

Unitarian Universalists of Charlottesville
BOARD OF TRUSTEES MEETING
October 28, 2020
6:30-9:30PM Meeting 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 – Lorie Craddock (President), Elizabeth Breeden (VP), Stan Walker (treasurer), Beth Jaeger-Landis (Secretary), Kelsey Cowger, Breck Gastinger, Jim Gorham, Liberty Powers, Rev Linda Oldon Peebles, Alex McGee, Sean Skally, Pam McIntire

Absent –Leia Durland-Jones (vacation)

Guests –Chris Little, Dave Shutt

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

Opening Words -

Community Time / Public Comment - (limit 2 minutes/person verbal, otherwise written): No additional guests spoke during this time.

Special invited guests: from the **Interim Committee**: Chris Little (20 minutes) : Chris led us through a time of sharing and active listening using the two questions that were asked during our Listening Circles in the parks several weeks ago.

- Sharing and listening time using “I” statements about our expression and feelings on the following topics: What do I love about this congregation? And What are my hopes for this church going forward?
- What do I love about this congregation?
- How I participate is up to me. If I want to give time, committee work, money, I do not feel like I am being put on the spot to give.
- Recently I have really loved the services. Very meaningful to me.
- It is a free place, wide umbrella for a lot of people. When we share the message of a free religion it is beautiful. There is a network, structure, a gem, a secret.

- People are trying to do good in the world with thoughtful reflection.
- It is exciting to be a part of a community that has ranges of ages.
- I love its outreach, internal support within the membership itself, support
- I love how appreciative and welcoming the church community has been

#2 Question: What would I like to see more of going forward?

- Become more involved in the Charlottesville community
- More internal events to support the members of the church
- I would love this church to look the way a community that I want to live in. Social justice work. We are not known as the church you go to for racial justice leadership.
- I would like to see more money, more active volunteerism, there is a core group of people who do most of the work of the church.
- More events with food: SOUP SUNDAY
- I would like to see more diversity

1. Acceptance of Agenda

MOTION: Accept the agenda. Unanimous approval

2. Correspondence - No new correspondence this month

II. Reports (60 min)- written reports can be found at the end of the minutes.

1. President's Report (written) - Lorie Craddock
2. Vice President's Report (written) - Elizabeth Breeden
3. Treasurer's Report (verbal) - Stan Walker
Not much new to report. The Finance Committee is discussing alternative budgets.
4. Lead Minister's Report - (written)- Rev. Linda Olson Peebles
 - 26 participants were at the two appreciative inquiry sessions
 - Post-election vespers (Wednesday) service. It will be a service of healing and to experience a feeling of being held.
 - We have been able to connect with the police, neighbors, and UVA Community about the racial profiling that Walter Hoffman experienced several weeks ago. He was stopped by the police and surrounded by 5 police cars for simply walking down Rugby Rd "while black". The community needs to be educated and the police need to be aware that sending 5 police cars for a 68 year old man walking to the church is unnecessary. Elizabeth has made contact with the police and some leaders in the neighborhood.
 - Election Day : Adam Slate, Kim Grover, and Rev Alex have been trained and are part of the Clergy Collective group that are planning on providing a calm presence at the polling sites.

- Concerned about what may come after the election. There is talk among local churches and among UU Congregations across the country about how our church can be present and helpful to our community. First step includes talking with partners in the community. Linda went to the Clergy Collective in Charlottesville. Nobody can predict what will happen in Charlottesville so it is difficult to be prepared as we may need. We may not know what the election results are days after the election.
- Hold the Line training (Liberty has participated in a training session): there is a second meeting tomorrow (10/29/20 at 7:30).
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- 5. Assistant Minister's Report (written) – Alex McGee
 - Transylvanian Partner church trying to understand about our new name.
- 6. Director of Faith Development's Report (written) - Leia Durland-Jones
- 7. Director of Administration and Finance Report (written) - Sean Skally
 - Incorporation (15 mins)
 - Benefits: Right now the Board could get sued as individuals. Technically we need to petition a judge to make land dealings. We may need to incorporate to get a loan from Wells Fargo. We are not registered with the IRS as a 501C3, churches do not have to file for it. There is this ambiguous status. If we were officially a 501C3 we could obtain a tax exemption. If we file for this then we would be an official non-profit.
 - **Motion made to instruct Sean to apply to be a 501C3.**
 - - Motion was seconded.
 - Discussion: Why is this coming up now? Filing a name change with . Churches have an ambiguous relationship with the government. When you have "church" in your name most people feel that you are tax exempt. If we decide to have "church" removed from our name we may have difficulty receiving tax exempt status. We may want to let the congregation know our plans before voting on this. It is an organizational/legal decision.
 - The name change would need to come first or we would have to fill out all new paperwork with the new name. We would not need to file again, but would need to fill out new paperwork with the SCC. No extra fee once we change our name.
 - There is a one time fee of \$600 then an annual small fee.
 - There has not been a church audited in the last 10 years. Most churches have 501C3. Falwell brought this to court to protect his church Board.
 - **The motion passed unanimously**
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- 8. Membership Report (written) - Sally Taylor

