

## **TVUUC BOARD MEETING MINUTES**

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**Date:** June 24, 2012

### **Members Present:**

Chloie Airoidi--Watters	Kenneth Moffett	Mia Wallace
Bill Cherry (ex officio)	Grier Novinger	Sam Wallace
Lamar Gibson	Linda Randolph	
Lillian Mashburn	Laura Twilley	

### **Members Absent:**

Chris Buice (ex officio)	Nick Potter	Dick Trowbridge
Nathan Paki	Molly Rochelson	Joe Viglione

### **Opening Words**

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- Linda called the meeting to order at 3 p.m.
- Due to a misunderstanding there were no opening words.

### **Review of Minutes- May 6, 2012**

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- Minutes for the Board meeting of May 6, 2012 were approved.

### **Additions to Agenda**

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- There were no additions.

### **Consent Agenda**

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- Three items had been distributed to the Board in advance:
  - Monthly Executive Team Report for June 2012
  - Minutes of the Program Council meeting of June 2012
  - Minutes of the Finance Committee for June 2012
- There were no comments.

### **1. TVUUC UN Envoy Committee**

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In order to make formal with a record to the minutes, Linda restated an action the Board took by email recently in forming a TVUUC UU UN Envoy Committee. The Committee is to be chaired by Mary Rogge, who has already talked with two contacts at UUA and is recruiting members. Linda has informed Kathy Bohstedt, chair of Program Council, of the formation of the committee; Kathy will integrate the committee into Program Council.

### **2. Special Collections Policy and Attachments**

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- Pertinent materials had been distributed to Board members in advance.
- Laura questioned the instruction that ushers doing the counting should stamp the checks received in offerings. Bill commented that this helps the accounting process. Linda proposed an added note of “do not stamp” to the written instructions for those tallying the collection for when it is a special collection.

- Regarding item 3 calling for weighting previous recipients of special collections, Linda noted that was not mentioned during the last Special Collections Committee deliberations nor is it listed as a criterion on the rubric sheet. It has been noted in that committee that there are organizations whose special collections should just be made part of the annual budget, Laura recommended striking this requirement. Upon discussion the Board agreed.
- Regarding Worship Committee item 6a, Linda recommended adding the phrase "and Senior Minister" to reflect what actually occurs.
- A motion was made, seconded and carried to approve the Special Collections Policy as amended.

### **3. Review/approval of Committee Charters**

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- The following items had been distributed to Board members in advance.
- The draft Building and Grounds Charter was reviewed, and a motion to approve was made, seconded and carried.
  - The draft Finance Committee Charter was reviewed, and a motion to approve was made, seconded and carried.
  - The draft Music Committee Charter was reviewed, and a motion to approve was made, seconded and carried.
  - The draft Personnel Committee Charter was reviewed, and a motion to approve was made, seconded and carried.
  - The draft Program Council Charter was reviewed, and a motion to approve was made, seconded and carried.
  - The draft Stewardship Committee Charter was reviewed, and a motion to approve was made, seconded and carried.

### **4. Program Council Chair role on Executive Team (ET)**

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- The issue under discussion concerned whether the Program Council Chair should be excluded from discussions of the ET regarding personnel issues, as presently drafted.
- It was noted that the Executive Team Charter, including the above, has been moved and seconded but not yet approved.
- Bill noted that, while one concern has it that a vote could be "skewed," the ET is not set up as a voting entity in any case, and also that the matter would very seldom be an issue.
- Chloe stated and Sam agreed that adopting this measure would set a bad precedent, implying a lack of trust.
- Linda stated that further discussion and action should wait until Joe can be in attendance to represent his role as PC Chair.

#### **4a. Added discussion: Board President attendance at meetings of Executive Team**

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- Linda stated her thinking, in opposition to Bill's previously stated position, that the President or a representative should be considered an ex-

officio, non-voting member at ET meetings rather than having the option to attend, as is the current provision of the not-yet-approved ET Charter.

- Grier noted that the Board should be primarily concerned with a long-range vision, and endeavor not to cross over into the different role of the ET.
- Lillian reminded us that a President can sit in on any ET meeting.
- Linda offered the following points in support of her position: the President or his/her representative should attend to listen in the interest of supporting communication between the ET and the Board in general; that because a representative can attend ET meetings in place of the President, the additional burden of another meeting is not necessarily required of the President or President-elect; that while the ET has two ex-officio members on the Board there is no reciprocal arrangement with the ET; that it would be constructive for the President or representative to offer relevant information for a topic being discussed at ET meeting; and that even though ET and Board responsibilities are delineated in their respective charters, there are going to be situations where responsibilities of Board and the ET overlap, which can be addressed as they arise in ET discussions.
- Sam spoke in favor of Bill's position that the President not be specifically included in ET meetings, one reason being this lessens the load on the President.
- Chloe again made the point about trust- that the Board does not need to be represented as a matter of course in ET meetings.
- Bill stated that it would be fine for the President to attend, but the wrong message would be sent if the President was specifically called to attend as an ex-officio member, leading to possible power conflict issues.
- Sam made a motion as follows: that while the Board recognizes the value of regular attendance at meetings of the Executive Team by the Board President or his/her representative, the Board should not stipulate such attendance as being required. The motion was seconded.
- Among following discussion, Bill made the point that the Charters are not etched in stone and if this configuration of ET does work out satisfactorily, it can be changed.
- The motion was carried.

