

TVUUC Board Meeting

November 19, 2017

Board Members Present: Matthew Blondell; Denise Coleman; Debbie Ellis; Jeff Kovac; Robby McMurry; John McNair; Lynne Mullins; Wendy Syer; Terry Uselton;
Ex Officio: Chris Buice; Claudia Pressley

Treasurer's Report:

Robby McMurry gave a short report on the church's financial status, through October. It was noted that the church currently has adequate cash on hand for 2.2 months of operations, somewhat less than the 3 months required by Board policy.

Most committees, except Personnel and Environmental Concerns, have submitted budget reports for the next fiscal year. It is hoped that all requests will be received by December 8, so that a tentative budget can be developed before the start of the Annual Pledge Drive. There is some confusion about whether Environmental Concerns has a restricted account for their use. They may not be aware that they need to submit a budget request. **Matthew Blondell will ask them if they want to.**

Transition to *Realm* Database

The transition to *Realm* began in October (It was delayed slightly to get a lower price.)

The current start-up timetable is as follows:

October 31	First Upload of data was done
November 10	Claudia had a phone meeting with ACS for an initial lesson in data entry and updates
Now until November 28	TVUUC has no access to ACS (neither <i>Realm</i> nor current software) data while data is moving to <i>Realm</i>
November 29-December 8	Staff will be able to access data in <i>Realm</i> ; they will participate in on-line training, and begin using <i>Realm</i>
December 9 – January 1	A "Soft Launch Team" will then be created, including, staff, all Board members, and a few others (about 15 people). This team will be asked to participate in live webinars and recorded on-line tutorials, and then begin experimenting with <i>Realm</i> (including update of their own profiles.) Free webinars can be accessed from any computer. If we want to view any webinars that have a fee, church staff can arrange a group showing during the day in the office. We should watch for a "Welcome to <i>Realm</i>" e-mail giving us a "log-in account" and instructions for database access and training programs. (This will probably <u>not</u> come from TVUUC address.)
January 2	Other Key Leaders (including Program Council, Committee Chairs, and Spiritual Care Team) can begin using <i>Realm</i>
January 6-14	Major publicity will begin to educate congregation about new database. Specific times will be set on Sundays and on other days for Church Members and Friends to learn how to use <i>Realm</i> and to make online updates to their own profiles, with assistance from Board and others already trained. Laptops will be available in church (and members will be encouraged to bring their own) for this project; Spiritual Care Team members

January 1 – March 31

will help those who are homebound and unable to come to church. (It was noted that Spiritual Care Team Members may need to take laptops with them when visiting homebound members and that Wifi may not be available in all places). The goal is to have the majority of information entered and updated by the end of January, and the entire project completed by April 1.

Other information about profiles: *Realm* profiles can include pictures of members which may be added to the member's *Realm* profile (or changed) at any time; someone will be available to take pictures during the scheduled *Realm* update days. Profiles will also include emergency contact information and pledge history. Financial (pledge) information will be seen only by TVUUC staff and the Stewardship Committee. Members may restrict viewing of any other information in their profile if they choose.

Sales in the Church Policy

Some changes have been made in the wording of the "Sales in the Church" policy. After a long discussion, it was decided that it is not ready for final approval. A few Board members submitted comments, but **another month will be allowed for others to send their thoughts**. There is still confusion about the policies governing fundraisers for non-church related groups (or "individual appeals".) There was a suggestion that there should be a separate section in this document clarifying these policies. **Jeff will send the current version (in Word) to all Board members so they can comment.**

Social Action Task Force

A meeting was held by the re-formulated Social Action Task Force (Bill Fields, Keith Hulse, Claudia Pressley, and Terry Uselton) to discuss the Share-the-Plate Program. They developed a proposal for some changes to the current program, and submitted it to the Board for approval. The total number of organizations receiving Share-the-Plate funds will be reduced. (It has now grown to 23 this year.)