Membership stands at 359
- 9. Board Liaison Reports
 - Personnel Committee (see VP Report) - Elizabeth

- Glenn Short Sanctuary Capital Endowment Fund Committee (written) - Sally Taylor
- Music Committee - reported within Rev Linda's report
- Building Use Task Force: (verbal) Sean
 - Blue Ridge Music is looking at using our outdoor space on more dates
 - PACEM is utilizing Summit House
 - Lucy Gilbert is our new film editor
- Nominating Committee (verbal)- Breck
 - Currently there are open positions on Personnel and on the Nominating Committee. The Nominating Committee expects to bring names forward to the Board at our Dec 2nd meeting.

III.Consent Agenda / Electronic Motions (5 minutes)

1. Approval of the September 23, 2020 Board Meeting Draft Minutes

MOTION: Approve the Consent Agenda. The motion to approve the consent agenda passed unanimously.

IV. Old Business

- **Board Retreat:** (10 minutes): November 8th: 4:00-6:00 and November 15th: 2:00-4:00
- Lorie will send out an email to the Board for ideas of what we want to take place at our retreat and Rev Linda, Lorie, Liberty, and Breck will be planning the retreat.
- **Stewardship:** Rev Linda (10 minutes): plans to talk with interested people in November.
- Convening a group of people who have been interested in Stewardship to discuss things that work, things that don't work, and maybe brainstorm a group of people who are interested in doing the work. She imagines a broad based larger group who are the "influencers" to do the work reaching the rest of the congregation.

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 – (total 30 mins)

- **New Name Task Force:**(10 minutes) ideas for committee members generated with the help of Christine Gresser and Executive Board.
- Sharon Utz, Sachin Mehta, Debbie Norton, Haley Owens, Bonnie Hansen, Elizabeth Breeden.
- **A motion was made to create the New Name Task Force** of the following persons: Sharon Utz, Sachin Mehta, Debbie Norton, Haley Owens, Bonnie Hansen, Elizabeth Breeden.
- The motion was seconded

- Discussion:
- We need people to spark the conversation before we conclude the conversation. We have very good organizers on the Task Force.
- We need to give them their “charge” for their work as a Task Force. Are we asking for just one name or several names from which we want to vote. They are in charge of the process and they would bring it back to the Board. They will listen to the congregation and then come back to us for us to make the decision before the vote goes to the congregation.
- We need to give them a time-line. We could have two different votes, where we narrow it down to two names and then a final vote several months afterward. We need to be mindful of their communication with the Board and the congregation.
- Identity, spiritual, and aspirational name.
- **The motion passed unanimously**
- **Post-Election Day potential chaos:** (20 minutes) Where would problems happen? Will the Board be ok with the church being open for medics to use? Will the Board be ok to quickly notify members that they are needed to volunteer to help other churches and the synagogue? Wednesday November 4th night plan.
- There will most likely be an unfavorable response in Charlottesville but to what degree is unknown. We have to think about all potential outcomes.
- The staff is working collaboratively with the Ch’ville Clergy Collective and may need to either open our church in a crisis or lend volunteers to our church neighbors.
- Pre-approve or pre-disapprove opening our church
- Authorization or support for Rev Linda and executive board
- A google form to send out to the members of the church with different questions (i.e. Do you want to march? Are you able to house people? Are you able to physically help?)
- We can do publicity ahead of time, getting a commitment from people beforehand, we could put it in this Friday’s email to educate the congregation and then link to a google form. Once they sign up they will get training.
- - It will be important to make sure the congregation knows how to keep safe.
- Communication in the Friday email needs to be short and have links to the website and to safety tips.
- Executive committee and Rev Linda will have to keep in mind the safety of our staff with the presence of others in our church and keep in mind safe practices around COVID.
- There are groups that will be on the ground for election safety. We do not want to tell people to show up at the polls to “fight white supremacy”.
- Create a “Durable power of attorney”: what are we ok with using the church building for housing people if it is necessary.
- A motion was made to allow Rev Linda in collaboration with the Board President to make a post-election response decision including use of the church building.
- The motion was seconded
- The motion passed unanimously.
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VI. Closing Activities (5 min)

