



Minutes for the Board Meeting of Tennessee Valley Unitarian Universalist Church

Tuesday, Sept 17, 2024 - **APPROVED**

Attendees (virtual attendance marked with *):

- Board Members – Heather Kistner, Lynn Hixson, Maddie Kulpa, Steve Drevik, Noel Arring, Rob Bray, Mebbie Jackson, Roy Kersey, Bella Thomas-Wilson, Jack Hulse, Devon Miller
- Ex-Officio Members – Chris Buice, Claudia Pressley, Catherine Farmer-Loya, David Asbury, Barbara Lamm, Carol Villaverde
- Guests – AB Coleman, Denise Coleman, Mary Rogge

Meeting chaired by Board President Heather Kistner

Meeting facilitated by Board Vice President Lynn Hixson

Minutes recorded and submitted by Board Secretary Maddie Kulpa

Opening Words & Chalice Lighting

Heather opened the meeting at 6:05pm.

Announcements & Reminders

- Teams/Communication check-in
 - Heather reminded the Board to make time to be engaged on MS Teams and to read through documents provided in advance of meetings.
 - AB noted that the Technology Support Team will need to track Teams updates from MS.
 - Roy expressed surprise at the amount of information provided for this meeting, and suggests that reviewing Board Committee minutes could help provide context.
- Barbara shared an invitation to the upcoming Fall Retreat. She needs all attendees to register so that food amounts can be sufficient. Barbara has been planning this event because she felt a lack of a large fall event for the community.
 - Heather asked Board Members to sign up to help with events as they are able.
- Heather updated that Steve will be the Building & Grounds Board Member but timing conflicts have prevented additional membership recruitment. The Committee is expected to be up and running by next month.
- Noel asked the Board to start using RaiseRight. Noel is co-chairing the Fundraising Volunteer Team with Bill Cherry and they have set a goal of 44 families by the end of the year.

- Roy asked what kind of money we could expect with a large percentage of usage. Noel said that an average family could raise \$1,000 per year with regular usage. Maddie shared that just with grocery spending, she earned \$152 in the last 12 months.

Congregation Comments & Questions – none

Consent Agenda

- Minutes from August
- Minister's report
- DFO report
- DRE report
- Music Program report
 - Lynn asked about the amounts at the end of the report, and David clarified that those are estimates of what things could cost and a goal.
 - Heather reminded David and the Board about the Endowment Fund.
- Strategic Planning report
- Finance report

Approval of the consent agenda was moved by Noel and seconded by Heather. Passed unanimously, no negatives, no abstentions.

Board Projects

- **Program Council structure**

Barbara and Heather have been discussing the Program Council and how it fits into the organizational structure. Barbara would like the Council to be tied more closely to church leadership; they used to be attached to the Executive Team which has been disbanded in recent bylaw changes. Heather asked if there is a reason that PC couldn't still be working with Claudia as DFO, or with the Management Team. AB explained that currently elected committees like PC, Leadership Development, and Endowment are treated differently than appointed committees. AB suggests that PC could become a Standing Team under the Mgm't Team, and Barbara likes that idea. Maddie asked if Standing Teams could still be elected, and was told they would not be. Noel stated that in her previous congregations, PC was a Board Committee. Chris thinks Mgm't Team might be a good place since Programs are so central to the work of the church. Claudia thinks that because a Board Goal is to be fast and flexible, the Mgm't Team would be the best fit since they meet more often and have less changeover than the Board. Maddie asked if the PC co-chairs can present what they would prefer to the Board as a proposal to discuss and approve. Roy pointed out that any hierarchy doesn't exclude cross-communication.
- **Board Committee reports**

AB reviewed some structure definitions (Appendix A). AB then showed a proposed structure for Board Committees to report their work to the Board (Appendix B) using Strategic

Planning Committee as an example. He explained that the objectives were set based on current Board Goals, and gave details for how the objectives would be reported on. The Board was asked if this format provided enough information, and if quarterly would be an appropriate frequency. Steve asked where the reports would be located, and AB answered that he is working to have these reports automatically updated and available in MS Teams. Roy asked how the Board would request more information about aspects of the reports, and it was suggested that either reaching out to the Committee before the meeting or moving the report out of consent agenda and into discussion would work.

Maddie presented a revised version of the report proposed for Management Team reports. This report format would ask the members of the Management Team to devise their own Goals that would support the Board's, provide examples of projects or efforts that support those Goals, and list any other relevant matters that the Board needs to be aware of.

The Board had no objections to either report format.

AB also provided a Project Template for the Board to review on their own time.

- **Board Goals**

Maddie asked the Board to review and affirm the Goals written at the beginning of the church year in 2023. AB confirmed that these Goals, written with the help of the SPC, were intended to be "medium-term goals" meaning they would be revised semi-annually. In order to set entirely new Goals, and goal-setting process would need to be completed. Maddie suggested that the Board simply revise as needed before requesting the new reports. A discussion was held about including language that more clearly reflects the UU values and principles, addresses church programs and ministry, and also confirms the Board's duty to represent the congregation's priorities. Lynn suggested a potential fifth goal, and it was decided to continue the conversation on MS Teams.

