

## TVUUC BOARD MEETING MINUTES

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**Date:** August 18, 2013

**Members Present:**

Chloie Airoidi-Watters  
Chris Buice  
Heather Finney  
Lamar Gibson

Mary Jo Holden  
Lance McCold  
Kenneth Moffett  
Alan Moore

Tom O' Connor  
Melissa Reed  
Dick Trowbridge

**Members Absent:**

Maureen Dunn McBride  
John Mashburn  
Linda Randolph

**Guests Present:**

Jody Hamilton

**1. Opening Words**

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- Alan Moore called the meeting to order at 1 pm.
- Ken Moffett offered opening words.

**2. Check-in**

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- Members were asked what was the most meaningful event or experience of their summer.

**4. Approval of Minutes from June Meeting**

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- Minutes for the Board meeting of June 16, 2013, with small revisions noted by the secretary, were approved.

**5. Additions-changes to Agenda**

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- There were none.

**6. Consent agenda**

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- No discussion.

**ITEMS FOR DISCUSSION****6. Stewardship Campaign Report**

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- Jody Hamilton reported on various aspects of current and future aspects of stewardship plans.
- He noted that current co-chairs, himself and Ken Palmer Kitchen, will be joined by immediate past co-chairs Cindy Moffett and Larry Kitchen, to oversee a three year effort.
- We have signed up for UUA's "Forth" campaign to use it as our model.
- "Covenant Sunday" is planned for February 2<sup>nd</sup>, being a concerted effort to receive pledge commitments on that occasion. Advance information will be mailed.
- There is a seven person stewardship team, and more youth are needed.
- The next campaign will not involve visiting stewards.
- There was a follow-up effort this past year to contact 150 pledge units, which will be done again this year with a reduced number to contact.
- There was discussion that conversation should emphasize abundance rather than scarcity, and giving rather than raising.
- Alan noted a need to review the Bylaws regarding stewardship and stewardship chairs, suggesting a meeting of chairs past, present and elect.

**7. Finance Report**

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- Heather distributed an operating budget summary for TVUUC for July 2013.

- She noted that operations expenses are higher due to a laptop purchase.
- Gift card income will be less due to a change on the part of Kroger's program.
- There is no cash flow problem at present.
- An Executive Session followed.
- Aspects of the Music Director position were noted. A regional model is to be evaluated; this would constitute a one year experiment if it goes forward. The church would have a choir director and a keyboardist.

#### **8. Minister's Self-Evaluation**

- Rev. Buice's Performance Report/Self-Evaluation for 2012-13 had been distributed to members in June; time didn't permit discussion at that meeting and it was again distributed in advance of this meeting.
- It was explained that it is the Board's responsibility to evaluate the senior minister. The minister provides self-evaluations, as in the present case, on two successive years, and a more extensive evaluation process is undergone in the third year.
- Chris noted his wish to strengthen training of worship associates.
- He hopes to develop a model for collaborative worship.
- He noted his desire for improved methods of receiving feedback.
- Another year of the two-service format is proposed before considering the pros and cons of a return to a single service.
- He noted that RE Assistant Lauren Hulse's efforts with the young adult program have been exciting.
- He noted a need to better explain the responsibilities of membership, and proposes a pamphlet.
- He noted there were a number of difficult supervisory tasks this past year.
- The Board discussed a number of issues with Chris and Heather absent; Alan was to discuss with Chris.

#### **9. Discussion of need for process observer of Board mtgs.**

- A process observer would pay attention to how the meeting goes and comment on issues that could be improved, such as getting off topic. Ultimately it was agreed that we will try a call for likes and dislikes at the end of the meeting to serve this purpose.

#### **10. Clarify BMOD responsibilities; Sunday morning announcements**

- In Alan's opinion the Board Member On Duty has too many responsibilities.
- There is some confusion; for example, it is the responsibility of the worship assistant to prepare the chalice and provide the water; simply checking that these have been done are the BMOD's responsibility.
- It was suggested that a representative of the Program Council be responsible for the various checking-up issues, with the BMOD doing the announcing.
- Chris suggested that a Program Council representative could do the introduction to the offering, including a mention of a specific PC program, and noting the share-the-plate recipient.
- It was noted that announcements should normally all be done by the BMOD, with a limit of one special announcement by someone else if appropriate.

#### **11. Board meeting documents; where to locate; less paper**

- Tom O'Connor stated the Wikispace has not worked out.

- It was agreed that the approach of e-mailing attachments to board members works well.
- It was agreed the secretary will e-mail minutes to members in PDF form.

#### **12. Board Committees: what are they? Board liaisons definition**

- Board Committees refers to standing committees, such as Personnel. Temporary groups constituted for a specific task are considered task forces.
- The Bylaws need to be consulted to determine which committee chairs are approved by the Board.
- Further discussion of Board Committee matters was postponed.

#### **13. Denominational affairs; Committee appointment of co-chair**

- The Denominational Affairs Committee, another example of a Board committee, is now chaired by Ervin Williams.
- Lillian Mashburn has expressed interest in becoming co-chair of that committee. A motion appointing her to that position was made, seconded and carried.
- It was noted that the committee communicates with the General Assembly and the Southeast Regional District, and is responsible generally to provide information about cluster events, GA activities, social action initiatives, etc.

#### **14. Monitoring schedule adoption**

- Alan had distributed a proposed schedule for the different categories of monitoring by the Board over the course of a year. A motion to approve this schedule, which can be changed if we choose, was made, seconded and carried.

#### **15. Format for monitoring reports**

- Alan had distributed a draft format for executive team monitoring reports, as well as possible metrics/topics to be addressed in those reports. A motion to approve this format was made, seconded and carried.

#### **16. Goals and objectives for 2013-14**

- Discussion was postponed until the current version is available. It is to be put on the website.

#### **17. Important dates**

- Dates of several future events were noted. Chris recommended the “Life on Fire” Workshop at ORUUC, and noted that the Cluster workshop “Building the World we Dream About” should be transformational.

#### **18. Closing words for next meeting**

- Heather volunteered.

#### **19. Closing words**

- Ken offered closing words.
- The meeting was adjourned at 3:15 pm.
- Next meeting: September 16, 2013

Respectfully submitted,

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Kenneth M. Moffett, Secretary  
August 19, 2013