

Thomas Jefferson Memorial Church - Unitarian Universalist
BOARD OF TRUSTEES September 23, 2020 MEETING
6:30-8:30PM Meeting
DRAFT Minutes

Major focus for board in 2019-20:

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

In attendance –, Elizabeth Breeden, Lorie Craddock, Breck Gastinger, Liberty Powers, Stan Walker, Sean Skally, Rev Linda Olson-Peebles, Leia Durland-Jones, Pam McIntire, Beth Jaeger-Landis, Jim Gorham

Absent –Kelsey Cowger

Guests –Jill Payne, Bev Ryan, Greta Dershirmer, David Shutt

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

Opening Words -

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

- No guests shared comments during this time.

1. Acceptance of Agenda

MOTION: Accept the agenda. The Board voted unanimously to accept the agenda as written.

2. Correspondence (see text at end of minutes) - Email from Laura Wallace

II. Reports (40 min) - written reports can be found at the end of the minutes.

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

- Will modify the President's Report to use the new name for the committee that is working on safe usage of the church building as the Building Use Task Force.

2. Vice President's Report (written) - Elizabeth Breeden
3. Treasurer's Report (written) - Stan Walker
4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles
 - Rev Linda would love for members of the Board to be a "Welcomer" and introduce themselves during worship (after the prelude before the Worship Weaver says their welcome) on Sundays. Beth will send out a sign up sheet for Sundays.
 - Rev Linda wants to make sure that it is ok to include an ask to support UU the Vote during an upcoming service on October 4th. The Finance Committee usually approves these decisions. Rev Linda will do this through an email to the Finance Committee. She recognizes that this service will not conflict with a Social Action request.
 - Linda is having a wonderful time getting to know members of the congregation.
 -
5. Assistant Minister's Report (written) – Alex McGee
6. Director of Faith Development's Report (written) - Leia Durland-Jones
 - Things went well for the first Chapel service. Numbers for first Sunday's chapel were smaller than she had hoped, 36 participants participated and only 9 were children. We heard that children were "zoomed out" and that may be real, so we will see how things go.
 - In regards to the Wednesday email it has increased the information. For a while we used to send out three emails each week and now we are sending out only two emails. The staff decided to only send out two, which made the Wed email have information about faith development across the ages and information about the art, and without announcements.
7. Director of Administration and Finance Report (written) - Sean Skally
 - This Friday Sean is going to write in the church email a piece about "renewal", which is about trying to get the congregation to work with Breeze and move away from PayPal. There will be a form for people who are supporters or attenders but not members but still want to be on our email list. Basically all of the members have been contacted, but the non-members will need to fill out the form. We presently send out the email to over 1000 people.
8. Director of Music Report (verbal by Linda)- Scott Deveau
 - Linda will be happy to report on Scott's behalf each month
 - He is working with the choir to produce one anthem per month and one original hymn with video per Sunday.
8. Membership Report (written) - Sally Taylor
 - Membership stands at 377
9. Board Liaison Reports

- Personnel Committee (see VP Report) - Elizabeth
Meeting with Rev Linda 9/24/20, staff evaluations will be sent to Lorie next week and then Lorie should have her evaluations completed by October 15th
- Nominating Committee (verbal) - Breck
MaryBeth Wiley will chair the Nom Com. There is an opening on the Personnel Committee and an opening on the Nom Com. Standing reports will be important from Nom Com and they want to be available to help with filling open positions.
- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
- Music Committee - The choir is meeting tomorrow night.
- Building Use Task Force: (verbal) Sean: Blue Ridge Music is using the side lot of Summit House for eight weeks on Fridays. The Food Pantry will ask them to move back to the Labyrinth so they can keep proper distance. They will go through the 2nd or 3rd Friday in Nov with rain days pushing it back later in the month.
- Sean is waiting to hear back from Ch'ville Homeschooling Co-op, who were one of our biggest renters. They will use outdoor space only. Losing them was a big hit to our revenue. We haven't heard from Kaplan yet.
- Name Change Task Force (written)- Liberty
- Volunteer Coordinator (written)- Kay

III. Consent Agenda / Electronic Motions (5 minutes)

1. Approval of the Aug 2020 Board Draft Minutes.
2. Approval of Rev Linda's Interim Ministry Team: Kay Frazier, Chris Little, Pam McIntire, Bev Ryan, Ann Salamini.
3. Connie Cheetham Award committee: Bob Gross, Linda Dukes, Josie Taylor, Elizabeth Breeden, Sally Taylor.

MOTION: Approval of the Consent Agenda was unanimous.

IV. Old Business

- Name Change Task Force: Liberty and Christine (20 minutes)
- Comments during the Cottage Meetings were overwhelmingly positive. Notes are posted on the Church's website.

Congregational Meeting Prep: schedule before the meeting (Sat 9/26/20) 3:00 pm):
Elizabeth Breeden (Con), Elaine Chapman(Pro), Matthew Diasio (Parliamentarian),

David Shutt (time keeper), Rev Linda will be prepared to offer for us to take a deep breath if things become tense during the meeting, Breck (checking people in and the head counter), Sean (voting and all other technical aspects). We need someone to help with managing the breakout rooms (David Shutt, Jim Gorham, and Pam McIntire). Caroline Heins will focus on the telephone voting.

