

Date: Sunday, April 19, 2015

Members Present:

Alan Moore
Chris Buice
Claudia Pressley-Wise
John Mashburn
Jon Coffee
Kate Benson
Kathy Bohstedt
Lance McCold
Laurie Knox
Linda Randolph

Marco Castaneda
Mary Jo Holden
Maureen McBride

Members Absent:

Cindy Moffett
Grier Novinger

Guest:

Judy Gibson, program council chair

1. Opening

Linda called the meeting to order at 12:45 PM. Kathy read the opening words. Some items were addressed out of this order.

2. Minutes

The March minutes were approved.

3. Monitoring report from the Program Council

The Board agreed this was an excellent report and applauded Judy Gibson's effort for both the report and the accomplishments of Program Council this year. This year the surveys were completed online, and a program created by Nathan Paki enabled the transfer of each survey answer into appropriate table cells for a complete table of survey results, which up until this year was typed by the chair, a task that took many hours. Judy said that she spent a lot of time interviewing those people who did not complete the survey online to gather their answers and type them into the survey fields.

Judy asked about the value of the report with a response of general agreement that The Board does need to know what programs we have as well as the successes and needs of those programs.

Kathy said we are having a problem recruiting folks to serve on PC as Cluster Chairs and suggested that we may need to rethink the structure of the PC .

There are full descriptions of all 62 programs on TVUUC's website.

One of the goals this year was to have all PC leadership speak to five people they don't know each month and find out who they are. Some remarks: Shall we try to keep track of whether folks are doing this? We keep track of things we really care about. If we all agree this is important, then we probably ought to tell Monique that we did it. Then she would have a record of it at the end of the year. Leadership could be "The Outreach Team."

As a result of the Listening Tour, we have a Transportation Task Force to be more inclusive of people with disabilities. A number of changes have been made around the church for easier access by all; one example is the Order of Service now being printed in a larger font.

The Gibsons and Lance have been attending multi-cultural events in the black and Muslim communities. Need to build relationships in these communities. Next year perhaps we should have a goal of turning out more TVUUC folks for these events.

Judy's report includes some criticisms of areas that need improvement; a primary problem identified is slippage on the church calendar, also on publicity. For example, there was no announcement of Dialogue this morning, but it was on the TV monitor, so people went looking for it.

The Board learned that we now have a Marketing Task Force with members including Gordon Gibson, Heather Finney, Marion von Beck, and Jamie Harris. This is an outreach group and is not focused on promotion of internal events. Judy stated, in response to survey results asking for internal promotion support, that each committee is provided with a checklist of the ways in which their programs and events can be publicized. Because staff cannot take on this role, committee members will have to do the work.

In the course of the discussion, Claudia noted that the Order of Service (which lists the leaders on duty) is now ready to print on Thursday mornings. This means that if shifts in the assigned Church Leader on Duty happen, it will not be listed correctly on VolSpot, from which AI pulls names for the listings.

To ensure an easier time for the CLOD to get things set up and to be able to include all the steps that need to be taken, the office is now working on a project whereby there will be box containing the Order of Service packets, a checklist of what needs to go where, and all the items that will be needed - for example, signage, collection baskets, pocket for announcements.

The Sound System position is critical. There's a lot of pressure. Dan Bing has invited Heather and Carrie to be with him on Sunday a.m. They need to be trained. And other folks need to be trained as well. Lance wonders how we could ask people to get this training, without asking for a permanent commitment to be the sound person. Dan has also stated the need for someone with audio expertise and someone to provide training.

Needs for volunteers: another rising chair for next year. Lorraine Smith is Membership CC. Jim Hartsell is going to do Arts CC.

4. Budget update

July 2014 - March 2015. We will send note to every unpaid pledge unit (except those who have automatic withdrawal) to remind folks as of now (75% through the year). "If your circumstances have changed please call the office." We need to control expenses because from here on out it's typically small returns.

Our goal is \$525K. We have \$495K. That's \$30K short. We have 284 pledging units. Of those, 49 have not responded. We think we are likely to get a further \$10K, which will put us at \$20K down. At the end of the cuts that Maureen walked us through, we had a projected \$750 over. The Finance Committee recommended that this money be put into adding back some hours for the Membership Coordinator. Mary Jo stated that the cut in RE of \$1500 is not good and that although Music dollars have been cut from this budget, it is still supported in this budget. There was discussion of what the Board's stated priority should be at the announcement during the congregational meeting. Two big things: Music and Pastoral Care.

The budget did not have to be approved today as we're meeting again on May 3, when we'll have more numbers regarding pledges for next year.

