



## Minutes for the Board Meeting of Tennessee Valley Unitarian Universalist Church

Tuesday, May 21, 2024 - **APPROVED**

Attendees (virtual attendance marked with \*):

Rob Bray\*, Chris Buice, Bill Cherry, Eddie Chin, A.B. Coleman, Denise Coleman, Steve Drevik, Catherine Farmer-Loya, Lynn Hixon\*, Mebbie Jackson\*, Ted Jones\*, Roy Kersey, Heather Kistner, Maddie Kulpa, Barbara Lamm\*, Jeff Mellor\*, Claudia Pressley, Mary Rogge, Ken Stephenson, Bella Thomas-Wilson\*, Carol Villaverde

**Meeting chaired by Board President Eddie Chin**

**Minutes recorded and submitted by interim Board Secretary Maddie Kulpa**

- Meeting opened by Eddie at 6:00 p.m.
  - Opening words read by Bella
  - *Note: recording was delayed until after opening words*
- Minister's Report presented by Chris (full report included as Appendix A)
  - TVUUC has been recognized by Justice Knox for the congregation that turned out the most participants in the Nehemiah Action at the City Auditorium
  - Chris was recently elected Vice President of the KICMA, the Knoxville Interdenominational Christian Ministerial Alliance.
  - A guest column Chris wrote for the Knoxville News Sentinel got picked up by MSN.
  - Recent services of note:
    - April 12, Memorial for Alanna Gray
    - April 14, Child Dedication Ceremony
    - April 21, delivered eulogy for Bill Dockery
    - April 27, officiated wedding of Carlos & Sandra Hess
    - April 28, Homecoming Service with former TVUUC minister Lynn Thomas Straus & for TVUUC music director Reginald Houze
    - May 18, preached sermon for ordination of Lore Stevens, called minister of the Oak Ridge UU Church

- Chris is increasing the time he spends on pastoral care, in congruence with our new model of ministry.
  - Chris held his first meeting with a Small Group Ministry to launch his new session and plans to continue meeting with SGM groups.
  - Chris met with the Building and Grounds Committee to review the church covenant.
  - Chris has offered to serve as a site supervisor for ministerial intern HP Rivers as needed, since TVUUC will not have the budget to host HP ourselves.
- Announcements from Eddie
  - April's Minutes were discussed, a small edit was suggested by Mary and agreed to by Jeff.
 

**Approval of the Minutes of the April Board Meeting was moved and seconded. Passed unanimously, no negatives, no abstentions.**
  - Reminder about upcoming congregational meeting on June 9. Confirmed that video setup from February will be setup again.
- Budget Presentation from Steve on behalf of the Finance Committee (slideshow attached as Appendix B)
  - General Budget considerations were discussed:
    - Revenue is flat, expenses held generally flat, but personnel expenses are the source of growth of expense (salary increases and healthcare cost increases).
    - In regard to pledges, \$533k was budgeted last year, \$500k is the total for this year so far. We are currently budgeting \$540k based on historical bumps as late as July.
    - Non pledge revenue is budgeted at \$14k based on new initiatives.
  - Due to increased costs, the Finance committee is recommending that an estate gift from 2023, originally put into the sustainability fund, be partially reversed into the operational budget (\$24k of the original \$34,860).
    - This appears to be the only way to balance the budget at this time. This amount would only cover cost-of-living wage increases for staff instead of the full recommendation from the Personnel Committee.
  - Building and Grounds was over budget last year; this year's figure will be similar to last year's actual expenses.
  - Operations and Programs are mostly flat; those that requested increases will be asked to use restricted accounts instead.

- Personnel proposed a 10% raise, but Finance was only able to budget 3.2% for cost-of-living. Health care and retirement expenses increased \$11.5k from last year and will be expected to increase again next year.
- The Finance Committee suggests that the normal \$2k contribution to the Sustainability Fund be cancelled, due to the amount being pulled from the Fund to balance the budget.
- Based on pledge totals from May, and with \$24k of gift funds being reversed from the Sustainability Fund, the budget can be balanced.
  - The Finance Committee strongly recommends transparency and communication to the congregation that we do have a revenue problem based on the degree of staff and programs that we currently have, and that we will have to increase revenues for 2025-26.
- Budget Discussion (spreadsheet attached as Appendix C)
  - Heather wants to make sure the Board understands that we have always presented a balanced budget to the congregation, and that may not be possible in the future. Discussion continued pointing out that the bylaws state a balanced budget is required. Steve added that even if we present a balanced budget this year due to reversing the gift funds, we might want to consider changing the bylaws moving forward if we are unable to balance a future budget. He also clarified that the FC considers this transfer of gift funds to be a stopgap that we don't want to repeat.
  - Ted Jones (Stewardship Committee) believes we might want to double check the pledge totals in Realm, as there's a possibility there's some confusion between "pledges" and "non-pledge contributions". Claudia stated she would take a closer look and work with Steve and Bill to make sure the budget is correct.
  - Steve highlighted some sections of the budget:
    - Pledge contributions are currently at \$500k, expected to reach \$540k based on historical numbers
    - Non-pledge contributions are the same as last year despite actuals being lower than expected, because of a planned initiative to reach out to non-attendees.
    - Gift cards were lower than expected last year, but the budget has stayed the same because of Bill's plan to focus on RaiseRight this year.
    - Revenue from our CDs has been added to operating income.
    - Share the Plate Sundays are remaining the same, the amount we would gain from modifying or cancelling is minimal (about \$1,000 for each additional 10% we decide to keep)

