

TVUUC Board Retreat

August 10, 2019

Board Members Present: Matthew Blondell; Eddie Chin; Denise Coleman (President) ; Debbie Ellis; Justina Hyfantis; Ginna Mashburn; Ryan McBee; Robby McMurry; Wendy Syer; Erven Williams; Alice Woody

Ex Officio/Visiting: Chris Buice; Claudia Pressley; Catherine Farmer Loya

The 2019-20 TVUUC Board held its annual retreat on August 10 at the mountain-top cabin of Doug Cox. The primary goals of the retreat were to get acquainted with each other, clarify the role of the Board and discuss priorities for the 2019-20 year.

Introductions and the Role of the Board

After brief introductions, we reviewed the Board Charter and Covenant and the Board Member Job Description. Ginna Mashburn stressed the importance of the Board's responsibility to oversee church finances. Minor changes were made in the wording of the Job Description. It was noted that most Board meetings are open to any TVUUC member, but occasional discussions will be confidential. Board meetings are currently scheduled at 6:00 pm on the following days:

September 17, 2019

October 15, 2019

November 12, 2019

December 17, 2019

January 21, 2020

February 18, 2020

March 17, 2020

April 21, 2020

May 19, 2020

June 2, 2020

Minutes of the Board meetings will be posted on the TVUUC website (under "Members") and hard copies will be posted on the bulletin board in the church. (The hard copies have not been posted in recent years.)

Denise requested that any materials to be discussed during a Board meeting should be sent to Board Members at least two days before the meeting.

It was proposed that the President or a designate be required to attend the annual UUA General Assembly. Because of the cost of travel and registration, it was decided that we cannot require this, but that attendance should be encouraged. It was also noted that one may register as an off-site attendee.

Although the church by-laws have recently been changed and no longer require a youth member on the Board, the Board expressed its desire to have the youth group represented on the Board. Catherine Loya stated that it has been very hard to find a youth with time to attend Board meetings, but she will try again to find someone.

Share-the Plate Program

Claudia Pressley distributed a list of the twelve organizations selected by congregational vote for the Share-the Plate program and the dates for each collection, as well as the schedule for the seven “Designated” programs. (The TVUUC Diversity Library has been assigned a designated collection date for this year, in addition to the six programs previously designated.) (“Designated Programs” are those with close association with the church; the entire amount of the designated collection is used for that program; organizations chosen for the Share-the-Plate collection receive 50% of the amount collected.

Organizations Chosen for Share-the-Plate:

August 4 & 11, 2019	Highlander Center
September 1 & 8, 2019	Lonsdale Environmental Camp at Tremont
October 6 & 13, 2019	Remote Area Medical
November 3 & 10, 2019	Ijams Nature Center
December 1 & 8, 2019	Bridge Refugee Services
January 5 & 12, 2010	Socially Equal Energy Efficient Development (SEED)
February 16 & 23, 2020	Beck Cultural Center
March 1 & 8, 2020	Beardsley Farm
April 19 & 26, 2020	Planned Parenthood of Tennessee & North Mississippi
May 3 & 10, 2020	Interfaith Health Clinic
June 7 & 14, 2010	Tennessee Health Care Campaign
July 5 & 12, 2020	Appalachian Community Fund

Designated Collections:

August 18, 2019	Children’s Diversity & Justice Library of TVUUC
September 15, 2019	Lonsdale Mentoring Program
October 20, 2019	Volunteer Ministry Center Meals
November 17, 2019	FISH
December 15, 2019	Family Promise
February 2, 2020	TVUUC Advancing Equality Fund
March 22, 2020	Community Gardens of TVUUC

One Sunday per month is “Generosity Sunday” when the total collection will go to the TVUUC Operating Fund. Collections on the remaining Sundays can be assigned to a program or organization to be chosen by the Senior Minister. The collection at the Christmas Eve Service will be used for the church Helping Fund.

Claudia promised to make sure that all those who nominated organizations for Share-the-Plate are contacted , to let them know if their nomination was selected and what date the collection will be. The selected organizations will also be listed on the church website.

Music Director Position

Chris Buice reported on the plans for filling the vacant position of church Music Director. A Search Committee has been formed which includes the following:

Claudia Pressley, Leader
Chris Buice
Will Dunklin
Susan Kovac
Ginna Mashburn
Robby McMurry
Elandria Williams
Elnora Williams
Sue Wright

The first meeting of the committee is scheduled for August 20. The committee will develop a job description and discuss the hours per week to be assigned to the Director. They will also consider UUA recommendations as they determine the salary range to be offered. An immediate goal is to find a person to coordinate the church music program until a permanent appointment can be made. This person will be designated either an "Acting Music Director" or an "Interim Music Director". (An Acting Director can be considered for the permanent appointment while an Interim Director cannot.) Will Dunklin will be available to coordinate music until an Acting/Interim person can begin, and he will assist that person as needed. The Committee will have an initial report for the Board in September, including a proposed timeline for the hiring process.