- Lorie has sent a working Google Doc for the script for the Congregational Meeting. Stan will add some of the slides to his introduction.
- Christine's statement is much longer than three minutes and needs to be modified to fit into the allotted time frame. Can she enter her statement into the record even though she can't read the entire statement due to the time it will take to read.
- Rev Linda was interviewed by a reporter at The Daily Progress. She felt like it was a good interview. The reporter knew members of our church. Do we want to link the story to our FB site?
- After the newspaper article is released tomorrow, we may receive negative comments, which we need to monitor. Liberty will monitor our own Facebook page. Our group is closed now, but someone can comment on something posted. We can take down a comment that we don't want on our page. We need to be prepared to send serious inquiries to Rev. Linda.
- The Daily Progress comment section should be monitored.
- We started using the public witness process initially but then closer to the end of this work the Board appointed the Task Force to finalize the work. We fulfilled all of the Public Witness requirements; the process took 12 months.
- Breck had a conversation with Christine about signage permits with VAR. Breck can speak to that if there are any questions.
- The Congregational Meeting: There will most likely be technical questions about how the name will actually change, the financial responsibilities with changing the name. There won't be an allowance for an amendment to the proposed motion.
- There is an email that is going out tomorrow written by Liberty about the Name Change Task Force.
- The closing of this meeting will be very important. Rev. Linda will use mindful words at the closure of the meeting with empathetic words. If the vote does not pass then we can phrase the closing to include "the conversation on this topic will continue".
- An abstention vote is a vote in another box. We need to talk with Matthew Diasio about the abstention vote prior to the meeting. We will write in the script how we define abstention and what we decide the 80% positive count is referring to.

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 –

- **Board Retreat:** We decided to do our retreat over two sessions lasting two hours each. Lorie, Liberty and Breck will come up with a plan for the retreat with Rev Linda.
- The Leadership Retreat was an orientation of what the Interim work is going to be. It raised some interesting questions that I will bring to the Interim Team and we may bring

these questions to the Board. At the Board Retreat we will talk about our goals, we will make a covenant together.

- **Leia's Ordination-** Ordination Team (verbal report) 10 minutes
- The Ordination is planned for Oct 18th at 4:00 pm: there will be a limited number of people who will be physically in the Sanctuary and much of it will be virtual. Plans are underway: great ideas, ceremony, parade, goodies. There will be a participatory part with the congregants writing something.
- **Stewardship:** Linda (10 minutes)
- It is a concern of many congregants. Linda would like to talk with as many people as possible who have been previously involved with the Pledge Drive. There will be a team that will not be made up of Board Members and will start talking with generous donors in the past. The Canvas needs to be within a standard time frame: Linda recommends the launch beginning the first of February and going until the end of March. Tell everyone that this is the time and do not let it drag on. We want to have a positive message to bring up everyone's spirits. We will need it to be fun despite the fact that we won't have an in-person gathering. We need a very positive message from the Board. If the congregation feels that they can trust the Board, they will give the church money. Getting our feet on the ground with stewardship is very important. Our message is needed in the world. Who are our great fundraisers, people who are wise about money, and people who have been involved in the past successfully.
- What will make a huge difference with this year's Canvas is the enthusiastic involvement of the minister.

- **PACEM use of Summit House in November:** Board vote (10 minutes)
- Pacem needs rooms for overflow for male residents for the month of November. PACEM has 50 rooms at a hotel but the census for the shelter easily reaches 65 in the coldest months.) We are thinking that we have room for a max of 20 men. We would not be asked for volunteering overnight or for food for the whole month. The Building Usage Task Force has reviewed PACEM's protocol and they have approved Pacem but need to have the residents and guardians continue to meet compliance with the COVID restrictions with cleaning and wearing masks.
- **MOTION:** *A motion was made to approve PACEM's usage of Summit House during the month of November (for their overflow above the 50 beds they already have available).*
 - The motion was seconded
 - The motion passed unanimously by the Board.
- **Conflict Resolution Team's Report-** Closed discussion (10 minutes)
- The Board and the chair of the COM (David Shutt) met in a closed discussion about the Conflict Resolution Team's report.

VI.Closing Activities (5 min)

1. Process Review – Breck: We did well going through reports, good questions, additions. There were a few “loose threads”, which were not actually on the agenda

2. **Things to do / communicate**

Breck: sending out doodle poll for possible board retreat dates.

Breck: will provide Nom Com reports in future board meetings

Pam, Jim, David will learn how to manage break out rooms before the Congregational Meeting.

Retreat task force: Lorie, Breck, Liberty, Laura, Rev. Linda

All of us need to send names of people interested in stewardship to Linda

3. Closing Words -

Dates to remember

Executive Meeting: October 8, 6:15.

Next Board meeting: October 28, 6:30

REPORTS

September 2020 President's Report

January might get all the glamour but for me September is the start of a New Year.

On September 27, we will be zooming another Congregational Meeting. The meeting will be held immediately following the Sunday Worship. This meeting will include two very important votes. The first vote will be to accept the proposed budget for 2020-21 and the second vote will be whether or not to change the name of our church. These two issues have both immediate and long term implications.