- **UUA Retirement Plan** (<https://hrforuus.uua.org/help/en-us/41-2025-plan-restatement/256>)

Claudia presented the plan, stating this is being updated for the first time since 2014. Because changes are made, the Board has to restate to the UUA that we accept those changes. Major change is that now all employees can contribute, with the employer match eligibility stays the same, except for interns. Noel asked if this has gone to the Personnel committee, and Claudia confirmed that it has although it does not impact them and their work. Claudia asked the Board to acknowledge their acceptance of this plan, and stated that Heather could sign the sample resolution to send to the UUA.

Approval of the Retirement Plan was moved by Heather and seconded by Steve.

Passed unanimously, no negatives, no abstentions.

- **Board Member Duty updates**

Lynn advised that the BMOD script has been added to Teams and reminded the Board that 12/15 is the only unclaimed slot for 2024.

Pantry Duty was discussed, as slots are not being filled. Barbara pointed out that this is not a requirement. The Board discussed and determined that they are relinquishing the Thursday evening time slot due to lack of availability.

Endowment Fund Committee's charter requires a non-voting liaison or two on their committee. Eventually this will be a VP task, but Lynn cannot do that this year. Steve stated that he has already agreed to work with EFC as Treasurer. AB be reviewing the EFC charter with them soon, and will update if more representation is needed from the Board.

- **Rental Policy**

Claudia will be presenting an updated Rental Policy next month, and in the meantime she will be adding a link to the UUA policy around political seasons (Appendix D).

- **Communication Vol Team's Congregational Communication survey**

Noel asked for the Board's endorsement of the survey, and stated the the survey would be distributed in the next several weeks. There was some discussion about distribution, demographics, and survey format.

Action Items

- All Board members are asked to sign up for RaiseRight by the next Board meeting.
- Barbara will present a proposal for the Program Council next month.
- Maddie will start a Teams dialogue to re-word the Board Goals for 2024-25.
- Lynn will upload the new script as a word document to Teams, Lynn will ask Bill to update the website and Claudia will get it updated on Sign-Up Genius.
- Board members who are willing to be trained for Pantry substitutes.
- AB will confirm the Endowment Committee charter and report back. Interested members should reach out.
- Revisit the OOS/announcements/etc dialogue on Teams.

Closing Words

Heather closed the meeting at 8:00pm.

Minister's Report for September 2024

Identify, develop and grow the necessary human resources essential to TVUUC's growth and influence as driven by its mission

Reward: Fan into flames the gifts that are within each person so as to empower all to find their ministry.

1. As my new focus is on preaching, teaching, pastoral care and outreach, I have been lifting up the theme of "Fan into flames the gifts that are within you" through sermons, newsletter columns and membership classes. The management team is also using this language in recruiting volunteers for religious education, music and administration.
2. Anecdotal Feedback: Both Alice Woody and Jane Raparelli thanked me for a newsletter column promoting the work of Family Promise. They told me that the column was instrumental in bringing new volunteers into the work. I told them my philosophy is that "The written and the spoken word is meant to create energy for the work of the church." And I share that with you so you will understand my vision of ministry aka word=energy=work for "Faith without works is dead."
3. The sermon I have on Sunday, September 8 was also toward the goal of energizing people for the work of the UU Vote or any other way folks support the democratic process. Click on link for written version [The Separation of Church and Hate | The Tao of Tennessee \(wordpress.com\)](#)

Grow TVUUC's financial resources to provide secure and predictable sources of funds and a reasonable cost structure.

Reward: Fostering a culture of generosity by encouraging commitment to membership and giving/pledging.

4. The first meeting of this year's Stewardship Team was on Monday, September 9. I am in conversation with the chair about the best ways I can support the campaign this year. More details to come.
5. Claudia Pressley initiated and I supported the return of passing the plate on Sundays. We have also begun to have the Share the Plate announcement during

announcements to help the worship service to flow smoother with less “interruptions.” Critic’s choice of words not mine.

Create a fast, focused and flexible structure to optimize and focus TVUUC’s resources on accomplishing its mission and shared vision.

Reword: Empower TVUUC to be a visible, vocal, leader in the community able to act quickly in the interests of social justice and environmental responsibility. Foster a culture of hospitality so our congregation can be a meaningful community center where people of all faiths find common ground and work for the common good.

6. I have developed a public talk called “Seriously Funny” about how a sense of humor can help us navigate the most serious of challenges in life. I gave the talk to Shannondale Community where we have many members living in retirement. It was well attended and well received. Afterwards I was invited to give “the exact same talk” to a retired clergy group that meets at the Fountain City Methodist Church. I hope to give this talk to many other groups to raise the profile of our congregation. If board members know of any community groups interested in such a talk let me know.
7. On Sunday I was installed as the Vice President of KICMA, a predominantly African American clergy group, in a ceremony at Mount Calvary Baptist Church. A guest speaker once referred to KICMA as “The Black White House” because it includes so many prominent community leaders who are making a difference in our community through the NAACP, Beck Center, School Board, Justice Knox and other social change organizations.
8. Anecdotal Feedback: On Sunday Ken Stephenson urged church members to read my most recent guest column for the Knoxville News Sentinel (KNS) as a way of recruiting volunteers for the new UU The Vote Project. Since the circulation KNS is much larger than the circulation for the UU World this gets our vision out into the world with the hopes that it will bring new members/volunteers into the church. Here is the column for those of you who are interested.
<https://www.knoxnews.com/story/opinion/2024/09/06/for-the-voice-of-the-people-to-be-heard-many-more-people-have-to-vote/75058853007/>

SEPTEMBER 17, 2024, Director of Finance & Operations (DFO) Board Report

Board Goal #1

Create a Fast, Focused, and Flexible Structure that can optimize and focus TVUUC's resources on accomplishing its Mission and Shared Vision.

