

TVUUC BOARD MEETING MINUTES

Date: October 21, 2012

Members Present:

Chloie Airoidi-Watters
Chris Buice
Bill Cherry
Heather Finney

Lillian Mashburn
Kenneth Moffett
Alan Moore
Tom O'Connor

Linda Randolph
Melissa Reed
Dick Trowbridge

Members Absent:

Teryn Dixon
Maureen Dunn
Ada Falls

Lamar Gibson
Nick Potter
Laura Twilley

Joe Viglione

Opening Words

- Chloie called the meeting to order at 3 pm.
- Ken offered opening words.
- By way of “check-in,” the members had been asked what part of the expansion task force plan they like and why.

Review of Minutes-September 16, 2012

- With one spelling correction, minutes for the Board meeting of September 16, 2012 were approved.

Additions to agenda

- There were no additions to the agenda.

Consent agenda

- The EC report for October 2012, sent in advance to members, was approved.

1. Monitor Report Administration

- Bill made an extensive powerpoint presentation on many issues pertaining to church administration and their current status. He noted that Heather has a copy of the presentation. The report was subsequently e-mailed to Board members. The following is a much-condensed record of some important points and statistics from this presentation:
- Budget Revenue (all figures are average of past five year period):
 - 2.5% annual growth
 - 3.14% pledge growth
 - Pledge units slightly down; average pledge up
 - Donations 5% increase
 - Success of fund raisers etc. largely driven by gift card program
- Budget Expenses:
 - 4.4% annual increase
 - Personnel expenses: 7%, primarily due to added staff.
 - Health care: 13.5% i
 - Building and grounds: 3.8%

- Program council: -7.15%
- Contingency: 16.2%
- Maintenance: -24%
- Budget Management:
 - Combined annual growth: -8.6%
 - Restricted accounts: -6.5%
 - Fund Principal (difference of assets and liabilities): 1.6%
 - Conclusion: Expenses are growing faster than revenues and cash reserves are shrinking.
- Stewardship:
 - 2012-13: 397 potential pledge units; 288 actual
 - Loss of 51 units between 11/12 and 12/13 meant a “loss” of \$28,366, but 34 units who did not pledge in 11/12 but did in 12/13 meant a “gain” of \$21,083.
 - Conclusion: Attendance trending is not that of a growing church.
 - It was noted that the average services attendance ranged from 243 in 2009 to 212 in 2012, and that the challenge is to buck this nationwide trend of decline.
- Facility Management:
 - Bill noted a list of accomplishments, and a list ongoing needs including such items as restriping the parking lot and repairing pews.
 - A motion to approve an expenditure of \$8000 for the needed replacement of an HVAC unit was made, seconded and carried.
- Personnel Management:
 - Among other comments, it was noted that the responsibilities of the DOA are now more specific and structured.
 - It was agreed that a full time custodian/handyperson is needed.
- Review of Objectives:
 - The status of current objectives was reviewed, including the sharing of resources among ET UUs. Some are complete; some remain underway.
 - The importance of development of Goals and SMART Objectives on an annual basis was emphasized.
- Governance:
 - An organizational chart more clearly defines roles and responsibilities.
 - Bill noted he is committed to completing the governance manual by the November board meeting.
 - The DOA “owns” the governance manual.
- Rev. Buice commented, with respect to the canvass, that a more refined process is desirable, the ideal goal being “1 on 1” canvassing. He noted in support of the church’s economic condition that in the present economic climate a flat budget is considered a sign of growth.
- The Board offered Bill a round of applause and thanks for his excellent work and presentation.

2. Expansion Task Force (items are noted in the order of the agenda, not necessarily in the order discussed)

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- Alan called attention to the report and graphic material that have been distributed and made available to the congregation.
 - He noted the next step will include advice from consultant Clontz (referenced below). If he recommends a capital campaign a committee will need to be constituted.
 - Alan noted the advantages of conducting simultaneous Stewardship and Capital campaigns.

- He noted that substantive responses to the report and concept design work have not yet been received.

3. General assessment by UUA Consultant Bill Clontz; draft visit schedule

- Alan referenced the draft visit schedule of Clontz, 11/30/12 through 12/2/12, to consult on stewardship, capital plans, and a variety of other pertinent themes, as well as potentially addressing issues of the ET cluster.
- Per the schedule he is to have a working lunch with the Board at noon on Saturday.

4. Program Council

- Melissa advised that the nature of the Chalice Lighters program needs to be made more clear for potential participants.
- She noted the idea of involving middle schoolers as ushers. Pam Walker is now in charge of ushering.
- Ken K., Sue E. and Elnora W. are working on an annual event.
- Work is underway on improvements to the bulletin board.

5. Confidentiality Forms

- Confidentiality forms, which are to be signed by all Board members, were made available.

6. Strategic Planning Committee

- Linda distributed a status report on 2011-12 Objectives, and an executive team report of comments on these Objectives.
- She noted the Objectives status report will be updated, with additions from Kim Mason and of goals from the SPC, and distributed two weeks before the November Board meeting.
- She asked Board members to indicate their views on SMART Objectives by noting ARIES initials that pertain (i.e. does the Objective Attract, Retain, Inspire, Engage, and/or Serve) in the right hand column.
- Items noted as “ongoing” are no longer considered objectives.

7. Banner Policy

- A draft policy on use of the TVUUC banner had been distributed in advance of the meeting. A motion approving the policy was made, seconded and carried.

8. Endowment Fund Committee Update

- With respect to having a separate tax exempt status, Amy Hess has been consulted and feels that nothing further needs to be done.
- Marion Von Beck has stated she feels the Board should monitor the Endowment.
- Bill stated the members of the Committee should be intimately aware of current Goals and Objectives in order to be best informed with respect to making disbursements.

9. Monitoring Plan

- A report, “A TVUUC Board Monitoring Plan,” had been distributed to Board members in advance of the meeting. The contents were not discussed during the meeting.

10. The Joy of Music School Fundraiser for Lonsdale Community School

- Alan suggested an email or announcement to apprise anyone interested in contributing to a potential such fundraiser.
- A motion was made, seconded and carried approving support of such a fundraiser by the church.

11. Training at Oak Ridge October 26 and 27- “Immunity to Change” and “Compassionate Communication”

- Chris reminded those present of these valuable educational opportunities.
- Information is to be found on the SE District website.

Closing Words

- Ken offered closing words.
- The meeting was adjourned at 5 pm.

Next Meeting: November 18, 2012
Opening and closing words: TBD

Respectfully submitted,

Kenneth M. Moffett, Secretary
October 23, 2012