management Task Force,
- We spent a long time at last month's Board Meeting with Sean asking for authority to manage the integrity of the building. We haven't done anything to maintain the integrity of the building and the coming and going of congregants in and out of the church. There is not much we could do at this point.
- Sean needs a list of people who should have keys to the building. These few people having key access will be trained by Sean prior to giving them a key.
- **Name Change Task Force:**

- The Board Liaison to this task force (Liberty) has processed what she observed during the Congregational Meeting last weekend and is feeling somewhat intimidated. "Our committee has not had the same amount of time together and is intimidated to pull off that level of an orchestrated event. We picked that date due to what is going on socially and nationally but now that the date is quickly approaching I fear that the task force is not prepared to conduct that level of organization required for the meeting. The staff is helping but we need more help with preparation for this upcoming Congregational Meeting."
- Pam and Laura organized the Cottage Conversations and the outreach to people who really feel like they need to be heard. It really takes two months to do the Cottage Conversations.
- It is an awful lot of work to do in one month. I think that from our experience and things that pop up in the last minute, I strongly urge you to push back the date so you have enough time to get organized. I am happy to talk to you about a script template that you can use.
- The question of "What our name should be?" is just for information.
- I want to do due diligence in meeting the needs of all the people who have feelings about this and I don't know if these conversations can hold all of that in a way that people feel satisfied. Or if I am just thinking that I want to make everyone happy or do I just have to come to the realization that allows people to have the time needed to make this meeting a success.
- I have had a conversation with a member of the task force who feels the urgency to have this vote at the end of the month. I feel like as a Board we need to say that we need to vote on the budget at the Sept meeting and push back the vote on the Name CHange to a later date.
- Speaking as the Administrator, I would say that this is more urgent than the budget. I think this is a branding issue. Not taking action on this name change would say a lot more about what we believe as a Congregation. We need to be out there protesting and having TJMC on our banner is difficult at this time. Changing our name is way overdue and we need to take this on urgently. From a branding issue and the moving forward of our Congregation we need to do this now.
- I would feel profound disappointment if our Board sent the message
- I appreciate what Sean has stated but I don't think it doesn't have to be an either/or budget or Name Change at the next Congregational Meeting. As the treasurer I do not feel like the budget vote should impede the vote on the Name Change. There shouldn't be any huge issues with the budget. I understand that getting the Cottage Conversations done in enough time.
- I totally agree that I want to get it done, this is a cause close to my heart, but I feel that having a discussion in a way that people don't feel heard in a semi-public context can also be a branding issue as well. I feel that there isn't enough time to help those people who do not feel positively about this Name Change and without meeting in person at church makes what people are feeling somewhat of a mystery. I want some assurance that this will pass in a month.

- I was wondering if there could be some sort of way that the Board is not putting this off but we put out a straw vote or “needs survey” to take the temperature of the congregation. You get a sense of where people are at and understand when to push it to a formal vote.
- A member of the congregation emailed the Board stating her concern about voicing dissent and asking whether democracy can occur in a Zoom format. If a goal cannot be accomplished in the Congregational Meeting we may want to have a Plan B.
- I love the idea of a straw poll. Do we have enough sense of where people are at so that we could do a straw poll before the Congregational Meeting.
- Worst case scenario if it is voted down at the Congregational Meeting then we know what work is ahead of us. The worst case of voting “no” is the message to the public that we are not ready for the change.
- Do we still have access to “Survey Monkey”. Yes, we do still have access.
- There are still people out there who are definitely “no” votes and several people who are literally sitting on the fence. We can do an open survey but we can’t be certain that it is a one to one vote. We did an email identification in the past but we had several issues with couples voting separately. I don’t know how we would do it.
- The Name Change Task Force feels that the results of Cottage Conversations will be the “straw poll”. We hope to publish the results of the Cottage Conversations: from August 31-Sept 14th. The Task Force has not wanted to delay the vote. The Task Force will gather all of the data from those conversations between-Sept 15-19. Reading through the results between the 19-27th then the vote on Sept 27th.
- The announcement and the agenda has to go out 10 days earlier than the Congregational Meeting, which would be on Sept 17th. We would need to amend the Congregational Meeting’s Agenda if they feel that the Congregation is not ready for the vote. We can amend the agenda by taking something off the Agenda without difficulty (we just are not allowed to add anything to the Agenda after mailing it out).
- We could do an anonymous survey at the end of each Congregational Conversation.
- I think it would be very easy to do Election Buddy for a straw poll.

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

#### **V. New Business –**

- **Budget report:** Stan (15mins)
- There are some changes to the original budget sent to everyone and some items that were just realized today that need to be negotiated prior to the Board voting on this budget.
- Two staff members have negotiated for a specific amount for professional expenses and unfortunately that puts us in a negative balance.
- The only place I can see pulling money out of is the UUA Annual Program Fund. I would like to communicate with those two staff members to see if there are any agreeable terms so that we can have a balanced budget and then present it to the Finance Committee and get it back to the Board within the next few days.

