	<p>Minutes for the Board Meeting of Tennessee Valley Unitarian Universalist Church</p>	<p>Tuesday, Jan 27, 2025 <b>APPROVED</b></p>
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Attendees (virtual attendance marked with \*):

- Board Members – Heather Kistner, Maddie Kulpa, Steve Drevik, Noel Arring, Rob Bray, Roy Kersey, Bella Thomas-Wilson
- Ex-Officio Members – Chris Buice, Claudia Pressley, Catherine Farmer-Loya, Barbara Lamm, Carol Villaverde
- Guests – Rich Davis, Sue Kersey, Bill Cherry, Carolyn Rogers, Joyce Greene, Ryan McBee, Eddie Chin

**Meeting chaired by Board President Heather Kistner**

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

**Opening Words – Rob – 6:01pm**

### **Congregational Comments**

Carolyn Rogers introduced herself and offered spiritual support during the course of the meeting, in line with the UUA's providing of a chaplain during their Board meetings.

### **Announcements & Updates - Heather**

- Sunday morning announcements – Heather wanted to discuss announcement format and submission deadline. Noël advised that this topic has been included as a small aspect of Communications Volunteer Team recommendations, which will be submitted to the Board soon for further review after making its way through Strategic Planning Committee.
- Board Members pledging reminder - Rob reiterated that a pledge is a best guess, but it is understood that things can change; also, “zero” is still a pledge that would need to be turned in. Stewardship would love to have all Board members submit pledges before the campaign begins.
- Usher update - Rob will be getting in touch with Claudia and Catherine about a few actions items and ideas for volunteer coordination and will be sharing more in Feb. Noël suggested working with the Worship Committee.

- Culture Survey update – Ryan advised structure for the survey is done, but given the work still needed to be done by the PC (DFO search committee, job descriptions, salary recs – all with timely deadlines) he is asking for someone else to take it up with administration and review of results. Heather asked what needs to be done: distribution (digital and paper), encouragement to complete, and analysis; how many folks needed: Ryan can help and so can AB but will probably need 2 or 3 more.

AB will get with Noel about the process of the Comm survey recently done and will also be recommending a standing team under Mgm't to take ownership of this project. This survey morphed from being directed to governance leaders to the entire congregation.

Heather recommends completing the survey before the congregational meeting in June, and PC will review this later in the spring (March/April). Noel suggested that visioning might be more useful than surveying at this moment in time.

- Chili Dinner (02/22) 5-8pm - Heather is working on a signup genius, Chloe is organizing games. Heather requested a head coordinator.

- B&G / Patio update - Don Horton is continuing as co-chair for B&G, he has created a to-do list with Barbara and Bill Cherry's assistance and will start forming the official Committee soon. Claudia asked if the charter has been completed; Heather believes it has been written by Angela before she resigned but Don will need to review before it's submitted.

- Don has been in consultation with companies to get estimates to fix the sinkhole, and was supposed to submit that to Steve/FC; Steve advised the funds would come out of capital reserve (\$2-3K estimated); Claudia has not received any further updates from Don and he was unable to be at the meeting this month. Barbara stated they are going to fill the hole with expanding concrete but they cannot estimate how much will be needed. Catherine asked if there was a timeline, Claudia said Don does not know until he confirms a company to complete the work; Claudia believes it will be done in the next month or two.

### **Consent Agenda - Maddie**

- Minutes from Dec

**Approval of the December Minutes was moved by Maddie and seconded by Rob.**

**Passed unanimously, no negatives, 2 abstentions.**

- Minister's report was added to Teams files shortly before the meeting started.
- Finance report & Budget Process

Steve asked if the Board has feedback about last year's budget and suggestions for the new one being developed; please provide that feedback to Steve or Heather by the 2nd Sun

of February (9th). The next step will be to requesting budget items from committees and programs; right now FC needs more strategic feedback to take to the Leadership Team.

Heather wants to schedule a “Budget 101” seminar and Steve offered to film and post a video with an overview.

Rob asked about methods to raise more funds beyond pledge income; Steve advised that would be a matter for strategic planning not for finance.

### **Endowment Committee - Rich Davis**

- EFC received 5 proposals this cycle, and is recommending that 3 be fully funded (\$19,224 total)
- Barbara requested new patio tables, Noel requested funds to refurbish Room A for HSYG’s use, and AB requested funds for a multi-part update to IT infrastructure.

**Approval of the 3 projects was moved by Heather and seconded by Steve.  
Passed unanimously, no negatives, no abstentions.**

### **RaiseRight update - Bill Cherry**

- Bill believes RaiseRight is an opportunity for the church to raise significant. The goal for July-Dec (40 families, \$1000 revenue) was missed: 16 families, 125 total purchased/\$686 revenue. How do we improve that? RR says an average family should be able to raise \$1000/year so the potential is huge. We don’t know what TVUUC’s potential could be, but we are far from it.
- We need to identify and find ways to overcome the resistance to using RR. Bill believes the effort needs to start with the Board and the staff, who would directly benefit from the increased income. Bill asked why folks aren’t using it; Ryan responded that it isn’t as easy as his current processes, Carol is frustrated by delays in physical card arrivals, Heather doesn't feel that she shops in a way that could be used with RR, Rob doesn’t understand how it works.
- Heather asked how long we should continue to try to get RR take hold with our volunteer’s time and effort, Bill would like to keep at it for at least the rest of this fiscal year because it can have a slow ramp up.

### **DFO search process - Ryan**

- PC met recently, and are initiating the process for a search committee. They will be regrouping next week in order to have a committee selected in the next couple weeks. They

are looking for 3 committee members plus a facilitator from PC and maybe some extra hands that are non-voting.

- They are working to review the latest job description to guide the search committee to revise.

