### TVUUC Board Meeting May 14, 2019

**Board Members Present**: Matthew Blondell; Denise Coleman; Debbie Ellis; Ginna Mashburn; Ryan

McBee; Robby McMurry; Bill Myers; Wendy Syer; Erven Williams

Ex Officio/Visiting: Claudia Pressley; Pam Johnson

### **Stonewall Celebration**

Mark Mohundro reported on several events planned at TVUUC to commemorate the 50<sup>th</sup> anniversary of the Stonewall uprising. He also mentioned that these events (in addition to participation in the Knoxville Pride Parade on June 22) will be used to satisfy some of the requirements for maintaining the church's UUA designation as an LBGTG+ Welcoming Congregation.

#### Events planned are:

Sunday, June 23 Viewing of the documentary *Before Stonewall* 

Friday, June 28 Celebration of 50<sup>th</sup> Anniversary of the Stonewall Uprising

Sunday, June 30 Viewing of the documentary After Stonewall

The celebration event on June 28 will take place in several rooms of the church, and will feature speakers and musical performances (including part of the Knoxville Gay Men's Chorus, the Accidentals, the Incidentals, and Juniper Stinnett.) Refreshments will be served, and the event will be open to the public at no charge. Security officers will be hired for the evening.

Because the June 28 event will include wine (at no charge), and because of the anticipation of a large crowd (up to 300 - 400), the question has been raised about whether TVUUC needs to obtain a temporary liquor license for the day. Matthew Blondell, who has worked as a licensed bartender, assured us that this is not required as long as the wine is being served by a licensed bartender with an ABC card. Because a licensed bartender will be serving the wine, and because the wine will not be sold, it appears that it may not be necessary to get a temporary liquor license for the church. The Board decided that Board approval would not be needed for this decision.

One Board member questioned whether TVUUC should be offering wine at all at a church-sponsored event. However, the Board decided not to cancel the plans for wine at this event, as there are many precedents for serving wine and beer at church events.

### **Financial Report and Budget**

Robby McMurry (currently the Church Treasurer) reported that the spending for this fiscal year is slightly higher than anticipated, but that pledged giving is also much higher than anticipated resulting in a surplus. The 2018-19 budget assumed pledged income of \$451,000. Actual 2018-19 pledges are currently \$485,000. Any surplus amount unspent at the end of the fiscal year will be left untouched as we are trying to replenish our cash reserves to the amount required by policy (three months worth of expenses). Because the reserve was used last year to pay off the mortgage, we are now using excess funds to re-build the reserve.

Robby then distributed a copy of the proposed budget for the 2019-20 fiscal year. This is, as usual, based primarily on pledges received in the recent pledge campaign (at this point, about \$468,000) in addition to anticipated income from Sunday collections, the annual auction and rummage sale, room rentals by non-church groups, gift card income, and pledges not yet received this year. According to the budget approved by the Board for 2019-20, the total amount available for expenses will be \$580,302, slightly higher than the amount budgeted last year (\$559,527.) It does not, however, allow for any increases in staff salaries, as had been hoped.

The Board was given the opportunity to ask questions and suggest some changes in the proposed budget before voting to approve.

Topics and Questions discussed included:

