

## **TVUUC BOARD MEETING MINUTES**

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**Date:** September 18, 2011

**Members Present:**

Chloie Airoidi--Watters  
Bill Cherry (ex officio)  
Teri Combs-Orme  
Lamar Gibson  
Lillian Mashburn  
Kenneth Moffett  
Nathan Paki  
Linda Randolph  
Laura Twilley  
Sam Wallace

**Members Absent:**

Chris Buice (ex officio)  
Grier Novinger  
Nick Potter  
Molly Rochelson  
Mia Wallace

**Visitors Present for portions of the meeting:**

Alan Moore  
Gary Scales

Of necessity, discussion of some agenda items occurred out of agenda order. The minutes are noted in agenda order for clarity.

### **1. Opening Words**

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- Linda called the meeting to order at 3:00 p.m.
- Lillian offered opening words.

### **2. Minutes Approval**

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Minutes for August 21, 2011, having been distributed in advance, were approved with no corrections.

### **3. Consent Agenda**

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The Minister's report and July & August budget update were distributed in advance. Consent agenda approved.

### **4. Updates**

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- Sept 25 RE Workshop: Linda reiterated Chris' request for attendees from the Board.

- Solar Project: Update provided by Bill by email after the meeting, as follows: Have executed contracts/agreements with the TN Solar Institute, TVA Generation Partners and with KUB. Are awaiting the final 2 contracts from FLS and expect them this week.
- 10 for 10: update provided by Bill by email after the meeting, as follows: Have collected \$1,871 to date.
- Program Council: deferred
- Vision Map SMART objectives: Chris will identify staff who should develop objectives to address the Vision Map priority goals. Linda attended Program Council and talked with Cluster Chairs whose work aligns with particular priority goals and who will develop objectives.
- Congregational Meeting is to be November 13 to consider bylaws changes. The bylaws changes must be addressed in advance of this meeting. It was agreed that a special Board meeting will be held on October 13, 6-8 pm, as is necessary for this purpose.

### **5a. Charter Orientation**

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- Bill noted that the most important function of a charter is to force a committee to think about what they are and why they are there.
- He briefly described other primary aspects of a charter, including the fact that committees will vary as to whether they are responsible to the congregation, the board or the executive.

### **5b. Review of charters (Draft charters were distributed in advance)**

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- Program Council: Bill noted that the organizational chart needs to be completed in order to act on this charter; item tabled.
- Music Committee: This charter was tabled as well until some corrections are made.

### **6. Review of Library policy**

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Discussion postponed until October 23.

### **7. Board Calendar for Monitoring/Evaluation**

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Discussion postponed until October 23.

### **8. Vote on Duncan Teague as licensed minister while at TVUUC**

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There is a common practice for ministerial interns to be licensed for the interim at the church at which they are interning in order to be able to perform weddings and gain that experience. A motion to make Duncan Teague a licensed minister at TVUUC was made, seconded and passed.

### **9. Youth Programs Coordinator position**

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Information having been distributed in advance, a motion was made, seconded and passed to approve Miki Cates for the Youth Programs Coordinator position, a 10-hour per week position. Performance will be evaluated in one year to determine continuance. (It

was noted that, in the future, after further transition to policy-based governance, approval of hires at this level will be handled by the Administrative staff rather than the Board.)

## **10. GTF recommendations**

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- The Board agreed with the recommendation that minutes be posted on a bulletin board and the website.
- A motion was made, seconded and passed that a bulletin board for GTF and Board matters be set up, with its location to be determined by the administrator. Chloe will maintain information from the Board.
- Nathan proposed a draft Board agenda be published; this will be discussed further at a later meeting including what policy revisions need to be made.
- Bill noted, with respect to intimations of “secrecy,” that this has not been the case; rather, we have good intentions but have been poor communicators.
- It was decided that a table will be staffed in the Fellowship Hall at least once per month, the Sunday before the Board meeting. Dick will have a sign made and commented that a larger table is needed than the one used on 9/11/11. Linda will create a signup sheet for staffing the table to pass around at the next meeting. Linda and Lillian will staff the table on Oct. 2.

## **11a. Personnel manual – Gary Scales**

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- Gary expressed his previously stated opinions that
  - The UUA recommendations should apply to all employees. (Lillian stated that they do.)
  - That a past policy of closing during the week after Christmas should continue.
  - That the revised language of the proposed Personnel Manual as regards confidentiality is overreaching and restrictive of members’ access to materials, and gives rise to concerns that an employee can’t talk to others about personal situations.
- He noted that some characterized his recent letter as extreme and disruptive, but that a letter to the Personnel Manual Committee and the Board on June 19 was not responded to.
- Linda offered apologies for the lack of response, but explained that the May and June minutes showed that most the issues of concerns were identified as such, excepting the confidentiality section, but the Board decided to wait until Chris’s return to discuss them. The 750-hour/year eligibility cutoff for health benefits was adopted at the August 21 meeting.

## **11b. Personnel manual – Board Discussion**

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- Sam reminded the group that once Joe Viglione presented his committee’s report to the board, that it was up to the board to act and noted that a lot of the recent work on the Manual was undertaken precisely to protect the staff, RE, etc.

Discussion led to three motions:

- 1) With respect to the Christmas week issue, Bill suggested adding three floating holidays for all staff, in addition to the existing eight, to be designated by the Executive Team according to the way holidays fall each fiscal year, to begin immediately. A motion to this effect was made, seconded and passed.
- 2) Bill read aloud the UUA Guideline which offers no standard for exempt staff other than local practice. The group reviewed a proposal submitted earlier by Grier containing two changes from current policies.
  - a-For future exempt staff: vacation will increase from 3 weeks to 4 weeks after 5 years of employment rather than the current 2 years of employment.
  - b-Vacation is capped at 4 weeks for both exempt and non-exempt.

A chart of current and proposed vacation time was provided in the proposal:

Years service	Non-exempt		Exempt	
	Current	Proposed	Current	Proposed
At hire	2 weeks	2 weeks	3 weeks	3 weeks
After 2 years	n/a		4 weeks	
After 5 years	3 weeks	3 weeks		4 weeks
After 10 years	4 weeks	4 weeks	5 weeks	
After 15 years	5 weeks	n/a	6 weeks	

A motion was made, seconded and passed to approve the changes to vacation as proposed.

- 3) Linda proposed the Board approve the Personnel Manual with the above changes, but with the exception of the section on confidentiality, which will remain in its present form until revisions are made by staff and approved by the Personnel Committee. The proposal included a direction to staff to make changes that add clarity as to what is included in the non-disclosure agreement that employees are to sign. A motion to the above effect was made, seconded and passed.
- Bill stated that Chris is planning to write a letter to include in the front of the manual. Duncan has suggested a preamble, as well, which may be included.

## **12. Update on Expansion Task Force**

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- Alan Moore gave an update on this six-person group, created in 3/11, and its activities.
- They are looking at space needs in terms of six aspects: worship, parking, youth RE, adult RE, staffing, and meeting space.
- Adult RE and meeting space are the most deficient.
- Options for expansion are being considered.
- A fall design charrette is planned.
- Recommendations and options will be submitted to the Board.

### **13. Closing Words**

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Lillian offered closing words. The meeting was adjourned at 5:00 p.m.

Next meeting: October 13, 2011, 6pm.

Respectfully submitted,

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Kenneth M. Moffett, Secretary  
September 23, 2011