1. Process Review –Liberty

- We started the meeting off “rough” with people not being able to find a Zoom Link that worked. We will need to send out the meeting reminders the actual link to the Zoom meetings from now on. Finding the link through the UUCharlottesville website was arduous. We need to be cognizant that if we are having trouble getting into the meeting then others are also having trouble.
- Having our guest speaker was a “surprise” and it took me a while to “warm up” to the exercise since it was not typical for a Board Mtg.

2. Things to do / communicate

- Rev Linda: write words for this Friday’s Newsletter stating that the staff and Board realize that this will most likely be a contested election and that there may be some trouble in Charlottesville after the election. Kelsey will create a volunteer Google Form.
- Lorie: Sending an email to all Board Members about what they hope for the Board Retreat.
- Rev Linda, Lorie, Breck and Liberty: Planning the Board Retreat
- Rev Linda, Stan, Liberty: Start the process of convening people interested in Stewardship
- New Name task force: Ask the task force to come up with their own charge prior to our Dec 2nd meeting.

3. Closing Words -

Dates to remember: November AND December Board Meeting is a combined meeting on Wednesday, Dec 2nd at 6:30 PM.

(Executive Board meeting on November 19th at 6:15 PM)

Future topics -

- Leia’s job description: New Year
- Bylaws Task Force
- **Council Structure:** How do we want the Councils to work. Worship Council, Community Life Council, Social Justice Council
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REPORTS

President's Report, October 2020

Two important things have happened since our Board Meeting in September.

On September 27th there was an online Congregational Meeting and we voted overwhelmingly in favor of changing the name of our church. This month the Board will appoint a New Name

Task Force. This Task Force will design and implement the process of selecting a new name. During this interim period before a new name is chosen, we are using "Unitarian Universalists of Charlottesville" to identify our community.

On October 18th with great joy and enthusiasm, we formally ordained our Director of Faith Development as a UU minister. Congratulations to the Rev. Leia Durland-Jones, now our Minister of Faith Development. We look forward to many more years of wonderful and inspired service from the Rev. Durland-Jones.

The Board of Trustees will be holding its annual retreat on the 8th and 15th of this month. The Board will be discussing future plans and priorities for our church. One of those priorities is the continuing stewardship of our community in terms of both volunteer hours and financial stability. Rev. Linda will be holding conversations about stewardship with church leaders during the month of November in anticipation of a January presentation to the Board and March pledge drive.

Many thanks go out to the Glenn Short Trust Committee this month for the completed installation of the audio/visual equipment in the sanctuary. We are now able to live stream from the sanctuary. The GST Fund also allowed for the creation of a Church History Room in the Lower Hall of the building. The history files stored in the Mural and Blue rooms were moved into the new History Room where they will be preserved with the help of a very powerful dehumidifier! Of the original \$287,970.00 in the Glenn Short Trust there is approximately \$30,283.24 remaining with several projects still targeted.

It's not just the inside of our church that is getting a makeover but the outside as well. Many thanks to Kay Frazier, Walter Hoffman and Sallie Kate Parks and the crew of John Nolan, Sean Skally, Bobbie Williams, Elizabeth Breeden, Josie Taylor, and Kate Fraleigh with Conrad Heins and Hank Mitchell for all the work around the church grounds and playground. The giant brush piles in the Summit House yard have been hauled away and the entire campus has been tidied in anticipation of the change of seasons.

And finally, as we look to November 4, the Board will be in discussion at our October meeting about how to best respond after the national election. We are already in communication with the Charlottesville Clergy Collective and Rev. Linda will lead a zoom Vespers for our congregation the evening of the election. No matter how the election unfolds, we must support one another and remain a strong community in these challenging times.

Submitted by Lorie Craddock, President

VP Report-October 28, 2020

The Personnel Committee has addressed the burning question, How are records kept responsibly over time, both for access and for history. We have updated and clarified the use of

Dropbox and assured that record keeping is consistent. Staff evaluations are now with supervisors and we are pursuing their completion.