- Approximately 78% of the budget is designated for personnel expenses.
- KUB Electricity rates are expected to increase next year, but we hope this will be offset by the
  increasing percentage we receive for the power generated by our solar panels. The church has
  recently installed thermostats, and it is hoped that these will also reduce energy costs.
- The annual fee to the UUA will increase by 10%. (UUA policy requires either a 10% increase or 6.75% of our operating expense. We have chosen the less expensive option.)
- The new Welcome Garden in front of the church may increase the cost of grounds maintenance a little. The total cost of grounds maintenance could be reduced if we allowed less maintenance (e.g. less frequent mowing.)
- The church community has been recycling more trash than in the past, resulting in higher bills from the recycling company.
- Anticipated costs for the coming year include a new project management software program (Basecamp) requested by the Strategic Planning Committee.
- The budget also includes a small fund for use by the new Assistant Minister in her pastoral care work. (This is separate from the Helping Fund which is used for direct donations to those in need.)
- Income from room rentals has decreased. Claudia mentioned that many renters seek a facility with more, or larger, rooms than we can offer for an event, and that many want technology for presentations that we do not have.
- When donations (either one-time or recurring) are given through *Realm*, there is an additional processing fee of 3%. Because this was the first year using *Realm*, it was a new expense for the church, but Claudia stated that it is worth it, as it facilitates donations and saves staff time. Donors can, if they choose, also pay this extra fee themselves, in addition to the amount donated to the church. [Claudia was also asked how the regular payments entered into Realm are increased when pledges have increased. This must be done by the donor, but the church staff will be contacting people individually to remind them to do this.]
- The 2019-20 budget does not include payment to an intern as there are no plans to host a Ministerial Intern this coming year.
- The budget includes anticipated income from one promised donation (a vintage car) to the church, not yet received, estimated at \$25,000.
- The expenses incurred this year by the Stewardship Committee were offset by the sale of T-Shirts.
- We have budgeted an anticipated income of about \$11,000 from pledges not yet received; the Stewardship Committee is hoping to raise more than that, based on the number of people who pledged last year but not yet this year.

- It was mentioned that anyone purchasing from Amazon can request a small percentage of the price to be given to the church; this is done through AmazonSmile. The percentage is small (0.5%), but it can add up. We will urge more TVUUC members and friends to do this.
   [Instructions: Go to <a href="https://smile.amazon.com">https://smile.amazon.com</a> and search for Tennessee Valley Unitarian Universalist Church. Then proceed with the order. Starting at https://www.amazon.com will not result in a donation to TVUUC.]
- It is also possible, when selling items on eBay, to make an on-line request for the payment to go to TVUUC instead of the seller.
- The Board and Stewardship Committee will continue to seek other ways to increase the church income so that we can fund salaries and other items at the desired levels.

The Board voted to approve the slightly revised budget, to be presented to the church membership for final approval at the annual meeting.

### Jametta Alston

Ginna Mashburn announced that Jametta Alston has now accepted TVUUC's offer of employment as the Assistant Minister, beginning on July 1, 2019. She also expressed her thanks to Linda Randolph and the Personnel Committee for their hard work in finalizing this appointment, some of which was carried out during the absence of Senior Minister Chris Buice (who had interviewed Rev. Alston and approved her employment before leaving.) Although the appointment is still for one year at this time, the word "Acting" has been removed from her official title. The Personnel Committee will determine by October 1 the procedure for considering an extension of the agreement, one acceptable to both the church and Jametta.

### **Plans for the Annual Meeting**

Ginna distributed the agenda for the annual meeting, along with other handouts to be given to the membership. Board members will provide assistance, as needed, before and during the meeting. A lunch will be provided during or after the meeting to all those who attend. During the meeting, the following votes of the membership will be taken:

- Approval of the proposed budget
- Approval of a change in the bylaws
- Approval of TVUUC's application for re-designation as an LBGTQ+ Congregation
- Approval of the slate of nominees for Leadership Positions

There will also be a recognition of Jayne Raparelli and Nathan Paki who have recently stepped down from their long-time volunteer roles with Family Promise, and the Worship Committee, respectively, and Jametta Alston will be introduced.

### **Personnel Committee**

The Board approved a request to extend the appointment of Linda Randolph as Chair of the Personnel Committee beyond the three years normally permitted by the Committee Charter.

The Board also voted to approve a change in Personnel Policy which will permit funds designated for staff professional development to be used for travel reimbursement.

The Personnel Committee has also requested that a member of the Board be appointed as a regular liaison to the committee.

#### **Strategic Planning Committee**

Robby McMurry will be the Chair of the Strategic Planning Committee for the coming year. The Board will be using the recently created "Church Canvas" planning document to set Board goals for the 2019-2020 year.

### **Miscellaneous**

- Ginna reminded Board members to send her their Board evaluations. (She has received very few replies at this point.)
- Board members are also reminded to go on-line to sign up for Board Member on Duty for the summer months. Note that there is a link to the sign-up sheet at the bottom of the main page of the TVUUC website.
- The last Board meeting of this church year will be held on June 18. The retreat for the new Board will be held in August some time, organized by incoming President Denise Coleman. There will be no Board meeting in July.
- Matthew Blondell, who also serves on the Program Council, has reminded all programs under the Program Council to monitor the use of their restricted accounts to ensure they do not result in a negative balance.