- Buildings and Operations went up compared to last year, due to the addition of a regular cleaning service.
    - Security, property insurance, and so forth are level from last year.
  - We are going to look for potential savings with Internet and Copy services this upcoming year.
  - UUA fair share dues have stayed the same at \$18,000
  - Some programs will use restricted funds, such as the CDJL and Youth Groups. It was clarified that these are funds designated for these programs, not money from the Sustainability Fund.
  - The music director has offered to use income from concerts to fill the gap for music expenses.
- Catherine clarified her understanding that reversing the gift out of the Sustainability Fund was a stop-gap measure for this year only. She also went on to state that the Youth Group only has a restricted fund because of fundraising the group has done, and the same with the CDJL. She understands that this is a necessary measure to balance the budget this year, but she wanted the Board to understand that those programs are essentially funding themselves this year.
- Steve and Claudia remarked on upgrades we could make to our facilities to increase rental revenue, including projection systems in the sanctuary.
- It was restated that staff wage increases will only by 3.2% for cost of living, not the 10% recommended by the Personnel Committee.
- Ken clarified that the typical \$2,000 contribution to the Sustainability Fund would disappear due to the transfer of the gifts funds and suggested that we transfer out \$26k instead so that the line item of the \$2k contribution could stay on the budget sheet. This was agreeable as it more clearly reflected what it is taking to make the budget balance.
- Discussion was had about monies pulled from the Capital Restricted Fund to be used by Buildings and Grounds for projects listed in last year's budget. It was noted that B&G has not submitted specific figures for this upcoming year yet, and that some items carried already known about have been included in the budget for this year. Additional items can be submitted and voted on by the Board throughout the year under \$15,000. For items requested over this amount, it can be submitted to the congregation for separate approval.
  - It was clarified that the budget item is for maintenance, and the capital funds are for special projects.
- Clarification was provided by Catherine, Claudia, and Chris is to what makes up the line items included in the Minister's salary, such as housing allowance. These

items are broken out for tax purposes, and this is standard practice for UUA ministers.

- Catherine pointed out the lack of Professional Development funding; she understands that the budget is tight this year but would like the Board and Finance Committee to keep this in mind for future years.
  
- **Ken moved, Mary seconded approval of the Operational Budget, to include the recharacterization of \$26,000 of the planned gift from Sustainability to Operating Funds.**  
**Passed unanimously, no negatives, no abstentions.**
  - After the vote, Roy expressed concern about the short amount of time given to the Board members to review the budget before being asked to vote. A discussion on the timing of budget proposals followed with an agreement from Steve that earlier responses would be ideal, along with more communication during the development process of the budget.
  
- Strategic Planning & Leadership Development (slides attached as Appendix D)
  - A.B. presented a suggested change to the by-laws that lower the number of Board Members at-large (appendix D.1)
    - Proposed: 4 officers, 4 at-large members, up to 2 youth representatives
    - Reasoning provided is based on research stating that effective decisions teams have 7 members, plus or minus 2. A.B. also provided examples of larger UU congregations that currently have smaller Boards than TVUUC currently does.
    - Jeff asked for more clarification regarding the reasoning for reducing Board members. A.B. explained that concentrating the field might encourage each member to take more responsibility. Maddie pointed out that this change could support the Board Goal of “fast focused and flexible”. A.B. also stated that recruitment efforts might be easier with fewer spots to fill.
    - **Ken moved, Maddie seconded approval of the proposed by-laws change to reduce the number of At-Large Board members.**  
**Passed unanimously, no negatives, no abstentions.**
  - A.B. presented the nominations developed by the Leadership Development Committee (appendix D.2)
    - The Vice President does not yet have a nomination, and it was clarified that the proposed nominee was still considering the position. It was clarified that this will be considered a transitional position for one year as

this is a new position among the Board officers (replacing President-Elect).

- Maddie has been nominated as Board Secretary.
  - Noel Arring has been nominated as a new Board member at-large.
  - Carol Villaverde has been nominated as co-chair for the Program Council, with Barbara Lamm continuing as co-chair.
  - Eddie Chin has been nominated as Chair-Elect of the Leadership Development Committee, with Chloe Airoldi-Watters and Susan Kersey being nominated to join that committee.
  - Rich Davis, Pat Bing, and Sarah Weaver have been nominated to join the Endowment Committee.
  - It was clarified that the Board does not have to vote in advance to present the slate of nominees to the congregation. A reminder was also issued that nominations can be made from the floor during the congregational meeting, and that the ballot will have the option to approve the full slate or to vote on each nominee individually.
- A.B. presented the proposed Volunteer Teams policy. (appendix D.3)
    - A.B. explained that this is a proposed Board policy. He then proceeded to summarize the policy (attached in full).
    - Maddie asked what existing teams would fall under this policy. A.B. stated that Sustainable Strategies, Technology Support, and Communications Teams. It was further clarified that Standing Teams are ongoing, while Volunteer Teams have a task with a stated goal to end.
    - It was clarified who could call a Volunteer Team (the Board, Board Committee chairs, the Management Team, Program Council chairs, or Elected Committee chairs) and that the purpose of a Volunteer Team is to complete a specific task by an end date.
    - Roy asked if these Teams would be using sprints, and A.B. explained that is a tactic that can be used within the team to reach their goal and could include bringing in extra people to complete a sprint.
    - Further clarification was provided, that the leaders of the Volunteer Teams would report on their progress to whichever group called them to their work.
    - Mary asked who will be selecting the project coordinator, and A.B. answered that the Team itself could designate a coordinator or the Leadership group calling the Team could designate a coordinator(s).
    - Catherine provided an example of the Management Team calling a group to assist with RE curriculum planning and shared that she thinks it would

be helpful to have this document clarifying how that Team would work when she's recruiting members.