- Pledged donations were a little higher, which makes some difference but it is not helping to bring us out of a deficit budget if we add in these staff members' professional expenses.
- Budget reflects Sean as a full-time staff member.
- Personnel went through the staff's salaries before we put the budget together last year. One of our goals last year was to look at the inequities of the salaries and benefits of our staff. Can we request from Personnel to have an idea how staff salaries compare to the UUA recommended salaries. How much would it cost for us to get our staff's benefits aligned.
- We look forward to a final version of the budget next week. We would like to schedule some type of cottage conversation for the congregation to discuss the budget prior to the Congregational Meeting.
- I want to understand the non-pledged donation line, which came in way over last year's budget. Why are we not carrying a higher number for the 2021 budget. Last year's budget wasn't secured until October, we made a huge request to congregants to increase their donations, there was a matching donation by a congregant. It's a volatile number each year spanning from under \$10,000 to as high as \$50,000.
- We are committed to bring a balanced budget to the congregation
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- **\*\*Addendum added on September 5, 2020:** A link to the updated budget is:
- [https://drive.google.com/file/d/1Udxt\\_ME0lbaq3yM6V3BZOEISWfE0JxTF/view?usp=sharing](https://drive.google.com/file/d/1Udxt_ME0lbaq3yM6V3BZOEISWfE0JxTF/view?usp=sharing)
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- **Debrief from August 23rd Congregational meeting** (Sean)
- Technical glitches that Sean included in his DAF report to the Board. The biggest issue we had was that people who couldn't vote during the meeting. We have been migrating a lot of Emails to get everything aligned with Breeze. Some of the older information over-rode the newer information in Breeze. Some other people were not experienced enough to be able to figure out how to copy and paste the password from the email into Election Buddy.
- Sean will send out reminding emails to remind people to update their demographics under Breeze.
- Sean will also send out reminder emails three times prior to the next Congregational Meeting to give people plenty of time to realize whether we have the proper email address.
- Sean will provide general tech sessions: Breeze meetings and Election Buddy training.
- Lorie felt totally prepared for the meeting and felt that overall, having a Pro, Con, and Point of Order went very well. Having the script written out so well helped the meeting go extremely smoothly.
- Having Laura Horn go over the script many times was the key to success.
- Having diversity in speakers may be helpful: having the parliamentary procedure review by someone else than who is running the meeting.

- Visual aids could have been used, reporting to the group that the count has occurred, typing their name into the chat went well. Screen shots could be shared about parliamentary procedure.
- There is a problem if nobody feels comfortable enough to voice their con. There was some feeling that voices were not heard. We received a letter stating that we did not provide adequate space to allow all voices to be heard. Why might it bother people to speak against an issue on Zoom when they would stand up at church in front of the congregation at a Cong Meeting and state their concern.
- We could change the name of the con mic to name it “concern” mic. This may be more welcoming to people who don’t want to be labeled as “Con” but instead want to state a concern.
- Someone was denied the chance to vote due to having been removed from the membership list without her knowledge and she is on a current committee. The staff is working with this person to re-establish her membership.
- Raised hand vote was cut off quickly. We decided that was intentional and that we wouldn’t actually count hands for procedural votes like passing the agenda.
- For the meeting minutes and official votes we need to cross-check the official votes tallied with the members who checked in to the meeting. For a closer vote we need to have that cross-checked. 158 votes were tallied in this meeting.
- The timer worked well.
  
- **Board Retreat and Leadership Retreat: Linda and Lorie**
- It is important for the Board to create our goals but I feel there needs to be a time for the leaders of the church to meet, discuss the ideas of the leadership, review the role of the interim ministry. That Leadership Retreat will be on Sept 19th 2:00-4:00, to get the pulse of the Congregation so we can use it for guidance in the Board Retreat.
- The Board Retreat will be at a different date for approximately two hours.
- Send the “Who Does What” list to Linda and invite the entire congregation
  
- **Interim Task Team: Rev Linda (5 mins)**
- Small group of people to work with Linda working with her on the interim tasks and help thinking through tasks that are important for the interim minister and the congregation. Start with cottage meetings with appreciative inquiry: what is positive in the church. The team has to know how the church functions, review the church’s structures and history, help know who we are and what we believe in, strengthen leadership, strengthen structures, strengthen connections. Linda will bring names forward at our Board meeting in September.
  
- **Changes to Sunday Worship: Leia and Rev Linda (5 mins)**
- We will try this in September and see what people think and how well it works.
- 10:00 Chapel time and faith development for all ages
- 11:00 Community Worship with sermon
- 12:00 Social time will be on the same link



- Weave the Soul Matters theme into everything we do. The Wed Communication email will be called Faithful Home and will focus on the theme. The Sun services will have a theme that flows from Sunday to Sunday. Renewal is the theme in Sept: each week we will look at a different aspect of renewal.
- Will continue to do the touchstone services like Water Communion and Balloon Sunday are intentionally multi-generational.
- Friday emails will advertise the new times of services
- **Conflict Resolution Team:** Executive Session with David Shutt staying since he is on the Committee
- Committee is meeting on Sept 5th and will report back to the Board.

## VI. Closing Activities (5 min)

1. **Process Review** (Breck)—We need to have planned time allotted for each topic listed on the agenda so that the time keeper can help us stay within our goal time frame. In the Exec meeting we will need to place times on the Agenda.  
Having the guest community speakers at the meeting was a positive addition.

### 2. **Things to do / communicate**

**Stan:** will send us an updated budget via email and we will vote on it.

**Elizabeth:** will collect the information about staff salaries and how they compare with the UUA's recommendations for equitable salaries and present this information to us via email.

**Lorie:** With Linda and Leia will plan Leia's Ordination Ceremony

**Lorie and Sean:** will create a list of who needs keys to the church. Sean will do the training prior to giving people keys.

**Lorie** will send the Gratitude cards

**Leia:** Task force for Church Closure Management/Phased Reopening: Sean, Greg Townsend, Leia, and Leia will ask Camille Thompson

**Board Retreat:** Planning by Liberty, Breck to be discussed at next Board Mtg

**Interim Ministry Task Team:** Linda will gather names of possible team members but will not start functioning until after the Cottage Conversations of the Name Change Task Force are completed.

3. **Closing Words** - Elizabeth shared her words.