Submitted by Wendy Syer, Secretary to the Board. 6/24/2019

## **Board Agenda**

Tuesday, May 14, at 7.00 p.m

Update on upcoming church event and related alcohol sales - Mark Muhundro

Approve minutes - Wendy

Financial report - Robby

Budget Proposal for 2019-20 - Robby

Strategic Planning - Denise

Personnel proposal for a Travel Policy - Ginna

Annual Meeting Details - Ginna

### **BALANCE SHEET**

As of April 30th, 2019

A	SS	e	ts

Home Federal Checking		172,240.86
Home Federal Savings		24,153.85
Gift Card Inventory		25,129.96
	Total Assets	221,524.67
Liabilities		
Advance Pledges		46,820.00
Audit Payable		5,000.00
	Total Liabilities	51,820.00
Equity		
General Fund		54,858.26
Operating Fund		37,282.14
Restricted Funds		77,564.27
	Total Equity	169,704.67
	Total Liabilities and Equity	221,524.67

# **Tennessee Valley Unitarian Universalist Church RESTRICTED FUNDS**

As of April 30th, 2019

Restr	icted	Fund	s
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Na : I		0.006.46
Memorials		9,386.16
Endowment Liability		25.00
Patio Endowment Project 2018/2019		16,000.00
Garden Endowment Project 2019/2020		5,255.58
Furnishings		500.00
Intergeneration Playground		248.98
Community Garden		1,440.82
Sacred Grounds		227.51
Memorial Garden Fund		833.88
Solar Fund		7,000.00
Special Music		1,999.71
Art Gallery		6,615.04
Flowers		1,665.54
RE Special Projects		3,231.94
RE Youth Trips Fund		3,034.12
Campus Ministry		115.10
RE Middle School Fund		47.45
Childrens Diversity and Justice Library		402.14
Leadership Development		150.81
Meals & Social events		(1,280.89)
Small Group Ministry		(111.39)
WUOT Underwriting		300.00
TVUUC Alliance		3,261.65
Fall Retreat		148.21
Personal Beliefs and Commitments		500.00
Minister's Sabbatical		-
Mountain Camp Scholarship		875.07
Ordination Account		636.28
Special Collections		1,064.95
Refugee Task Force		396.23
FISH		1,657.08
Family Promise		1,529.12
Volunteer Ministry Meals		(184.95)
Helping Fund		1,222.18
Women in Crisis		243.54
Haiti Education		60.00
Environmental Concerns		(121.35)
Social Action Grants		44.38
Hops and Hope 5K Run		1,471.56
Advancing Equality Fund		2,644.91
Black Lives UU		4,483.91
A Seat at the Table		544.00
	Total Restricted Funds	77,564.27
		,55 1127

# Tennessee Valley Unitarian Universalist Church OPERATING FUND - BUDGET VS ACTUAL

	YTD	YTD	Annual
	<u>ACTUAL</u>	<b>BUDGET</b>	<b>BUDGET</b>
Revenues			
Pledge Contributions	434,342.38	375,856.60	451,027.93
Share the Plate - TVUUC portion	9,999.88	16,923.06	20,000.00
Non-Pledge	15,518.93	13,333.30	16,000.00
Prior Year Pledges	-	6,000.00	8,000.00
Anticipated new pledges	250.00	5,000.00	6,000.00
Shopping cards	5,268.42	6,666.70	8,000.00
Auction	22,605.77	23,500.00	23,500.00
Rummage Sales	10,618.25	9,300.00	9,300.00
Building Rental	7,984.30	13,333.30	16,000.00
Other Income	1,031.20	1,366.60	1,700.00
Total Revenues	507,619.13	471,279.56	559,527.93
Expenses			
Personnel	359,104.91	355,434.56	426,687.71
Church Mortgage	641.51	-	-
Building and Grounds	64,492.48	61,368.10	73,641.78
Operations	22,309.13	19,248.70	23,178.44
Denominational Connections	17,415.00	17,415.00	23,220.00
Programs	6,373.96	10,916.60	12,800.00
Total Expenses	470,336.99	464,382.96	559,527.93
<del>-</del>	37,282.14	6,896.60	