- It was asked how this type of Team would be managed if there are other groups of volunteers and/or staff working on similar projects. A.B. suggested that calling a Volunteer Team to combine and coordinate those efforts could solve that redundancy.
  - It was clarified before the vote that this is not going before the congregation for approval, as a Board policy it only needs Board approval.
  - **Bill moved, Ken seconded approval of the Volunteer Teams policy as a Board Policy.**  
**Passed unanimously, no negatives, no abstentions.**
- A.B. presented the proposal for a new Volunteer Team, called the President's Council. (appendix D.4)
    - A.B. began by summarizing the proposal (attached in full).
      - It was clarified that the first four objectives in the proposal came directly from the UUA, and the last came from the Strategic Planning Committee.
    - Further explanation was provided, including the logic of this being a Volunteer Team as each president will convene their own as needed.
    - It was asked how it might be possible to include others in this Council beyond former presidents, and A.B. answered that the board can choose to change the composition of members later as needed.
    - It was asked whether the Council's discussions will be shared with the Board as a whole, or only with the President who will pass along what they wish. It was pointed out that the Policy states "the project coordinator will provide the Board with a bi-monthly summary of activities and discussions".
    - A question was asked about the structure of our system, and what types of groups need policies/charters/etc. A.B. explained that the 4 major groups (Volunteer Teams, Committees, Standing Teams, and Programs) will eventually all have policies approved by the Board. These policies will lay out what the Board is asking from each of these groups.
    - It was asked if the Board must approve all Volunteer Teams, and A.B. explained that only Vol. Teams called by the Board need Board approval, other leadership groups can call their own Teams without Board approval.

- **Roy moved, Ken seconded approval of the formation of the President's Council as a Board-called Volunteer Team.**
  - Passed unanimously, no negatives, no abstentions.**
- Claudia announced that there are still two open spots for General Assembly Delegates, reminding the Board that this GA will include voting on the new articles. She also stated that this year's GA is virtual only.
- Bella read closing words.
- Eddie closed the meeting at 8:48 p.m.

## APPENDIX A : MINSTER'S REPORT

### Public Ministry

- TVUUC has been recognized by Justice Knox for the congregation that turned out the most participants in the Nehemiah Action at the City Auditorium. My favorite part is that I'd never met the two people holding up the church sign. Our commitment to public ministry is drawing in new people. Here is a link to article about the event [Nehemiah Action Assembly \(knoxnews.com\)](https://www.knoxnews.com) . Each month I participate in a meeting of the Justice Knox Clergy Caucus as part of my support for this work.
- Today I was elected Vice President of the KICMA, the Knoxville Interdenominational Christian Ministerial Alliance. Anyone who came to the KICMA Good Friday service will have a strong sense of how this continuing partnership can assist our congregation in our efforts to live out the 8th Principle of dismantling racism and other oppression in ourselves and in our institutions. At today's meeting the Reverend Johnnie Skinner of the Mount Zion Baptist Church said, "I have been thinking about what I am going to do when I retire. I might have to go to the Tennessee Valley Unitarian Universalist Church. People are gonna say I've changed my religion." I suspect he will continue to be a Baptist but the statement reflect the goodwill felt for our church by KICMA members.
- A guest column I wrote for the Knoxville News Sentinel got picked up by MSN [Yassin Terou: 'These young people are protesting in the most American way.' \(msn.com\)](https://www.msn.com) In the past other columns have been picked up by the Tennessean (Nashville) and the Commercial Appeal (Memphis) and other media outlets. An interesting way to track this is the below website [Articles by Chris Buice's Profile | Austin American-Statesman, The Tennessean, Knoxville News Sentinel Journalist | Muck Rack](#)

### Rites of Passage

- On April 12, 2024 we hosted a memorial service for Alanna Gray, 17 years old, who died of a fentanyl overdose. The Memorial Reception Committee planned for about 100 people and we had about 300, nevertheless there was enough food. As always TVUUC volunteers rallied to be supportive to the family and each other. Alanna's very adult decision to become an organ donor means four people are alive today due to her thoughtfulness. [Alanna Gray Obituary - Knoxville News Sentinel \(knoxnews.com\)](https://www.knoxnews.com)
- On April 14, 2024 we held a Child Dedication Ceremony in our Sunday worship services dedicating Nathaniel Hoffman-McConchie, Margo McBee, Deacon and Felix Weaver. We are



planning another one for the near future for children who could not be present on that Sunday.

- On Sunday April 21, 2024 I delivered the eulogy for Bill Dockery at the Central United Methodist Church. Bill will be remembered for his stellar work coordinating local, national and international media in the aftermath of the shooting in our church. [William Dockery Obituary \(1949 - 2024\) - Legacy Remembers](#)
- On April 27, 2024, I officiated at the wedding of Carlos and Sandra Hess. Carlos grew up in the church and is the son of Amy Hess. The couple is hoping to move to her native Nicaragua.
- On April 28, 2024, I organized a homecoming service that involved the return of former TVUUC minister Lynn Thomas Strauss and former Director of Music Dr. Reginald Houze. The weekend included social events where Lynn and Reginald could reconnect with church members (and vice versa.) TVUUC has a long history of such homecomings of former ministers and former staff.
- On May 18, 2024, I preached the sermon for the ordination of Lóre Stevens, the current minister of the Foothills Unitarian Universalist Fellowship in Blount County and newly called minister of the Oak Ridge Unitarian Universalist Church in Anderson County. You may remember Lóre as she preached a sermon about Universalism here in the Autumn of 2023. She is also organizing a theological colloquium called "Southern Fire" about the intersection of Unitarian Universalism and the American South. I attended it's premier online gathering on May 9th.

#### Pastoral Care

- Congruent with our new model of ministry I am increasing the time I spend on pastoral care. I am attending the monthly meetings of the Spiritual Care Team and coordinating closely our volunteers to ensure a teamwork approach to this work. Confidentiality prevents details but I have had an increased number of meetings over challenges like hospitalization, homelessness, incarceration, addiction, overdose, 12 Step recovery, depression, grief, suicidal ideation, trauma recovery and more.
- I had my first meeting with a Small Group Ministry on Monday May 20 to launch my new session (see below description.) I am planning to meet with other SGM groups and host some open meetings in August/September. The goal is to both deepen my pastoral connection with congregants and help members connect with the work of the church aka volunteer recruitment.  
*Small Group Ministry Session - Get in Where You Fit In*  
*Don't ask yourself what the world needs." wrote Howard Thurman, "Ask yourself what makes you come alive and then go and do that. Because what the world needs is people who are alive." This meeting (based on the format of Small Group Ministry sessions) is an opportunity to get to know each other better and explore how our unique gifts can make a difference in the world. Together we will explore how to, "Get in where we fit in" both at TVUUC and in the larger world.*
- I met with the Building and Grounds Committee on Thursday May 14 to go over the church covenant and reflect on not only "what we do" but "how we treat each other while we do it." I am also making myself available to other committees for similar kinds of moments, when people feel it might be helpful.
- Lastly, our congregation had the opportunity to have a ministerial intern this year named HP Rivers. Since this is not within our budget I have agreed to serve as her off site supervisor should HP secure another internship site in the area that does not have a minister in full fellowship on staff. Part of this supervision would be to have HP preach at

TVUUC a few times, diversifying her experience and offering the TVUUC the benefit of the perspective of a new generation of ministry.