Beginning in July 2018 (next fiscal year), organizations will be chosen and scheduled as follows:

On most Sundays, the money collected in the Sunday offering (not specifically labeled for TVUUC) will continue to be split 50/50, with half going to an organization and half staying with TVUUC. However:

1. Six Sundays would be devoted to organizations with existing commitments for support from TVUUC. These organizations would not be included in the annual congregational vote for Share-the-Plate participation. The six organizations are Family Promise, FISH, Lonsdale Mentoring Program, Volunteer Ministry Meals, TVUUC Advancing Equality Fund, and TVUUC Community Garden.
2. The congregation will have the opportunity to nominate other organizations for support, and twelve organizations will be chosen by an annual vote of members. (A committee will review nominations before submitting them for a vote, to ensure that they meet the guidelines established for Share-the-Plate.) Each organization will receive a share of the collection from two Sundays. (This will be a total of 24 Sundays per year.)
3. The Senior Minister will be able to designate the beneficiaries of offerings from six services. (This includes money for the TVUUC Helping Fund collected at the Christmas Eve Service.)
4. One Sunday per month will be designated as a "Stewardship/Generosity" Sunday, with all money collected remaining with TVUUC. (Total of 12 Sundays per year)
5. The remaining four Sundays remain undesignated, with the Senior Minister able to designate these as he/she chooses.

6. The schedule will be as follows:
- First and Second Sundays: One of the twelve non-church organizations chosen by congregational vote
 - Third Sunday: Either one of the six organizations listed in #1 above, or a beneficiary chosen by the Senior Minister (as listed in #3 above)
 - Fourth Sunday: Stewardship/Generosity Sunday
 - Fifth Sunday: Undesignated

The Board voted unanimously to approve this proposal.

There was also a discussion about how to reduce the amount of time in the Sunday service devoted to information about that week's Share-the-Plate organization. Although no decisions were made, the following suggestions were offered:

- ✓ Have organization representative attend only one service, or neither (It was noted that more money is usually raised when there is a speaker)
- ✓ If the organization representative is there, a TVUUC member (the nominator) may not need to speak at all
- ✓ Have the speaker speak at the start of the service (and not before the offertory) to avoid interrupting the flow of the service
- ✓ Provide a table in the Fellowship Hall for the organization representative to display materials and answer questions (although many people would see this only after the service)
- ✓ Include some detailed information about the Share-the-Plate organization in the TVUUC newsletter and in the weekly e-mail description of the Sunday service sent by Lauren (and in the Order of service, as it is now)

Approval of Committee Charter

A new charter for the Strategic Planning Committee was submitted for approval .

It was approved unanimously with the following corrections:

- Congregational meeting approving the creation of this committee was on May 4, 2014.
- Term limit of committee chair changed to "The normal term for the chair is one year but can be extended with Board approval."

Miscellaneous issues

A few suggestions have been sent to Jeff Kovac and Chris Buice for membership in a new Task Force to consider options for a **second weekly church service**, and the Board added more suggestions during the meeting. However, **more suggestions are requested** before task force members are chosen. **(Send to Jeff)** Chris will then form a group reflecting the diversity of the congregation.

A question was raised about responsibility for the TVUUC Library. Apparently, this is a Volunteer position, but it was not clear to whom that person reports or whether the position is currently filled by an active volunteer. The library did fall under Religious Education, but that may change. Should it be Program Council? The church staff is currently discussing options. In the meantime, there is some confusion about the location and condition of existing records of the library collection. It was suggested that we might look into buying software to manage records. **John McNair will do some research on library software.** We should also ensure that all library books have book plates showing that they belong to TVUUC. There may be books that have been checked out but not returned. (Should we put out a call to the congregation reminding them to return books?)

The Endowment Committee Report was postponed to December. However, Board members were asked to think of possible projects for Endowment funds for this year. They can spend about \$10,000-15,000 on a given project. **Suggestions are needed by the end of January.**

A question was asked about the new video screens in several rooms. Has it increased rentals to outside organizations? Claudia reported that it has, in at least one case, so far, and that the RE classes have been making use of the screens.

We were reminded to check the Red Book in the Fellowship Hall for new questions and comments. The Board Member of Duty should check it after "Coffee Hour" and date any new entries before passing questions and comments on as appropriate. Suggestion: Should we add a Q&A section in the Newsletter to answer member questions?

Chris Buice's blog was quoted in the *UU World Magazine*.

The Program Council has agreed to co-sponsor the Game and Chili Night auction event.

Suggestions for the Board Meeting agenda should be sent to the Leadership Team (via Jeff Kovac) before the meetings.

Wendy Syer
Secretary to the Board

"Homework" assignments for the Board

- Board members have been asked again to review the most recent draft of the Sales-in-the-Church policy and send their thoughts and suggestions to Jeff and Claudia so they can prepare a final policy for approval by the Board.
- Board Members are again asked to suggest members for the Second Service Task Force.
- Think about possible projects to be funded by the Endowment Fund
- Begin experimenting with the Realm database, and enroll in training webinars as appropriate (after e-mail instructions are sent to Board Members)
- John McNair will research software programs for small libraries