#### **Leadership Team updates - Heather**

- Heather asked to discuss the re-formation of the Team, potential renaming, and reviewing/updating the existing charter.
- The Officers and the Mgm't Team did meet last week to set the agenda the week before this meeting. They are planning to have that meeting monthly informally and will revisit formalization later.

#### **Board Committee members - Heather**

- Committee lists will be compiled for Board approval, to make sure we're in compliance with our bylaws as quickly as possible.
- Heather discussed use of the word "legal" when referring to Board tasks, and Maddie added that legal compliance is very important for the church's non-profit status.
- Steve submitted a new roster to reaffirm Finance Committee members with new addition.
  - Michael has been added to the committee as an ex-officio member, along with other Board Officers for confidentiality purposes.
  - **Approval of the FC roster was moved by Heather and seconded by Steve.**  
**Passed unanimously, no negatives, no abstentions.**
- A Personnel Committee representative from the Board is needed now that Heather has stepped down. Ryan stated that as an ex-officio, replacing this position at a later date would not hinder the committee's current work. Board members are encouraged to consider, and the issue was tabled for a future meeting.

#### **Teams channel members - Maddie**

- It has been noted that some Board Committee Teams channels have members who are not officially part of that committee.
- Heather & Maddie will draft an email to send to the Board Committees about Teams use.

#### **VP successor candidate & Leadership Development Chair update - AB Coleman**

- LDC was unable to recruit a current Board member to fill the position, so Eddie was asked as a past president to step in temporarily until he can be voted on by the congregation to finish the current term.
- AB also suggested that the Board approve a policy that states that vacant positions can be filled by Board vote until a congregational meeting can be held.
- Heather suggested that the new policy be tabled for now, and that we ask the congregation to vote on Eddie's position at the congregational meeting.
- **Mid-Year Congregational Meeting was scheduled for February 23, 2025.**
- Given this plan, Eddie is unable to move into LDC chair (he is currently elect) until next fiscal year as planned. LDC has proposed that AB (as past chair) fill this vacant position for the remainder of the current term. It was clarified that this position would also be on the ballot in February for the congregation to vote.
  - **Approval of the appointment of AB as LDC chair until the February congregational meeting was moved by Maddie and seconded by Heather. Passed unanimously, no negatives, no abstentions.**

#### **Interview Team update – Noël**

- Noël reviewed the recommendations made by herself, Maddie, and Roy as the ad-hoc interview team formed in November. Statements are being collected by the UUA rep and everyone is encouraged to send one in; these will be confidential but no anonymous. Use of chaplain services provided by the UUA is encouraged. The UUA will also be assisting us in reviewing our bylaws, charters, and overall structure.
- Noël stated that the interview team feels they are at an impasse, and further recommend that the Board as a whole take ownership of this conflict resolution process. Scheduling Listening Circles and/or a Reboot with the UUA is a necessary next step, along with retaining an HR consultant to work with us on our employment practices. Further recommendations are for the Board to complete the UUA training on Strategic Boards, and to issue a statement regarding this situation to the congregation.
- Maddie reminded the Board that they agreed in November to state a vote of confidence in the current management team members, which should be included in any statement to the congregation. Heather will consult with Natalie about drafting such a statement.
- Catherine will send out a poll to schedule the Reboot with Natalie.
- Maddie will reach out to Robert Hyde about HR consulting.

#### **Closing Words – Rob – 9:03pm**

Hello TVUUC Board, this month's report is delayed and abbreviated due being in isolation with Covid for a week and the backlog of things than ensued. Here are the highlights.

### Ministers Report to the Board for January 2025

- December is always a busy month with all holiday services. We had very good attendance at both the 4:00 Family Friendly Service and the 7:00 Lessons and Carols. It is good we have two services because the combined attendance would not fit in our sanctuary.
- I wrote two guest columns for the Knoxville News Sentinel. The first was entitled "Women of Different Faiths Should Get the Same Respect" published on the front page of the Sunday Perspective section on December 22, 2024. The second was entitled "I Met Jimmy Carter When I Was Four, His Example Stays With Me" which was published on January 8, 2025. Regrettably these are behind a paywall but if you have a subscription you can easily find them. As always my byline reads, "Chris Buice is minister of the Tennessee Valley Unitarian Universalist Church."
- I gave the opening prayer for the Homeless Vigil sponsored by the City of Knoxville to remember those homeless people who have died in the past year. The service was held at Saint John's Lutheran Church. This year we remembered more than 100 people who have died
- I (and about 8 others) represented TVUUC at the Emancipation Day Service on January 1, 2025, held at Mount Zion Baptist Church sponsored by the Knoxville Chapter of the National Association for the Advancement of Colored People (NAACP.)
- As Vice President of KICMA I have arranged for the mayor (our own Indya Kincannon) and the Knox County School Superintendent to speak to our group. By the time I finish my term I will have an impressive list of contacts on my phone. I am also working as a liaison between KICMA and Justice Knox to sponsor a KICMA row at the next Nehemiah action (Justice Knox has not been as effective as it would like to be reaching out to black churches so I am helping to build a bridge where there is now some mistrust.) Unfortunately Covid prevented me from representing TVUUC at the MLK luncheon this year.
- TVUUC hosted a powerful memorial service for Pat Carter on January 14, 2025, that involved a whole lot of coordination between musicians, piano movers, sound, lighting and reception. The Carter family was happy with the results of all our labors. Julie Carter texted me, "The memorial service was wonderful." One guest offered an unusual comment when she said, "If a memorial service could win an Oscar then this one would." It was a great example of TVUUC teamwork.
- I was invited to participate in the ordination of Phoenix Bell-Shelton Biggs on Saturday January 27 but had to back out due to Covid recovery (I tested negative but still didn't feel up for road trip.) TVUUC was well represented by Elnora Williams, who served on the planning committee, the Rev. Jon Coffee, our community minister who stood in for me with the act of ordination, the Rev. Duncan Teague, former ministerial intern at TVUUC and the host minister, the Rev. Taryn Strauss, who grew up in our church.