Two members stated that there is a lot of pressure on the rummage folks to put on the sale, and to put into the budget an expectation of \$10K proceeds from the rummage sale adds too much pressure. However, we've gone over \$10K for the past two years, and the Finance Committee recommended \$10K as a reasonable number.

On May 3 the Board will vote on the budget. A condensed version will go to the congregation for vote during the congregational meeting later in May. Anyone, however, can get a copy of the multiple page document from the office.

5. Auction

There seem to be people who haven't been invoiced and thus haven't yet paid for their auction items. The auction website is still active, so John M will do a summary report to see where we are and whether there is a need for follow up.

6. TVUUC Brokerage Account

We have a Scotttrade brokerage account to liquidate gifts of stock. We need a new authorization approval. Claudia, Maureen and Joe Viglione, incoming treasurer, should have this authority. **The authorization was approved.**

7. Transportation task force

Alan was at the meeting with CAC and reported that it is not clear who qualifies for CAC services. Rides cost \$6/round trip for the riders; the CAC can either invoice each rider or invoice TVUUC to collect the costs from the riders. They need to fill out an application, and costs per ride are on a sliding scale according to each person's ability to pay. Although the CAC can provide drivers free of charge, the Assisted Transportation Task Force is recommending that TVUUC recruit volunteers from the church so that riders will be familiar with their drivers. If this is the way we go, TVUUC will likely need to provide mileage reimbursement to our drivers, although that is not a requirement of CAC for TVUUC participation in the program. How about folks with temporary disabilities? The Task Force and administration don't yet have all the answers and are still working out the details.

8. Endowment fund committee charter

We reviewed the changes that we want in the EFC charter. They are limited to the changes on pages (1)-(4). **The current EFC will meet on May 3 and vote whether they accept these.**

9. Rising chair program council

The board approved Robyn Brookshire as Rising Chair/Chair of the Program Council for 2014-16. Because we did not fill the position of rising chair for the 14-15 year, although many people were asked by members of the Leadership Team, Robyn will need to take over the position of chair sometime during the year as Judy Gibson will be rolling off her third year at the end of 2015-16. We now need a rising chair for 15-16 who will chair in 16-17.

The Board directed Kathy to ask the Nominating Committee for the name of someone for rising chair.

10. Bylaws change

Linda suggests turning the search for a rising chair for Program Council back to the Nominating Committee, as we have not been successful in finding PC rising chairs on our own. Although the bylaws state that the Board can ask for recommendations from the Nominating Committee for positions, **Laurie moved that the Board ask the Nominating Committee for recommendations for PC rising chair, and the motion carried.** Kathy was a member of the Nominating Committee in 2014-15 and did not ask the Committee to make recommendations for that position. However, she stated that she will ask for recommendations for a 2015-16 rising PC chair.

Although the discussion of this issue was around "telling the Nominating Committee to find a PC rising chair," Linda pointed out that that responsibility was given to the Board in 2012 when the bylaws were changed. The bylaws now state that the Board can ask for recommendations, but "finding a rising PC chair" is not the ultimate responsibility of the Nominating Committee.

11. Ends

John and Lance explained the process used to develop the draft Ends with some work on language by Laurie and work by Linda to combine eight statements into four. The expectation is that the Ends might be modified as we begin setting long range goals. The information that the Visioning Task Force gathered from congregation members in November 2014 through Feb 2015 provided the content for the Ends. Linda noted that the stated Costs component of the Ends can be used in setting goals as well in order to better understand the investment of time required of staff and volunteers to accomplish those goals; this information could be a factor in setting priorities.

12. Denominational Affairs

The committee has not met. Linda, Kathy, and Chris met with the committee members in March as an organizational meeting. At that meeting it was decided that in addition to Erven Williams, Gordon Gibson and Lillian Mashburn would be members and the group could call on other members to join them on a temporary or longer term basis according to tasks and project the Committee is working on. As was the Board's motion a year ago, Lillian is to be co-chair. Because she is co-chair, she can call meetings. We need coordination between East Tennessee Cluster, regional districts, and the UUA for this to be a functional committee.

13. Beloved Conversations

Beloved Conversations, a program series about cultural differences and emotional intelligence, was the subject of a retreat held in January at TVUUC for ET cluster members. As far as further implementation with involvement of the congregation, different churches are pursuing this separately, although the retreat attendees will continue their group work at several more meetings. These meetings allow the group to go through the curriculum in detail as they make plans to teach it. Our TVUUC attendees will eventually bring the program to the TVUUC congregation.

14. Closing words

Closing words were given by Kathy.

Next meeting: May 3, 12:45 PM. Linda will provide the opening and closing words.

Respectfully submitted,

Cindy Moffett, Secretary, from notes taken by Kathy Bohstedt
Sunday, April 19, 2015