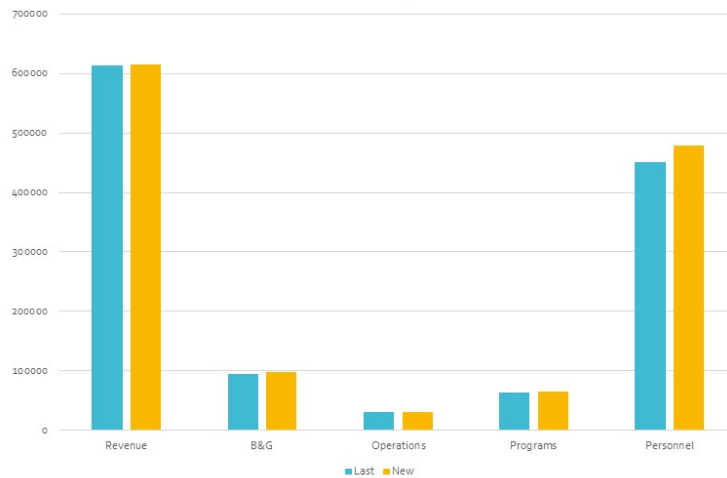
## APPENDIX B : BUDGET PRESENTATION

# TVUUC

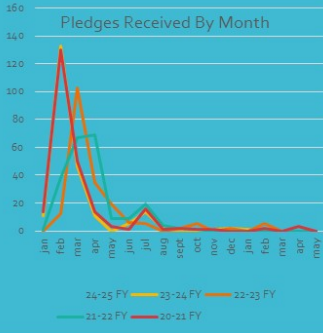
2024-2025 Budget Considerations

Revenue is flat,  
expenses held  
generally flat,  
but personnel  
expenses  
continue to  
stress the  
budget.

Income and Expenses



## Income:



- Pledges:
  - \$ 533.4K budgeted last year
  - \$500K this year originally forecasted (not 530k, that was last year)
  - Finance using \$540k based on historical July "bump", but that may be too optimistic.
- Non-pledge was ~\$6K last year, we used \$14k based on new initiative to reach out to non-attende community supporters.
- Proposing to reverse \$24k from \$34,860 gift from 2023 put into sustainability fund (not earmarked) for operations. *However, this is delaying the inevitable and only a stopgap. We would like to find solutions that perhaps reduce this reversal to only \$15k.*

## Expenses:

- Buildings and grounds:
  - Over-budget last year due to delayed maint
  - This year will be similar to actual expenses, due to cleaning service
- Operations and Programs mostly flat. Some requested increases, some Finance pushing to use restricted accounts instead.
- Personnel:
  - PC proposed 10% raise, Finance using 3.2% as cost of living only, with consideration of more raises or a bonus if we find additional revenue.
  - ~ \$11.5K of new health care and retirement expenses. Will be more in 2025-2026 (another \$8k to \$16k).

## Summary and Discussion:

- FC also proposes not doing normal \$2K contribution to sustainability fund
- With updates to pledges in May, we have reached a balanced budget, with the \$24K gift reversal.
- Need to communicate to congregation in the budget presentation that use of planned gifts for operations is not a sustainable strategy, and increased pledges and/or fundraising will be needed to avoid staff / program cuts in 2025-2026.

**Budget Development Worksheet for FY 2024/2025 (July 1 2024 to June 30 2025)**

Note: if you expect budget to be 'lumpy', please estimate by quarter, if not, just fill in the "Full Year" column. Similarly, if you have some estimates of how rest of year will go, go ahead and fill in, if not fine to leave blank, and we will project from last year's budget.