The proposed budget is a balanced one, mainly because TJMC received a \$83,000 government loan because of the pandemic and the staff accepted lesser amounts for their professional expenses than what had been agreed upon in their contracts. In addition, if we look back to the 2019-20 budget, the church had a \$40,000 deficit until an angel investor from within the congregation gave us a 10-year no-interest loan to cover that amount. Clearly our expenses have greatly exceeded our revenues for the past two years and we have no savings to fall back on. I highlight these two facts because as a congregation, we need to start thinking about the 2021-22 budget, the 2021 Pledge Drive and our financial commitment to our church. It is important to begin conversations now about the ongoing stewardship of TJMC, despite the challenges of the pandemic. I encourage everyone to read over the current budget materials

provided by the Finance Committee and the Treasurer and consider your benefits and responsibilities with regards to the future of TJMC.

The Name Change Task Force has been working tirelessly these past few months leading up to the congregational vote. I hope everyone has had a chance to participate in a Cottage Conversation and look over the information provided in the [Name Change Cover Letter](#) and [Name Change FAQs](#). I am looking forward to this Congregational Meeting and the vote on changing the name of our church but I want to emphasize that our congregation's work in undoing racism will be an ongoing, lifelong journey. If the vote passes, changing the name of our congregation will not be an endpoint in our dismantling racism work. Whether or not the vote passes, the members of our congregation who are educating us about the harm of memorializing a slaveholder will continue to work towards racial justice, including, but not limited to, a congregational name change. It is this Board's hope that this resolution will overwhelmingly pass.

As I write this, two particularly important upcoming events are worth mentioning. First, the Board and Leadership retreat scheduled for Saturday, September 19 from 2-4PM. Led by our Interim Minister, Rev. Linda Olson Peebles, we will use this time to hear voices from our church community about what's important to us and where we see the church headed over the next few years. The Board will use this information to help set our priorities and guide us in our decision making during the year. The second event is the ordination of our Director of Faith Development, (the soon-to-be Reverend) Leia Durland-Jones. A Task Force has been appointed to plan both a virtual and a live ceremony and celebration and I encourage everyone to mark their calendars for Sunday, October 18 at 4PM for this joyous event.

Just a reminder the church buildings remain closed as we navigate our way through this pandemic. Please do not enter the church buildings unless you have been cleared by Sean Skally, our Director of Admin and Finance or another staff member. A reopening Task Force has been appointed by the Board to make decisions regarding reopening. The Task Force members are Greg Townsend, Camille Thompson, Sean Skally and Leia Durland-Jones.

And finally, I'd like to remind everyone that the future is not as far away as we might believe and the Nominating Committee is already looking for members willing to serve in leadership positions beginning July 2021. There will be at least five open positions on the Board of Trustees including President and Treasurer. I encourage everyone to consider serving TJMC on a deeper level and get to know the inner workings of the church. Being president of the

church is one of the most rewarding things I have ever done and I feel sure that whoever steps up to serve on the next Board of Trustees will be equally satisfied.

In Faith,
Lorie Craddock
President, Board of Trustees

Vice President's Report to Board

September 23, 2020 Meeting

Kay Frazier sent her Volunteer Coordinator's report under a separate report.

Karen Prairie and Carole Black have offered to take the leadership of the Social Justice Council. Their new ideas about the work of the Council, besides the Social Action Collection, will breathe fresh air into our efforts. Elizabeth Breeden has offered to chair the Community Life Council. I hope the place of this organizational council structure, which was established when we were growing from a 350-member church to a 450-member church, can find relevance in our current leadership model.

The Board is charged to approve the formation of a Connie Cheetham Award Selection Committee each year. The following people have offered to serve: Sally Taylor, Elizabeth Breeden, Bob Gross, Linda Dukes, and Josie Taylor.

The Personnel Committee is not meeting this month until after the September Board meeting in order to meet with Rev. Linda. They are working on the process for the evaluation of staff (Fiscal Year 2019-2020) and will assure that the President, Lorie Craddock, receives the results of their work in order for her to complete evaluations of all staff by October 15th.

PACEM has asked to use Summit House for the overflow of guests during the month of November. They have obtained a grant to house 50 guests for the PACEM season (October to April.) Traditionally the number of guests exceeds 50 when "true" cold weather is upon us. The Auction Committee has agreed that they will not use the house until the new year. The Church Closure Medical Advisory Committee will have sent their advice before the meeting. The Agreement with PACEM is attached. The Board needs to approve this agreement.

Submitted by,
Elizabeth Breeden

PACEM Men's Shelter at TJMC-UU's Summit House for Month of November

1. Food: All Food will be provided by PACEM staff and volunteers. Food will be stored in the Summit House refrigerator and kitchen area. Preparation and consumption of food will be supervised by staff and volunteers. The stove top and oven may not be used. The microwave is available for use.
2. Bedding, etc: PACEM will provide cots and mattresses and any associated linens. PACEM cleans the linens on a weekly (or as needed) basis.