Goals/Work in the DFO's areas of responsibility: (Finance & Operations):

- Past – The Beautiful Solution Book Celebration Event on Sept. 10, was planned with Susan Williams from the Highlander Center. It allows us to be a meaningful community center. It also supports Goal # 3 as a rental event and goal #4 as an intergenerational event.
- Implemented a new Sign-Up system for TVUUC Sextons to quickly and easily see events that need sextons and send work reminders.
- Future - Working with Ashlyn Stanton-Henry from the Narrow Ridge Earth Literacy Center, TVUUC will be the site for the Narrow Ridge Earth Keeper Celebration on October 26. This event is open to the congregation and the wider East TN community. This also supports Goal #3 as a rental event and Goal #4 as an intergenerational welcoming opportunity.
- Future – I am most pleased to report that through outreach efforts with ARC (Aging Rainbow Coalition) – a program of the CAC Office of Aging, TVUUC will be the site of 2 of their 2025 monthly events. ARC is an LGBTQ+ education and support group for older adults. Look for more information soon! This also supports Goal #2 as an event open to the congregation and the community, with a hope that some community members will find a welcoming space at TVUUC. Goals #3 is also supported as this will be a rental event.

Board Goal #2

Identify, develop, and grow the necessary human resources essential to TVUUC's growth and influence as driven by its Mission.

Goals/Work in the DFO's areas of responsibility (Finance & Operations):

- Current – Working with Susan Kovac and Mark Mohundro to develop a clear, concise Job Description for Prospective Member Coordinator to be presented to the Personnel Committee. This will utilize Mark's many gifts in a defined structure. This also supports Goal #3 – reasonable cost structure.
- Future –See Goal #1 ARC (Aging Rainbow Coalition)Events for more complete information.
- Future – Working with the Spiritual Care Team to develop new means of communicating with the congregation.

Board Goal #3

Grow TVUUC's financial resources to provide secure and predictable sources of funds and a reasonable cost structure.

Goals/work within the DFO's areas of responsibility (Finance & Operations):

- Past - Collaborated with Jan Gartner & Richard Nugent from the UUA Office of Church Staff Finances to make sure all our employees are compliant with the new Fair Labor Standards Act (FLSA) that went into effect July 1, 2024. Will continue to adjust as the baselines change January 1, 2025. This allows us to focus our resources. Goal #3 – Reasonable Cost Structure

<https://d.docs.live.net/5f247ff2b71fe8ae/Documents/TVUUC/Personnel/Exempt-Nonexempt%20Flow%20Chart.pdf>

- Past – See Goal #1 -The Beautiful Solution Book Celebration Event for complete information.
- Current - Implemented the successful relaunch of the “Passing of the Plate” during the Offertory time.
- Current – Working as a part of the Finance Committee to review and update the Finance Manual.
- Current- Reviewing Standard Operating Procedures within the Finance & Operations area (SOP's)
- Current – Implemented the emailing of Giving Statements monthly to encourage regular giving and better communications.
- Future – See Goal #1 Narrow Ridge Earth Keeper Celebration for more complete information.
- Future –See Goal #1 ARC (Aging Rainbow Coalition)Events for more complete information.
- Future – Attending the Constant Contact On-Line Planning Multi-Channel Marketing Campaigns event.

Board Goal #4

Improve TVUUC's ability and focus to connect generations through Common Goals and Initiatives.

Goals/work within the DFO's area of responsibility (Finance & Operations):

- Past – See Goal #1 -The Beautiful Solution Book Celebration Event for complete information.
- Future – See Goal #1 Narrow Ridge Earth Keeper Celebration for more complete information.
- Future – Attending the On-Line Ministry Smart Conference in October

Respectfully submitted- Claudia Pressley – Director of Finance & Operations

TVUUC DRE Staff Report

September 2024

 Catherine Farmer Loya 

1) Create a Fast, Focused, and Flexible Structure that can optimize and focus TVUUC's resources on accomplishing its Mission and Shared Vision.

- We have launched the 2024-45 RE program year for children & youth, with expanded pools of RE Support Team volunteers, and more training of Support Team folks.
- RE staff are working on improving our routines & procedures to streamline and appropriately prioritize non-relational work (administrative tasks, RE session writing, supply gathering, etc.) in order to have more of our time available to devote to responsiveness to in-the-moment things that arise, bigger picture relational/community-building work, and flexibility within programming (aided by lots of advance planning, which perhaps counter-intuitively makes more flexibility possible!).

2) Identify, develop, and grow the necessary human resources essential to TVUUC's growth and influence as driven by its Mission.