Accounts	FY 2023/2024				FY 2024/2025				FC Recommendation	Comments
	Full Year Budget	Jul-May 10 Actual	May/June Estimate	Full Year Estimate	1st Qtr. Projection	2nd Qtr. Projection	3rd Qtr. Projection	4th Qtr. Projection		
<b>Revenues</b>										
<b>Giving</b>										
410001 Pledge Contributions	\$533,397	\$441,316	\$92,081	\$533,397	\$135,000	\$110,000	\$160,000	\$135,000	\$540,000	Updated from 500k +40k later
410002 Share the Plate - TVJUC Portion	\$10,500	\$6,530	\$1,970	\$10,500	\$2,700	\$2,700	\$2,700	\$2,700	\$10,800	
410003 Non-Pledge Contributions	\$15,000	\$5,600	\$1,120	\$6,720	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000	Increase due to reaching out to community (non-regular attendees)
410006 Generosity Sunday Contributions	\$12,000	\$11,007	\$593	\$12,000	\$3,500	\$3,500	\$3,500	\$3,500	\$14,000	
Total Giving	\$570,897	\$466,463	\$96,164	\$662,617					\$578,800	
Fundraising	\$0	\$0	\$0	\$0						
410101 Gift Cards	\$14,000	\$4,860	\$973	\$5,837	\$1,800	\$1,800	\$1,800	\$1,800	\$7,454	improve RaiseRight
410102 Fundraising Events	\$27,000	\$34,921	\$0	\$34,921	\$6,000	\$18,000	\$4,000	\$0	\$27,000	raise fees? Sustain Fund for screen, projector? Integrated with sound
410201 Building Rental	\$10,000	\$6,911	\$1,089	\$10,000	\$2,500	\$2,500	\$2,500	\$2,500	\$10,000	
Total Fundraising	\$51,000	\$48,692	\$2,061	\$50,763					\$44,454	
Other revenue	\$0	\$0	\$0	\$0						
410203 Other Income	\$0	\$304	-\$304	\$0	\$150	\$150	\$150	\$150	\$600	
410212 Interest - Home Federal savings	\$0	\$49	-\$49	\$0	\$15	\$15	\$15	\$15	\$60	
<b>Transfer From Sustainability (Planned Giving)</b>									\$28,000	reduced from 34,860 gift amount
<b>New CD Interest</b>					\$1,250	\$1,250	\$1,250	\$1,250	\$5,000	
Total Other revenue	\$0	\$622	-\$363	\$0					\$31,660	
<b>Total Revenues</b>	<b>\$621,897</b>	<b>\$616,767</b>	<b>\$97,872</b>	<b>\$613,370</b>					<b>\$654,914</b>	
<b>Expenses</b>										
<b>Building &amp; Operations</b>										
<b>Mortgage &amp; Debt</b>										
610001 35A Loan Payments	\$7,692	\$6,410	\$1,282	\$7,692	\$1,923	\$1,923	\$1,923	\$1,923	\$7,692	NOTE: Finance has filled in from last year, committees may overwrite, please change color to black when you overwrite
Total Mortgage & Debt										
<b>Building &amp; Grounds</b>										
610101 Utilities	\$26,400	\$20,610	\$2,000	\$22,610	\$6,500	\$5,500	\$5,500	\$6,500	\$24,000	
610102 General Maintenance & Supplies	\$17,000	\$24,062	\$2,000	\$26,062	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000	delayed maintenance
<b>New Cleaning Service</b>	\$25,000	\$22,830	\$4,000	\$26,830	\$6,250	\$6,250	\$6,250	\$6,250	\$25,000	window repairs, playground improvement overages last yr
610103 Grounds upkeep	\$2,100	\$2,532	-\$232	\$2,100	\$600	\$600	\$600	\$600	\$2,400	
610107 Security Monitoring	\$1,100	\$955	\$145	\$1,100	\$275	\$275	\$275	\$275	\$1,100	
610109 Property Insurance	\$8,000	\$7,230	\$770	\$8,000	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000	bid out?
Total Building & Grounds	\$87,292	\$84,629	\$9,765	\$94,394					\$98,192	
<b>Operations</b>										
610202 Office Supplies	\$1,000	\$1,689	-\$689	\$1,000	\$250	\$250	\$250	\$250	\$1,000	
610203 Copier Lease & Supplies	\$7,000	\$5,207	\$1,793	\$7,000	\$1,650	\$1,650	\$1,650	\$1,650	\$6,600	
610204 Telephone/Internet	\$5,200	\$3,974	\$1,226	\$5,200	\$1,300	\$1,300	\$1,300	\$1,300	\$5,200	look at savings with KUB fiber and VOIP
610205 Postage	\$870	\$1,068	-\$198	\$870	\$300	\$300	\$300	\$300	\$1,200	
610206 New Computers & Software Purchases	\$400	\$0	\$400	\$400	\$100	\$100	\$100	\$100	\$400	
610207 Advertising	\$250	\$0	\$250	\$250	\$65	\$65	\$65	\$65	\$260	
610208 UUA Pamphlets	\$300	\$242	\$58	\$442	\$110	\$110	\$110	\$110	\$440	
610209 Hospitality Events	\$260	\$0	\$260	\$260	\$65	\$65	\$65	\$65	\$260	
610210 Online Donation Processing Fees	\$3,000	\$3,029	-\$29	\$3,000	\$750	\$750	\$750	\$750	\$3,000	1500 spent, 750 reimbursed last round, need to budget this
610211 Stewardship	\$500	\$306	\$194	\$500	\$0	\$0	\$0	\$0	\$1,500	increased, we had not been budgeting enough
610213 Kitchen Supplies/Food	\$100	\$152	\$252	\$100	\$25	\$25	\$25	\$25	\$300	
610214 Beam	\$4,000	\$3,553	\$447	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000	\$4,000	
610216 Gift Card Charge Fees	\$100	\$56	\$44	\$100	\$25	\$25	\$25	\$25	\$100	
610219 Inova Payroll Processing	\$2,500	\$2,242	\$258	\$2,500	\$625	\$625	\$625	\$625	\$2,500	
610220 Computer Maintenance	\$900	\$0	\$900	\$900	\$225	\$225	\$225	\$225	\$900	
610222 Lic. & Subscription Fees	\$4,000	\$2,861	\$1,139	\$4,000	\$1,000	\$1,000	\$1,000	\$1,000	\$3,864	\$384 for Viva
610224 Personnel Expenses - Other	\$250	\$90	\$161	\$250	\$65	\$65	\$65	\$65	\$250	rename to background chks, etc
Total Operations	\$30,630	\$24,164	\$6,466	\$30,772					\$31,904	
<b>Denominational Connections</b>										
610301 UUA Fair Share Dues	\$18,000	\$13,500	\$4,500	\$18,000	\$4,500	\$4,500	\$4,500	\$4,500	\$18,000	based on pledges
Total Denominational Connections	\$18,000	\$13,500	\$4,500	\$18,000					\$18,000	
<b>TVJUC Programs</b>										
610400 Program Council Block Grant	\$500	\$48	\$452	\$500					\$500	Barbara - plans?
610401 Music Program	\$1,200	\$1,439	-\$239	\$1,200					\$0	use income/funds this year only
610402 New Member Expenses	\$150	\$240	\$300	\$1,500					\$1,500	use income/funds this year only
610403 Guest Musicians	\$1,000	\$1,110	-\$110	\$1,000					\$0	
610404 Leadership Dev & Conferences	\$1,000	\$1,070	-\$70	\$1,000					\$1,000	
610405 Worship Committee	\$1,750	\$1,260	\$490	\$1,750					\$1,750	
610409 Misc Program Expenses	\$350	\$196	\$154	\$350					\$350	
610411 Lifespan Religious Ed (C & Y)	\$5,000	\$4,682	\$318	\$5,000					\$5,500	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYCh8k4MF7JiVCMrd_UEdwVqLk9vWPIH8e7kUG8kq/edit?usp=sharing">https://docs.google.com/document/d/1uYCh8k4MF7JiVCMrd_UEdwVqLk9vWPIH8e7kUG8kq/edit?usp=sharing</a>
610412 Reproductive Justice	\$0	-\$62	\$150	\$150					\$200	
610413 Young Adult Ministry	\$250	\$0	\$250	\$250					\$250	
610414 TVJUC Library	\$0	-\$500							\$0	