3. Cleaning Responsibilities: Male guests will be assigned daily/weekly cleaning tasks, especially the bathrooms and kitchen
4. Number of Men Guests: 8 – 18 male guests. It is understood that PACEM guests will only use the downstairs kitchen area, S-1 (large living room) and S-2 (smaller living room) and 3 rooms upstairs. All other rooms will be locked for TJMC-UU use. TJMC-UU will have access to the building during normal church daytime working hours.
5. How safety will be maintained: Trained PACEM staff will monitor safety at all times that guests are at the Summit House. In case of emergency, a church member or church staff will provide a contact phone number.
PACEM staff will be trained on all fire safety equipment in the building.
6. Temperature in the Summer: PACEM will comply with the temperature that is **appropriately set** for Summit House.
7. Intake Process: PACEM Men will arrive at Summit House for intake between 5:30 and 6:00 each evening. Intake involves checking the roster and baggage and assigning cots for the evening.
8. Morning Exit: The men will walk or ride the city bus in the morning, exiting the house before 8:00AM. In the event that a guest is handicapped and cannot walk or ride the bus, the overnight staff will transport the guest to the Haven in the morning.

Men's Shelter at Summit House: Covid-19 Extension

1. All guests will sanitize their hands prior to entering the house. Sanitizer will be positioned at the entryway for guests to use immediately upon arrival.
2. All guests will have their temperature taken at intake. Guests with temperatures above **100.4** degrees will not be admitted to the house.
3. Guests will be encouraged to wash their hands frequently with soap and water for at least 20 seconds.
4. Hand sanitizer will be readily available throughout the house.
5. COVID- 19 prevention flyers will be posted throughout the house.
6. Cots will be spaced according to the 6 feet CDC physical distancing guideline. Guests will not be allowed to move the location of the cots.
7. Guests will be encouraged to maintain physical distancing at all times possible.
8. Masks and gloves will be readily available for all guests.
9. All common areas and surfaces will be disinfected and sanitized in the morning and in the evening. Guests will be assigned daily cleaning chores.
10. In the event a guest exhibits COVID–19 symptoms, CDC protocol will be followed.

Sincerely,

Jayson Whitehead

Executive Director of PACEM

Treasurer's Report to the Board- September 2020

So far this year we are doing well. The pledge income is higher than the same time last year, helping to offset some of the other income amounts that are necessarily lower than in a usual

year. We ended August with a small deficit of \$212.37 year-to-date. Primarily, I am glad to see that our inability to meet in person seems not to have diminished the overall support for our Church.

Also, we are not yet showing the PPP money as income. Instead, it is currently showing as a liability on our balance sheet. When we have confirmation that it has been forgiven, we will then move it to current year income. The current rules for forgiveness guarantee that we will qualify, even if the administration doesn't just forgive all PPP loans below \$150,000.

Stan Walker
Treasurer

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

October Theme - Deep Listening – In the weeks to come, our Sunday services and interim work will focus on listening to others, to the deep voice within, to our history, to our future. Deep listening is something that does not come naturally to most people, and needs to be nurtured and practiced.

REQUEST – Would members of the Board be willing to sign up to take turns offering welcome at Sunday morning Community Worship Services? I will help script.

Measuring – Keeping track of numbers Sunday morning Zoom links – coming in at 90 -100 most weeks

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - Sept 19 leadership retreat timeline;
 - conversations 1x1 and in groups asking people to tell me their parts of the history
- **Identity** *Appreciatively identifying features, vision, self-image, and ideals of a congregation*
 - conversations 1x1 and in groups asking people to tell me what they love about TJMC
 - planning for October 24/25 sessions on Appreciative Inquiry
- **Leadership** *Supporting leaders and discovering new leaders.*
 - conversations 1x1 and in groups asking people about leadership thoughts
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - A series of meetings with CCC, SAC recipients, UUA president, UUA leaders
- **Health** *Strengthening finances, processes, practices.*
 - Conversations with leaders to understand where you are now.

At the Sept. 19 Leadership Retreat I tried 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 have formed "Interim Ministry Task Team" - Kay Frazier, Chris Little, Pam McIntire, Bev Ryan, Ann Salamini.

FYI – front burner work in progress: No Board action needed. I look to members of the Board to ask questions about things not clear or not included.

As of now - I continue having initial meetings with individuals and teams. In the past 4 weeks, I have had 40 1x1 meetings and met with 12 teams/committees.

- I meet regularly with staff and teams to plan for worships, programming, and plans
- Co-chairs of Name-Change task force have helped me craft a statement for public inquiry
- Membership Sunday will be October 25!

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

BOARD REPORT from Rev. Alexandra McGee, serving as Assistant Minister

For September 23, 2020 board meeting

ACCOMPLISHED

- collaborated in worship with Leia, Linda, Sean, and lay leaders for Water Ceremony and Balloon Sunday
- worked with Eliz Breeden and Debby Norton to help four family groups place plaques/ashes in memorial garden. Debby Norton is now trained.
- attended Charlottesville Clergy Collective, Virginia UU Religious Professionals meeting, and this congregation's Leadership Retreat
- continuing to work with staff and lay leaders on how to adapt pastoral care to pandemic
- phone calls, emails, home visit with ill and dying members and their families
- collaborating with staff on covenants, agreements, statements
- completed week of Interim Training