Tor the 10 months chang riph 30, 2013	YTD	YTD	Annual	
Salaries and Wages	Actual	Budget_	Budget	
510501 · Minister Salary	56,467.47	55,958.33	67,150.00	
510502 · Minister Housing	21,153.88	20,833.33	25,000.00	
510512 · Minister Flousing 510511 · Dir Administration Salary	47,798.82	47,094.01	56,512.81	
510521 · Dir LRE Salary	44,710.45	44,052.34	52,862.81	
·		•		
510531 · Dir Music Salary	20,933.51 7,605.74	20,635.68	24,762.81	
510538 · Music Program Assistant Salary 510541 · Admin Asst Wages	,	7,360.68	8,832.81 24,512.81	
S	23,212.98	20,427.34	•	
510551 · Custodian Salary	7,447.25	7,280.00	8,736.00	
510553 · Sexton Wages	6,110.44	5,168.33	6,202.00	
510561 · MCC Salary	26,645.15	26,260.68	31,512.81	
510571 · YPC Salary	6,600.00	6,123.33	7,348.00	
510572 · RE Assistant Wages	5,659.29	5,200.00	6,240.00	
510581 · Childcare Wages	6,492.81	7,500.00	9,000.00	
510601 · Ministerial Intern Salary	7,791.74	7,083.33	8,500.00	
Powell Toxos	288,629.53	280,977.38	337,172.86	
Payroll Taxes	7.040.49	E 074 EC	7.040.49	7.050/
510505 · Minister Salary P/R Tax Expense	7,049.48	5,874.56	7,049.48	7.65%
510515 · Dir Administration P/R Tax Expense	3,784.40	3,602.69	4,323.23	7.65%
510521 · Dir LRE P/R Tax Expense	2,785.48	3,370.00	4,044.00	7.65%
510531 · Dir Music P/R Tax Expense	1,627.47	1,578.63	1,894.35	7.65%
510537 · Music Program Assistant P/R Tax Expense	555.94	563.09	675.71	7.65%
510541 · Admin Asst P/R Tax Expense	1,775.83	1,562.69	1,875.23	7.65%
510552 · Custodian P/R Tax Expense	566.59	556.92	668.30	7.65%
510554 · Sexton P/R Tax Expense	434.89	395.38	474.45	7.65%
510561 · MCC P/R Tax Expense	1,991.67	2,008.94	2,410.73	7.65%
510583 · RE Staff P/R Tax Expense	1,438.27	1,439.99	1,727.98	7.65%
510601 · Ministerial Intern P/R Tax Expense	596.14	541.88	650.23	7.65%
	22,606.16	21,494.77	25,793.70	
Retirement				
510503 · Minister Retirement	E EO2 41	5,759.38	6 011 25	8%
	5,502.41	•	6,911.25	
510512 · Dir Administration Retirement	3,195.15	3,296.58	3,955.90	7%
510522 · Dir LRE Retirement	2,988.93	3,083.66	3,700.40	7%
510532 · Dir Music Retirement	1,400.07	1,444.50	1,733.40	7%
510542 · Adm Asst Retirement	1,386.00	1,429.91	1,715.90	7%
510562 · MCC Retirement	1,781.85	1,838.25	2,205.90	7%
	16,254.41	16,852.28	20,222.73	
Health Insurance				
510506 · Minister Health Plan	12,246.86	11,958.39	14,350.07	
510524 · Dir LRE Health Plan	8,686.88	8,967.65	10,761.18	
510563 · MCC Health Plan	2,449.51	5,905.97	7,087.16	
	23,383.25	26,832.01	32,198.41	
Other Personnel Costs				
510504 · Minister Professional Expense	5,604.65	3,333.33	4,000.00	
510802 · Workers Comp Insurance	251.00	1,916.67	2,300.00	
510815 · Staff Professional Expenses	2,375.91	4,166.67	5,000.00	
	8,231.56	9,416.67	11,300.00	
	359,104.91	355,573.11	426,687.71	
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## **Building and Grounds**