TVUUC has reason to feel proud of the role we have played in fostering and encouraging ministry.

- I am continuing to serve as a mentor to Helen Rivers who is a UU community ministry intern. The benefits work both ways, she gets to tap into decades of UU ministry experience with me. I get to learn about Tik Toc and

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Rev. Chris Buice

Tennessee Valley Unitarian Universalist Church

Tennessee Valley Unitarian Universalist Church  
**Treasurer's Report - Actual / Budget Nov 2024**

Date Range: Nov 1st 2024 - Nov 30th 2024

Accounts	Actual	Budget	Actual This Year Year to Date	Budget This Year Year to Date	Budget	Annual	Annual Budget This Year Year
	Nov 01, 2024 Nov 30, 2024	Nov 01, 2024 Nov 30, 2024			% Used This Year Year to Date	Budget Remaining This Year Year	
<b>Revenues</b>							
Unrestricted Revenue							
Giving							
410001 Pledge Contributions	51,661.37	45,000.00	267,459.44	225,000.00	118.87 %	272,540.56	540,000.00
410002 Share the Plate - TVUUC Portion	2,140.92	900.00	5,213.80	4,500.00	115.86 %	5,586.20	10,800.00
410003 Non-Pledge Contributions	4,345.00	700.00	39,325.02	35,100.00	112.04 %	674.98	40,000.00
410004 Prior Year Pledges	0.00	0.00	5,956.00	0.00	0.00 %	( 5,956.00)	0.00
410006 Generosity Sunday Contributions	210.00	1,166.67	3,078.21	5,833.35	52.77 %	10,921.79	14,000.00
Total Giving	58,357.29	47,766.67	321,032.47	270,433.35	118.71 %	283,767.53	604,800.00
Fundraising							
410101 Gift Cards	895.91	690.58	2,842.72	3,452.90	82.33 %	5,444.28	8,287.00
410102 Fundraising Events	775.00	2,250.00	693.11	11,250.00	6.16 %	26,306.89	27,000.00
410201 Building Rental	695.00	833.33	3,310.00	4,166.65	79.44 %	6,690.00	10,000.00
Total Fundraising	2,365.91	3,773.91	6,845.83	18,869.55	36.28 %	38,441.17	45,287.00
Other revenue							
410212 Interest - Home Federal savings	8.03	0.00	40.90	0.00	0.00 %	( 40.90)	0.00
410213 Interest - SouthEast Bank CD's	0.00	471.67	1,334.51	2,358.35	56.59 %	4,325.49	5,660.00
Total Other revenue	8.03	471.67	1,375.41	2,358.35	58.32 %	4,284.59	5,660.00
Total Unrestricted Revenue	60,731.23	52,012.25	329,253.71	291,661.25	112.89 %	326,493.29	655,747.00
<b>Total Revenues</b>	<b>\$ 60,731.23</b>	<b>\$ 52,012.25</b>	<b>\$ 329,253.71</b>	<b>\$ 291,661.25</b>	<b>112.89 %</b>	<b>\$ 326,493.29</b>	<b>\$ 655,747.00</b>
<b>Expenses</b>							
Building & Operations							
Mortgage & Debt							
510001 SBA Loan Payments	641.00	641.00	3,205.00	3,205.00	100.00 %	4,487.00	7,692.00
Total Mortgage & Debt	641.00	641.00	3,205.00	3,205.00	100.00 %	4,487.00	7,692.00
Building & Grounds							
510101 Utilities	2,009.00	1,893.00	11,414.00	10,746.00	106.22 %	12,586.00	24,000.00
510102 General Maintenance & Supplies	2,551.76	1,411.00	9,258.98	8,122.00	114.00 %	8,741.02	18,000.00
510104 Building Cleaning Services	975.00	1,000.00	3,900.04	5,000.00	78.00 %	8,099.96	12,000.00