## Dates to remember :

- Congregational Meeting Sept 27, 2020
- Leadership Retreat Sept 19, 2020 2:00-4:00
- Conflict Resolution Committee- Sept 5th 9:00-10:00 AM
- September Board Meeting; September 23, 2020 6:30-9:00

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## **REPORTS**

### President's Report

August 2020

As summer comes to an end, many things are happening at TJMC as we start the new programming year.

I am delighted to announce that at our Congregational Meeting on August 23, we voted to ordain our Director of Faith Development, Leia Durland-Jones. Her new title is Minister of Faith Development. This achievement is the result of months of hard work by the Ordination Task Force led by Pam McIntire. I am grateful for everyone's efforts on the Task Force and also the many people who worked to make the Congregational Meeting a success. I hope everyone will join me in congratulating the Rev. Durland-Jones and we look forward to many more years of her ministry as she continues to serve at TJMC.

There will be another Congregational Meeting in September when we will vote on the 2020-21 church budget. The budget is created by the Finance Committee in cooperation with our Treasurer, Stan Walker and our Director of Admin and Finance, Sean Skally. Crafting a budget during these difficult times has been challenging and I am very thankful to all who had a hand in creating this important document. Information will be available soon with the details of the budget.

This month the Board will also be looking at information about the church Endowment, the Summit House bonds, and the various restricted funds. The historical records surrounding these accounts have been spotty but thanks to Stan Walker, Sean Skally and others, we are gaining clarity on where we stand with regards to this money. The Treasurer's report goes into this information in quite a bit of detail and I encourage everyone to read it.

I hope everyone has had a chance to Zoom in to a Sunday worship for a chance to meet our new interim minister, the Rev. Linda Olson Peebles. Rev. Linda will be leading worship as we head into the fall and scheduling Zoom meetings with the Board, staff and other key leaders to plan for the upcoming year. She will also be collaborating with the Board to form an Interim Ministry Task Team to assist in guiding the work that will happen over the next year.

A special shout-out this month to our RE Assistant / Office Manager, Caroline Heines. Leia and Caroline put together an amazing multigenerational program for the summer called FeeFie, Faith Education, Exploration and Fun Including Everyone. Many of us got to know Caroline a little bit better when she hosted several FeeFie online meet-ups on Sunday mornings right before worship. Her warmth and enthusiasm made for a delightful and fun-filled experience for all ages. Great job Caroline!

This month the Board will create a Church Reopening Task Force to guide us during the pandemic. Currently the church building remains closed to all but a few. *Please resist coming into* the building even if you believe you have an extraordinary reason. If you find yourself with such an extraordinary reason you will need to email Sean Skally at [daf@uucharlottesville.org](mailto:daf@uucharlottesville.org) and await his guidance.

Stay safe and healthy.

In Faith,  
Lorie Craddock  
President, TJMC Board of Trustees

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### **Vice President's report**

Chairs of Community Life and Social Justice Councils: Carole Black has agreed to co-chair the Social Justice Committee. I have put out an ask for a new chair for the Community Life Council without a response yet. If anyone has a suggestion for this leadership position, please let me know.

Yard Sale is live and ongoing with great hope for our income. Thanks to Kay Frazier, Beverly Ryan, Elizabeth Breeden, Sandy Brooks and Janice Walker for their hard work. They are considering repeating the event more often!

Personnel met and agreed on the process for staff evaluations and will do their best to complete the process in August/September. They plan to meet with Rev. Linda in September.

Aesthetics and Closet Committee: Work is ongoing to use this "reset" that the Glenn Short Trust Committee's work has inspired, to open discussions about the visual opportunities of our spaces and how they feel like welcome and that our walls offer an opportunity to record our history and values.

The Aesthetics Committee and the Glenn Short Committee has proposed that a plaque be placed in the Sanctuary (on the pamphlet rack, balancing the other two donation plaques) that reads:

Vital renovations to this building were thanks to  
the love and generosity of

GLENN R. SHORT  
1924-2018

## **Treasurer's Report - August 2020**

This report will cover the final End-of-Year numbers from FY20, the information about the Endowment, Summit bonds, and the restricted funds, and the proposed budget from the Finance Committee. Please bear with me, as it will be somewhat lengthy.

### **End-of-Year**

While we were finalizing the proposed budget, we discovered several areas where the end-of-FY20 numbers seemed inconsistent with what had been reported earlier in the year. While we are still trying to isolate where some of these inconsistencies originated (QuickBooks doesn't make debugging spreadsheets easy), we were able to correct for them. This gave us a final deficit for FY20 of \$21,586.66. This sounds like quite a lot, especially given recent years and issues, but it is almost \$10,000 better than we had expected when we passed the budget. I am quite happy with this given where we started last year and the challenges we have been dealing with the last half of FY20.

### **Endowment, Summit bonds, and the restricted funds**

First, a relatively brief history of the **Summit bonds**. Many years ago (well before I ever came here) TJMC borrowed money to buy Summit House. A portion was a loan from the UUA, but the rest was financed by selling bonds, primarily to members. These bonds were originally supposed to be fully repaid by the early 2000's. While there were sincere attempts to repay bonds every year, the overall pace was slower than expected. At some point (I don't know the details) the Endowment Committee at the time chose to buy all the then outstanding bonds as an investment. (Since the bonds earn 5.25% annually, they are quite a good one.) Since then, the Church has been paying the interest to the Endowment. Some time after Endowment acquired the bonds, it was decided to use the overall income each year from the Endowment to actually retire the bonds, since they still showed as a liability. This last decision has been irregularly followed, at best.