- We have been casting an increasingly wide net to draw enthusiastic participation in RE programming by adults within the larger TVUUC congregation, with opportunities for varying levels of commitment, from one-time visits to help offer service projects or spiritual practices, to occasional or regular assisting in RE or youth group programming, to being part of lead teams for RE spaces.
- The Adult RE Team is reaching out to members of the TVUUC community who have skills and passions that would make for meaningful Adult RE opportunities to invite them to consider offering one-time programs this year.
- I am connecting with a range of groups/teams within TVUUC to offer resources, opportunities for training and support as we grow together: Adult RE, Worship, Membership the Board, etc. A primary balcony-view focus for this year is: what educational support can we offer to groups of adults within TVUUC for fulfilling our mission, and how best can we bring it to them? This work is happening in collaboration with the Adult RE Team in particular, as well as the 8th Principle Task Force folks.

3) Grow TVUUC's financial resources to provide secure and predictable sources of funds and a reasonable cost structure.

- Fostering a vibrant, welcoming and meaningful RE experience for children & youth is resulting in a large number of new families attending, which is a driver for church growth

- RE staff (particularly Miriam) have been working on communication strategies and templates for connecting with RE families who have become regular attendees to invite them into deeper connection with the TVUUC community, as well as a direct invitation to consider membership. There are emails going out to parents at the time of their first visit to TVUUC/RE, as well as upon registering for the RE program (which we ask of people once they have attended three times). A standardized procedure & templates for reaching out to folks who have been attending for some time and are clearly engaged with the TVUUC community, and are thus ripe for joyful invitation to become members, is in progress.

4) Improve TVUUC's ability and focus to connect generations through Common Goals and Initiatives.

- We are bringing in more folks from the wider TVUUC congregation to share their passions/expertise with the kids & youth, and to more deeply engage our young people in the congregation
- The Middle School and High School Youth Groups will be engaging in service projects and other points of connection with the wider TVUUC congregation throughout the year; the HSYG in particular has gotten very excited about this
- We have returned to a Sunday morning RE-program alignment with the spiritual theme of each Sunday's service, underscoring and nurturing that we are one community of all ages, exploring many of the same things through a variety of experiential modalities
- Members of the TVUUC Board have been asked to spend at least one Sunday per semester sitting in with one of our Sunday morning RE spaces
- We have begun sharing a weekly Homelinks resource with parents of kids & youth in RE that extends the morning's exploration in RE to drive-home conversation and at-home activities, and are working on plans for sharing connecting questions for discussion & at-home theme-connection opportunities more widely with the whole congregation

Board Meeting Music Program Report

2024-08-17

Fundraising Plans:

- Soirées/Concerts
 - Most after Art Gallery Showings
 - Oct 11th Fall Soirée
 - Oct 30th Trunk-or-treat Collaboration
 - Nov 22nd - Spanish Song Recital, Kayla Beard
 - Dec 13th Christmas Song Sing-a-long
 - Feb 14th Valentine Soirée
 - Spring Soirée TBD
- Increase Awareness of Music Budget Needs/Goals
 - Use time in Soirées to raise awareness
 - Costs
 - New Traditional Choral Piece
 - Scores/Octavos \$20-\$100
 - Choral Part Tracks
 - \$50 professionally
 - 2-10 work hours
 - Small Group Scores \$12-\$30
 - Arrangements
 - House Band 2-20 work hours
 - Brass 2-10 work hours
 - Annual Resource Subscriptions

- AUUMM Membership \$150
 - Ultimate Guitar Tabs \$90
 - MuseScore \$50
- Professional Development Sponsorship
 - AUUMM Conference Registration \$350
 - Travel and Accommodation \$1,000-\$1,500
- Paid Guest Musicians, Non-Union Appearances
 - Choral section leader
 - \$25 per rehearsal
 - \$75 per appearance
 - \$75 one piece, one individual
 - \$125 two pieces, one individual
 - \$150 one piece, two person group
 - \$180 two pieces, two person group
 - \$200 for one performance by a trio
 - \$250 for two performances by a trio
 - \$300 for two performances, quartet or larger
 - Concerts and Recitalists
 - \$250 minimum est. for local
 - \$450 minimum est. for touring/union
 - \$2k-\$15k typical for represented artists
- Paid Guest Musicians, Union Appearances
 - \$200 baseline per person
- Choral Section Leaders - Local Rates
 - \$50-60 per Sunday (no weekly rehearsal)
 - \$1800-\$2160 for 36 weeks/individual
 - \$7,200-\$8,640 for 36 weeks of SATB

- \$80-100 weekly (Sunday + weekly rehearsal)
 - \$2,880-\$3,600 for 36 weeks
 - \$11,520-14,400 for 36 weeks of SATB
- Section Leader Fellowship Endowment Program
 - Estimated \$300,000-\$400,000

Significant growth in pledge contributions, but probably due to 'early in the pledge year' donors spike. The historical data shows the average July/August is 30% over the 'level monthly' budget figures, so this is typical, nothing to get excited about.

Non-pledge contributions are expanded this month only by the \$28K transfer from Sustainability to operating funds approved at the last meeting. Without that, revenues would have been approx 142K but the Net for the 2-month period would still have been +48k.