WORKING TOWARD

- Continuing to work with worship team for themed worship that also supports the five tasks of interim ministry during the fall
- Looking forward to staff retreat as we set up covenant for our work together
- Looking forward to a camera in sanctuary designed for broadcasting worship, since setting up our own zoom stations in sanctuary is time-consuming and draining
- two weeks of vacation end of September/early October
- pastoral care and public witness during wildfires, heightened racial violence awareness, voting rights, local statue removal, and political season
- teach AFD class in October on end of life planning

REQUESTS/SUGGESTIONS FOR BOARD

- Thank you for the recognitions and gifts and cards. These types of rituals help with transitioning between stages in the life of the church
- Consider attending the Southern Region Assembly on November 14, and encouraging lay leaders to attend for skill building and mutual support of other UUs

Respectfully submitted,

Alex McGee

Report to the Board September 2020
Leia Durland-Jones, Director of Faith Development

First off, thank you to the entire Board for your work to make the August 23rd congregational meeting go so well. This involved many hours writing the script, rehearsing, and then being there in the moment to provide leadership for the meeting. I appreciate you! Thank you for your time, energy and work—and thank you for your ongoing support. What a day! What an outcome!

Chapel and Faith Development for all ages begins Sundays at 10AM September 20th. I am hopeful that this weekly offering will be attractive and meaningful to everyone but particularly for our families. We have received feedback that people (especially children) are “zoomed out,” and so we are not offering age specific RE classes for elementary and younger aged children.

I am looking for people to help co-lead Chapel and Faith Development. Support and training provided—please spread the word and have people be in touch with me! We are working on programming focused on our middle school (5th grade through 8th grade) to include Zoom chat spaces, ChUUrchcraft (based on Minecraft), limited in-person gatherings (social distanced and masked) at parks and sexuality education offered with the help of our local Planned Parenthood Community Educator (since offering OWL online is not supported by the UUA.)

Our senior high youth group (YRUU) continues to meet weekly via Zoom following Community Worship. They will have an in-person socially distant and masked gathering on October 4 at a local park. Our youth really need to see one another in-person and we are looking for ways to do this with minimal risks.

Adult Faith Development classes are being advertised both within our congregation and to the broader cluster of UU congregations in Virginia. Currently we are offering classes in UU history, community organizing as a spiritual practice, end of life planning, Soul Matters theme exploration and Appreciative Inquiry. Congregants were also encouraged to participate in the Fahs Collaborative’s Beloved Conversations. Linda Dukes and Diane Ober will offer a racial justice class entitled “Seeing with New Eyes.” I will offer a class on parenting during challenging times and we are anticipating the invitation to join AFD programming through the other UU congregations in our cluster.

Communication between the church and congregants has never felt more crucial. The Senior Staff decided to shift the weekly faith development email from Saturdays to Wednesdays. This is now our new Soulful UU Home newsletter. I am currently producing this email using mostly materials from our Soul Matters subscription. As I continue to familiarize myself with the Soul Matters resources, I will ask Caroline to be of more assistance to me with this weekly task.

A link to Chalice Home (not to be confused with Soulful Home) materials which is a monthly packet for at home UU practices is being included in the Wednesday and Friday emails. The hope is that everyone, but especially people who do not want to engage on screen as much, will have support for faith development and worship at home. I will also email packets to families who have specifically been in touch about not participating in online RE this year.

What a joy it is to have Rev. Linda with us and to be working as a staff team. Even though we remain limited by the restrictions related to COVID prevention, we are still finding ways to be creative and share in leadership together. Working together on worship has been especially rewarding. It was fun to be the storyteller with Linda for her first service in August and to share elements of both Water Communion and Balloon Sunday with Linda, Alex, and Scott. I am grateful to Caroline Landis, Caroline Gresser-Oldham, Xavier Mehta and Shirley Paul for being part of our storytelling team for Balloon Sunday. We continue to invite people to record themselves lighting the chalice as part of worship each week. Here's the link to sign up for a Sunday you/your family/your household can be our chalice lighters!

<https://www.signupgenius.com/go/10c0f44aba823a3f94-lighting>

The Ordination Planning Team is working diligently to prepare for my Ordination Service on Sunday October 18 at 4PM. I am grateful to this dedicated group! Creativity and joyfulness abound. As part of the ceremony, everyone is invited to add their name and messages of encouragement for my continued ministry to a ribbon. A bowl of ribbons for this use can be found on the Edgewood Lane porch at church or feel free to use your own. Return your ribbons to the church by October 15. May the Ordination Service be a bright spot on the horizon for us all.

I continue to partner with the rest of the staff and Pastoral Visitors as we show up for one another as a community of care and concern in times of need. As the familiar saying goes, "need knows no season." I have weekly meetings with the full staff, the Senior Staff, and the Worship Team, as well as one on one meetings each week with Linda, Alex and Caroline.

My UU Wellspring cohort continues to meet twice a month and I meet monthly with my spiritual director. Starting September 23, I am taking a four-session course on racial equity in community engagement through Virginia Community Voice (a Richmond based organization.)

It is a busy time as we begin the new church year. I hope each of you are finding ways to engage with September's Ministry Theme of "Renewal." Practices that are helping me stay centered are my monthly meetings with my UU Wellspring cohorts, reading (particularly Thich Nhat Hahn and Pema Chodron), daily walks with Lucky and Maggie, time with my wife, and watching the amazing web building techniques of spiders in my neighborhood. May what you love continue to be a source of renewal for you.