610416 CDJ Library	\$500	\$467	\$33	\$500							\$0	\$1k was requested, but \$5 BK in restricted fund (library)	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing">https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing</a>		
610417 Misc RE Expenses	\$1,000	\$733	\$267	\$1,000									\$1,000	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing">https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing</a>	
610418 Lifespan Religious Ed - Adult	\$500	\$389	\$111	\$500										\$500	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing">https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing</a>
610419 8th Principle Program NEW Youth Groups	\$500	-\$1,688		-\$1,688										\$1,000	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing">https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing</a> \$0 use restricted account (\$5.5k available) candidate for sustainability
Total TVUUC Programs	\$13,700	\$11,282	\$2,107	\$14,700										\$12,580	
Total Operations	\$62,330	\$48,916	\$19,072	\$63,472										\$62,354	
Personnel															
Salaries and Wages															PUT % increase in cell A80
610501 Sr. Minister (Salaried - Full Time)	\$73,097	\$67,263	\$6,834	\$73,097	\$18,859	\$18,859	\$18,859	\$18,859	\$18,859	\$18,859	\$18,859	\$18,859	\$18,859	\$76,438	NOTE: Finance has filed in from last year, committees may overwrite, please change color to black when you overwrite
610502 Sr. Minister Housing Allowance	\$26,700	\$22,738	\$2,965	\$26,700	\$6,631	\$6,631	\$6,631	\$6,631	\$6,631	\$6,631	\$6,631	\$6,631	\$6,631	\$26,522	Note: FC assume 7% across the board increase (update 3.2% COLA)
610507 Sr. Min Disability Insurance	\$448	\$448	\$1	\$448	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$115	\$448	part of salary, IRS division of total package
610511 Dir of Finance & Operations (Salaried - Full Time)	\$62,162	\$57,590	\$4,572	\$62,162	\$16,038	\$16,038	\$16,038	\$16,038	\$16,038	\$16,038	\$16,038	\$16,038	\$16,038	\$64,151	
610521 Dir of Lifespan Religious Ed (Salaried - Full Time)	\$58,147	\$54,038	\$4,109	\$58,147	\$15,002	\$15,002	\$15,002	\$15,002	\$15,002	\$15,002	\$15,002	\$15,002	\$15,002	\$60,008	
610531 Dir of Music (Salaried - 30 Hrs)	\$38,413	\$35,931	\$2,482	\$38,413	\$9,911	\$9,911	\$9,911	\$9,911	\$9,911	\$9,911	\$9,911	\$9,911	\$9,911	\$39,642	
610541 Office Administrator (Hourly - 35 Hrs)	\$31,451	\$30,650	\$801	\$31,451	\$8,114	\$8,114	\$8,114	\$8,114	\$8,114	\$8,114	\$8,114	\$8,114	\$8,114	\$32,457	
610551 Facility Assistant (Hourly - 10 Hrs)	\$10,700	\$8,798	\$1,902	\$10,700	\$2,761	\$2,761	\$2,761	\$2,761	\$2,761	\$2,761	\$2,761	\$2,761	\$2,761	\$11,042	Now can focus on actual repairs, room setup, etc previously left out
610553 Sexton (Hourly - Part Time)	\$12,480	\$11,305	\$1,175	\$12,480	\$3,220	\$3,220	\$3,220	\$3,220	\$3,220	\$3,220	\$3,220	\$3,220	\$3,220	\$12,879	
610561 New Members Coordinator 7/10/2023	\$12,600	\$11,542	\$1,058	\$12,600	\$3,251	\$3,251	\$3,251	\$3,251	\$3,251	\$3,251	\$3,251	\$3,251	\$3,251	\$13,003	
610572 Assistant Dir of Religious Ed (Salaried - 20hrs)	\$17,160	\$16,480	\$680	\$17,160	\$4,427	\$4,427	\$4,427	\$4,427	\$4,427	\$4,427	\$4,427	\$4,427	\$4,427	\$17,709	
610581 Childcare (Hourly - Part Time)	\$9,000	\$5,605	\$1,195	\$7,000										\$7,000	See explanatory information in accompanying RE Budget Proposal document at <a href="https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing">https://docs.google.com/document/d/1uYfQk6kbf7JiWCMrLUEdwVdLdswPITH8e7iU68kq/edit?usp=sharing</a>
Total Salaries and Wages															
Payroll Taxes															
610505 Sr. Minister SE Tax Offset	\$7,558	\$0	\$7,558	\$7,558			\$7,800							\$7,800	
610515 Dir of Finance & Operations P/R Tax	\$4,755	\$4,040	\$715	\$4,755	\$1,227	\$1,227	\$1,227	\$1,227	\$1,227	\$1,227	\$1,227	\$1,227	\$1,227	\$4,907	
610525 Dir of LRE P/R Tax	\$4,448	\$4,054	\$394	\$4,448	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$1,148	\$4,590	
610536 Dir of Music P/R Tax	\$2,939	\$2,749	\$190	\$2,939	\$758	\$758	\$758	\$758	\$758	\$758	\$758	\$758	\$758	\$3,033	
610544 Office Administrator P/R Tax	\$2,408	\$2,345	\$63	\$2,408	\$621	\$621	\$621	\$621	\$621	\$621	\$621	\$621	\$621	\$2,463	
610552 Facility Assist P/R Tax	\$919	\$675	\$244	\$919	\$231	\$231	\$231	\$231	\$231	\$231	\$231	\$231	\$231	\$13	
610554 Sexton P/R Tax	\$955	\$836	\$119	\$955	\$246	\$246	\$246	\$246	\$246	\$246	\$246	\$246	\$246	\$988	
610564 New Members Coord P/R Tax 7/10/2023	\$964	\$883	\$81	\$964	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$249	\$995	
610583 RE Staff P/R Tax	\$2,001	\$1,014	\$987	\$2,001	\$516	\$516	\$516	\$516	\$516	\$516	\$516	\$516	\$516	\$2,065	
Total Payroll Taxes															
Retirement															
610503 Sr. Minister Retirement	\$7,403	\$6,415	\$988	\$7,403	\$2,183	\$2,183	\$2,183	\$2,183	\$2,183	\$2,183	\$2,183	\$2,183	\$2,183	\$8,157	
610512 Dir of Finance & Operations Retirement	\$4,351	\$3,622	\$729	\$4,351	\$1,283	\$1,283	\$1,283	\$1,283	\$1,283	\$1,283	\$1,283	\$1,283	\$1,283	\$5,133	8%
610522 Dir of LRE Retirement	\$4,070	\$3,556	\$514	\$4,070	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$4,801	
610542 Office Administrator Retirement	\$2,202	\$2,008	\$194	\$2,202	\$649	\$649	\$649	\$649	\$649	\$649	\$649	\$649	\$649	\$2,977	
Music Director Retirement														\$9,371	
610573 Assistant Director of Religious Ed Retirement					\$354	\$354	\$354	\$354	\$354	\$354	\$354	\$354	\$354	\$1,417	approx \$3200/yr 8%?
Total Retirement															
Health Insurance															
610506 Sr. Minister Health Plan (E+S)	\$18,514	\$15,967	\$2,547	\$18,514	\$4,860	\$4,860	\$4,860	\$4,860	\$4,860	\$4,860	\$4,860	\$4,860	\$4,860	\$19,440	
610524 Dir of LRE Health Plan (Family)	\$15,328	\$9,604	\$5,725	\$15,328	\$4,024	\$4,024	\$4,024	\$4,024	\$4,024	\$4,024	\$4,024	\$4,024	\$4,024	\$16,055	
610535 Dir of Music Health Plan (Employee+Spouse)	\$11,369	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9,385	Just estimate 7893+ 5% increase
610574 Assist Dir RE Health Plan (E+C)	\$7,535	\$6,424	\$1,111	\$7,535	\$2,072	\$2,072	\$2,072	\$2,072	\$2,072	\$2,072	\$2,072	\$2,072	\$2,072	\$8,289	
New: Office Administrator Health Plan														\$0	likely won't utilize this year
Total Health Insurance															
Other Personnel Exp															
610504 Sr. Minister Professional Expense	\$5,500	\$2,142	\$3,358	\$5,500	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$1,450	\$5,000	part of contract/compensation
610802 Workers Comp Insurance	\$2,400	\$1,440	\$960	\$2,400	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$2,400	
610815 Staff Professional Expenses	\$3,000	\$7,009	-\$4,009	\$7,009	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$3,000	divide out by person in the future?
Total Other Personnel Exp															
Total Personnel	\$460,474	\$397,363	\$49,142	\$450,514										\$475,768	
Independent Contractors	\$9,600	\$6,242	\$3,358	\$9,600										\$9,600	
610821 Video Production	\$1,000	\$0	\$990	\$1,000										\$1,000	
610823 Sound Operators	\$1,000	\$0	\$990	\$1,000										\$1,000	
New: IT Support														\$6,000	argued as sustainability candidate
Total Independent Contractors															
Other Expenses															
New: Sustainability Fund Contribution														\$2,000	
710100 SBA Loan Principal Payments	\$0	-\$2,350	\$2,350	\$0											
Total Other Expenses															
Total Expenses	\$620,696	\$634,861	\$78,637	\$618,980										\$654,914	
Net Total	\$1,201	-\$19,084	\$19,235	-\$5,610										\$0	