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	Nov 01, 2024	Nov 01, 2024			% Used	Budget	
	-	-			This Year	Remaining	
	Nov 30, 2024	Nov 30, 2024			Year to Date	This Year Year	
510105 Grounds Upkeep	1,065.00	1,560.00	11,125.00	13,080.00	85.05 %	12,875.00	24,000.00
510106 Trash & Recycling	329.76	200.00	1,516.90	1,000.00	151.69 %	883.10	2,400.00
510107 Security Monitoring	78.00	91.67	468.00	458.35	102.11 %	632.00	1,100.00
510109 Property Insurance	747.69	575.60	4,486.14	3,970.80	112.98 %	3,513.86	8,000.00
<b>Total Building &amp; Grounds</b>	<b>7,756.21</b>	<b>6,731.27</b>	<b>42,169.06</b>	<b>42,377.15</b>	<b>99.51 %</b>	<b>47,330.94</b>	<b>89,500.00</b>
<b>Operations</b>							
510202 Office Supplies	95.00	64.40	802.82	549.20	146.18 %	197.18	1,000.00
510203 Copier Lease & Supplies	496.08	550.00	2,769.62	2,750.00	100.71 %	3,830.38	6,600.00
510204 Telephone/Internet	361.46	433.33	2,221.05	2,166.65	102.51 %	2,978.95	5,200.00
510205 Postage	73.00	114.75	349.96	396.75	88.21 %	850.04	1,200.00
510206 New Computers & Software Purchases	0.00	50.00	0.00	50.00	0.00 %	400.00	400.00
510207 Advertising	0.00	32.50	0.00	32.50	0.00 %	260.00	260.00
510208 UUA Pamphlets	0.00	31.25	189.39	221.25	85.60 %	250.61	440.00
510209 Hospitality Events	0.00	32.50	0.00	32.50	0.00 %	260.00	260.00
510210 Online Donation Processing Fees	340.28	250.00	1,477.76	1,250.00	118.22 %	1,522.24	3,000.00
510211 Stewardship	440.07	187.50	440.07	187.50	234.70 %	1,059.93	1,500.00
510213 Kitchen Supplies/Food	66.56	30.00	( 33.51 )	90.00	( 37.23 % )	333.51	300.00
510214 Realm	351.70	314.00	1,876.09	1,802.00	104.11 %	2,123.91	4,000.00
510216 Gift Card Charge Fees	0.00	12.50	0.00	12.50	0.00 %	100.00	100.00
510217 Bank Fees	0.00	0.00	9.00	0.00	0.00 %	( 9.00 )	0.00
510219 Inova Payroll Processing	196.90	221.00	898.74	953.00	94.31 %	1,601.26	2,500.00
510220 Computer Maintenance	0.00	112.50	0.00	112.50	0.00 %	900.00	900.00
510222 Lic & Subscription Fees	289.53	321.00	1,392.31	1,635.00	85.16 %	2,491.69	3,884.00
510224 Personnel Expenses - Other	186.25	190.00	186.25	190.00	98.03 %	73.75	260.00
<b>Total Operations</b>	<b>2,896.83</b>	<b>2,947.23</b>	<b>12,579.55</b>	<b>12,431.35</b>	<b>101.19 %</b>	<b>19,224.45</b>	<b>31,804.00</b>
<b>Denominational Connections</b>							
510301 UUA Fair Share Dues	0.00	0.00	4,500.00	4,500.00	100.00 %	13,500.00	18,000.00
<b>Total Denominational Connections</b>	<b>0.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>100.00 %</b>	<b>13,500.00</b>	<b>18,000.00</b>
<b>TVUUC Programs</b>							
510400 Program Council Block Grant	0.00	62.50	0.00	62.50	0.00 %	500.00	500.00
510402 New Member Expenses	161.23	132.87	596.72	569.87	104.71 %	903.28	1,500.00
510404 Leadership Dev & Conferences	0.00	125.00	0.00	125.00	0.00 %	1,000.00	1,000.00
510405 Worship Committee	0.00	179.37	315.00	494.37	63.72 %	1,435.00	1,750.00
510409 Misc Program Expenses	0.00	43.75	0.00	43.75	0.00 %	350.00	350.00
510411 Lifespan Religious Ed (C & Y)	329.78	332.20	3,196.21	3,174.60	100.68 %	2,303.79	5,500.00
510412 Reproductive Justice	0.00	21.37	29.00	50.37	57.57 %	171.00	200.00
510413 Young Adult Ministry	0.00	31.25	0.00	31.25	0.00 %	250.00	250.00

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	-	-			This Year	Remaining	
	Nov 30, 2024	Nov 30, 2024			Year to Date	This Year Year	
510417 Misc RE Expenses	150.00	125.00	150.00	125.00	120.00 %	850.00	1,000.00
510418 Lifespan Religious Ed - Adult	35.46	36.87	239.69	241.87	99.10 %	260.31	500.00
510419 8th Principle Program	0.00	94.40	( 44.00)	339.20	( 12.97 %)	1,044.00	1,000.00
Total TVUUC Programs	676.47	1,184.58	4,482.62	5,257.78	85.26 %	9,067.38	13,550.00
Total Building & Operations	11,970.51	11,504.08	66,936.23	67,771.28	98.77 %	93,609.77	160,546.00
<b>Personnel</b>							
<b>Salaries and Wages</b>							
510501 Sr. Minister (Salaried - Full Time)	5,802.76	6,286.33	31,825.22	31,431.65	101.25 %	43,610.78	75,436.00
510502 Sr. Minister Housing Allowance	2,040.14	2,210.17	11,189.16	11,050.85	101.25 %	15,332.84	26,522.00
510507 Sr. Min Disability Insurance	0.00	0.00	445.50	460.00	96.85 %	14.50	460.00
510511 Dir of Finance & Operations (Salaried - Full Time)	4,934.68	5,345.92	27,064.25	26,729.60	101.25 %	37,086.75	64,151.00
510521 Dir of Lifespan Religious Ed (Salaried - Full Time)	4,269.00	5,000.67	25,069.30	25,003.35	100.26 %	34,938.70	60,008.00
510531 Dir of Music (Salaried - 30 Hrs)	3,049.38	3,303.50	16,724.32	16,517.50	101.25 %	22,917.68	39,642.00
510541 Office Administrator (Hourly - 35 Hrs)	2,496.62	2,704.75	14,239.83	13,523.75	105.29 %	18,217.17	32,457.00
510551 Facility Assistant	444.75	920.17	3,309.68	4,600.85	71.94 %	7,732.32	11,042.00
510553 Sexton (Hourly - Part Time)	938.08	1,073.25	5,192.56	5,366.25	96.76 %	7,686.44	12,879.00
510561 New Members Coordinator	1,083.58	1,083.58	5,417.90	5,417.90	100.00 %	7,585.10	13,003.00
510572 Assistant Dir of Religious Ed (Salaried - 20hrs)	1,362.22	1,475.75	7,471.10	7,378.75	101.25 %	10,237.90	17,709.00
510581 Childcare (Hourly - Part Time)	539.32	583.33	2,934.70	2,916.65	100.62 %	4,065.30	7,000.00
Total Salaries and Wages	26,960.53	29,987.42	150,883.52	150,397.10	100.32 %	209,425.48	360,309.00
<b>Payroll Taxes</b>							
510505 Sr. Minister SE Tax Offset	0.00	0.00	0.00	0.00	0.00 %	7,800.00	7,800.00
510515 Dir of Finance & Operations P/R Tax	377.51	408.92	2,070.41	2,044.60	101.26 %	2,836.59	4,907.00
510525 Dir of LRE P/R Tax	284.16	382.50	1,613.91	1,912.50	84.39 %	2,976.09	4,590.00
510536 Dir of Music P/R Tax	233.28	252.75	1,279.43	1,263.75	101.24 %	1,753.57	3,033.00
510544 Office Administrator P/R Tax	190.99	206.92	1,089.35	1,034.60	105.29 %	1,393.65	2,483.00
510552 Facility Assist P/R Tax	33.96	70.42	253.14	352.10	71.89 %	591.86	845.00
510554 Sexton P/R Tax	71.82	82.17	397.26	410.85	96.69 %	588.74	986.00
510564 New Members Coord P/R Tax	82.89	82.92	414.46	414.60	99.97 %	580.54	995.00
510583 RE Staff P/R Tax	101.69	172.08	513.74	860.40	59.71 %	1,551.26	2,065.00
Total Payroll Taxes	1,376.30	1,658.68	7,631.70	8,293.40	92.02 %	20,072.30	27,704.00
<b>Retirement</b>							
510503 Sr. Minister Retirement	1,021.00	679.75	3,047.75	3,398.75	89.67 %	5,109.25	8,157.00
510512 Dir of Finance & Operations Retirement	1,286.14	427.67	1,967.68	2,138.35	92.02 %	3,164.32	5,132.00