Moving on to the **Endowment**. Some time after it had acquired the Summit bonds, the congregation decided to move the Endowment to the UUA in order to facilitate investment in areas more appropriate to the mission of the Church. This transfer happened in 2015. Since the Summit bonds are not easily sold, those remained separate, remaining at the Church. At the same time, the three restricted funds, Abrahamse, Bristol, and Cheetham, were apparently assumed to have had their assets moved to the UUA along with the Endowment. The Trustees for at least one of the restricted funds were not pleased by this development, since they had been specifically asked by the grantor to direct the investments, and had not agreed to that transfer. While accepting the *fait accompli*, they were also less than pleased with the reduced earnings that the UUA's investment strategy produced. In the meantime, there has been no indication that there have been any payments to reduce the bond liability since 2015, and the restricted funds have been paid a *prorated share of the Endowment income from the UUA investments on an irregular basis*.

Inconsistent or nonexistent record keeping have made it virtually impossible to untangle what had happened with the bonds over the past five years in any verifiable way. Then, after our brief discussion this last month, Breck sent me a document from his earlier Board tenure that tied enough of this together

that we were able to reach some conclusions about what should be happening now, and how to best rectify the situation. It was from just before the Endowment was transferred to the UUA, and specified enough that we could work forward from there.

The first piece was how much was still outstanding in Summit bonds in 2015. That, combined with year-end financial statements, meant that we could say that there were still \$125,000 left in Summit bonds at the time. That was reduced to \$110,000 before FY16. Even though there are two other years where the year-end statements claim there were bond redemptions, there are no other records that corroborate that, and the interest payments remained the same over the entire period. If we do find verification of those payments, we will make the appropriate adjustments.

The most surprising thing that the document revealed, though, was that the three restricted funds were all fully invested in Summit bonds at the time. This has two important implications. First, the restricted funds were never transferred to the UUA at all. In fact, their assets are all physically held in the office. Second, they had been paid too little. The 5.25% return from the bonds was a higher rate than the UUA investments earned during the last five years. The one remaining complicating factor was that the restricted funds had all been credited with an increase in value over the last five years.

As I have said, record keeping was spotty. There is no indication as to where the increase in value was coming from. The only conclusion I could draw was that they were being credited with growth commensurate with the growth of the Endowment at the UUA. It was still possible, though, that there had been donations to these funds that had been sent to the Endowment, but credited as an increase in value to the appropriate fund.

In my view, the only reasonable response is to assume that the values of the funds as currently shown is correct. Further, and, frankly, to simplify calculations, we can assume that the growth was the same amount each year, with that value being transferred from the Endowment to the restricted funds in the form of Summit bonds. This maintains the separation of the restricted funds from the Endowment, provides the funds with the higher earnings, and accounts for any donations that may have happened along the way.

Based on these assumptions, I calculated how much each restricted fund should have had available each year, and compared that to the actual expenditures. As I suspected, we had underpaid all three over the last five years. We currently owe the Abrahamse fund an additional \$2,919.37, the Bristol fund \$5,528.31, and the Cheetham fund \$627.13. These amounts are in addition to what we owe them for FY21. All of these amounts are taken into account in the proposed budget.

So to recap. We still owe \$110,000 in Summit bonds. All three restricted funds are currently fully invested in those bonds and earning 5.25% per year. Now that we know where we are, we can keep better records and verifiably pay down those bonds. In the meantime we are also in a position this year to make good on a debt to the restricted funds that we have just discovered.

### **Proposed FY21 Budget**

The first thing to say about this budget is that it is absolutely NOT a sustainable budget as it stands. The only reason that it is balanced is that the government basically gave us \$83,000 this year. Unless the congregation can somehow replace that amount of funding for next year, we will need to make some very hard decisions. The Finance Committee looked carefully at all areas of both income and expenditures. Realistically, we felt that many of the fund-raising income items needed to be drastically reduced. There are just too many that do not make anywhere near as much in an online setting. We simply

can't justify raising those numbers beyond where we set them. There were some reductions in expenses lines also. Additionally, since we had a large deficit in FY20, even though it had been anticipated, the lender does not require a payment on the no-interest loan this year. Those cuts, along with the elimination of the one-time costs we had last year, mean that our expenditures are budgeted to be about \$20,000 less than last year. Bottom line, we are showing a surplus in the budget of \$998.41. The sooner we can safely get back to in-person services, building rentals, and auctions, yard sales, etc., the better our bottom line will be. BUT, it will not replace the \$83,000. That will need to come from pledges and other donations if we want to continue past next June with this level of expenses.

**LINK to the Proposed Budget:**

[https://drive.google.com/file/d/1Mlq6hrudnNONYy24OFNdNVq3\\_01Ycd1b/view?usp=sharing](https://drive.google.com/file/d/1Mlq6hrudnNONYy24OFNdNVq3_01Ycd1b/view?usp=sharing)

- **\*\*Addendum added on September 5, 2020:** A link to the updated budget is:
- [https://drive.google.com/file/d/1Udxt\\_ME0lbaq3yM6V3BZOEISWfE0JxTF/view?usp=sharing](https://drive.google.com/file/d/1Udxt_ME0lbaq3yM6V3BZOEISWfE0JxTF/view?usp=sharing)

Stan Walker  
Treasurer

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**Monthly Interim Lead Minister Report  
To TJMC Board of Trustees  
August, 2020**

We have subscribed to Souls Matters, a rich UU resource of worship, RE, Covenant group materials. Still in planning, here are some of my ideas for the September theme coming up: Renewal – Our “thread” through the 4 Renewal Sundays in September will be the elements- on the 6<sup>th</sup> water (water communion), the 13<sup>th</sup> light (fire) the light we share lifting up Faith Development; the 20<sup>th</sup> air (breathing in and out) to keep balanced like the day/night on the autumn equinox; and 27<sup>th</sup> ground (ie, spiritual grounding for the work of forgiveness needed to begin healing).