**Budget Development Worksheet for FY 2024/2025**

Project Name	FY 2024/2025					Comments, Notes, Value / Benefit, etc
	Estimated Start Date	Estimated End Date	Estimated Project Cost	Capital or Sustainability?	Have quotation or just a rough estimate?	
Example						
Welcome Gardens Maint (4100/year for 2024-2025 FY)	current	ongoing, no end	\$4,100	Sustainability	Estimate	requested and approved 1800 for 23-24 FY.
Sabbatical / Guest Ministers			\$2,000	Sustainability	Estimate	
CDJ Library			\$1,000	CDJ Fund	Estimate	
B&G Carpet:	7/1/2025	8/1/2025	\$9,000	Capital	Estimate	
Roof Repair:			\$15,000		Estimate	
Parking Lot Repaving:			\$15,400		Quote	
Sign Lighting			\$2,350	Capital	Quote	



## Article IV. BOARD OF DIRECTORS

**Section 1:** The Church is governed by a Board of Directors comprising Church officers, a Treasurer-Elect, ~~seven~~ **four** members-at-large, and up to two youth representative members. The Management Team members and Program Council Chairs can attend Board Meetings as ex-officio, non-voting members.

a. *Church Officers will be:*

The President, Vice President, Secretary, and Treasurer.

b. *The Board of Directors will be:*

The ~~seven~~ **four** members-at-large are elected by the Church for terms of three years. ~~The terms will be staggered so that two directors are elected every two of three years, and three are elected every third year.~~ When a vacancy occurs during a director's term, the Board will appoint a replacement to serve until the next regular meeting of the Congregation. If the person filling the vacated director position is willing to remain on the Board for the remainder of the term of the vacated position, then that person's name will be on the ballot at the next congregational meeting along with the other nominees to the Board. If that person cannot serve past the next regular meeting of the congregation, the Leadership Development Committee will present a nominee at the next meeting. At that meeting, the Congregation will elect a person to serve the remainder of the unexpired term. Board members can be removed in accordance with Board Policies and Procedures.

c. *Youth Representative:*

One or two additional directors may be elected solely by TVUUC youth registered as High School students in the TVUUC Religious Exploration program. The candidates must be enrolled in high school, registered in the TVUUC Religious Exploration program, and, by the time they begin fulfilling their role on the Board of Directors, a member of TVUUC. Each youth representative at a Board meeting will have one vote. Each youth representative will serve one year and may be elected to serve a maximum of three years. Religious Education staff will oversee the election and communicate to the congregation the names of the youth(s) elected. Vacancies arising mid-term will be filled via the same process of election solely by TVUUC youth registered as High School students in the TVUUC Exploration program and must meet the requirements listed above.