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510522 Dir of LRE Retirement	553.95	400.08	1,840.76	2,000.40	92.02 %	2,960.24	4,801.00
510532 Dir of Music Retirement	365.88	274.41	1,341.56	1,250.09	107.32 %	1,829.44	3,171.00
510542 Office Administrator Retirement	299.64	216.42	895.81	1,082.10	82.78 %	1,701.19	2,597.00
510573 Assistant Director of Religious Ed Retirement	163.50	118.08	543.30	590.40	92.02 %	873.70	1,417.00
<b>Total Retirement</b>	<b>3,690.11</b>	<b>2,116.41</b>	<b>9,636.86</b>	<b>10,460.09</b>	<b>92.13 %</b>	<b>15,638.14</b>	<b>25,275.00</b>
<b>Health Insurance</b>							
510506 Sr. Minister Health Plan (E+S)	1,891.19	1,620.00	8,993.36	8,100.00	111.03 %	10,446.64	19,440.00
510524 Dir of LRE Health Plan (Family)	1,535.54	1,341.25	7,165.45	6,706.25	106.85 %	8,929.55	16,095.00
510535 Dir of Music Health Plan (Employee+Spouse))	0.00	920.88	0.00	1,841.84	0.00 %	8,288.00	8,288.00
510574 Assist Dir RE Health Plan (E+C)	667.85	690.75	2,902.54	3,453.75	84.04 %	5,386.46	8,289.00
<b>Total Health Insurance</b>	<b>4,094.58</b>	<b>4,572.88</b>	<b>19,061.35</b>	<b>20,101.84</b>	<b>94.82 %</b>	<b>33,050.65</b>	<b>52,112.00</b>
<b>Other Personnel Exp</b>							
510504 Sr. Minister Professional Expense	115.21	483.33	1,670.91	2,416.65	69.14 %	4,129.09	5,800.00
510802 Workers Comp Insurance	0.00	130.00	1,226.00	1,486.00	82.50 %	1,174.00	2,400.00
510808 Sustainability Fund Contribution	0.00	0.00	0.00	0.00	0.00 %	2,000.00	2,000.00
510815 Staff Professional Expenses	775.77	250.00	1,729.46	1,250.00	138.36 %	1,270.54	3,000.00
<b>Total Other Personnel Exp</b>	<b>890.98</b>	<b>863.33</b>	<b>4,626.37</b>	<b>5,152.65</b>	<b>89.79 %</b>	<b>8,573.63</b>	<b>13,200.00</b>
<b>Total Personnel</b>	<b>37,012.50</b>	<b>39,198.72</b>	<b>191,839.80</b>	<b>194,405.08</b>	<b>98.68 %</b>	<b>286,760.20</b>	<b>478,600.00</b>
<b>Independent Contractors</b>							
510821 Video Production	946.20	800.00	4,731.00	4,000.00	118.28 %	4,869.00	9,600.00
510822 IT Support	615.38	659.34	2,615.32	2,703.24	96.75 %	3,384.68	6,000.00
510823 Sound Operators	100.00	100.00	400.00	300.00	133.33 %	600.00	1,000.00
<b>Total Independent Contractors</b>	<b>1,661.58</b>	<b>1,559.34</b>	<b>7,746.32</b>	<b>7,003.24</b>	<b>110.61 %</b>	<b>8,853.68</b>	<b>16,600.00</b>
<b>Other Expenses</b>							
710100 SBA Loan Principal Payments	(269.29)	0.00	(1,339.52)	0.00	0.00 %	1,339.52	0.00
<b>Total Other Expenses</b>	<b>(269.29)</b>	<b>0.00</b>	<b>(1,339.52)</b>	<b>0.00</b>	<b>0.00 %</b>	<b>1,339.52</b>	<b>0.00</b>
<b>Total Expenses</b>	<b>\$ 50,375.30</b>	<b>\$ 52,262.14</b>	<b>\$ 265,182.83</b>	<b>\$ 269,179.60</b>	<b>98.52 %</b>	<b>\$ 390,563.17</b>	<b>\$ 655,746.00</b>
<b>Net Total</b>	<b>\$ 10,355.93</b>	<b>( \$ 249.89 )</b>	<b>\$ 64,070.88</b>	<b>\$ 22,481.65</b>	<b>284.99 %</b>	<b>( \$ 64,069.88 )</b>	<b>\$ 1.00</b>



**TVUUC  
ENDOWMENT FUND COMMITTEE**



**Endowment Fund Proposal for Church Communications  
Infrastructure  
COVER SHEET**

**1. Church Communications Infrastructure**

**2. October 15, 2024**

**3. Summary Description of Project**

Despite numerous building and grounds improvement projects, the church needs comprehensive communications infrastructure upgrades, including audio-visual integration that includes the sanctuary and the current sound system, high-capacity networking, and secure information and communication systems.