No real change in Restricted Assets other than the aforementioned transfer from Sustainability.

Balance sheet overall stronger over 2 months (end of last fiscal year), cash is +23k, operating fund moved from -49k to -1k.

Most other restricted funds the same other than helping fund (2.7k to 4.6k from specific donation).

Statement of Activities

Date Range: Jul 1st 2024 - Aug 31st 2024

Accounts	Actual Jul 01, 2024 - Aug 31, 2024	Budget Jul 01, 2024 - Aug 31, 2024	Budget Remaining Jul 01, 2024 - Aug 31, 2024
Revenues			
Unrestricted Revenue			
Giving			
410001 Pledge Contributions	127,385.33	90,000.00	(37,385.33)
410002 Share the Plate - TVUUC Portion	1,259.65	1,800.00	540.35
410003 Non-Pledge Contributions	32,910.00	27,272.72	(5,637.28)
410004 Prior Year Pledges	4,156.00	0.00	(4,156.00)
410006 Generosity Sunday Contributions	1,454.55	2,333.34	878.79
Total Giving	167,165.53	121,406.06	(45,759.47)
Fundraising			
410101 Gift Cards	1,397.49	1,381.16	(16.33)
410102 Fundraising Events	75.00	4,500.00	4,425.00
410201 Building Rental	1,375.00	1,666.66	291.66
Total Fundraising	2,847.49	7,547.82	4,700.33
Other revenue			
410203 Other Income	203.24	0.00	(203.24)
410212 Interest - Home Federal savings	8.28	0.00	(8.28)
410213 Interest - SouthEast Bank CD's	0.00	943.34	943.34
Total Other revenue	211.52	943.34	731.82
Total Unrestricted Revenue	170,224.54	129,897.22	(40,327.32)
Total Revenues	\$ 170,224.54	\$ 129,897.22	(\$ 40,327.32)
Expenses			
Building & Operations			
Mortgage & Debt			
510001 SBA Loan Payments	641.00	1,282.00	641.00
Total Mortgage & Debt	641.00	1,282.00	641.00
Building & Grounds			
510101 Utilities	1,858.00	4,000.00	2,142.00
510102 General Maintenance & Supplies	1,936.39	3,000.00	1,063.61
510104 Building Cleaning Services	975.00	2,000.00	1,025.00
510105 Grounds Upkeep	5,550.00	4,166.66	(1,383.34)
510106 Trash & Recycling	263.81	400.00	136.19
510107 Security Monitoring	234.00	183.34	(50.66)
510109 Property Insurance	1,495.38	1,333.34	(162.04)
Total Building & Grounds	12,312.58	15,083.34	2,770.76
Operations			
510202 Office Supplies	149.99	166.66	16.67
510203 Copier Lease & Supplies	527.48	1,100.00	572.52
510204 Telephone/Internet	440.69	866.66	425.97
510205 Postage	0.00	200.00	200.00
510206 New Computers & Software Purchases	0.00	66.66	66.66
510207 Advertising	0.00	43.34	43.34
510208 UUA Pamphlets	0.00	73.34	73.34
510209 Hospitality Events	0.00	43.34	43.34
510210 Online Donation Processing Fees	166.42	500.00	333.58

Accounts	Actual	Budget	Budget
	Jul 01, 2024 - Aug 31, 2024	Jul 01, 2024 - Aug 31, 2024	Remaining Jul 01, 2024 - Aug 31, 2024
510211 Stewardship	0.00	250.00	250.00
510213 Kitchen Supplies/Food	(105.94)	50.00	155.94
510214 Realm	469.29	666.66	197.37
510216 Gift Card Charge Fees	0.00	16.66	16.66
510217 Bank Fees	9.00	0.00	(9.00)
510219 Inova Payroll Processing	319.91	416.66	96.75
510220 Computer Maintenance	0.00	150.00	150.00
510222 Lic & Subscription Fees	77.55	647.34	569.79
510224 Personnel Expenses - Other	0.00	43.34	43.34
Total Operations	2,054.39	5,300.66	3,246.27
TVUUC Programs			
510400 Program Council Block Grant	0.00	83.34	83.34
510401 Music Program	207.00	0.00	(207.00)
510402 New Member Expenses	224.18	250.00	25.82
510403 Guest Musicians	425.00	0.00	(425.00)
510404 Leadership Dev & Conferences	0.00	166.66	166.66
510405 Worship Committee	0.00	291.66	291.66
510409 Misc Program Expenses	0.00	58.34	58.34
510411 Lifespan Religious Ed (C & Y)	2,017.46	916.66	(1,100.80)
510412 Reproductive Justice	29.00	33.34	4.34
510413 Young Adult Ministry	0.00	41.66	41.66
510416 CDJ Library	27.30	0.00	(27.30)
510417 Misc RE Expenses	0.00	166.66	166.66
510418 Lifespan Religious Ed - Adult	0.00	83.34	83.34
510419 8th Principle Program	(100.00)	166.66	266.66
Total TVUUC Programs	2,829.94	2,258.32	(571.62)
Total Building & Operations	17,837.91	23,924.32	6,086.41
Personnel			
Salaries and Wages			
510501 Sr. Minister (Salaried - Full Time)	14,416.94	12,572.66	(1,844.28)
510502 Sr. Minister Housing Allowance	5,068.74	4,420.34	(648.40)
510507 Sr. Min Disability Insurance	445.50	76.66	(368.84)
510511 Dir of Finance & Operations (Salaried - Full Time)	12,260.21	10,691.84	(1,568.37)
510521 Dir of Lifespan Religious Ed (Salaried - Full Time)	11,468.42	10,001.34	(1,467.08)
510531 Dir of Music (Salaried - 30 Hrs)	7,576.18	6,607.00	(969.18)
510541 Office Administrator (Hourly - 35 Hrs)	6,589.48	5,409.50	(1,179.98)
510551 Facility Assistant	1,592.94	1,840.34	247.40
510553 Sexton (Hourly - Part Time)	2,477.07	2,146.50	(330.57)
510561 New Members Coordinator	3,250.74	2,167.16	(1,083.58)
510572 Assistant Dir of Religious Ed (Salaried - 20hrs)	3,384.44	2,951.50	(432.94)
510581 Childcare (Hourly - Part Time)	1,466.58	1,166.66	(299.92)
Total Salaries and Wages	69,997.24	60,051.50	(9,945.74)
Payroll Taxes			
510505 Sr. Minister SE Tax Offset	0.00	1,300.00	1,300.00
510515 Dir of Finance & Operations P/R Tax	937.90	817.84	(120.06)
510525 Dir of LRE P/R Tax	761.42	765.00	3.58
510536 Dir of Music P/R Tax	579.58	505.50	(74.08)
510544 Office Administrator P/R Tax	504.10	413.84	(90.26)
510552 Facility Assist P/R Tax	121.88	140.84	18.96
510554 Sexton P/R Tax	189.46	164.34	(25.12)
510564 New Members Coord P/R Tax	248.68	165.84	(82.84)
510583 RE Staff P/R Tax	220.17	344.16	123.99
Total Payroll Taxes	3,563.19	4,617.36	1,054.17

