

## TVUUC Board Meeting

October 16, 2018

**Board Members Present:** Athanasios Bayiates; Matthew Blondell; Debbie Ellis; Jeff Kovac; Ginna Mashburn; Ryan McBee; Robby McMurry; Bill Myers; Wendy Syer; Terry Uselton; Erven Williams  
*Ex Officio:* Chris Buice, Pam Johnson; Claudia Pressley

### Financial Report

Robby McMurry gave a report on the church budget and spending through September. A number of annual pledges paid in one lump sum for the 2018-19 fiscal year were credited at the start of the year (in July). As a result, the church's recent income appears artificially high and spending appears to be greatly under budget. Because these contributions were meant as annual contributions, Robby wondered if this was the best way to record the income in the monthly financial reports. After some discussion by the Board, it was decided to divide lump-sum annual contributions into monthly amounts and record the smaller amount as income each month, in order to give a more realistic picture of income and spending. Even with the adjusted calculation, spending through September is within the budget.

At the September Board meeting, it had been reported that spending had exceeded budget for the prior fiscal year. However, this calculation was adjusted after the date of a payroll was moved to the correct period. After this correction it appears that the prior fiscal year was within budget. Spending through September this year is also within the budget.

There was also a discussion about the practice, followed until now, of including the Fixed Assets (such as the value of the church building) in the monthly financial report. After some discussion, **the Board approved a motion to remove these items from the financial reports, as they are not accurate and are somewhat misleading.** It was suggested that the financial report could instead include a simple statement that the report does not include fixed assets.

One factor in this decision was the fact that the church building has not been officially appraised recently, and we do not know its current value. It was suggested that such an appraisal may be useful at some point but is not necessary right now.

**The Board voted to approve the corrected financial reports for June, July, August and September.**

### Stewardship Committee

The Chair of the 2018-19 Stewardship Committee, Bill Myers, reported that the committee has been formed with ten voting members and four *ex officio*; they have met and are now planning the Stewardship Campaign. They have also obtained from the TVUUC staff a list of members and friends who did not complete a pledge form during last year's Pledge Campaign. Ginna is helping staff members or others to contact them (by phone or in person) to get a clarification of their intended pledges.

One continuing source of confusion is that many people have set up automatic monthly contributions from bank or credit card. Contributions have continued into this year, but a number of these people did not complete a pledge form during last year's campaign, possibly because they did not think it necessary. But without a signed pledge form, their intended contributions were not calculated into the annual 2018-19 budget. Bill promised that the committee will revise campaign materials this year so that contributors will indicate in writing their intention to continue automatic contributions. (There will

probably be a different form sent to those who have already set up monthly contributions. The form will offer the opportunity to change the amount of the intended monthly contribution.)

Ginna asked the Board to brainstorm a little about why people make pledges and what information might encourage more, or larger, contributions. A number of ideas were offered which can be incorporated into this year's pledge campaign.

There was a suggestion that TVUUC establish a category of continuous giver, similar to the Evergreen Member of WUOT radio station. It was felt that some people may not realize that this is possible.

Bill reported some of the plans of the Stewardship Campaign, including:

- February 10 will be the official start of the active Pledge Campaign; they hope to complete the pledge period by the middle of March.
- The [snail-] mailed pledge package will be smaller, containing only one sheet of paper (with a slightly different package going to continuous monthly donors).
- The committee will try to clarify and stress why it is important to pledge and contribute. (How does this church make a difference?) Statements on this theme will be included in the pledge package, in church announcements, and even in the order of service.
- All of the new monthly "Generosity Sundays" will be used for personal testimonials from members and friends.
- During the pledge month, the committee hopes to have a different pledge-related activity each week.
- During one church service, attendants will be asked to write a statement for "What TVUUC means to me"; the statements will be collected into a collage to display.
- Anyone making a pledge will be allowed to enter a Crossword Puzzle Contest. (Ginna has found a website which creates custom-made crossword puzzles.)
- The committee will try to find a fun activity for children, to encourage them to contribute in some way to the pledge campaign (even if not monetary.)
- One "fun activity" may be a mortgage burning party, as the mortgage was recently paid off.
- A collection of photos representing "TVUUC in Action" will be posted around the church with reminders that contributions make these programs, activities, and services possible.
- The committee will give actual dollar figures for the financial needs of the church. A postcard will be mailed out to all members before the campaign summarizing the expenses of the church.
- The goal of the committee is to arrange an individual contact (in-person or by phone) with every pledging unit during the campaign. This will require participation of a number of volunteers beyond the ten members of the committee.
- Rather than creating a "Pledge Campaign Theme", the committee may organize a contest to design a T-Shirt which can be sold during the pledge period.
- As before, pledgers will have the opportunity to give feedback on church programs and activities.
- All contributors will receive a thank-you note, and possibly something else, such as an on-line video about the church.
- The committee and church staff will create a spreadsheet of all members in order to have a clear record of who has pledged; this will enable them to give statistical reports to the Board and to easily identify those who need a follow-up contact.
- One idea from the committee was to allow pledgers to "sponsor" a favorite program. This idea met with mixed reactions from the Board, as we do not want to limit the ability of the church to use pledge income as it is really needed. It was suggested that Pledge Forms could indicate support for a particular program, but they should clarify in some way that the pledge would not be restricted to that program or item.