We are planning to shift the times of our Sunday morning Zoom – 10am for LFD Chapel and program; 11am for Community Worship.

By the end of September, I hope to begin a small group in the Soul Matters format, to nurture future small group facilitators.

Measuring – Keeping track of numbers As soon as I figure out how to collect numbers, I will be including in my reports the number of people attending on Sundays, along with comparison numbers from previous year(s). I have found that what you count counts!

Interim Tasks *The UUA advises that there are 5 major tasks to accomplish in the interim time between settled ministers. I will report on these each month as I learn more, the Interim Take Team is formed and begins its work, and initiatives are begun on:*

- History Lifting up the facts and mythology of a congregation's life.
- Identity Appreciatively identifying features, vision, self-image, and ideals of a congregation
- Leadership Supporting leadership in discovering new leaders for the experienced leaders to mentor into the future.
- Connections Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners
- Health Strengthening finances, processes, practices, to make your congregation stronger for the future.

I look forward to meeting in a Leadership Retreat (Board, staff, other key leaders) to explain interim work more fully, and to share some very general timelines of how I see this unfolding in the coming church year. We will work on this together as we develop expectations, hopes, goals, and key points on the calendar. To assist me in guiding the interim work we discern needs to be done, I will be forming an “Interim Ministry Task Team” with your guidance.

FYI – front burner work in progress: I believe the Board needs to be well-informed on all on-going activities and ministries. Besides what committees, councils, and staff share in independent reports, I will highlight things as they arise – plans, successes, concerns. These kinds of reports are FYI. No Board action needed. I look to members of the Board to ask questions about things not clear.

As of now - I am having initial meetings with individuals and teams, to learn of or help develop plans for the fall. I am averaging so far each week 12 1x1 meetings and 6-7 team/committee meetings.

-a leader-wide interim “kick-off” is being scheduled – stay tuned!

Our shared ministry Thank you for being leaders in this faith-filled adventure! I look forward to many exciting weeks and months to come.

***Warmly, Linda Olson Peebles***

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Board Report for August 26, 2020 meeting  
By Rev. Alex McGee, serving as Assistant Minister

I am using study leave from Aug 19-31 to attend the full-week Interim Ministry Training and complete the extensive required reading. I look forward to working with Linda and the rest of the staff to clarify roles and lines of accountability, and I encourage the board to stay alert to practicing and supporting clarity around “who does what and why.” Since I did not take my week of vacation in June, I will combine it with a week of vacation this fall to be away Sept 22 – Oct 3.

As the board considers the budget, I hope they will consider the UUA Annual Program Fund as a priority, since we benefit so much, especially so in the past year.

The Pastoral Visitors have welcomed Linda. The Memorial Garden is being used this month by four families within the special building closure policy with the help of new volunteers being trained to place ashes and plaques. We hosted another online zoom memorial, with a solid and sensitive leadership team behind the scenes, which was possible because of many months of weekly Tech meetings together.

I completed 13 months of worship coordination and have handed off the liaison role to Linda for the Worship Weavers and Tech Team. This final month, which was also Linda’s first month, intentionally lifted up voices of our own congregants about their social justice experiences. I worked with Scott, Ellie, and Sean to advertise and interview a videographer, and with Linda’s thumbs up, we are in the process of bringing a new contract videographer on board.

Over many months, 6-8 volunteers spent about 30 total hours to help sort out the ministers office and do a deep clean, repaint, bring in donated furniture, and set up a fresh space for two ministers to share during the needs of social distancing and zoom meetings.



To maintain connection with local racial equity needs, I attended training on social determinants of health in Charlottesville.

Respectfully,  
Alex

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### **Report to the Board August 2020**

Leia Durland-Jones, Director of Faith Development

**It is great to be back with you** after a few weeks away from church for rest and renewal during July. Due to the pandemic, my time away this summer did not involve any travel or participation in a UU camp or conference center. Instead, since I will be working mostly from home this fall, I focused on making my home office a space that is as comfortable and productive as possible. It was time well spent. I am upgrading my home internet service and hope that this improves its reliability. Ready, set, go!

Before I stepped away, RE Assistant Caroline Heins and I spent a great deal of time and energy creating and distributing our **all ages summer faith development program materials** (aka Feefie = **Faith Education, Exploration and Fun Including Everyone.**) The goal was to help people of all ages feel connected to each other, our church and our larger UU faith over the summer. It was also a beta test for possible faith development programming this fall. The program has been wonderfully received and met its goal and then some! We also learned that because of the time and labor required, a program like Feefie is not sustainable for our staff beyond the summer.

Feefie wraps up August 30—it's ninth week. We have 25 households participating with some as far away as Massachusetts. The 25 households are comprised of 55 participating individuals. This includes 30 children and youth and 25 adults. 9 of the adults are in childfree households. The youngest participant is 2 years and the oldest is 80. **The multigenerational participation in Feefie is helping our congregation live into our vision of being a welcoming learning community and faith family for all.**

**Special appreciation to RE Assistant Caroline Heins** for running Feefie while I was away and for hosting the weekly Feefie online meet-ups prior to worship on Sunday mornings. Thanks also to Caroline for providing tech support during the pandemic for social hour and to our wonderful social hour breakout room hosts: Frank Dukes, Breck Gastinger, Gayle Floyd, Achsah Carrier, Christine Gresser and Shirley Paul. **We are currently exploring options for how we want to manage and support social hour for the coming year.**

Senior Staff decided to **renew our subscription to Soul matters**, a UU service curating a variety of resources centering on monthly themes. This subscription will be used across our

congregation by all staff as well as Covenant Groups (if they desire.) Hopefully it will not only be a timesaver but also a helpful provider of content and materials and a unifying focus point for all. We are still working on the plan for implementation of our **children's faith development program** but are clear we will use Soul matters materials. Volunteers are needed for teams to help co-lead and/or provide tech support for these programs. ***Please let others know we are looking for people to join Faith Development leadership teams and have them contact me for more information.*** Volunteers will receive support and training and have the opportunity to co-lead with ministry staff. Additionally, we will emphasize the monthly theme in our weekly email communications from the church." Instructions for monthly do-at-home rituals called "Chalice Home" as well as other resources and information will be available to all church members and friends.