Addressing these foundational needs will enable better internal and external communications, collaboration, and coordination.

This project aims to develop and deploy volunteers, staff, and professionals to:

- Create a comprehensive plan to address longstanding infrastructure issues.
- Maximize the effectiveness of recent investments in church computers.
- Establish priorities and mechanisms for future capital campaigns.

**4. Total Estimated Cost**

\$9,570

**5. Proposal Submitters**

TVUUC Strategic Planning Committee, TVUUC Technology Support Team, TVUUC A/V Volunteer Team, TVUUC Church Communications Volunteer Team

**6. Project Coordinator**

Name: A. B. Coleman  
Phone Contact: 865-264-8844  
Email: abcoleman@tvuuc.net



# TVUUC ENDOWMENT FUND COMMITTEE



## Endowment Fund Proposal for Church Infrastructure PROPOSAL DETAILS

### 7. Project Detail

TVUUC's information and communications infrastructure has not kept up with many other churches, which is a significant constraint to TVUUC achieving its Goals:

1. Create a Fast, Focused, and Flexible Structure to optimize and focus TVUUC's resources on accomplishing its Mission and Shared Vision.
2. Identify, develop, and grow the human resources (stakeholders) essential to TVUUC's growth and influence, driven by its Mission.
3. Grow TVUUC's financial resources to provide secure, predictable funding sources and a reasonable cost structure.
4. Improve TVUUC's ability and focus to connect generations through Common Goals and Initiatives.

The mission of the Strategic Planning Committee (SPC) is to provide informed advice to TVUUC's Board concerning the church's ability to thrive in a constantly changing environment. Consequently, the SPC formed three additional volunteer teams:

1. TVUUC Technology Support Team
2. TVUUC A/V Volunteer Team
3. TVUUC Church Communications Volunteer Team

Working with members of those four teams provided the impetus for this proposal. The objectives set by members of the Strategic Planning Committee that this project will support are:

1. In conjunction with the Church Communications Volunteer Team and the Management Team, identify priorities and policy recommendations concerning the best use of TVUUC's communication tools and infrastructure.
2. Recommend Capital Campaign focus and resources to the TVUUC Board of Directors.
3. Reconfigure the Budgeting and Reporting Process to utilize best practices, institutional knowledge, and Realm capabilities.

The infrastructure priorities that will be initiated through this project are:

1. A comprehensive plan for audio/video integration in the sanctuary that includes selection criteria and pricing and is supported by a congregational survey



# TVUUC ENDOWMENT FUND COMMITTEE



2. Communications infrastructure that supports the Board approved recommendations of the Church Communications Committee
3. Priorities and recommendations for TVUUC Capital Campaigns

## Priority 1

The approach to Priority 1 is to contract outside audio-video companies to perform an in-depth analysis based on the criteria developed from input from sixteen interested church members. Those members identified many benefits, including remaining competitive with other space rental alternatives, the need to better present information in all our spaces, and the changing expectations of younger audiences.

In addition to the in-depth analysis, the audio-video contractors would be asked to provide alternative proposals in different price ranges. Bill Dabbs summarized the requirements in the table below.

Category	Requirement
Uses for Worship Services	For services, the video should augment the program. Video media is displayed "On Cue" at the appropriate time in the service. This implies that the media is compiled prior to the service, and an operator can play the media during the service.
	Order of service
	Hymns
	Responsive readings
	Graphics
	Images
	Video Clip
	Show video messages from people who cannot be present (e.g., Joys and Concerns).
	Slide show (displayed before service starts).
	Calendar for the week (displayed before service starts).
	Announcements (displayed before service starts, during announcements)
	Minimize the impact on Sanctuary ascetics.
Uses for Events and Rentals	Meetings, Concerts, Memorial Services, and Weddings. For worship Services, media is compiled prior to the event, and an operator can play it during the service.
	Meeting Agenda



## TVUUC ENDOWMENT FUND COMMITTEE



	Presentation (e.g., PowerPoint).
	Slide Show for Weddings, Memorials, ...
	Show video messages from people who cannot be present ().
	Movie
	Graphics, Images, and Video Clips play on cue.
	Meetings with remote participants (e.g., Congregation Meetings).
<b>General Requirements</b>	
	Visibility from as much of the Sanctuary as practical.
	Suitable “brightness” to be readable and attractive during daytime hours.
	Sufficient size to be readable.
	Able to show the material clearly with minimal distortion
	Visibility such that the presentation is visible to those on stage
	With projectors, one could likely be repositioned when desired to illuminate the large back wall of the stage (e.g., on movie night).
	Easy access for maintenance.
	The operator is located in or has a clear view of the sanctuary.
	Meets many of the Americans with Disabilities Act (ADA) requirements to ensure that people with low vision have access to information
<b>Connectivity</b>	
	Support a dedicated computer that could be loaded with media before a Service or Event.
	It supports wireless streaming from a portable computer, tablet, or smartphone.
	Wireless presentation control by a speaker.
	Setup is easy for the assigned people to manage.
	Simple “Scripted” connectivity for Events and Rentals (e.g., a sexton with minimal training should be expected to assist a rental).

