

	<p style="text-align: center;">Minutes for the Board Meeting of Tennessee Valley Unitarian Universalist Church</p>	<p style="text-align: center;">Tuesday, Nov 18, 2025 APPROVED</p>
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Attendees (virtual attendance marked with *):

- Board Members – Maddie Kulpa, Lynn Hixson, Devon Alley, Rob Richardson, Noel Arring, Roy Kersey, Bella Thomas-Wilson*, Ed Mohundro*
- Ex-Officio Members – Chris Buice, Catherine Farmer-Loya, Carol Villaverde*, Gillian Denham Jones, Barbara Lamm
- Guests - John Montgomery, Don Horton, Mary Rogge*

Meeting chaired by Board President Maddie Kulpa Minutes recorded and submitted by Secretary Devon Alley

1. Opening Words & Covenant

- **Call to Order:** President Maddie Kulpa called the meeting to order at 6:00 PM.
- **Opening Words & Chalice Lighting:** Delivered by Devon Alley, followed by recitation of the Board Covenant led by Maddie.

2. Announcements

- **Bank Resolution Update** — Presenter: Gillian
 - Updates to the authorized signer resolution included:
 - Addition of bank account numbers required by the bank
 - Addition of safe deposit box information
 - Identification that Heather was still listed as a signer on the savings account and needed removal
 - Removal of Claudia, Clyde, and Heather; addition of Gillian, Steve, and Rob
 - Maddie moved to approve updated bank resolution, Noel seconded
 - Vote: Passed unanimously
- **Noel's Update:**
 - Noel announced relocation to Canada on December 15 and submitted formal resignation from the Board.

- In regards to the Strategic Planning Committee, Noel presented a proposal to appoint Mebbie Jackson as new Chair of Strategic Planning.
- Devon to shift from Co-Chair to Committee Member.
- Additional co-chair to be proposed later.
- Noel moved to approve the updated Strategic Planning roster, Devon seconded
- Vote: Passed unanimously

3. Congregational Comment

- No additional comments were brought forward.

4. Consent Agenda

- Items Included:
 - September Minutes
 - Financial Report (submitted by Steve)
 - Program Council Reports
 - Leadership Development Charter (endorsed but not requiring Board approval)
- Items Pulled:
 - Building & Grounds Charter
 - Management Report (not received; postponed to next month)
- Discussion:
 - Concerns raised about utility budget inaccuracies due to:
 - Water leak at outdoor spigot causing ~\$1,000 spike
 - KUB rate increases not reflected in budget
 - Credit from KUB expected on next billing cycle
- Maddie moved to approve Consent Agenda (minus B&G Charter), Lynn seconded, Bella abstained. The motion was passed.

5. Building and Grounds Charter

- Presenter: Don Horton
- Key Issues Identified:
 - Operating structure section inaccurately listed “one chair” rather than the previously approved three co-chairs.
 - Need clarity on:
 - Distinct committee roles (Building, Grounds/Vegetation, Hardscape)
 - How standing volunteer teams participate quarterly
 - Alignment with governance bylaws and DFO responsibilities
- Outcome:
 - Don will revise the Charter to reflect correct structure.

- Updated draft to return to Board next month.
- Maddie will email committee co-chairs with notes.

6. Preparation for Congregational Meeting

- **Voting Procedures**
 - Discussion on switching from paper ballots to electronic voting platforms (e.g., Election Buddy), while still offering paper as needed.
 - Considerations include:
 - Anonymity vs practicality
 - Bylaw compliance
 - Ability to register voters and deliver ballots only to those present
 - Carol will investigate whether Realm offers a viable built-in voting system.
 - Maddie and Gillian will research electronic voting tools and bring recommendations.
- **Logistics**
 - **Registration Team:** Mary and Eddie will coordinate volunteer staffing.
 - **Food:** Board will provide pizza; gluten-free options required.
 - **A/V & Hybrid Setup:** Maddie will contact AB, Bill, and Ryan.
 - **Board Roles for Meeting:**
 - President: Chair
 - Vice President: Parliamentarian & Timekeeper
 - Secretary: Voting procedures & documentation
 - **Sign-Up Genius** will be created for volunteers and food contributions.
- **Agenda Components**
 - Expected presentations (tentative 5–15 minutes each):
 - Strategic Planning (launch visioning process)
 - Finance Committee (mid-year update; stewardship consultant weekend)
 - Program Council
 - Communications Team
 - Potential: Membership, Right Relations, Stewardship (Maddie to confirm)
- **Bylaw Amendments Proposed**
 - Two amendments were discussed:
 1. Add a comprehensive non-discrimination statement aligned with Welcoming Congregation standards.
 2. Require congregational approval of elected committee charters (e.g., Program Council, Leadership Development).
 - Drafts to be posted in Teams for collaborative edits and brought to December meeting for final Board approval.

7. Strategic Planning Committee – Visioning Process

- Presenter: Noel & Devon
- The Board reviewed:
 - The proposed visioning timeline (Jan–June)
 - Use of the RE Covenant during the process
 - Multi-modal congregational engagement (surveys, small groups, forums)
 - June presentation of a finalized vision statement
- Lynn moved to endorse, Maddie seconded.
- Vote: endorsed unanimously.

8. Additional Items

- **Board Member on Duty**
 - Ed unable to serve November 30.
 - Bella and others will review upcoming schedule and fill open slots.
 - All board members need to sign up for slots after the holidays.
- **Communications & Transparency**
 - Discussion included:
 - Increasing visibility of Board processes
 - Posting minutes, agendas, and guidance on how to attend meetings
 - Safety concerns regarding livestreaming worship
 - Potential for a password-protected member section on the website

9. Board Training Review

- Presenter: Lynn
- Topic: Healthy Communication
- Key principles reviewed:
 - Transparency balanced with confidentiality
 - Clear reporting channels from congregation to Board
 - Proper use of executive sessions
 - Avoiding “parking lot meetings” by inviting reflection at end of sessions
 - Encouraging diverse perspectives in leadership
 - Best practices for recording minutes and publishing information

10. Adjournment

- Devon shared closing words.
- Meeting was adjourned at approximately 7:32PM.

Respectfully Submitted,
Devon Alley, Board Secretary