**Fall Faith Development programming for our youth** is still being designed. We anticipate having separate meet-ups for 5<sup>th</sup> & 6<sup>th</sup> grades, 7<sup>th</sup> & 8<sup>th</sup> grades and YRUU for 9<sup>th</sup>-12<sup>th</sup> grades. We are also looking into a program that would be open to 6th grade and up. We will postpone offering Our Whole Lives until 2021-2022 as this program can only be run in person. We hope to have lots of options and ways for our youth to connect to each other and our faith community even while we are apart.

**Adult Faith Development offerings** are in the works including **multi-congregation programming**. I am hopeful that we will be able to offer a variety of experiences virtually that address body, mind, spirit and our commitment to social justice. Possibilities include: Exploring Spiritual Practices, Understanding the Report for the UUA's Commission on Institutional Change, End of Life Planning, Unitarian Universalist History, Soul matters Sharing Circles and more. Rev. Linda, Rev. Alex and I as well as others will all be offering online AFD experiences. More information is forthcoming!

Our full **staff has met virtually on Wednesday mornings this month** but will likely change to Tuesdays starting in September. In addition to the full staff meeting, I meet weekly with other Senior Staff. Caroline and I meet at least once a week if not more, depending on what we are working on. The **Children & Youth RE Committee** has met once already this month and will meet a second time at the end of the month. At our meeting on August 5, we invited parents with children currently registered in the RE program to join the meeting and share their thoughts and ask questions about possible programming this fall. Rev. Linda is helping the staff look at the different meetings we each currently attend so that we can assess if we should try out any changes.

**Attending the UUA's virtual General Assembly in June** was meaningful and I am still integrating information from the workshops, sessions and worships I attended with the intention of utilizing new information in our congregation. I was particularly interested in the design thinking and innovation in Unitarian Universalism sessions. I continue to meet twice a month with my **UU Wellspring** cohort and to meet monthly with my **spiritual director**.

**I greet the upcoming church year with a mix of feelings**—enthusiasm, trepidation, hopefulness, and uncertainty. I miss gathering in person with everyone on Sunday mornings in our beloved building. And I'm embracing the opportunities inherent in these challenging times to try new things, think outside of the box and invite curiosity and creativity. It is wonderful to be collaborating with such a competent, dedicated and soulful staff team and to continue working with such a committed and loving congregation.

**Ready, set, go!**

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## **DAF Report for August 2020 Board of Trustees Meeting: Sean Skally**

### **DAF Position**

- DAF Hours for July: 225 of 200 hours worked
- Approximately 70 hours of meetings attended
- Still acting on temporary full-time status

### **Finance**

#### **Statement of Activity**

|                       | <b>July 2020</b> | <b>July 2019</b> |
|-----------------------|------------------|------------------|
| Total Expenditures    | \$21,800.09      | \$37,268.78      |
| NET OPERATING REVENUE | \$11,420.43      | \$ -10,134.46    |
| NET REVENUE           | \$11,420.43      | \$ -10,134.46    |

- Ordered Rev Linda her expenses credit card
- \$1700 in Copy due to refund for old copier, will need to be paid for in the future towards new copier
- Due to a spreadsheet error, reimbursement payments for medical expenses were not being tracked. Full details in treasurer's report
- Much of the behind filing is caught up.

### **Rentals**

- Several new requests for rentals will be sent to the opening task force.

### **Human Resources**

- We have a new contracted video editor, Ben McIntire. He will start in a few weeks.

### **Buildings Repairs**

- Ordered new floor cleaner for wood laminate and trained Julia on use
- Fixed and ordered supplies for the Damp Chaser in the piano
- Replaced and soldered frayed power cable to amp
- Hung brackets for curtains in parlor
- Hung shelf in mailroom
- Replaced sensor in men's bathroom light
- Added push plates and arm pulls to both bathrooms
- Added no slip treads to railroad ties on Edgewood lane Parking lot.
- Cut rebar sticking up in Summit House parking lot.
- Installed NEST Thermostat for Social Hall A/C (Purchased by predecessor)
- Installed Google Home device (Donated by Sean)
- Strapped a/v cords to inside wall in chancel
- Hung TV mount in Social Hall
- Fixed light in upstairs room near bathroom in Summit House
- Fixed deadbolt on main office door
- Hung First Aid Kit in Summit House
- Organized tools in the DAF office

Repair Document Link:

<https://docs.google.com/document/d/1OLkvJvRcT-esb9nMaP78AlPyTCsWvocCZlorFnX0tc/edit?usp=sharing>

### **Grounds**

- One load of brush removed, working to remove more.

### **IT**

- Breeze rollout now in final stages
- Migration to Mailchimp in progress, completion before 10/2020
- One more laptop donated
- Working with Alex for an improved laptop for streaming
- Took Lenovo laptop from A/V cart for work use at home

### **Safety**

- Covid-19 cleaning supplies restocked
- No safety incidents

### **08/23/2020 ElectionBuddy Technical Issues Debrief**

During the congregational vote on 08/23/2020, we had several technical issues due to poor planning and database management inconsistencies. This resulted in several congregants being unable to vote online or had delayed voting. One congregant was frustrated and gave up trying to vote.