Accounts	Actual	Budget	Budget
	Jul 01, 2024 - Aug 31, 2024	Jul 01, 2024 - Aug 31, 2024	Remaining Jul 01, 2024 - Aug 31, 2024
Retirement			
510503 Sr. Minister Retirement	(15.25)	1,359.50	1,374.75
510512 Dir of Finance & Operations Retirement	(1,735.00)	855.34	2,590.34
510522 Dir of LRE Retirement	178.91	800.16	621.25
510532 Dir of Music Retirement	0.00	528.50	528.50
510542 Office Administrator Retirement	96.77	432.84	336.07
510573 Assistant Director of Religious Ed Retirement	52.80	236.16	183.36
Total Retirement	(1,421.77)	4,212.50	5,634.27
Health Insurance			
510506 Sr. Minister Health Plan (E+S)	503.42	3,240.00	2,736.58
510524 Dir of LRE Health Plan (Family)	121.85	2,682.50	2,560.65
510535 Dir of Music Health Plan (Employee+Spouse))	0.00	1,381.34	1,381.34
510574 Assist Dir RE Health Plan (E+C)	(341.30)	1,381.50	1,722.80
Total Health Insurance	283.97	8,685.34	8,401.37
Other Personnel Exp			
510504 Sr. Minister Professional Expense	492.40	966.66	474.26
510513 Dir of Finance & Operations Professional Exp	538.26	0.00	(538.26)
510802 Workers Comp Insurance	1,226.00	400.00	(826.00)
510808 Sustainability Fund Contribution	0.00	333.34	333.34
510815 Staff Professional Expenses	205.92	500.00	294.08
Total Other Personnel Exp	2,462.58	2,200.00	(262.58)
Total Personnel	74,885.21	79,766.70	4,881.49
Independent Contractors			
510821 Video Production	946.20	1,600.00	653.80
510822 IT Support	0.00	1,000.00	1,000.00
510823 Sound Operators	0.00	166.66	166.66
Total Independent Contractors	946.20	2,766.66	1,820.46
Other Expenses			
710100 SBA Loan Principal Payments	(266.52)	0.00	266.52
Total Other Expenses	(266.52)	0.00	266.52
Total Expenses	\$ 93,402.80	\$ 106,457.68	\$ 13,054.88
Net Total	\$ 76,821.74	\$ 23,439.54	(\$ 53,382.20)

Tennessee Valley Unitarian Universalist Church
Statement of Financial Position

As of: Aug 31st 2024

Assets

Cash & Equivalents

110002 Home Federal Checking Account	243,170.82
110003 Home Federal Savings	24,381.20
110005 Gift Card Inventory	21,525.50
110007 SouthEast Bank 6 Month CD	25,976.09
110008 SouthEast Bank 9 Month CD	25,958.13
110009 SouthEast Bank 12 Month CD	51,942.62