DAF Report to the Board September 23, 2020

DAF Position

- DAF Hours for July: 180 of 160 hours worked
- Approximately 40 hours of meetings attended
- Still acting on temporary full-time status until budget resolves.
- New office hours will be Sun through Wednesday with Thursday being the day to work at home or to use to cut hours if needed.
- Still meeting every Saturday for Tech rehearsal, so I will be taking one weekend off per month.

Finance

Statement of Activity

	August 2020	August 2019
Total Revenue*	\$28,550.08	\$42,944.10
Total Expenditures	\$40,030.80	\$43,838.36
NET REVENUE*	\$ -11,480.72	\$ -894.26

* August does not show a \$14,682.44 transfer from PayPal, August is under and September will be over.

Notes from this month:

- Currently looking for a third party to do a "Review of Books"
- In process of merging PayPal, Stripe, and Credit Cards to QuickBooks.
- The Summit house loans have been Adjusted to 110,000. This will reflect in September.
- Updated Endowment to reflect current amount. This will reflect in September.
- **-\$5,556.51** in the uncategorized assets is a transfer from Stripe. I'm trying to get our PayPal and Stripe/Give Lively accounts to reflect on Quick books. Stripe is not showing up as a separate account yet.
- **4012 Ministers Housing** is under-reported, I owe Linda ~ 3200 from August and Sept. Will be rectified this week's paycheck. Working with Payroll Manager to fix ASAP.
- **5510 Cleaning Service** has a double payment, she was paid early so no payment in September.
- **5553 Church Bldg Maintenance** is overspent, will get about \$2000 in checks from Glen Short Trust Committee for reimbursement. Also spent some investing in tools instead of contracting out to businesses for minor repairs.
- **5513 Office Expense and Supplies** still has 1700 set aside for copier reimbursement

Building Use Covid-19 Task Force / Current Rentals

- Blue Ridge Music Together is renting Summit house yard for 8 weeks hosting 8 families, and will socially distance. Will work with Food Pantry to make sure they do not interfere with each other.

New Policy for Key Control (Still developing)

- New doors installed by the GSTC will be re-cored to use the same key, potentially courtesy of the GSTC, funds allowing.
- All other access doors will be re-cored as well.
- Building Access and Office Access
 - All Staff (Lead Minister, Asst. Minister, DFD, DM, Office assistant and DAF)
 - President and Vice President access during their terms
- Building Access Only
 - Membership Chair
 - Food Pantry Chair
 - Altar Team
 - Cleaning Crew Lead
 - Sexton / Volunteer assigned by DAF to help with security of the building.
- Building renters will NOT be given a key, but will have an access code for the Social Hall Door.
- DAF will work with Staff to have designated Key Holders to respond to building emergencies. (Burglary, flood, damage, ETC)
- New key control logs will be created. Everyone must sign for the keys that are issued. No one may take a key out of the building without signing for it.
- Keys will be signed back in when the holder leaves their position or does not want to have a key any longer.
- If a member wishes to have a key, they must submit in writing what the need is for and the DAF and Board President must agree to it.
- Future plans include a security system for the church perimeter with active monitoring, if resources are available.

Buildings Repairs

- Repaired Lower Hall men's room toilet handle.
- Repaired Summit House S3 Toilet leak

Repair Document Link:

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

Grounds

- Ordered shade tolerant grass for grounds. Will plant in September for the fall.

IT

- Working on Attendance and Tags in Breeze.
- Migration to Mailchimp in progress, completion before 10/2020
- Repaired two laptops for church use.
- Installed Wi-Fi and booster in Sanctuary
- Rewired ethernet bridge – Still needs more accurate labels
- Set up a tablet to manage smart Thermostats in the Social Hall and Sanctuary
- Set up a tablet to act as “Chalice” webcam
- Connected tablet to PayPal Chip and Card Reader

Human Resources

- Nothing new to report

Safety

- No safety incidents

Wins:

Successfully ran tech for the Water Ceremony

IT needs are catching up

Opportunities:

Constant Contact Migration is slower than expected

August 2020 STATEMENT of ACTIVITY

<https://drive.google.com/file/d/1nRku9f5db6CnKmeWHLa6AR8IJ0yn7M2J/view?usp=sharing>

DAF Reporting Sheet

<https://drive.google.com/file/d/1nRku9f5db6CnKmeWHLa6AR8IJ0yn7M2J/view?usp=sharing>

To: Board members

Re: *August 30, 2020 Membership report*

TOTAL MEMBERSHIP as of July 30, 2020: 374

Add:

Katherine Parsons, reactivate Membership, notified office, August 23, 2020

JoAnna Hickman, August 24, 2020

Kate Fraleigh, rejoin, email to Membership Tracker, August 27, 2020

Natalie Abbott, August 27, 2020

Conrad Heins, August 27, 2020

Drop:

Logan Blanco, resigned to Membership Tracker, August 23, 2020, change to Supporter

Elizabeth Tice, died, June, 2020, archive

TOTAL MEMBERSHIP as of August 30, 2020, 2020: **377 members**

Sally Taylor, Membership Tracker for TJMC Membership Committee

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

September, 2020 Report from the Glenn Short Trust Committee

Seminole Carpet completed the installation of vinyl planking for the sanctuary, tile for the Edgewood Lane entrance, foyer and bathrooms and carpet for the sanctuary altar area, Blue Room, hall, Music office, landing and Comfort room.