Strategic Planning Exercise

A.B. Coleman distributed the TVUUC Vision and Action Canvas that was developed by the Strategic Planning Committee last year. With a goal of setting church priorities for the coming year, he asked each person present to choose the top 3-5 goals or Leverage Points from the following groups:

- Key Activities
- Key Resources
- Cost Structure (Budget)
- Revenue Streams
- Mission Marketing and Distribution

We were also asked to choose and prioritize three of the Key Partners best suited to help achieve the selected goals.

The written answers were collected and a composite set of top priorities will be created from the answers.

A.B. also stressed the need for effective collaboration among many parties in pursuing these goals, and the need to keep our focus in the stated vision of the church. The Strategic Planning Committee will be reviewing our progress toward these goals in each quarter of the year.

Group Formation and Conflict Resolution Discussion and Exercise

Doug Cox led a discussion about group formation and conflict resolution, stressing the following:

- To create an efficient team, it is important to do our homework before each meeting, reading and considering all written materials before arrival, and knowing what type of result we are working toward. Topics should be prioritized so that the issues needing immediate decisions are discussed first, and an estimated amount of time should be assigned to each discussion topic.
- A team should make sure everyone has a chance to speak during the meeting, listen carefully to all points of view, and keep listening and discussing until a consensus can be formed, if possible. (“Getting to Yes without giving in” to ensure that everyone supports the final decision.) However, it may also be necessary to move longer discussions to a time outside the meeting. Set rules ahead of time for how the group can avoid getting sidetracked.
- Do not be afraid of conflict. Differences of opinion should be identified and acknowledged, and discussed until they are resolved.

Financial Report

Treasurer Robby McMurry distributed a detailed end-of year report for 2018-19, including the general balance sheet and the balance of funds in restricted accounts. He stated that the church had end-of year assets of \$151,348.47, and liabilities of \$51,820, resulting in a balance (total equity) of \$99,528.47, explaining that the liabilities represent money received for specific future purposes. The total equity includes \$54,858 in the general fund, a \$12,263.21 deficit in the operating fund (which will be counted against the general fund as the new fiscal year begins) and \$56,933.42 in restricted accounts. The deficit in the operating fund has resulted primarily from a change in bookkeeping related to payroll, and he does not anticipate a similar deficit this year. He also clarified that the reported assets do not include the Endowment Fund or the value of the church building.

Robby then suggested that some adjustments be made to the calculation of balances. As discussed in previous Board meetings, there is a deficit of \$1,326.87 in the restricted account for Meals and Social Events, due, in part, to the use of this fund for such events as good-bye receptions which do not generate income. Robby suggested that we shift the deficit in this account to the General Operating Fund, bringing the balance of the restricted account to zero.

The Board voted to approve a motion to charge the entire Meals and Social Events account deficit to the Operating Fund for 2018-19. This will result in a zero balance in this account and will increase the Operating Fund deficit for last year. Any food purchased for receptions in the coming year will again be charged to this restricted account, and will probably result in another negative balance. It was proposed that next year’s church budget include a line for these receptions so that they will no longer be charged to the restricted account.

(It was also noted that there are currently no Fellowship Meals scheduled for the coming year as no one has been found to prepare them.)

Related to this, the Board again discussed the fact that several restricted accounts have a negative balance. In some cases (such as Volunteer Ministries), the accounts will be replenished by an annual designated Sunday collection, but in other cases there is no such plan and there should probably not be a negative balance. Robby was asked to have the Finance Committee review all the restricted accounts with negative balances to find out what has caused the problem and how it can be prevented.

The second proposal was related to a request to purchase some new security tools from *Clearview*. (See details below.) The basic package is priced at \$6500. Although the Board feels it is important to add additional security to the church building as soon as possible, the budget passed by the congregation did not include any funding for this purchase. One option considered was to apply for a grant from the Endowment Fund. This option was rejected because the endowment funds will not be awarded until February 2020, we cannot be certain of getting that grant, and the bid from *Clearview* could increase if we delay too long. Robby noted that the church had budgeted \$5000 several years ago for an audit of the church accounts. As the audit has not yet happened, this amount has been carried over each year as a liability. Robby suggested that we use the \$5000 set aside for an audit to offset the cost of the security package. There was a spirited discussion about the wisdom of postponing an audit or of having one at all. Some Board Members saw little need for the church to have an external audit as we already have both a Treasurer and Treasurer-elect to review the accounts, while other Members felt it was essential for an institution such as TVUUC to have periodic audits by an external agent.

The Board voted to approve a motion to use the \$5000 previously budgeted for an audit in to purchase the *Clearview* package, pending final approval by church staff. (While the staff supports the need for greater security, they are still reviewing the details of the *Clearview* proposal to decide if the proposed technology will meet their needs.) If they approve the proposal, then the \$5000 will be moved from the liability accounting line to the Capital Maintenance Fund

Later in the year, the Board can discuss the question of adding the cost of a future audit to the 2020-21 budget.