Total Cash & Equivalents 392,954.36

Total Assets

\$ 392,954.36

Liabilities & Net Assets

Liabilities

Operating Liabilities

210100 Credit Card - Chris Buice	510.53
210200 Credit Card - Claudia Pressley	2,448.93

Total Operating Liabilities 2,959.46

Capital Liabilities

220201 SBA Loan	144,193.37
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Total Capital Liabilities 144,193.37

Total Liabilities 147,152.83

Net Assets

Unrestricted Funds

310000 Operating Fund	31,632.59
311000 General Fund	34,907.03

Total Unrestricted Funds 66,539.62

Restricted Funds

General

830001 Memorial Contributions	9,168.36
830003 Endowment Liability	675.00

Total General 9,843.36

Building & Grounds

830100 Sustainability Fund	65,298.92
830101 Capital Reserve	38,555.68
830102 Furnishings	500.00
830105 Intergeneration Playground	248.98
830106 Community Garden	1,583.78
830109 Sacred Grounds Program	65.55
830110 Memorial Garden General Fund	(1,115.85)
830111 Digital Bulletin Board Future Project	500.00
830112 Solar Fund	5,513.00

Total Building & Grounds 111,150.06

Music & Arts

830201 Special Music Fund	1,821.46
830202 Art Gallery	6,121.61
830203 Flowers	9,157.70

Total Music & Arts 17,100.77

Religious Education (RE)

830301 RE Special Projects	2,091.23
830302 RE Youth Fund	5,468.79

830303 Campus Ministry	115.10
830305 Children's Diversity and Justice Library	5,723.17
Total Religious Education (RE)	13,398.29
Other	
830306 Leadership Development	(289.69)
830503 WUOT Underwriting (Advertising)	15.00
830504 Alliance	929.79
830505 Fall Retreat	949.25
830506 Personal Beliefs and Commitments	95.42
Total Other	1,699.77
Minister's Accounts	
830513 Mountain Camp Scholarship Fund	0.07
830514 Ordination Account	636.28
Total Minister's Accounts	636.35
Special Collections	
830600 Share the Plate or Designated Offering	906.88
830601 Ambulance Transport	1,064.95
830605 Special Events	295.00
Total Special Collections	2,266.83
Social Action	
830400 Refugee Assistance Team	1,537.94
830401 FISH	7,705.80
830402 Family Promise	6,305.52
830403 Volunteer Ministry Meals	1,967.84
830404 Helping Fund	4,557.47
830406 Haiti Education	60.00
830409 Social Action Grants	44.38
830412 Outdoor Food Pantry	44.88
830413 Equality & Justice Fund	942.65
Total Social Action	23,166.48
Total Restricted Funds	179,261.91
Total Net Assets	245,801.53
Total Liabilities & Net Assets	\$ 392,954.36

TVUUC Structure Definitions

Bylaws, Policies, and Charters

- Frame the rules of how the church and its groups are organized and operate.
- Should be updated based on a whole system approach.

Goals and Objectives (Aspirations -“Where do we want to go”)

- **Medium-Term Goals** are set by the Board, then reviewed and updated semi-annually.
- **Objectives** are Goal-related results agreed upon between the Board, Group Chairs, and Staff.

Projects, Initiatives, and Processes (Efforts -“What do we have to do?”)

- **Projects** are temporary and are carried out to achieve a particular outcome or solve a specific problem. They are unique in nature, have a defined beginning and end, and their success is measured against the project's objectives.
- **Initiatives** are like projects but are less structured for when steps are unclear and/or can change rapidly.
- **Processes** are established to support ongoing, repetitive tasks or activities. The purpose of a process is to create an outcome that is consistent and repeatable.

TVUUC “Stroke of the Pen” Structure

Bylaws - The rules and regulations that govern TVUUC’s internal affairs. They help to ensure that TVUUC is managed in a fair and equitable manner and that the rights of its members are protected. The congregation approves Bylaws at Congregational meetings.

Policies - Formal Guidelines or rules that guide decision-making and the achievement of rational outcomes. They serve as a framework for behavior and set expectations for actions. TVUUC’s Board generally adopts policies and are subject to change by the same body. Policies can be recommended by any of the church’s official groups.

Policies pertain to church-wide roles and rules.

Charters - These documents define a particular group's purpose (mission) and values. They guide how the group operates and ensure all members are aligned with its purpose and TVUUC’s covenant. Charters can be proposed to the Board, Management Team, or Program Council by church stakeholders and are subject to Board approval.

Charters pertain to specific Groups.

TVUUC COMMITTEE REPORT

Committee Name: Strategic Planning Committee

Co-chairs: A.B. Coleman, Denise Coleman

Committee Objective	Board Goal
A Identify priorities for TVUUC's communication tools and infrastructure Relationship to other projects	G1, G4
B Update Website Infrastructure	G1, G2
C Publish Policies and Charters	G1, G2
D Recommend Capital Campaign focus and resources	G3, G4
E Reconfigure the Budgeting and Reporting Process	G3

Status:

Obj	Lead	Percent	Notes (Progress, Obstacles, Challenges)
A	Noel	70%	We made great progress this summer and have added Beth Kurtz to our team to help complete benchmarking.
B	A.B.	65%	Website pages are unpublished on Realm Refresh. Need modifications and automation.
C	Denise	60%	All are in process with at least rough drafts.
D	Kathy	20%	We will narrow to 3 ideas for the final report to the Board. At meeting 9-10-24, we decided to narrow focus
E	Heather		

Updates:

