

TVUUC BOARD MEETING MINUTES

Date: November 20, 2011

Members Present:

Chloie Airoidi--Watters	Lamar Gibson	Linda Randolph
Bill Cherry (ex officio)	Lillian Mashburn	Molly Rochelson
Chris Buice (ex officio)	Kenneth Moffett	Laura Twilley
Teri Combs-Orme	Nathan Paki	Sam Wallace

Members Absent:

Grier Novinger
Nick Potter
Mia Wallace

Visitors Present:

Duncan Teague
Damon Wilson
Lisa Thomas

1. Opening Words

Linda called the meeting to order at 3:00 p.m.
Lillian offered opening words.

2. Review of minutes- Sept. 18, Oct. 13

Minutes for the board meetings of September 18, 2011 and October 13, 2011, as well as minutes for the congregational meeting of November 13, 2011, were approved with no corrections.

3. Consent agenda

A motion was made, seconded and carried to accept Chris's report for October and the cash reserve summary provided by treasurer Nick Potter.

4. Stewardship campaign

Ginna, unable to attend this meeting, will attend on December 18 to discuss the stewardship campaign. Currently, she plans to canvass the Board.

5. Program Council report

Chloie reported on several Program Council matters:

- Regarding problems with staffing the first service with ushers, Sam suggested the BMOD be responsible for tallying funds from the collection plate as well as counting attendance.
- Kenneth Palmer Kitchen notes UU101 has had ten graduates, all of whom have volunteered for positions.
- We will be getting a guest book at the visitor table.

- We are encouraged to speak to persons with paper name tags.

6. Board table staffing roster

This will be distributed via e-mail this evening.

7. Library policy

- The Board reviewed a handout of the draft policy, to be filed with these minutes.
- It was noted that something is incorrect about the PDF of the library holdings. Bill noted that there will be a database.
- A motion was made, seconded and carried to adopt the library Policy/Procedure document.

8. Auction- board contribution

The Board's auction item is to be a dining event at Grier's clubhouse on February 4, the idea being competitive provisioning of chili, cornbread, and desserts; beer will be served. The Board would both pay to attend and bring food.

9. Search Committee for Dir. of Administration

The Board reviewed a handout, to be filed with these minutes, and upon discussion determined:

- Chris will select members of the committee by February.
- He will return to the Board by February with committee membership and a draft job description.
- Bill stated he would be able to remain in his position through December.

10. Added to the agenda: Springboard Project report

- Bill reported on the early stages of this joint project among area UU churches.
- The purpose is to utilize grant funding to facilitate improved operational effectiveness, to include administrative responsibilities.
- Scenarios for sharing of positions are to be written in December and January, and leadership engaged in February.

11. Facilities Expenses

- **Solar panels - roof**
Bill explained the tight time frame involving a December 23 deadline for installing the solar panel system, the expense for which was approved by the congregation in March 2011. Once the Tennessee Solar Institute grant was received and work advanced, we learned in late October that it will be necessary to increase the scale of the array onto a greater portion of roof requiring replacement than was anticipated, for a projected cost of \$20,000. With an additional grant award of \$15,000, a deficit of \$6000 will remain; the roof work is moving forward of necessity in order to meet the solar panel installation deadline

of December 23. A motion was made, seconded and carried to approve use of monies from the contingency fund to pay for the necessary roof work.

- **HVAC system- replacements and long term maintenance plans**
The rooftop units having reached the end of their theoretical lifespan, it is recommended that an enhanced maintenance program be put in place to extend the lifetime of the existing units. \$7,300 will be required for the remainder of this fiscal year, proposed to come from the 2011-2012 budget's \$15,000 contingency fund line item. There will be a fixed sum required every year. A motion was made, seconded and carried to fund the \$7,300. An annual amount of \$12,500 will be made part of the annual budget to cover the maintenance contract, which will be signed next week with an expectation of a three-year contract.

12. Governance

- **Timeline**
 - Linda reviewed deadlines that have been set for various elements of our governance transition, one being the definition of the Executive Team as the Senior Minister and the Direction of Administration. A motion was made, seconded and carried that the Executive Team shall consist of the Senior Minister and the Director of Administration. Should composition of the Executive Team change in the future, that change would be made by the Board as provided for in our bylaws.
 - A distinction was made between charters, for committees; and manuals, for activities (pot luck, for example)
 - Bill will have a charter writing workshop in January, for board members and others who will be responsible for developing committee charters.
 - An evaluation calendar, with a different focus or activity area being the subject of each month's effort, is to be developed by the Board for its focus of work in 2012-13.
- **SMART Objectives**
 - Linda discussed a number of subjects dealt with in a handout, to be filed with these minutes, titled "Our Plan to Build a Lasting Community- To Attract Inspire, Engage, Retain and Serve."
 - The purpose for review was to make the Board aware of measurable objectives that have been developed by staff and committees thus far in order to achieve the church's priority goals.
 - Teri asked for funding for the garden that, as funds to achieve an objective, would address the maintenance and improvement of grounds. Teri will first prepare a request for Finance Committee detailing how much funding and detail on how the funds would be used. Linda will work with her in developing the intent as a SMART objective.
- **Organizational Chart**

- Bill reviewed a handout of the draft organizational chart, to be filed with these minutes.
- He noted that the two-part distinction at the bottom of the chart is its most important overarching aspect.
- He noted that an example of a board committee would be the GTF; an example of a ministerial committee would be RE; an example of an operations committee would be personnel.
- A motion was made, seconded and carried to approve this organization chart, revised as noted on 18 Oct 2011.

13. TVUUC document format

Bill discussed a handout, to be filed with these minutes, titled “Policy/Procedure; Development of TVUUC Documents.” A motion was made, seconded and carried to adopt this Policy and Procedure for a standard format for TVUUC documents to include policies, procedures, and charters.

14. Closing Words

Lillian offered closing words.

The meeting was adjourned at 4:00 p.m.

Next meeting: December 18, 2011

Opening and closing words: Dick Trowbridge

Respectfully submitted,

Kenneth M. Moffett, Secretary
November 20, 2011