Clearview Proposal

Before the Board voted on the above adjustment in budget calculations, Claudia Pressley distributed a copy of the *Clearview* security proposal. The proposal includes the following four items:

- Inputs from the telephone modules to the access control system, allowing the staff to unlock the front and hallway doors from their telephones
- An upgrade to the access control platform to a cloud-based system, allowing staff to access the system remotely (They will be able to lock and unlock doors when they are not in the church. Currently doors are locked and unlocked on a pre-set schedule which can only be changed by the computer in Claudia's office.) This would also create four separate locking schedules for the doors. Options at additional cost include a card reader at the patio door or more than four groups of doors for locking schedules.
- Wireless panic buttons on the staff phones which would immediately lock all doors (preventing entry while allowing those in the church to leave)
- Video surveillance system, including cameras to view the front lobby and front door

The staff has also considered a proposal to purchase a clear film on most of the church windows. This film is not only bullet-proof, but would reduce sunlight and energy costs. However, the cost of this film would be about \$16,000. The staff may apply for an Endowment grant for this expense.

Some questions were raised about the Endowment Fund and how decisions are made for the use of this fund. As several Board members admitted they were confused about this fund, it was suggested that this would be a useful discussion to have with the Endowment Committee in the future.

Committee and Staff Liaison

Denise Coleman identified nine committees and areas that will have Board members designated this year as liaison persons. Board members volunteered to serve as liaison as follows:

Committee	Committee Chair/Contact	Board Liaison
Stewardship	Not yet appointed	Denise Coleman/Jamie Watts
Endowment	Ken Stephenson	Debbie Ellis
Music	Sue Wright	Erven Williams
Worship	Elnora Williams	Eddie Chin
Program Council	Jodie Hamilton	Matthew Blondell
Lifespan Religious Education	Catherine Loya	Denise Coleman
Personnel	Linda Randolph	Ryan McBee
Building and Grounds	Will Dunklin	Ryan McBee
Membership	Jametta Alston	Justina Hyfantis
Finance	Robby McMurry	Viren Lalka

Board liaison persons do not need to attend all committee meetings but should be in contact with Committee Chairs in order to facilitate communication between Board and committee and to ensure that committee charters and governance procedures are being followed.

Other responsibilities:

- Identify governance documents related to area of review, including by-laws, charter, policies, job descriptions, and procedures
- Meet with Committee Chair and make sure s/he has the documents
- Determine whether documents are up-to-date and if they are being followed by the committee
- Assist in changing documents if needed, with Board approval
- Request brief written report from Committee Chair prior to Board meeting
- Provide questions and guidelines for the area's written report
- Remind committee chair of the need for a budget request for the following year

Related to this, Denise wants to create a standard format for the written reports given to the Board by committees and staff members.

It was noted that several people have agreed to serve on a Stewardship Committee this year, but no chair has yet been found. It was suggested that this is the most important volunteer job in the church.

Minister's Report

Senior Minister Chris Buice gave a brief report on activities pursued during his sabbatical. He appreciated the opportunity to step back from day-to-day church operations and think about the "big picture" of the church and the world we live in, as well as how to build community within the church and respond to changing times. He found that he did more reading than writing and especially enjoyed his reading about "contemplative living". He also attended conferences or workshops on multi-cultural/multi-racial staffing and congregational music, observing that music can serve as a unifying

force in a congregation. He stated that it is crucial for a church to have a clear vision, and we felt that we have that.

Chris also provided some history and details about the decision to hire Jametta Alston, as he had not had much time to discuss that process with the Board before leaving on sabbatical.

Miscellaneous

- A question was raised about church policy on the distribution of campaign materials for those running for political offices. Chris clarified that, while members may advocate for an issue, the church should not appear to be endorsing a particular candidate. While private conversations are not restricted, there should not be any table set up or literature for a candidate distributed within the church, and member should not wear buttons or other items supporting a candidate while serving in an official role (such as Usher or Greeter.)
- The discussion on proposed changes to the Personnel Committee charter were postponed again, as Chris has not had time to study them carefully.
- Board members were urged to sign up for Board Member on Duty slots on Sunday mornings. The sign-up sheet is available on the TVUUC website. (Click on SignUpGenius)
- As stated above, the time of the Tuesday Board meetings has been changed from 7:00 to 6:00 pm.
- Because Wendy Syer will be out of town during the September Board meeting, Ginna Mashburn volunteered to take the minutes.
- Claudia provided a list of church events already scheduled for the coming year:

August 11, 2019	Reception for Pam Johnson
August 18, 2019	Reception for Leslie Gengozian
September 29, 2019	Community Blood Drive
October 4-7, 2019	Fall Retreat at Pickett State Park
October 13-20, 2019	Family Promise Week
December 14, 2019	Auction
December 24, 2019	Christmas Eve Service
February 9, 2020	Stewardship Campaign Kick-off
February 15, 2020	Alliance Book Sale
March 15, 2020	End of Stewardship Campaign
March 27-28	Rummage Sale
June 14, 2020	Annual Congregational Meeting

Claudia reminded us that it is possible to click on an event on the church calendar to get more detailed information. There are also plans for the main website to have a list of upcoming events scrolling.

Submitted by Wendy Syer, Secretary to the Board.

8/27/19