## **5. Strategic Planning Committee**

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- The Long Range Plan (LRP) included the formation of a Strategic Planning Committee with specific responsibilities defined. Because TVUUC's planning system has changed since the time the LRP was written, Linda proposed changes to the responsibilities to fit the new system for planning. She distributed both sets of responsibilities for the Board to review. (The handout listing the LRP and proposed responsibilities and qualifications of members is on file in the Board Binder as are all other hard copy materials referenced in these minutes.)
- Linda has agreed to be Chair for one year at which time the Board should make changes as needed to responsibilities of the Committee and membership; committee members identified thus far are Lillian and Laura for one year.

- A motion to approve the committee, the chair, and its initial members, and the recruitment of additional members by Linda was made, seconded and carried.

## **6. Mystery Visitor Report**

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- The East TN Cluster Mystery Visitor Report, including one visitor's report was distributed to Board members in advance.
- Linda noted it was disappointing that only one person reported, and that while she agreed with some points made, some remarks made her feel rather defensive on the church's behalf; others agreed.
- Grier noted that some of the information is of value, but the issues are more complicated than the material would indicate.
- Bill noted that, as in a job interview, we have one chance to make a first impression to visitors.
- Lillian noted that we must be more intentional in conversations with visitors.
- Mia noted that we can't appeal to everyone.
- Various further comments resulted in the following recommendations for Jerry and others involved in efforts to effectively welcome visitors:
  - Have TVUUC Principles handout available at welcoming table to offer only, not presume that each visitor wants one.
  - A person should be assigned to be available near the welcoming table, who could offer to guide visitors to sanctuary. (Comments were made on the rather unwelcoming nature of the lobby and the potentially confusing route to the sanctuary through the galleries.)
  - The "gold cup greeters," once reconstituted, could assume this role.
  - Every Board member and every staff member should be observant when it comes to identifying and helping visitors.
  - The BMOD should assume the added duty of being observant around the visitor's table and fellowship hall after the service.
- Bill distributed copies of Jerry's article to be put in the newsletter, in which he suggests that an "elevator speech" would be helpful.
- Peripherally to the issue of welcoming visitors, Lillian noted that the 4<sup>th</sup> anniversary of the shooting is approaching. Bill C. and Bill Dockery advise checking with them or Lillian before talking to press. There was evidently concern that recognition may or may not have been made by the church at the 3<sup>rd</sup> anniversary, putting the church in an awkward position when the major Metro Pulse article on the subject, produced without consulting the church, was published.

## **7. Endowment Fund Committee 501(c)3 and charter status**

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- Linda noted that the Endowment Fund Committee has drafted a revised committee charter with proposed changes that would be appropriate if the Endowment Fund Committee had 501(c)3 status but that the application for 501(c)3 has not yet been filed.
- Related to TVUUC bylaws concerning the Endowment Fund Committee, Linda had reported back to the Governance Task Force (GTF) about the 501(c)3 status

- of the Committee. GTF recommended that the Board needs to make a resolution regarding attaining this status, which is standard for Endowment Committees generally.
- Lamar pointed out that this is an action which must be taken because of the liability issues for the church with the present status.
  - A resolution was proposed as follows: “We, the TVUUC Board of Directors, are resolved that the Endowment Committee should apply for 501(c)3 status by September 30, 2012, and that until that status is granted the Committee will continue to operate under the existing charter with the Board.”
  - A motion to approve this resolution was made, seconded and carried.

## **8. Further Comments**

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- Regarding the Director of Administration search, the deadline for applications is July 15. Chris returns August 1; after he returns he will interview the top three or four candidates as recommended by the search committee. Twenty-eight resumes have been received to date. The search committee interviews with candidates will occur on July 19 and 20.
- Grier, Sam, Nathan, and our youth representatives, Mia and Molly, have reached the end of their terms on the Board as this fiscal year ends, and Melissa Reed, Tom O’Connor, Alan Moore, and two new youth representatives, Teryn Dixon and Ada Falls will be joining the Board. Linda thanked the outgoing members for their service.
- Following up on previous action, Linda has obtained a red-bound book to be put in the Fellowship Hall for congregational member questions for the Board.
- It was noted that the BMOD “script” needs updating, including reference to this book. Mia Wallace volunteered to take this on.
- It was agreed that the “mystery visitor” report will not be distributed to the congregation, as with only one visitor and report, it is not adequately comprehensive,
- Sam expressed appreciation for Bill Cherry's leadership in bringing about changes in church governance structure. Thanks were extended generally to officers leaving and rising, and to members leaving, for their efforts and commitment.

## **Closing Words**

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- Mia offered closing words.
- The meeting was adjourned at 4:45 pm.

Next meeting: July 15, 2012  
Opening and closing words: TBD

Respectfully submitted,

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Kenneth M. Moffett, Secretary  
June 24, 2012