Obj	Timeline	Key Accomplishment	Next Major Steps
A	Needs to be extended to 10/31/24	Completed Leadership communication assessment and completed infrastructure assessment.	Finish benchmarking with other congregations, decide if we can assess the larger congregation prior to making final recommendations.
B	Still doable	Designed necessary pages	Create forms automation for update and input
C	May need to extend	Committee Chairs involved	Will update at next Board meeting
D	Complete report by	We submitted a report to SPC that we have met and divided ideas to research. SPC members provided	

TVUUC COMMITTEE REPORT

Obj	Timeline	Key Accomplishment	Next Major Steps
	12/10/24 to share at SPC meeting	clarification and suggestions for us to use as we proceed. For example, Kathy will be contacting the Tech Support Committee for input. Final report needs to include how ideas relate to Board goals for the church and how will ensure the ideas will attract newer members. We also received clarification that the Teen Building idea is to develop a collaboration with other churches and the city to expand focus on a Youth Leadership program that utilizes the facility on a regular basis. Also, the Technology idea should focus on technology infrastructure. Finally, the Chapel idea should be changed to Building Expansion.	
E			

Other Items of Note:

Project Name:

Team Name:

Leader Name:

Description

Describe the project in non-technical terms.

Project Objective

- The ultimate aim of the project
- Relationship to other projects
- Related Church Goals

Project Programming Life

- Who is going to use or benefit from it over what timeframes

Team/Resources

- State assumptions about resources allocated to this project
- People
- Equipment
- Locations
- Support & outside services

Church Directives

- Highlight any applicable Bylaws, Policies, and Charters
- Discuss requirements, benefits, and issues related to these objectives

Schedule

- Review schedule milestones here

Current Status

- Overview of progress against the schedule
 - On-track in what areas
 - Behind in what areas
 - Ahead in what areas
- Unexpected delays or issues

Related Documents

- Project detailed plan
 - Location or contact name/phone
- Budget
 - Location or contact name/phone
- Post mortem
 - Location or contact name/phone

The Unitarian Universalist Association (UUA) has a policy of encouraging informed participation in the democratic process while maintaining the tax-exempt status of its member congregations.

Especially during national political elections, Unitarian Universalist (UU) churches need to adhere to the following policies:

- 1. Non-endorsement: Congregations and UUA organizations cannot endorse or oppose specific candidates.**
 - a. **Non-partisanship**: UU churches do not endorse specific candidates or political parties.
- 2. Educational activities: Congregations can sponsor educational activities, such as candidate forums, debates, and voter registration drives, as long as they remain neutral and unbiased and do not solicit contributions.**
 - a. **Voter registration and education**: Churches may engage in non-partisan voter registration drives and provide educational resources on voting and civic engagement.
 - b. **Issue advocacy**: Churches can advocate for specific issues, such as social justice, environmental protection, or human rights, without endorsing candidates.
 - c. **Candidate forums**: Churches may host candidate forums, debates, or meet-and-greets, as long as **all candidates are invited, and the events are moderated.**
- 3. Individual involvement: Members and staff can participate in political campaigns and share their personal opinions on personal social media, but they should clearly indicate that they are speaking as individuals, not as representatives of the UUA or their congregation.**
 - a. **Ministerial involvement**: Ministers can speak publicly on issues but cannot endorse candidates. They must maintain a clear distinction between their personal views and their role as a spiritual leader.
- 4. Church resources: Churches cannot use their resources (e.g., facilities, newsletters, or websites) to promote specific candidates or parties.**
- 5. Tax-exempt status: The UUA reminds its member congregations that they must maintain their tax-exempt status by avoiding partisan activities, which include endorsing or opposing specific candidates.**
 - a. **Tax-exempt status**: As 501(c)(3) organizations, UU churches must maintain tax-exempt status, which prohibits **direct or indirect participation** in political campaigns.

6. Respect for diverse views: UU churches aim to create a safe space for diverse perspectives and respectful dialogue. These guidelines ensure UU churches maintain their non-partisan stance while promoting civic engagement, social justice, and informed discourse during national and local political elections.

SOCIAL MEDIA GUIDELINES

Social media guidelines: Congregations and UUA organizations should establish the following social media guidelines for posting on **church social media sites** to ensure that online communications comply with these policies.

1. Non-partisanship: Members should not post endorsements of specific candidates or political parties.
2. Respectful dialogue: Encourage respectful and civil conversation, even when disagreeing.
3. Issue-focused discussion: Encourage discussion on issues, rather than personal attacks or candidate endorsements.
4. No campaign materials: Prohibit posting campaign materials, such as flyers, posters, or candidate literature.
5. No solicitation: Prohibit soliciting votes, donations, or support for or against specific candidates or parties.
6. UU values: Encourage posts that reflect UU values, such as social justice, equality, and compassion.
7. Moderation: Designate a moderator to review posts and ensure they align with church policies.
8. Personal responsibility: Remind members that their posts reflect on the church and encourage personal responsibility.
9. Timeline restrictions: Consider restricting political posts during certain timeframes, such as the week before an election.
10. Education and resources: Provide resources and educational content on voting, civic engagement, and UU values. These policies help maintain a non-partisan stance, promote respectful dialogue, and ensure church social media aligns with UU values during national and local political elections.

Please note that these guidelines are subject to change.