The alternatives would be presented in a congregational survey. Then, members of the A/V Volunteer Team would be tasked with developing funding options.





# TVUUC ENDOWMENT FUND COMMITTEE







# TVUUC ENDOWMENT FUND COMMITTEE



## Priority 2

The approach to Priority 2 will be to engage an IT-managed services company to assess the security and throughput of TVUUC's current network and offer to retain them for six months to bring our network up to industry standards. This effort would include training TVUUC's current staff on information management and security practices. Any extensions beyond six months would be funded through the budget process or fundraising if necessary.

Additional wiring and outlets may be required because IT infrastructure requirements have changed since TVUUC's initial in-wall wiring. Some current network outlets are damaged or are not working. Priority 2 will also consider the recommendations of the Church Communications Volunteer Team, which is currently conducting a church-wide survey.



## TVUUC ENDOWMENT FUND COMMITTEE



Initial contact has been made with three organizations, and “ballpark” estimates have been provided. Pricing for all three organizations was similar and averaged \$750 per month for a retainer.

### **Priority 3**

For Priority 3, the UUA recommends using **Stewardship for Us** as a preferred resource for Funding Drives and Campaigns (<https://www.stewardshipforus.com/>). Their consultants offer a **Next Steps Process** that provides insights into options for a congregation’s funding efforts in the context of the congregation’s stated goals. The process comes in two versions: Traditional In-Person visits and Virtual Visits. Both cost \$3,000, and the in-person visit adds travel expenses.

ACS Technologies (the parent company for Realm) offers a resource called **Growth Method**. This ministry engagement hub facilitates engagement by providing church staff with communication methods, tasks tracking, and processes. This tool is integrated into Realm but requires an additional subscription, which would also be evaluated during this process.

Microsoft offers a paid Donor and Volunteer Engagement add-on for its Nonprofit Microsoft 365 services. The add-on costs \$285 annually per license. One license, each for the Technology Support Team and Strategic Planning Committee, would add AI support for TVUUC’s funding effort.

### **8. This project will affect the entire church, including the productivity of all staff members, committee volunteers, and groups using church facilities.**

This project reflects the TVUUC Board’s decision to start taking a systems or holistic approach to managing TVUUC’s Goals. The Goals and the systems approach were presented at the February 2024 Annual Congregational Meeting.

Over the last two years, the following groups have been communicated with and provided input to the identified needs and recommendations:

- TVUUC Board of Directors
- TVUUC Management Team
- TVUUC Program Council
- TVUUC Finance Committee
- TVUUC Leadership Development Team
- TVUUC Strategic Planning Committee



# TVUUC ENDOWMENT FUND COMMITTEE



- TVUUC Technology Support Team
- TVUUC AV Volunteer Team
- TVUUC Church Communications Volunteer Team

## 9. Annual Operating Budget

As the Treasurer’s Report from the last Congregational meeting identified, creating a balanced budget has become extremely difficult, given TVUUC’s current revenue expectations and increasing cost trends. Cost cutting will be necessary unless additional sources of funds are identified. This project aims to provide infrastructure, resources, and information to facilitate funding opportunities.

## 10. Line-Item Budget

Resource	Estimated Cost
Audio-video consultant in-depth analysis	\$1,500
IT-managed services company (six months)	\$4,500
Stewardship for Us Next Step Process	\$3,000
Donor and Volunteer Engagement Software	\$570

## 11. Implementation

The Strategic Planning Committee uses Microsoft Teams and related project management tools. Additionally, the TVUUC Board is implementing objectives and project management reporting tools. A sample report is enclosed.

## 12. Volunteers

The four teams involved in the implementation of this project are all volunteers.

**13. By submitting this proposal, I acknowledge that I have read and understand the “Guidelines for Funded Projects” included in the Request for Proposals.**

Alfred B. Coleman Jr.

Revised budget from A.B. Coleman for onsite consult:

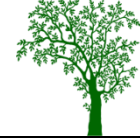
At the last meeting, you requested an additional cost estimate for an onsite vs. virtual meeting with the Stewardship For Us (S4us) consultant. Five different consultants may be assigned based on our timing and preferences. To estimate onsite visit cost, I selected Mark Ewert, <https://stewardshipforus.com/consultant-mark-ewert/>, who seems to be the most experienced and lives the furthest away, Long Beach, CA. Of course, timing and availability will be the primary determinant of which consultant is assigned.

#### Estimated Costs

Travel	\$1,700	Round trip from Long Beach CA
Food	\$450	Three days per diem at \$150 per day
Lodging	\$700	Three days at Courtyard Marriott military rate
Total	\$2,850	



**TVUUC  
ENDOWMENT FUND COMMITTEE**



## Endowment Fund Proposal Form

Please read the Endowment Fund Committee's **Request for Proposals** before developing your proposal and addressing these questions.

### COVER SHEET

*Please confine responses to items 1-6 on a single 8.5x11 page.*

- 1. Project or Program Name:** *Patio Tables*
- 2. Date Submitted:** *October 15, 2024, before 2:00*
- 3. Summary Description of Project / Program** (50 words or less): *One of the three original patio tables fell completely apart and was disposed of. The two remaining tables are in the process of falling apart, are unsteady at best, and pull apart when moved. This proposal is for the purchase of 3 (three) Polywood 48" round Farmhouse Dining Tables.*
- 4. Total Estimated Cost:** *at this writing, \$499.00 each x 3 = \$1497.00*
- 5. Name of Proposal Submitter:** *Barbara Lamm, TVUUC member*  
(TVUUC member, staff member, or church committee)
- 6. Project Coordinator**  
Name: *Barbara Lamm*  
Phone Contact: *865-696-6606*  
Email: *BarbLamm@aol.com*

### PROPOSAL DETAILS

*Use as many pages as you feel are necessary to respond to the following items, but please be as concise as possible.*

- 7. Describe the project/program in detail.** Include an explanation of how the project will provide lasting impact and value to the Congregation. If appropriate, attach designs, drawings, photos, and other supporting materials that you feel will help the EFC understand your project or program.