**Section 2:** The Board of Directors serves the Church and is responsible for following the Bylaws as approved by members at congregational

meetings. On behalf of the Congregation, it will have general charge of the property of the Church, the conduct of all business affairs of the Church, and oversight of the administration. It will have the power to receive and administer gifts, make appointments as it deems appropriate and necessary, and otherwise set policies for the conduct of TVUUC affairs.

### Section 3: Budget

#### a. *Approval of Detailed and Summary Budget*

In discharging its responsibility for fiscal management and accountability on behalf of the Church, the Board will have prepared, before the beginning of the new fiscal year, a detailed, balanced line-item budget of anticipated revenue and expenditures. At the Annual Congregational meeting, the Board will present a broad category summary of the line-item budget to the Congregation for approval.

#### b. *Approval of Extraordinary Expenditures*

No expenditure that exceeds \$15,000 and is not in the budget will be made unless the expenditure has been approved at a meeting of the Congregation or unless the expenditure has been approved by all members of the Finance Committee and 75% of all Board members to meet a dire emergency involving the building.

**Section 4:** The Church's financial records will be subject to an independent financial review or audit at any time the Board designates. Financial review or audit reports will be made available to any member of the Church requesting access.

**Section 5:** The Board of Directors will meet monthly and at such other times as called by the President or any three members of the Board. All members will be notified of meetings in a timely manner. A quorum of ~~seven~~ **five** Directors is required, and a simple majority of votes cast, ~~but not fewer than four affirmative votes,~~ is needed for formal action.

APPENDIX D.2 : NOMINATION SLATE

Vice President*	
Secretary	Maddie Kulpa
Board Member	Noel Arring
Program Council Co-Chair	Carol Villaverde
Program Council Co-Chair	Barbara Lamm
Leadership Dev Commttee Chair-Elect	Eddie Chin
Leadership Dev Committee Position 1	Chloie Airoidi-Watters
Leadership Dev Committee Position 2	Susan Kersy
Endowment Committee Position 1	Richard Davis
Endowment Committee Position 2	Pat Bing
Endowment Committee Position 3	Sarah Weaver

\* Transition VP for One Year

## **TVUUC Volunteer Team Board Policy**

### **Definition**

Volunteer Teams will be composed of church members and friends with expertise and/or other resources that can contribute substantially to TVUUC's Goals and Shared Vision (Mission, Values, Covenant, and Vision). Team members may be called on to accomplish a specific task in an agreed-upon time frame or work on a short-term project. Attendance at Board or other committee meetings is not required but may be requested.

### **Formation**

Volunteer Teams can be requested by:

- TVUUC Board of Directors
- TVUUC Board Committee Chairs
- TVUUC Management Team
- TVUUC Program Council Chairs
- TVUUC Elected Committee Chairs

When forming a Volunteer Team, it is important to identify clear objectives, timeframes, and a project coordinator. These initial formation requirements provide a roadmap for the team's journey, giving each member a clear sense of direction and purpose in contributing to TVUUC's Goals and Shared Vision.

### **Tools**

Most TVUUC Volunteer Teams should coordinate projects using the Planner function in Microsoft Teams to create repeatable processes and maintain a repository of information for later lessons learned.

At a minimum, documentation of action taken and results should be maintained.

Additional tools and resources, as well as necessary training, will be coordinated by the Strategic Planning Committee.

### **Membership**

Anyone interested in contributing to TVUUC's Shared Vision and Goals can participate in the Volunteer Team and be given access to the appropriate TVUUC resources, including Microsoft Teams, emails, and TVUUC spaces. This includes members, non-members, friends, and suppliers.

### **Completion**

The project coordinator and the appropriate chair or member of the Management Team should agree upon project completion. Completion should be indicated by the Project Plan in Teams or an email exchange between the relevant parties.

## APPENDIX D.4 : PROPOSED PRESIDENT’S COUNCIL VOLUNTEER TEAM

### **Presidents Council Volunteer Team**

The President's Council Volunteer Team is a special advisory team that serves during transition or extraordinary circumstances. Its purpose is to provide experience, advice, and counsel as requested by the serving President.

In the UUA Strategic Board Structure, the Board may delegate authority and responsibility to others (Religious Professional Staff, lay leadership, or combination).

#### **Objective**

The President’s Council shall **assist** the Board and make recommendations in the areas of:

- Maintaining accountability for the effectiveness of operations and programs.
- Developing policy guidance for the congregation.
- Ensuring the congregation's assets are protected and utilized to achieve the shared vision.
- Regularly evaluating progress toward the shared vision.
- Evaluating long-term requirements for the growth and sustainability of TVUUC

The project coordinator will provide the Board with a bi-monthly summary of activities and discussions.

#### **Timeframes**

The first President's Council Volunteer Team is expected to convene after the June 2024 Congregational meeting and serve until June 2025 Congregational meeting. Since it is a volunteer team, each member's participation level can fluctuate as needed.

The initial requirement for membership is to be a former Board President, but this can change with Board approval.

#### **Project Coordinator**

After the volunteer team is formed, they will select a project coordinator or choose to rotate the task. The Strategic Planning Committee and the Technology Support Team will assist the Project Coordinator in setting up and coordinating the first two meetings.