Small but hearty yard crews have spread mulch and compost, sowed grass, and cleared the area under the trees in Summit House yard and tidied the playground for Leia's Ordination. Under the leadership of Kay Frazier, Walter Hoffman and Sallie Kate Parks, the crew of John Nolan, Sean Skally, Bobbie Williams, Elizabeth Breeden, Josie Taylor, and Kate Fraleigh with Conrad Heins and Hank Mitchell worked up a sweat. The inspiration of the newly improved interior of the building has inspired us to improve the landscape as well.

Sincerely,

Elizabeth Breeden, Vice President

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

November Theme - Healing – In the weeks to come, our Sunday services and interim work will focus on ways we can heal – building on the October themes of listening to others, to the deep voice within, to our history, to our future. Healing is important as we respond to the crises of the election amid a pandemic, to still-felt trauma of anger among members about church disagreements, to the shortening days and the grief of losing loved ones. *Many thanks to the Board for your willingness to be a part of the Sunday morning welcome.*

Interim Tasks

- **History** *Lifting up the facts and mythology of a congregation's life.*
 - People are interested in unpacking this congregation's last decade, so the interim team may host a history event that could also open chances for healing.
 - Our Oct 18 morning preacher showed how history lives on today.
- **Identity** *Identifying features, vision, self-image, and ideals of a congregation*
 - 5 "Circles in the Park" with some 25 folks, and 4 other groups. Summary report will come out in November following some more conversations.
 - October 24/25 sessions on Appreciative Inquiry with 14 participants
 - The name change conversations and vote are helping frame a new identity, and stepping up to challenge racial profiling, to supporting one another in grief, and celebrating in the ordination – all give a sense of "who" you are!
- **Leadership** *Supporting leaders and discovering new leaders.*
 - conversations 1x1 and in groups asking people about leadership thoughts
 - dates are being set for "think" conversations around communications, racial justice, stewardship, membership
 - Elizabeth Breeden and I are beginning a plan to bring together "council" leaders

- I launched a Soul Matters group of 8, with the goal of mentoring them to open new groups later in the year
- **Connections** *Strengthening or creating links to other communities – UUA, UU congregations, interfaith neighbors, community partners*
 - The UUA President in our pulpit Oct 4; a number of UU leaders at the ordination.
 - Meeting with Cville Clergy Collective, to plan response to Election Day and after
 - October 27 Annual meeting of IMPACT involving 15 UUCville leaders.
- **Health** *Strengthening finances, processes, practices.*
 - Creating “think” groups to make plans.
 - Working with Sean and Stan for good reporting and review of pledges.
 - Plans about helping people have difficult but healing conversations to mend rifts.
 - I am collaborating with the Personnel Committee on evals in November, which will lead to future conversations about our evaluation processes
 - The staff had a good retreat (on zoom) to increase our ability to work well as a team

All this work is done as a part of the regular congregation life of administration, worship, justice and service, education, pastoral care. It is done in partnership with everything we are working on. I have talked with more leaders about their own committees, and am grateful for the wisdom and energies of our staff, the Board, and the “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.*

Worship – We are recruiting new Worship Weavers to join the team as Laura Horn and Frank Dukes prepare to bow out. It has been a joy to work with new tech team members, start using our new sanctuary streaming abilities, and collaborating with the ordination team!

Music – Scott is improving his skills to be able to create virtual choirs with our own church singers. In October he created 2 choir anthem videos (music, lyric and photo images) and 4 voice/music/visuals hymns for worship, as well as arranging for “live” postludes.

Pastoral Care - Alex will continue leading in this area until her sabbatical.

Joys and Sorrows – We’ve had the joy of a member wedding in our sanctuary – Gove Johnson and Gretchen Beck were the first to use our new streaming capacity! And we will stream the baby dedication of Isaac Stafford Abbott Carter Nov 1. Our sorrow is the death of beloved member Marc Goldberg.

Membership – We will be welcoming new members in our October 25 service. We are working to connect a number of folks in their 20s and 30s with each other.

Connections I continue having meetings with individuals and teams, although because of heavier programming I’ve slowed down a bit compared to the first months. In the past 4 weeks, I have had 25 1x1 meetings and met with 7 teams/committees.

Stewardship – November conversations will lead to December plans and staffing.

January – presentation to Board. February – launch of messaging and early outreach. March – canvass.