	YTD	YTD	Annual
<b>Building and Grounds</b>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Utilities	25,714.22	23,333.33	28,000.00
General Maintenance & Supplies	12,777.20	12,500.00	15,000.00
Capital Maintenance	3,288.13	6,041.49	7,249.79
General Supplies	2,937.90	2,916.67	3,500.00
Grounds Upkeep	13,480.76	8,333.33	10,000.00
Garbage Collection	1,414.50	1,200.00	1,440.00
Property Insurance	4,879.77	7,043.33	8,452.00
Total Expenses _	64,492.48	61,368.16	73,641.79

	YTD	YTD	Annual
<u>Operations</u>	<u>Actual</u>	Budget	<u>Budget</u>
Office Supplies	1,228.57	2,083.33	2,500.00
Copier	6,219.56	5,416.67	6,500.00
Telephone / Internet	2,756.45	2,083.33	2,500.00
Postage	2,037.26	1,083.33	1,300.00
Computers & Software	6,504.80	4,940.36	5,928.43
Advertising	70.00	416.67	500.00
Online Donation Processing Fees	2,999.74	2,500.00	3,000.00
Canvass (Stewardship)	122.03	666.67	800.00
Gift Card Charge Fees	284.50	125.00	150.00
Bank Fees	86.22	0.00	0.00
Total Expenses	22,309.13	19,315.36	23,178.43

### **Programs**

	YTD	YTD	Annual
TVUUC Programs	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
Program Council Block Grant	157.00	1,250.00	1,500.00
Music Program	1,218.01	2,500.00	3,000.00
New Member Committee	147.61	166.67	200.00
Leadership Development	(463.68)	833.33	1,000.00
Worship Committee	589.95	1,250.00	1,500.00
Religious Education	4,698.85	4,583.33	5,500.00
Library	0.00	83.33	100.00
Forums	26.22	0.00	0.00
Total Expenses	6,373.96	10,666.67	12,800.00

		2019-20	2018-19
		<u>BUDGET</u>	<b>BUDGET</b>
Revenues			
Pledge Contributions		468,000.00	451,027.93
Anticipated new pledges		11,902.76	6,000.00
Share the Plate - TVUUC portion		9,600.00	20,000.00
Generosity Sunday		4,800.00	0.00
Non-Pledge		29,200.00	16,000.00
Prior Year Pledges		3,000.00	8,000.00
Shopping cards		8,000.00	8,000.00
Auction		23,500.00	23,500.00
Rummage Sales		11,000.00	9,300.00
Building Rental		10,000.00	16,000.00
Other Income		1,300.00	1,700.00
	<b>Total Revenues</b>	580,302.76	559,527.93
Expenses			
Personnel		438,771.96	426,687.71
Building and Grounds		75,230.20	73,641.78
Operations		27,188.60	23,178.44
UUA Annual Program Fund		25,542.00	23,220.00
Programs		13,570.00	12,800.00
	Total Expenses	580,302.76	559,527.93
		(0.00)	0.00