Solutions for next vote:

1. I apologized for the inconvenience to the congregants that had trouble, and promised to make the system better.
2. Emails will be sent to remind people about the upcoming vote directly from ElectionBuddy. These will coincide with Notices in the weekly Friday email to look out for the EB reminders. These will be sent out two weeks, one week, and the Friday before the next vote. This will help make sure people are comfortable looking for emails from EB and to doubly ensure that emails are going to the correct address.
3. I will ask in an upcoming Friday email for anyone on Breeze to double check their emails since an email migration from Constant Contact to Breeze over-rode several emails.
4. I will ask that an AV person (a volunteer or the new video producer) so that I can be free to help troubleshoot votes
5. We will need a separate experienced Zoom user to handle breakout rooms during voting so phone callers can be handled more efficiently
6. Voters should be taught to copy and paste their passwords into Election Buddy to prevent false errors. These can be placed in the reminder email and the Friday Newsletter

**Wins:**

Breeze rollout is wrapping up

Caught up on repair projects

**Opportunities:**

ElectionBuddy issues

Constant Contact Migration is slower than expected

**BUDGET VS. ACTUALS: FY 2021 (JULY 2020 TO JUNE 2021):**

**Link:**

<https://drive.google.com/file/d/1vOqxvqqG8yhH2uJA-ZXqEe33unco6I6u/view?usp=sharing>

**STATEMENT OF FINANCIAL POSITION**

**As of July 31, 2020**

**LINK:**

[https://drive.google.com/file/d/1\\_388VgzvMP4pvmYgVUICrpc\\_4In73SA0/view?usp=sharing](https://drive.google.com/file/d/1_388VgzvMP4pvmYgVUICrpc_4In73SA0/view?usp=sharing)

**2020 Statement of Activity**

**LINK:**

[https://drive.google.com/file/d/1\\_Y0ccGNqGA10E11ieetvHp8yL3NAY8\\_e/view?usp=sharing](https://drive.google.com/file/d/1_Y0ccGNqGA10E11ieetvHp8yL3NAY8_e/view?usp=sharing)

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## **Music Committee Report, August 2020**

### **Scott DeVeaux, Director of Music**

This was a fairly quiet month for the music committee, and for the Director of Music in particular. I continued to meet during the week to plan services, as well as attending the rehearsals on Saturday and the service itself on Sunday. Having built up a stockpile of videos, we essentially drew upon previously used videos (plus others we found online) for our services in August. One new video was created on my own electric piano, which can now be plugged directly into the computer. (We did this for Xavier Mehta this Sunday: his musical tracks sounded much better once he recorded directly from the electric piano in the Sanctuary.) This will allow us to use rhythm tracks (as I did on “Triste”), as well as a wide variety of synthesized sounds that can be used to enhance recordings.

Planning for September has started already. We are expecting to organize our services around the theme of Renewal. We hope to have a piece that will serve as a theme for the month, and will try to involve the choir in singing that piece. I’m thrilled that the Sanctuary is once again available—for the obvious aesthetic and emotional reasons, but also because that space has acoustic qualities that are perfect for recording. I will also continue recording at home on my electric piano.

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## **TASK FORCE TO CONSIDER CHANGING NAME OF CHURCH**

### **Board Report for Wednesday, August 26, 2020**

- Task force continues to meet and discuss protocols for the cottage conversation process.
- Congregational vote is scheduled to take place on September 27th
  - Task force will debrief after the meeting so we can process what happened at the congregational meeting and reflect.
- Cottage conversations:
  - Conversations scheduled weekly until Sept. 15th. From Sept. 15-19 Task Force will compile notes from conversations and upload to the website.
  - Sept. 20-27 will be time for the congregation to read notes from the Task Force before voting.
  - Shared calendar created to sign up to facilitate and take notes:
  - More facilitators and notetakers are needed.
  - Caroline Landis held the first cottage conversation on Sunday with youth. She provided feedback to the Task Force.
  - Five questions for cottage meetings:
    1. What does Thomas Jefferson Memorial Church mean to you as our name? Why does the congregation’s name resonate positively or negatively, or both, with you?
    2. Have your feelings or knowledge about Thomas Jefferson and/or the church’s name changed over time?
    3. Many Black, Indigenous and People of Color have informed TJMC-UU that they find the name Thomas Jefferson Memorial Church unwelcoming, hurtful, and alienating because it honors a slaveholder. What do we as a congregation do with the knowledge that our name is hurtful to many people of color inside and outside our church community?
    4. If the congregation votes to rename the church, what is your suggestion for a new name and why? What would you be looking for in a new name if the name changes?

## 5. What questions do you have?

- Rev. Linda Olsen Peebles attended the Task Force meeting last week.
- She provided perspective on UUA changing name from Thomas Jefferson District to South East District.
- She offered to act as spokesperson for the initiative and will be available should questions from media or other outside interests arise.
- Rev. Linda will create a sermon around this topic (for the week of 9/27?)
- Rev. Linda offered to discuss the implications of this initiative with staff at the next meeting including possible security concerns.

Looking ahead:

- Task Force will compose wording for the motion that will be voted on at the congregational meeting.
- Task Force will work on a script for the meeting, which will include addressing frequently asked questions and misconceptions.
- Continue to refine cottage conversation script so conversations are not derailed.