Developing I have been involved in communicating with various people to address a couple special needs, still developing -

- Responding to the **racial profiling** of Walter Hoffman (the letter to police, neighbors, UVA, with 2 follow-up calls as of now)
- Projecting how best to be **prepared for Nov 3** and subsequent upset
 - With CCC coordinating clergy witness at polling sites (Adam Slate and Kim Grover have taken the lead)
 - Following UUMA training, post election we will be supporting partners to provide volunteers if needed at church sites closer to downtown
 - On Nov 4 I will lead a zoom Vespers for our congregation (and the community?)

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

Link to:

[Attendance Data for last five years, Sept and Oct](#)

Assistant Minister Board report for board meeting on Oct 28, 2020

Written on Oct 24, 2020 by Rev. Alex McGee, serving as Assistant Minister

Ongoing regular work:

- Continue to work on worship planning and delivery with staff,
- on pastoral care with Pastoral Visitors and staff.
- Now that I have time freed up since Rev. Linda is here, I am more able to attend collegial events locally, regionally, and nationally and bring learning back to the congregation.
- Continue to support families after death;
- attending church wide events, especially related to interim
- teaching a class on End of Life Planning (10 people registered from 4 UU congregations in VA)
- time to continue to hand off things to other staff as we clarify interim roles and prep for sabbatical

Staff retreat: Found benefit in staff retreat and covenant.

Sabbatical: Prepping for sabbatical, and planning with Linda how to share with the congregation. We will be bringing you info, but if you have questions, please let me or Linda know.

Election: Prepping for election by attending trainings on poll observing and de-escalation and meeting with local clergy. Also planning with Linda and team for Vespers on the evening after the election.

Action requested:

- 1) **Books** I would love to give you books on congregational leadership. There are about 100 books on congregational leadership in the church office and if you let me know a time, I'll meet you there and let you browse and take as many as you like, to learn about stewardship, membership, organizational dynamics, UU leadership. You can also pick out books to give to other leaders.
- 2) **Partner Church:** Rev. Istvan Torok of our Partner Church in Oltheviz contacted me with insightful questions about the name change, including angles on theology, US history, Cville history, and congregational history. Please consider your role in supporting lay leadership in partner church relations.

Respectfully submitted, Alexandra McGee

Report to the Board

October 2020

Rev. Leia Durland-Jones, Minister of Faith Development

Ministry to Children & Families

- 1) Sunday morning Chapel/Faith Development continues to be our primary way of engaging with elementary age children and their families. We are following the same monthly ministry themes as Community Worship using Soul Matters as a springboard.

Weekly attendance for Chapel/Faith Development:

9/20: 35 people, 9 were children
9/27: 35 people, 10 were children
10/4: 34 people, 9 were children
10/11: 44 people, 11 were children
10/18: 36 people, 16 were children

Participation from child-free households makes Chapel/Faith Development a truly robust multigenerational experience. Several regular participants zoom in each week from out of state. I am delighted to share the Caroline Landis is joining the Chapel/Faith Development Leadership team. She will help Caroline Heins and myself with leading this service. We are looking to expand the team even further.

- 2) Participants of Chapel/Faith Development receive an email directly from me at some point during the week with links to the previous week's videos as well as additional activities to explore that are related to the week's message and theme.
- 3) Our Soulful Home email on Wednesdays is a resource rich with ideas for everyone related to the monthly theme. There are discussion prompts, chalice lighting words, suggested activities as well as artist of the month information and images.
- 4) Our Chalice Home packet is available to every household. The link is included in the Soulful Home email each week. Chalice Home brings the church into the home with an entire packet

of resources to use as a household that fits with personal needs and schedules. It includes a monthly ritual directly supporting the monthly theme. Families on the Religious Education email list also have this packet sent to them directly.

- 5) The celebratory drive by following the Ordination Service as well as the encore drive by last Wednesday evening were great opportunities for families to come to church for a fun outdoor activity. On Wednesday evening, families explored the playground (their visits were spread out and all wore masks.) The children were delighted to be on the grounds. We hope to offer additional opportunities for limited play (keeping safety foremost on our minds) on the grounds throughout the fall.