Salaries and Wages	2019-20 Budget	2018-19 Budget
<del>-</del>	<u>Budget</u>	<u>Budget</u>
510501 · Minister Salary	67,150.00	67,150.00
310502 · Minister Housing Assistant Minister	25,000.00 46,900.00	25,000.00 0.00
	•	
Assistant Minister Housing	0.00	0.00
510511 · Dir Administration Salary	56,512.81	56,512.81
510521 · Dir LRE Salary	52,862.81	52,862.81
510531 · Dir Music Salary 510538 · Music Program Assistant Salary	24,762.81	24,762.81
510556 · Music Program Assistant Salary 510541 · Admin Asst Wages	8,832.81 24,512.81	8,832.81 24,512.81
510551 · Custodian Salary	8,736.00	8,736.00
510551 · Custodian Salary	6,202.00	6,202.00
510553 · Sexton Wages	0.00	31,512.81
10571 · YPC Salary	7,348.00	7,348.00
510571 · FE Salary 510572 · RE Assistant Wages	6,240.00	6,240.00
10581 · Childcare Wages	9,000.00	9,000.00
510601 · Ministerial Intern Salary	0.00	8,500.00
	344,060.05	337,172.86
Payroll Taxes_	511,000.05	557,172.00
510505 · Minister Salary P/R Tax Expense	7,049.48	7,049.48
Assistant Minister P/R Tax Expense	3,587.85	0.00
10515 · Dir Administration P/R Tax Expense	4,323.23	4,323.23
-		
510521 · Dir LRE P/R Tax Expense	4,044.00	4,044.00
510531 · Dir Music P/R Tax Expense	1,894.35	1,894.35
510537 · Music Program Assistant P/R Tax Exp	675.71	675.71
510541 · Admin Asst P/R Tax Expense	1,875.23	1,875.23
10552 · Custodian P/R Tax Expense	668.30	668.30
10554 · Sexton P/R Tax Expense	474.45	474.45
510561 · MCC P/R Tax Expense	0.00	2,410.73
10583 · RE Staff P/R Tax Expense	1,727.98	1,727.98
10601 · Ministerial Intern P/R Tax Expense	0.00	650.23
	26,320.59	25,793.70
Retirement		
510503 · Minister Retirement	6,911.25	6,911.25
Acting Assistant Minister Retirement	0.00	0.00
10512 · Dir Administration Retirement	3,955.90	3,955.90
510522 · Dir LRE Retirement	3,700.40	3,700.40
510532 · Dir Music Retirement	1,733.40	1,733.40
510542 · Adm Asst Retirement	1,715.90	1,715.90
10562 · MCC Retirement	0.00	2,205.90
	18,016.84	20,222.73
Health Insurance		
10506 · Minister Health Plan	14,986.21	14,350.07
Acting Assistant Minister Health Plan	10,858.80	0.00
10524 · Dir LRE Health Plan	13,229.47	10,761.18
	0.00	7,087.16
10563 · MCC Health Plan	20.074.40	32,198.41
_	39,074.48	
Other Personnel Costs	·	
Other Personnel Costs 510504 · Minister Professional Expense	4,000.00	4,000.00
Other Personnel Costs 510504 · Minister Professional Expense 510802 · Workers Comp Insurance	4,000.00 2,300.00	2,300.00
Other Personnel Costs 510504 · Minister Professional Expense	4,000.00 2,300.00 5,000.00	2,300.00 5,000.00
Other Personnel Costs 10504 · Minister Professional Expense 10802 · Workers Comp Insurance	4,000.00 2,300.00	2,300.00

# **Tennessee Valley Unitarian Universalist Church Building and Grounds**

	2019-20	2018-19
Building and Grounds	<u>Budget</u>	Budget
Utilities	28,000.00	28,000.00
General Maintenance & Supplies	18,500.00	15,000.00
Capital Maintenance	4,000.00	7,249.79
General Supplies	-	3,500.00
Grounds Upkeep	15,000.00	10,000.00
Garbage Collection	1,697.40	1,440.00
Property Insurance	8,032.80	8,452.00
Total Expenses	75,230.20	73,641.79

	2019-20	2018-19
<u>Operations</u>	<u>Budget</u>	<u>Budget</u>
Office Supplies	2,000.00	2,500.00
Copier	6,500.00	6,500.00
Telephone / Internet	4,458.60	2,500.00
Postage	2,000.00	1,300.00
Payroll Processing Fees	2,200.00	
Realm	3,600.00	
Basecamp	1,080.00	
Computers & Software	1,700.00	5,928.43
Advertising	-	500.00
Online Donation Processing Fees	3,000.00	3,000.00
Canvass (Stewardship)	500.00	800.00
Gift Card Charge Fees	150.00	150.00
Bank Fees	-	-
Total Expenses	27,188.60	23,178.43

### **Programs**

	2019-20	2018-19
TVUUC Programs	Budget	<u>Budget</u>
Program Council Block Grant	1,500.00	1,500.00
Music Program	3,000.00	3,000.00
New Member Committee	570.00	200.00
Pastoral Care	500.00	-
Leadership Development	1,000.00	1,000.00
Worship Committee	1,500.00	1,500.00
Religious Education	5,500.00	5,500.00
Library	-	100.00
Total Expenses	13,570.00	12,800.00