Bill urged the Board to continue sending ideas to him and the Stewardship Committee.

## **Plans for Right Relations**

Ginna Mashburn reported that she and Chris have continued discussions about ways that TVUUC can address and try to resolve internal conflicts within the church. They have included church member Doug Cox in these discussions, as he has experience in conflict resolution. They plan to hold a forum in December for those interested, before deciding the best plan for conflict resolution (e.g. forming an internal Right Relations Team or contracting with an outside agency such as the Mediation Center). It is hoped that potential members of a committee could be identified during the forum.

## **Ministerial Evaluation**

Following a self-evaluation by the Senior Minister (Chris Buice), the Board had prepared an evaluation statement to which Chris responded. Ginna Mashburn, Jeff Kovac, and Denise Coleman (Present and, Past Presidents, and President-elect) have met with Chris to discuss suggestions included in the evaluation. These suggestions include:

- The Minister should take a more active role in the Pledge Campaign.
- He is encouraged to work with the Worship Committee (created or re-formulated by the Board last year) to facilitate Sunday services during his absence. (See discussion below)
- More frequent meetings between minister and members of the congregation are encouraged.
- A more active, formal, or professional presence by the Minister on Facebook would be appropriate.
- The Board requested that the Minister provide information about his long-range plans for his own role at TVUUC.
- Details about plans for the Minister's upcoming sabbatical were also requested.

Chris noted that he does plan to take a more active role in the Pledge Campaign this year and that he is always willing to go along on pledge visits, if deemed helpful. He has also changed Facebook settings so that he will not be automatically tagged in photographs (some of which may be less "ministerial" than he wants.) He plans to provide his sabbatical plans to the Board in November or December.

## **Worship Committee**

Chris Buice reported that twelve people have been invited to join the new Worship Committee, with a goal of a diverse committee; they will hold the first committee meeting on October 24.

Initial goals for this meeting are:

- Confirm membership of the committee and appoint a Chair (They will inform the Board of the Chair's name as soon as it is decided.)
- Brainstorm ideas for future themes and speakers in Sunday services (focusing on the period of Chris's sabbatical)
- Identify a representative from this committee to the Program Council
- Identify "Worship Associates" who can work with a guest or volunteer worship leader to plan and facilitate a worship service, ensuring proper communication with all those involved (including church staff)
- Discuss ways of communicating to the congregation that TVUUC is a "ministry of all believers" and that suggestions for worship services are welcome.

Pam Johnson mentioned that she would be interested in conducting a training program for Worship Associates.

Board members agreed that it is essential to introduce any guest speaker (including a church member) during the service, as many people may not know her/him. It was also suggested that the Order of Service could include a short introduction of a guest or volunteer speaker.

Chris explained that, during his sabbatical, Claudia will take a more active role in essential communication with members. He also mentioned that he wants to use the concept of “surge” to maintain interest among younger committee members. (Surge is a concept used at the UUA General Assembly, asking members to devote concentrated energy to an activity for a short period of time.)

### **Miscellaneous**

Claudia mentioned that both she and Chris appreciate the change of time of the Board Meetings, as it enables them both to be more available to the congregation on Sunday mornings. It also makes Board Members more available during this time.

Board Members report a positive experience with the new “Fireside Chats” during the Sunday Coffee Hour. We were reminded to record relevant feedback in the “Red Book”, as appropriate. In the November Board meeting, we will begin the practice of reading comments and planning appropriate responses.