Ministry to Youth

- 1) Our 7th & 8th grade youth will participate in the Planned Parenthood “Get Real” sexuality education program Sunday Oct. 25 through Sunday January 10. I am grateful to Amelia Bowers, Planned Parenthood’s Community Educator, for her willingness to virtually lead this program with our youth. Some of our trained OWL instructors (Laura Horn, Pam McIntire, Greg Townsend and Dawn Dirks) will be helping lead this program with Amelia.
- 2) Our Senior High YRUU group is meeting weekly via Zoom with their advisors (Kim Grover, Larry Moulis, Karen Prairie, Pam McIntire, Greg Townsend and Jen Smith.) The group is also meeting occasionally in person at a local park. This Sunday they will gather at Washington Park and carve pumpkins.
- 3) Programming is still in the works for our 5th & 6th grade youth to include Zoom chat spaces, ChUUrchcraft (based on Minecraft), limited in-person gatherings (social distanced and masked) at parks.

Adult Faith Development

- 1) Classes are underway including Linda Dukes’ and Diane Ober’s racial justice offering “Seeing with New Eyes.” Rev. Wayne Arnason’s UU history class is full with a wait list. Alex’s Planning for End of Life class has 14 registrants. We are postponing and rescheduling Rev. Linda’s Community Organizing as a Spiritual Practice until January in order to promote attendance at the Southern Region’s cluster gathering scheduled for the same day. There are at least 16 people registered for the Appreciative Inquiry class lead by Linda.
- 2) Planning for the winter/spring semester for Adult Faith Development programming begins soon.

Community Worship

- 1) 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 participate as our chalice lighters!
<https://www.signupgenius.com/go/10c0f44aba823a3f94-lighting>
- 2) I meet weekly with the Worship Team to help coordinate our Community Worship services. I led our Animal Blessing on Sunday October 4. It was such a delight to have the Rev. Dr. Randy Becker preach on Sunday October 18. I am looking forward to co-leading Ancestor Sunday with Rev. Linda and Rev. Alex and Scott.

Ordination

It is hard to find the words to convey how deeply I was moved by last Sunday's Ordination Service. Thank you to everyone who contributed to making it such a meaningful and powerful day and experience. I am so happy to be your Minister of Faith Development.

Time Away

I will not be with you at the Board Meeting next week and I am taking a week of vacation.

DAF Report to the Board October 2020

DAF Position

- DAF Hours for Sept: 225 of 200 hours worked
- Approximately 45 hours of meetings attended
- Started a short online course for Parliamentary Procedures.

Finance

	Statement of Activity	
	Sept 2020 YTD	Sept 2019 YTD
Total Revenue*	\$138,769.93	\$143,786.89
Total Expenditures	\$93,872.11	\$124,906.79
Net Revenue	\$44,897.82	\$18,880.10

*\$29,580.00 was moved from 2137 Future Year Pledges to 3010 FY 2020-2021 Current Pledges

Notes from this month:

- Added new FY 2020-2021 Budget information
- Updated General Endowment amount. I will try to update this monthly
- Moved \$29,580.00 from 2137 Future Year Pledges to 3010 FY 2020-2021 Pledges
- Streamlined the reporting by removing the deleted accounts
- Connected Stripe and PayPal to QuickBooks
- Disconnected Stripe and PayPal from QuickBooks as it created more work for me, including having to delete 3 months of transactions one by one.
- Manually entered the PayPal and Stripe transactions one by one.
- Learned how to upload from Breeze to QuickBooks.
- Created the PPP spending tracker. Wells Fargo is still not accepting applications yet.
- Removed some accounts due to lack of use (5506 - Hospitality Coffee and 5507 - hospitality Snacks have been deleted and now it is just 5505 - Hospitality)
- Created 5513-00 to track online subscriptions
- Created 5586 Edgewood Lane Electricity to help track it separately
- Created 2101 Ordination for Leia's ordination
- I have found that QuickBooks can do a review of books for \$1000

Administration: Proposal to incorporate as a non-stock (not for profit) company

When researching the name change I found that we are not registered as a 501(c)(3) organization with the IRS, or as a non stock organization with the Virginia State Corporation Commission (SCC), which is the state regulatory agency for nonprofits.

