

TVUUC BOARD MEETING MINUTES

Date: May 6, 2012

Members Present:

Chloie Airoidi--Watters	Kenneth Moffett	Dick Trowbridge
Bill Cherry (ex officio)	Grier Novinger	Laura Twilley
Lamar Gibson	Nathan Paki	Joe Viglione
Lillian Mashburn	Linda Randolph	Sam Wallace

Members Absent:

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

Opening Words

- Linda called the meeting to order at 3 p.m.
- Sam offered opening words, written by Mia.

Review of Minutes-March 18, 2012

- Minutes for the Board meeting of April 15, 2012 were approved.

Additions to Agenda

- There were no additions.

Consent Agenda

- There were no items to review.

1. Annual Budget 2012-13

- A "2013 Budget worksheet- Revision 03May 2012" had been distributed via e-mail to Board members. Discussion included the following:
- Bill, responding to an inquiry, noted that the 2012 stewardship goal had been \$574,000, the pledge total was \$540,000, and the Budget was based on \$520,000, with hopes that further pending commitments will be honored and received.
 - The RE Intern is meant to be a one-time-only hire, though nothing prevents similar initiatives in the future, budgets permitting.
 - Jenny's position is fully funded in this budget.
 - Under fundraising, the auction line item was set at \$25,000 in this budget, based on past performance.
 - Bill noted that budgetary uses of the contingency fund will reduce it to \$8,000, but that a surplus this year may raise that amount.
 - A question was raised as to the relative merits of the expenditure for the RE Intern as opposed to deletion of staff salary increases. It was noted that this post is very important to an effort to increase the younger demographic, via UT in particular; also, that Kim is working to get a grant to help fund this position.

- A motion was made, seconded and carried to approve the 2012-13 budget as presented.
- A discussion followed as to why pledge increases aren't coming in as hoped. Bill noted that several high pledge units felt obliged to make substantial reductions. Linda noted that this is known to be a widespread condition at other UU congregations as well as with other denominations.
- Linda noted that the budget and its ramifications must be presented at the pending congregational meeting by Linda or Bill. It was agreed that a newsletter item offering a summary version of the budget with some commentary on specific issues of concern needs to be crafted.

2. Bylaws revisions for May 20 congregational consideration

Proposed revisions to the Bylaws had been distributed via e-mail to Board members, and are included by reference. Linda will write a summary of changes for inclusion in a special edition newsletter and Before (changes) and After (changes) versions will be posted to the TVUUC website with URL link in the newsletter. Major proposed changes involve the following:

- Each major committee will include a liaison member of the Board.
- The revisions result in fewer elected positions, in consideration of the fact that the larger congregation is less likely as a whole to be fully aware of the qualifications of the individual candidates proposed for positions. Congregational participation is afforded by the key role of the Nominating Committee.
- Bill noted that the Governance Manual will be available, once compiled, as a single reference for committee structure and membership requirements as well as other aspects of governance structure.
- There was some debate concerning the wording of item IV.1. regarding Program Council Chair as a member of the Executive Team. It was agreed that personnel matters will be discussed by the Senior Minister and Director of Administration only. This executive limitation will be added to the Executive Team Charter.
- Regarding item V.d. (Personnel Committee), significant content is moved to the more appropriate resources of the Personnel Committee Charter.
- Regarding item V.g. (Endowment Fund Committee), Linda noted that past Chair Kenneth Honeycutt has clarified that under the existing Endowment Fund Committee Charter, the Board and Finance Committee should receive quarterly reports on both activities and budget.
- Regarding item IV.e.b. (Approval of Extraordinary Expenditures), it was noted that the maximum expenditure beyond which congregational approval is required is now \$10,000, up from \$5,000.
- A vote was made, seconded and unanimously carried to approve the proposed 5/2/2012 revisions to the TVUUC Bylaws.

3. Special Collections Committee recommendations for 2012-13

- Linda distributed a handout of the recommendations of this committee.

- Chris has the authority to recommend to the Board up to two additional special collections. Further special collections have the status of emergencies and also require Board approval.
- A letter from UUA was distributed which expressed gratitude to TVUUC for our donation of the past Association Sunday \$995 special collection.
- A motion was made, seconded and carried to approve the committee's recommendations.

4. Special Collections policy and procedures - recommendations for change

- Linda distributed a handout draft Policy/Procedure to define how Special Collections will be identified for each year.
- Sam noted that applicants for special collections should include figures of their administrative overhead as was voted by the Board last year. It was also noted that a statement informing applicants of the 10% administrative holdback should have been included on applications as it was approved by the Board at the same time.
- Laura will draft a letter from the special collections committee for applicants and this will be submitted along with a revised version of the form at the next Board meeting.

5. Senior Minister Evaluation

- A self report written by Chris was distributed via e-mail to Board members. (A more comprehensive evaluation is made on a three-year basis.)
- The format addresses his work on Goals and Ends for the year, as determined by the Board.
- It was noted that this format solely concerns the Senior Minister, not other staff.
- The Board chose not to add comments to this evaluation but agreement was expressed that Chris has achieved much in the past year.
- A discussion ensued regarding staff positions. Ervin Williams and Nick have expressed concern in Finance Committee that certain positions haven't been advertised. It was agreed that some of our staff posts have been advertised and some have not, depending on reasonable circumstances.
- Grier suggested that a rolling intern budget be retained contingent on need. Lillian noted that D.C. interns are unpaid; but that in our context, this would probably be an exception.

6. Ten percent administrative costs deduction from special collection plates

- Some confusion was noted regarding a 10% administrative charge on special collections. It was noted that this is a very modest amount, and that consideration should be given that these special collections represent a 23% reduction in regular plate collections for the church.
 - It was also noted that this charge was approved as a line item in the budget at the May 22, 2011 congregational meeting.
 - Grier suggested an article on the matter be posted in the newsletter.
-

7. Congregational Meeting May 20

Not discussed

Closing Words

- Sam offered closing words by Mia.
- The meeting was adjourned at 5 pm.

Next meeting: June 17, 2012 (changed to June 24, 2012)

Congregational meeting: May 20, 2012, 11am

Opening and closing words: Sam Wallace

Respectfully submitted,

Kenneth M. Moffett, Secretary

May 6, 2012