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### **Membership report for August Board Mtg**

TOTAL MEMBERSHIP as of June 30, 2020: 375

Add: Lenore Bajare-Dukes, rejoin, 7/22/2020

Drop: Plunkett, Cordelia, died 7/23/2020 and Melvin, Bernice, died 7/28/2020

TOTAL MEMBERSHIP as of July 30, 2020, 2020: 374 members

Submitted by Sally Taylor, Membership Tracker for TJMC Membership Committee

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### **August, 2020 Report from the Glenn Short Trust Committee**

To: TJMC Board of Trustees

From: Sally Taylor, Chair GST Committee

Commonwealth installed a storm window frame in the comfort room. We are still waiting for the installation of the four doors. The manufacturer sent the wrong hardware which accounts for the delay. We are now waiting for the flooring installations to be finished before installing the doors.

Vinyl planking was purchased for the Mural Room. It will be installed after the other flooring projects are completed.

Signature FX Cleaning was hired to remove the wax from the Edgewood Lane hallway, foyer and bathrooms. Removing the wax will increase the adherence of the new tile in these areas.

The Aesthetic committee chose colors for the carpeting, tile and vinyl planking. Seminole Carpet and Flooring installed a blue carpet in the altar area of the sanctuary and oak colored vinyl planking in the sanctuary. Gray carpeting was installed in the Blue Room, Music office, hallway, landing and comfort room.

CII installed a new hot water heater in the corner of the boiler room and in the process redid the electrical, gas and water lines. It was discovered that the flue previously used for the boiler exhaust system did not meet building code and a new flue system had to be installed. We added a dehumidifier and a ceiling fan/light to the room. The paint brushes and other detritus in the sink's trap were removed and now the sink drains better. The boiler room floor was cleaned again. Shelving was installed on cinderblocks (so that flooding will not damage the history files) and some of the history files were moved into the new History Room. We plan to put locks on the boiler room doors and install a fire extinguisher.

Dick and Sally removed the old rubber cushions from the bottom of the short pews and installed new rubber feet. The long pews still need to be redone.

Robyn Fogler finished the blue parlor curtains. The curtain rods are installed and the curtains are hung. The parlor light bulbs will be replaced with donated LED light bulbs. The Aesthetics Committee collected all the art and photos hung and stored in various places around the church and will decide which should be hung (and where) and which donated to the yard sale. A mantel clock was donated for the parlor.

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

### August 2020 Financial Report from the GST fund

|   |                  |
|---|------------------|
| <u>Starting fund:</u>   | <u>\$287,970</u> |
| Beck/Cohen (new HVAC units)   | 85,202.00        |
| United Painting Plus (exterior painting)  | 15,100.00        |
| Painting metal roof   | 1,200.00         |
| Audio Visual Services (new equipment and labor costs)   | 5,702.00         |
| Commonwealth Glass (CNW Company LLC)  | 43,699.00        |
| <ul style="list-style-type: none"><li>- Includes playground door</li><li>- 3 interior hexagonal storm windows</li></ul> |                  |



|  |                  |
|--|------------------|
| - 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)                      | 14,957.00        |
| Whitley Services (gutter guards)                               | 3864.00          |
| United Painting Plus (interior painting)                       | Total: \$ 18,300 |
| - Includes sealing and painting windows (3500)                 | 3500.00          |
| - Church parlor (2500)   | 2500.00          |
| - Sanctuary including ceiling                                  | 10,100.00        |
| - Washing interior of windows                                  | 500.00           |
| - Washing exterior of windows                                  | 800.00           |
| - Painting pew ends (not complete)                             | 900.00 *         |
| Roto-Rooter  | 592.48           |
| United Painting Plus (church parlor new flooring installation) | 1300.00          |
| Purchase of parlor flooring                                    | 2565.48          |
| Purchase of the insulation                                     | 537.00           |
| 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           |
| More Shelving for the boiler room                              | 168.47           |
| Sewing parlor curtains-Robyn Fogler                            | 400.00           |

|   |                   |
|---|-------------------|
| Removal of the Boiler by CII  | 4,320.00          |
| Installation of 50 gallon hot water heater and installation of flue | 7222.61           |
| Construction of platform to fill boiler space                       | 178.23            |
| Replace parlor clock  | \$30.00           |
| Dehumidifier for boiler room & Light/fan for boiler room            | 448.66            |
| Cortec vinyl flooring for sanctuary                                 | 12,949.00         |
| Carpet for classrooms, music office, comfort room, landings         | 5056 + 612        |
| Removal of columns-Advantage Handyman                               | 210.00            |
| Rubber feet for pews  | 315.90            |
| Flooring for Mural Room (Lowe's)                                    | 1375.48           |
| Installation of flooring for Mural Room by United Painting          | no quote yet      |
| Stripping the wax from areas to be tiled                            | 350.00            |
| Replacing altar area carpeting                                      | 1205.00           |
| Replacing tile  | 3240.00           |
| Remembrance Garden fee  | 500.00            |
| Total spent/committed to date                                       | 234,249.76        |
| Remaining Funds   | 53,720.24         |
| Proposed projects:  |                   |
| AV equipment for broadcasting                                       | 3699.00           |
| Paint for Boiler Room doors   |                   |
| Lock for Boiler Room doors  |                   |
| Hearing Assist System   | 13,000 or 6850.00 |

Respectfully submitted, Sally Taylor

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**Correspondence to the Board from Church Members**

August 24, 2020

Dear Board,

I wanted to amend the motion presented at the Aug 23rd Congregational meeting to the title of Minister of Faith Development from consideration . After researching the process I came to the conclusion that it could not be done in a constructive way and would have resulted in a great deal of confusion and frustration on everyone's part. Moving forward, I do not think the board should bring forward issues to the congregation in this virtual format unless it is something urgent and cannot wait for an in-person meeting. In my opinion, the format discourages dissent and is undemocratic.

Marlene Jones