Photo on left: old, falling-apart table. Photo on right: proposal is for 3 TABLES ONLY, no chairs.

- 8. Please list teams, committees and staff who may be affected by, utilize, or have a say in the proposed project/program.** Which of these have you consulted, and what was their response?

*Claudia Pressley: "Yes!"*

*Kaci Clark: "Definitely! There are not enough tables for all the people who want to eat outside. When we roll the church's round indoor tables out there, they are always full!!"*

*Heather Kistner: Yes!*

- 9. Annual Operating Budget.** As noted in the Request for Proposals, the EFC much prefers to fund projects and programs that are outside the scope of the annual operating budget of the church.

- Did you ask the Board to include your project or program in the current operating budget? *No*
- If so, what was the response to your request?

- 10. Line-Item Budget.** Please provide a detailed breakdown of your project's estimated costs. For purchase of materials and services, submit at least one estimate or bid for each item to be purchased.  $\$499.00$  each table  $\times 3 = \$1497.00$ . *Shipping is free. Tax Exemption = \$0.00 in tax.*

- 11. Implementation.** How do you propose to get this project completed? *Claudia will order the tables; Barbara will put together a team to assemble the tables.*

- 12. Volunteers.** How might you utilize volunteers (TVUUC members and friends) to reduce costs and increase involvement and buy-in for the project? *A volunteer team will assemble these tables*

- 13. Guidelines for Funded Projects.** By submitting this proposal, I acknowledge that I have read and understand the "Guidelines for Funded Projects" included in the Request for Proposals. *[Project Coordinator should sign this statement.]*

*Barbara Lamm*

**Proposal Format**

Use this submission form as a guide. Insert responses after each question — or cut and paste the questions into a new document. Please address every question.

**Deadline**

The absolute deadline for submitting proposals is October 15, 2024. Proposals submitted after that date will not be considered. Avoid last-minute glitches: Submit your proposal early!

**Email Your Proposal**

Please email your proposal and attachments to both of these addresses:

[pbbing60@yahoo.com](mailto:pbbing60@yahoo.com)

[EndowTVUUC@gmail.com](mailto:EndowTVUUC@gmail.com)

**Contact the EFC**

Questions should be addressed to Pat Bing at 865-809-3057 or [pbbing60@yahoo.com](mailto:pbbing60@yahoo.com).



High School Youth Group Room Revitalization

<b>Item</b>	<b>Amount</b>	<b>Cost Per Item</b>	<b>Total</b>
<b>3 Seat Sofa*</b>	2	\$849.00	\$1698.00
<b>Love Seat*</b>	2	\$749.00	\$1498.00
<b>Love seat replacement covers</b>	2	\$99.00	\$198.00
<b>Sofa replacement cover</b>	2	\$119.00	\$238.00
<b>Billy Books case*</b>	1	\$49.00	\$49.00
<b>Coffee Table*</b>	1	\$350.00	\$350.00
<b>Locking Storage Cabinets**</b>		\$457.00	\$457.00
<b>6' White Board**</b>	1	\$280.00	\$280.00
<b>Youth Group Banner/ Wall Decoration 5x3***</b>	1	\$100.00	\$100.00
<b>Subtotal</b>			\$4868.00
<b>Estimated tax</b>			\$439.00
<b>Total</b>			\$5,307.00

\*Estimate attained from Ikea (free shipping)

\*\*Estimate from Staples

\*\*\*Estimate attained from Banners.com



## Updates from the Interview Team

We have asked everyone involved in the issue to:

1. **Send in Statements:** Anyone who wants to can send a statement, and respondents are asked to also write their role (board member, personnel committee, staff, etc) for added context. The statements will focus on the immediate presenting issues, but respondents can note any patterns they notice. The statements are just the first step in gathering information for a listening process, and this isn't the only time these issues will be addressed. Natalie will collect the statements, read them, and communicate any overall themes. For reporting on themes, statements will remain confidential. Statements can be sent to [NBriscoe@UUA.org](mailto:NBriscoe@UUA.org).
2. **Receive Pastoral Care:** Cameron Young is also available as a chaplain for processing feelings and venting. These sessions are confidential. Cameron will not even disclose the individuals they spoke to in this context. Appointments with Cameron can be set up by emailing them at [CYoung@UUA.org](mailto:CYoung@UUA.org). Please note that Cameron will have limited availability until January 6th.

Additionally, as we proceed through the conflict transformation process, we will concurrently be examining the governance structures of the congregation. The governance is in a transition state at the moment, and any large-scale governance change is actually a cultural change within the congregation. Natalie, our Southern region UAA rep, will assist the board in crafting language in the form of by-laws, policies, procedures, charges, and goals which can build in accountability, grow trust, and move the congregation forward in missional work. UUA resources have been provided and are available in the Board Dialogue channel on Teams or by request via email.

We believe our team has reached an impasse and it is now up to the board to continue to move this process forward. We recommend that the Board does the following:

1. Take ownership of the process/issue
2. Decide between Listening Circles and/or One-Day Retreat
3. Decide if we should contact an HR consultant
4. Work with our UUA rep to review Bi-Laws & Charters
5. Complete: <https://www.uua.org/leaderlab/strategic-board> (\$15)
6. Send a statement about the issue/process to the congregation