- Per the Virginia Non Stock Corporation Act, churches and religious institutions can incorporate.
- A one-time fee of \$600 is required to register with the IRS. This is not mandatory, but it is recommended.
- A fee of \$75 is required to register with the SCC, with a \$25 per year re-filing fee.
- A registered agent is also required. This is a person with a degree in law recognized by the VA Bar association. This person files and handles legal correspondence for us. This will cost about \$90 per year.
- Benefits of Incorporation with the SCC
 - Limiting Liability for Board vs lawsuits (If the church is sued over individuals)
 - Ease of Property Transactions (currently churches are supposed to petition a circuit court judge)
 - Ease of lending from institutions (some institutions require incorporation)
- Benefits of filing as a tax exempt not for profit with the IRS
 - Legal legitimacy
 - Tax exempt for all purchases related to the church's mission

Building Use Covid-19 Task Force / Current Rentals

- Blue Ridge Music Together is interested in holding more outdoor activities.
- PACEM will begin on November 1st.

Buildings Repairs

- Fixed smell coming from men's bathroom
- Installed new A/V streaming computer

Repair Document Link:

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

Grounds

- Planted grass and clover near social hall doors
- Worked with volunteers to organize clearing brush from Summit House Yard.

IT

- 4 speakers and 2 PTZ cameras have been installed in the Sanctuary courtesy of the GSTC
- Completed Mailchimp Migration
- Trained 2 Membership Committee volunteers on Breeze
- Trained 2 new Tech Crew members
- Trained on how to use new A/V equipment in Sanctuary
- Trained 2 volunteers on new A/V equipment

Human Resources

- Hired a new video editor named Lucy. She will be an intern until January and work for credits until then.

Safety

- Meeting with security specialist to look at building security
- Replaced expired hand sanitizer

Wins:

A/V installation

Finances tracking is caught up and cleaned up

Migration to Mailchimp is complete

Opportunities:

Financial paperwork was very late to Finance committee

Training for volunteers on new equipment was not as thorough as needed.

Link to [DAF Reporting Sheet:](#)

Link to [Statement of Financial Position](#)

Link to [Statement of Activity](#)

Link to [PPP Spending](#)

Link to [Guide to VA Incorporation](#)

Membership Report October 2020

To: Board members

Re: October 30, 2020 Membership report

TOTAL MEMBERSHIP as of August 30, 2020: 358

Add:

Newland, Jean rejoined, contact with office, Oct. 6, 2020

Newland, Paul (Kip), rejoined, contact with office, Oct. 6, 2020

Drop: Marc Goldberg, died October 23, 2020

TOTAL MEMBERSHIP as of October 25, 2020, 2020: 359 members

Sally Taylor, Membership Tracker for TJMC Membership Committee

October, 2020 Report from the Glenn Short Trust Committee

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

Audio Video Services installed 4 new speakers, a stereo amplifier, a digital signal processor and the equipment to connect and house the new sound system. They also installed 2 cameras, controller, cables, microphone and shelving to hold it all and connected it to the new computer purchased from Top Notch. The new systems allow us to broadcast services on line from the sanctuary.

The AVS specialist assures us that we will not need a hearing assist system because the new speakers are many times more efficient than what was in the sanctuary.

Signature FX Cleaning waxed the new tile installed in the Edgewood Lane hallway, bathrooms and foyer.

United Painting painted the pew ends, pulpit, Membership book case etc. the same color as the trim in the sanctuary.

The history files stored in the Mural and Blue rooms were moved into the new History Room. Those files were organized. Many Finance files (7 years old or older) were shredded and disposed of. The dehumidifier and a ceiling light/fan were installed and turned on in the new History Room.

Whitley has been hired to repair the damaged tiles on the slate roof and to install four downspouts, three on the playground side and one along the outside of the breezeway.

We still haven't heard from Commonwealth about the installation of the four doors. The delay has been attributed to the difficulty in obtaining the hardware for the doors. After the doors are installed, we will install new locks on all of the outside doors.

Don Landis is organizing a work party to install insulation above the mural and blue rooms.

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

Respectfully submitted, Sally Taylor

August 2020 Report from the GST fund

<u>Starting fund:</u>	\$287,970.00
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

- 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
- 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	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	
Repair of slate roof (Whitley)	7973.00	
4 new gutters (Whitley)	2766.00	
Computer for broadcasting	800.00	
New sound system	6899.00	
AV equipment for broadcasting	3699.00	
Total spent/committed to date	257,686.76	Remaining Funds 30,283.24

Proposed projects:

Fire extinguisher for History Room	
Tools for Boiler Room construction	30.00
Concrete apron for north & east sides of church	4150.00
(Bernard Moyer Masonry)	
Rebuilding the handicapped ramp	
Lock for Boiler Room doors	
Replace or rekeying Locks for outside doors	
Hearing Assist System	6850.00
Noise remediation for balcony	