We are in the process of signing a contract with Audio Video Services to provide 4 new speakers, a stereo amplifier, a digital signal processor and the equipment to connect and house the new sound system. We will also contract with AV Services to provide a camera, controller, cables, microphone and shelving to hold it all so that we can broadcast our services. We also agreed to purchase a new computer to connect and control both systems.

Vinyl planking for the Mural Room was installed by Randy Covington.

Signature FX Cleaning was hired to remove the old wax from the Edgewood Lane hallway, foyer and bathrooms and wax the new tile installed in that area.

Commonwealth will install the four new doors as soon as the flooring including waxing is completed. Afterwards we will install new locks on all of the outside doors.

The Aesthetic committee hung photos showing church history and artwork throughout the church.

The only painting project left to do is the painting of the pew ends, pulpit, Membership book case etc. This probably won't be done until November.

Most of the history files stored in the Music office closet and shelves were moved into the new History Room. Many of the old Finance files are being shredded or burned. The remaining old finance files will remain on the top two shelves in the Music Room. We plan to put locks on the boiler room doors and install a fire extinguisher, a dehumidifier and a ceiling light/fan.

We are considering installing a concrete apron at the base of the foundation along the Edgewood Lane and playground sides of the church building to direct water away from the building and to stop the intermittent flooding of the Lower Hall.

We have asked Whitely for a quote on repairing the slate roof damage. We are also considering adding 4 more downspouts to handle the rainwater from the flat roof. Two downspouts will replace the one that is not working around the playground door to the foyer, another at the corner of the ministers' office and one on the breezeway wall. We are hoping that we will not have to go through the formal process with the BAR to get permission to do this. Attached below is a summary of the Financial status of the Glenn Short Fund.

August 2020 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"> - 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)	14,957.00
Whitley Services (gutter guards)	3864.00
United Painting Plus (interior painting)	Total: \$ 18,300
<ul style="list-style-type: none"> - Includes sealing and painting windows (3500) - Church parlor (2500) - Sanctuary including ceiling - Washing interior of windows - Washing exterior of windows - Painting pew ends (not complete) 	
	3500.00 2500.00 10,100.00 500.00 800.00 900.00 *
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	775.00
Stripping the wax from areas to be tiled	350.00
Replacing altar area carpeting	1205.00
Replacing tile	3240.00
Waxing new tile floors	500.00
Remembrance Garden fee	500.00
Plaque for sanctuary	25.00

Total spent/committed to date **235,024.76**

Remaining Funds **52,945.24**

Proposed projects:

Repair of slate roof (Whitely)

4 new gutters (Whitely)

Concrete apron for north & east sides of church
(Bernard Moyer Masonry)

AV equipment for broadcasting 3699.00

Computer for broadcasting 800.00

New sound system 6899.00

Lock for Boiler Room doors

New Locks for new doors

Hearing Assist System 6850.00

Respectfully submitted, Sally Taylor

TASK FORCE TO CONSIDER CHANGING NAME OF CHURCH
Board Report for Wednesday, September 23, 2020

- The Task Force hosted 12 cottage conversations through September, with nearly 80 people attending.
- **Cottage conversations notes:**
 - Full compilation of responses can be found on the church website:
<https://www.uucharlottesville.org/cottage-conversations-compiled-notes/>
 - Response was overwhelmingly supportive for changing the name.
 - Most people described an evolution of their thinking about Thomas Jefferson as a figure and as the name of our church.
 - Most of those who expressed ongoing admiration for Jefferson also felt that listening to those who wanted to change the name was more important than keeping the name.
 - There was a surprisingly robust discussion of future names and a real call to make the process thorough and thoughtful.
 - There was a strong call to change “church” to congregation, fellowship or other word.

- There was a strong message for the church to not think the name change would be a quick fix for problems of white supremacy in the congregation. Many members recognized that anti racism work is ongoing.
- Those who supported keeping the name emphasized their desire for the church to act as a source of education about Jefferson and his accomplishments.
- Many people felt that the name interferes with their ability to welcome people to our congregation, and many felt that it was difficult to engage in social justice work with this name.
- **Congregational Meeting**
 - Meeting is scheduled for Sunday, September 27th at 1 pm.
 - Christine Gresser is scheduled to give a 3 minute introduction at the meeting
 - Katherine Parsons and Caroline Landis will both give 2 minute statements in support of changing the name.
 - Caroline Landis is preparing a brief video with the youth supporting the initiative.
 - Liberty Powers will be available to answer questions about the project.
 - The vote will occur at the end of the congregational meeting and will include both the budget vote and the name change vote
 - Rehearsal will be on Saturday from 3-5pm

Supporting documents:

- FAQ: [Name Change Initiative FAQ – TJMC -Unitarian Universalist Charlottesville](#)
- Timeline of Name Change Initiative : [Name Change Initiative Timeline – TJMC -Unitarian Universalist Charlottesville](#)
- All posts: <https://www.uucharlottesville.org/tag/our-name/>

Additional info:

Rev. Linda Peebles spoke with a reporter from the Daily Progress and a story about this initiative is expected to appear in Thursday (9/24) paper. Media inquiries should continue to be forwarded to Rev. Linda for response.