*Submitted by Wendy Syer, Secretary to the Board.*

Agenda  
2018-10-16

Approve Minutes -- Terry and Wendy

Approve Financial Report -- Robby

(We will need to approve the corrected September statement as well as this month.)

Report on Right Relations Discussion -- Chris and Ginna

Report on Worship Committee Progress --Chris

Report on follow-up with Chris concerning his evaluation -- Jeff

Discussion of Stewardship -- Bill Myers

In advance of the discussion please consider these questions: What are your attitudes or beliefs concerning TVUUC fund-raising? What ideas do you have for improving our annual campaign?

# Tennessee Valley Unitarian Universalist Church

## BUDGET VS ACTUAL

September 2018

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>Annual BUDGET</u>
<b>Revenues</b>			
Pledge Contributions	171,987.47	112,756.98	451,027.93
Share the Plate - TVUUC portion	3,639.93	3,076.92	20,000.00
Non-Pledge	695.52	3,999.99	16,000.00
Prior Year Pledges	-	4,000.00	8,000.00
Anticipated new pledges	250.00	1,500.00	6,000.00
Shopping cards	1,986.57	2,000.01	8,000.00
Auction	143.00	-	23,500.00
Rummage Sales	-	-	9,300.00
Building Rental	1,526.80	3,999.99	16,000.00
Other Income	250.42	424.98	1,700.00
<b>Total Revenues</b>	<b>180,479.71</b>	<b>131,758.87</b>	<b>559,527.93</b>
<b>Expenses</b>			
Personnel	107,840.24	106,048.05	426,687.71
Church Mortgage	641.51	-	-
Building and Grounds	16,337.51	18,410.43	73,641.78
Operations	5,724.27	5,794.61	23,178.44
Denominational Connections	5,805.00	5,805.00	23,220.00
Programs	2,206.24	2,824.98	12,800.00
<b>Total Expenses</b>	<b>138,554.77</b>	<b>138,883.07</b>	<b>559,527.93</b>
	41,924.94	(7,124.20)	-

# Tennessee Valley Unitarian Universalist Church

## BALANCE SHEET

September 2018

### Assets

Home Federal Checking	50,141.28
Home Federal Savings	24,125.81
Home Federal CD	56,075.82
Gift Card Inventory	32,675.00
<b>Total Assets</b>	<u><u>163,017.91</u></u>

### Liabilities

Advance Pledges	1,080.00
Audit Payable	5,000.00
<b>Total Liabilities</b>	<u>6,080.00</u>

### Equity

General Fund	54,858.26
Operating Fund	41,924.94
Restricted Funds	60,154.71
<b>Total Equity</b>	<u>156,937.91</u>
<b>Total Liabilities and Equity</b>	<u><u>163,017.91</u></u>

# Tennessee Valley Unitarian Universalist Church

## RESTRICTED FUNDS

September 2018

### Restricted Funds

Memorials	9,749.89
Endowment Liability	1,025.00
Garden Endowment Project 2019/2020	15,000.00
Furnishings	500.00
Intergeneration Playground	248.98
Community Garden	173.57
Greg's Group	594.25
Sacred Grounds	450.00
Memorial Garden Fund	2,493.04
Solar Fund	3,500.00
Special Music	1,305.06
Art Gallery	4,606.92
Flowers	1,768.34
RE Special Projects	2,620.52
RE Youth Trips Fund	2,574.12
Campus Ministry	115.10
RE Middle School Fund	47.45
Leadership Development	150.81
Meals & Social events	(31.56)
Sunday Potluck meals	(763.36)
Small Group Ministry	(47.54)
WUOT Underwriting	300.00
TVUUC Alliance	1,681.95
Fall Retreat	740.00
Minister's Sabbatical	3,491.87
Mountain Camp Scholarship	875.07
Ordination Account	636.28
Special Collections	1,064.95
Refugee Task Force	(23.77)
FISH	1,081.82
Family Promise	246.30
Volunteer Ministry Meals	113.71
Helping Fund	1,246.13
Women in Crisis	43.54
Haiti Education	60.00
Environmental Concerns	(121.35)
Social Action Grants	44.38
Hops and Hope 5K Run	635.83
Advancing Equality Fund	1,413.41
A Seat at the Table	544.00
<b>Total Restricted Funds</b>	<b>60,154.71</b>