

TVUUC BOARD MEETING MINUTES

Date: November 17, 2013

Members Present:

Chloie Airoidi-Watters
Kate Benson
Chris Buice
Ada Falls
Heather Finney

Mary Jo Holden
John Mashburn
Maureen McBride
Lance McCold
Kenneth Moffett

Alan Moore
Tom O'Connor
Linda Randolph
Dick Trowbridge

Members Absent:

Lamar Gibson

Guests Present:

None

1. Opening Words

- Alan Moore called the meeting to order at 1 pm.
- Mary Jo Holden offered opening words.

2. Check-in

- Members were asked “what personal strength, characteristic, or quality do you think that you bring to the Board and its work?” The varied responses included persistence, a systematic mindset, dealing well with others, and experience with church in various capacities.

3. Approval of Minutes from October Meeting

- With one small addition the Minutes for the Board meeting of October 20, 2013 were approved as submitted by the secretary.

4. Additions-changes to Agenda

- Alan noted the pre-superbowl party is scheduled for 2/1/14, probably at Bill Cherry’s house.
- Alan noted that a By-law review is needed, in particular to clarify what the Board Committees are.
- It was noted that a music search committee is being constituted and they will look into the option of shared staff. The Board should give approval to their conclusions.

5. Consent agenda

- It was noted that job description updates for elected persons are forthcoming.

ITEMS FOR DISCUSSION**6. Finance Report**

- Treasurer Maureen McBride distributed an Operating Budget Summary for TVUUC covering financial performance from July 2013 through October 31, 2013.
- Maureen noted that we are a third through the year and the numbers look good.
- She offered one concern that while we were ahead earlier we are now “flat even.”
- It was noted that the Kroger gift card policy change will represent a significant loss.

7. Monitoring report: (1) Administration (2) Pastoral Care

- Director of Administration Heather Finney delivered a powerpoint presentation, “Board Monitoring Report- Administration and Finance November 17, 2013.” These Minutes are a brief condensation, including some discussion; the full report will have been sent to all Board members.
- Major Successes and Challenges, last year:

- Challenges: Policy governance roles; lack of volunteers; insufficient B&G funds; pledges and membership trending downward.
- Successes: Hiring Volunteer & Membership Coordinator; Close coord. With Personnel Committee (has freed Chris for more pastoral time); More communication with members; Expenditures in line; More B&G issues addressed; Policy Governance permitted quick responses.
- Goals and Objectives:
 - New Member Retention
 - M1.A: Sandy Tracy has revamped New Member classes.
 - M1.B: Sandy has recruited new Journey Guides matched for interests
 - Membership: New member class has doubled; working closely with Stewardship Committee.
 - Improve Print and Digital Communications:
 - F2.A: Social Networking policy by 9/13.
 - F2.B: Social media integrated in marketing (hard to hit all the media outlets, and non-media members are mailed newsletters).
 - F2.C: Complete website by Dec 2013.
 - F2.F: Improved financial transparency;
 - Building & Grounds Effective System for Maintenance and Appearance:
 - F3.C: \$500/mo. to Capital Reserve Fund- goal of \$5000 by end of year and final goal of \$100,000.
 - F3.D: Add funds each year to General maintenance account.
 - F4.A: Fund the '13-'14 budget without recourse to contingency
 - F4.B: Strategies for long term funding growth.
 - Develop and implement aesthetic guidelines:
 - F7.1: Write guidelines.
 - F7.2: Aesthetics Task Force member on B&G Committee.
- Executive Team and Governance-Policy manual:
 - Executive Team: Regular meetings; more communication; roles within policy governance still being worked out, especially with the Program Council.
 - Governance Policy Manual: Next president familiar with Policy Governance; manual and online data current. Noted that clarification of powers of different roles needed and a signature of manual documents is desirable and that more manuals to be made accessible (ex: kitchen).
- Budget:
 - ET, PC, Board and Staff recommend on line items; revised by Treasurer and DofA, to Board for approval; then to congregation.
 - Revenue and expenditure charts presented.
 - Share the Plate indicates church's half is down from before, but experience indicates it can take a couple of years for the program to work well. Shorter introductions desired.
- Pledge Data:
 - Charts indicate downward trend in pledges and pledge units.
 - 9 am attendance a quarter of 11:15 attendance; both trending down since 2008>
 - Quartile pledge analysis indicates "bottom heavy" 4th quartile and not enough in the top quartile. Somewhat better outlook when zero pledgers are not included in the analysis.

- Annual audit of finances:
 - A full audit is coming due, these can be pricey; Maureen is looking into prospects for doing it.
- Pastoral Care will be discussed at a future meeting.

8. Goals and Objectives for 2014-15

- Linda Randolph noted the Strategic Planning Committee has met and agreed on a need to review all monitoring reports pertaining to goals and objectives for next year, and that they agreed on the present 17 items.
- She noted there need to be 2-3 experts on the Board looking at each goal area. Alan suggested that we decide who does what at the next meeting.
- Partially in response to an email message to the Board from Lance McCold, she suggested that the focus of our goals should be less about money and membership but about membership enrichment and sense of belonging.
- The Stewardship Committee has developed a rationale similar to Lance's, for publicity purposes.
- Alan stated we need a Vision Statement—what we aspire to—which would lead in turn to the Mission Statement—how do we get there. Congregation input is needed, in part, for buy-in. There was some discussion as to which of these comes first; some models begin with the Mission Statement.
- Tom O'Connor had solicited Board members input on a goal prioritization effort and collated the results to ascertain a number of top priority goals to receive a focus of attention next year.
- Linda asked if there is any need to limit the number of goals; the response was that there is not.
- Alan noted there should be a process to do this and that the board's prioritization will join other material for further work by the Strategic Planning Committee.
- John proposed that future monitoring reports have a cover sheet with name and date.

9. Not Used

10. SUULE- candidates

- Not discussed

11. Appoint Nominating Committee Person

- Tina Deyoe was suggested and she has been contacted. The Board voted via e-mail vote to approve her becoming a member of the Nominating Committee to replace Walter Davis who resigned in September.

12. New Board Member

- Kate Benson was approved via e-mail vote to complete Melissa Reed's term through this year; she will need to be elected at the annual meeting in May if she wishes to continue on to Melissa's last year of her term.

13. Intern

- Chris explained that a student from Meadville Lombard in Chicago will be a part-time intern for two years. It is not a paid position. He will report to Chris and will “do what needs to be done.”

14. Not Used

15. BMOD sign up

- Alan noted December dates need sign ups.

16. Announcements

- Pertinent upcoming events were noted.

17. Likes and what we could improve on

18. Opening and closing words for next meeting

- Maureen will deliver opening and closing words for the next meeting.

19. Closing words

- Mary Jo offered closing words.
- The meeting was adjourned at 3 pm.
- Next meeting: December 15, 2013

Respectfully submitted,

Kenneth M. Moffett, Secretary
November 18, 2013