An email to the congregation will go out on Thursday and will include a summary of the cottage conversations as well the above links.

The priorities for volunteer coordination changed significantly with the church closing and COVID. Much of the prior work involved being on site and in the church, meeting with groups and individuals. Very little volunteer coordination took place between mid-March-June. Rather than being guided by a detailed work plan the need for volunteer coordination has bubbled up with specific needs.

Two doable projects rose to the forefront.

Yard Sale

A new team came together in July and discussed how we might move forward with a modified “yard sale”. Keeping the health and well being of volunteers and the congregation upper most in our minds, we decided to use an online auction format and also sell donated items on eBay and Craigslist. The team is taking a long view in how this experience can inform and transform how we fundraise through selling donated items throughout the year.

A few observations to share from our experience:

- We intentionally formed a small team and developed protocols to physically work together that created a safe work environment.
- The types and amount of donations were limited and strategic to ensure safety and manageability.
- We learned how to use the church’s auction platform (Auctria) and continue to develop depth within the team for the use of this site.
- We currently have year round dedicated space for auctions/yard sale items and are better able to take donations on an ongoing basis.
- The estimated amount fundraised to date through two online sales, eBay and Craigslist is \$3,000+. Sean is working to calculate the final number.
- The team is interested in developing sustainable methods and year round work, using a variety of opportunities to sell. As of today, the team is planning the next online sale for Spring 2021.
- This has been a learning experience and the team continues to discuss possibilities and next steps.

Team members: Bev Ryan, Kay Frazier (co-chairs), Judy Bias, Sandy Brookes, Elizabeth Breeden, Gloria Morgan, Janice Walker

Grounds

In this time of COVID much of our grounds are suffering from neglect. The Grounds Committee has been at the top of the list to strengthen and nourish for sometime as the work fell to a few individuals. Working on the grounds is a good opportunity for congregants to give of their time and talent in a safe environment.

Specific work includes:

- Develop protocols for individuals and small groups to work safely on the grounds.
- Coordinate and collaborate with our DAF and the existing Grounds Committee.
- Build a communications network with those interested in one time and ongoing projects. Communicate the opportunities to the congregation.
- Identify one time projects. Build leadership to organize and coordinate projects.
- Market the Adopt-a-Spot program.
- Strengthen the Grounds Committee!
- Keep it simple, have fun and celebrate.

Grounds Committee: Sallie Kate Park, Walter Hoffman

Volunteer coordination now is more about holding on to and building relationships; creating opportunities for folk to interact and give their gift of time; and assisting our congregation to live our mission and values. Volunteer coordination is staying attuned to the needs of the various groups and committees and using limited resources to assist with the greatest needs. It is also thinking about the future, dreaming about when the church will reopen and living in this transformative space we are currently experiencing.

Submitted by Kay Frazier

Correspondence

Dear Friends:

I would like to ask the Board to [read *this article](#) and thoughtfully consider whether it remains ethically acceptable, *even for marketing or convenience reasons*, for our community to participate in and thus support Facebook. [*Facebook Has Been a Disaster for the World", Jamelle Bouie, New York Times, 9/18/20.]

Many individuals concerned about Facebook's poisoning of our culture (despite its conveniences, there are many other ways to connect) are leaving the platform for reasons of conscience. I would like to ask that we now consider the question as a community of conscience. Social research has indicated for some time that FB increases loneliness and undermines community in the aggregate, despite its positives, which include quick-fix pleasures, connections to loved ones at a distance, entertainment value and messaging convenience. I am happy to provide research. Once adopted by a population, many assume FB will be an essential tool forever. But this is habit, not fact.

FB has done massive damage around the world, especially in Africa, Honduras and other places less privileged than our own. It is helping destroy American democracy as I write. Our Fifth Principle could guide us to a different choice. There are strong commercial and group-think pressures to remain passively dependent on FB and avoid acknowledging that using it means accepting responsibility for its impact. I believe making a thoughtful, conscience-based choice, now that the harm it causes is more widely understood, is exactly what a religious community should do. We have done the same with fossil fuel divestment, Green Sanctuary investment, and anti-racism efforts. After decades of avoidance, we're doing the same about our name. That's because as our Fourth and Sixth Principles say, we care about issues even when/if they're inconvenient, and we remain open to assimilating new truths.

Because FB harms individuals and children, undermines community and is used to attack democracy around the world, again--despite its convenience, utility and appeal--I would like to ask whether, as a congregation, we might examine and then vote on whether to continue any church-run Facebook presence. It might inspire congregants to consider more consciously the impact of supporting Facebook, and also encourage more real connections and conversations.

We could include a short statement about this decision on our website's home page, and direct people to other links for learning more about and meeting our community. As I described in previous correspondence about Facebook, there are other non-toxic platforms that serve the same function that we could migrate to, if we cannot create our own. As you are aware, I have been wrestling with Facebook's impact on this beloved community and our culture for some time, while keenly distressed over what it is doing to positive social and democratic values everywhere.

Thank you again for considering this.

with love,
Laura Wallace