

## TVUUC Board Meeting

October 22, 2017

Board Members Present: Matthew Blondell; Debbie Ellis; Jeff Kovac; Ginna Mashburn; Robby McMurry; John McNair; Lynne Mullins; Bill Myers; Wendy Syer; Terry Uselton

Ex Officio: Chris Buice; Claudia Pressley

### Stewardship Report (Cindy Moffett and Barbara Taylor)

Cindy Moffett and Barbara Taylor are co-chairing the 2018 Pledge Drive to be held in the Spring (lasting about six weeks). They will be trying some new ideas (and resurrecting some from the past) to increase awareness of, and interest in, the drive, clarify the need for funds, and increase the total raised. The Pledge Drive theme this year will be "Abundance".

Specific plans include:

- A reception will be held in January for the Leadership Donors (who have given high amounts in the past). (There was a discussion about the value and goals of treating these donors differently than other members. The purpose is not to suggest that they are valued more than other members, but rather to encourage them to give early to provide momentum to the Pledge Drive. Board members will be invited to the reception, regardless of their level of giving.
- In December or January, TVUUC will be celebrating our 20<sup>th</sup> anniversary in the current building. This may offer the first opportunity make everyone aware of (and excited about) the upcoming Pledge Campaign.
- An all-church dinner is planned, tentatively for Saturday February 3). The TVUUC Youth Group will prepare and serve the dinner, with the cost of the food to be paid from Stewardship Campaign funds. There will be a fee to attend the dinner, with all the funds raised going towards the cost of the Youth Group's 2018 Boston trip. The program will include skits, possibly music, and messages designed to inspire pledging. The dinner will be held outside the church at a location that can hold more people than the Fellowship Hall. *[Originally planned for the Central United Methodist Church, but it was later discovered this will not be possible.]*
- The following day (Sunday, February 4), Duncan Teague will give the sermon on the theme of stewardship.
- During February, all church members will be invited to small "cottage meetings" (about 12 people each) to discuss the joys (and concerns/suggestions) about TVUUC, as well as to collect pledge cards. Barbara or Cindy will attend every cottage meeting. Grier Novinger will be organizing the cottage meetings.
- Clear information will be given to congregation to explain the specific financial needs of the church and items that cannot be funded if the pledge drive goal is not met. The pledge packet, to be mailed out in January, will include information about the proposed budget\*. (Barbara and Cindy will work with Claudia to develop the pledge packets.)
- As before, there will be short testimonial talks by members, during Sunday services. Barbara and Cindy **are seeking names of possible speakers (or people who can assist the campaign in other ways), especially people who may be new or not yet well-known.** They hope to get one speaker from the Youth Group.
- Lauren Hulse, Cindy and Barbara will develop a slide show of photos on the theme of "your pledge dollars at work" to be shown on the new screen in the Fellowship Hall.
- The Stewardship Committee will work with Catherine Loya to meet with to RE classes and make them aware of Pledge Drive, seeking their support as appropriate. (There was a discussion about whether children should be encouraged to make monetary contributions.)

- Those who have not submitted pledge cards will receive phone calls during the first two weeks of March.
- A concerted effort will be made to thank all donors in writing
- There will be a “thermometer” or other visual effect in the church to show the progress of the Pledge Campaign toward the stated goal.

**\*NOTE: It was suggested that the 2018/19 Budget be completed by December 31 so that it can be mailed out with the pledge packets.** *[As this will not be possible, a proposed budget will be sent instead, based on the proposed budget for 2017/18.]* It was suggested that Barbara and Cindy should be part of the budget discussions to assist them in providing information to the congregation.)

Related to the stewardship discussion, Chris asked whether we might alternate “Stewardship Sundays” and “Generosity Sundays”, with the total collection going either to TVUCC or an outside organization, rather than splitting each collection. (This would provide more opportunities to highlight the stewardship issue, but would it reduce overall giving?) No decision was made on this. (Note that Share-the-Plate Committee will be meeting soon.)

It was also suggested that younger generations can benefit from education about the whole concept of stewardship and giving.

#### Financial Report:

Robby McMurry gave a short report on the church’s financial status, through September. Income has exceeded the budgeted amount for the first three months of the year, due in part to one or two large donations. (e.g. single payments of entire annual pledges)

It was noted that rental income is down.

Claudia again encouraged everyone to consider automated payments from bank or credit card (suggesting weekly payments if that is easier).

#### Auction

Linda Randolph reported that plans for the December 2 Church Auction are on track. The official deadline for donations is November 5 (with a “secret” extension of deadline to November 12).

The Board discussed possible Board donations to the auction. It was decided to host a Chili and Games party on February 24 at 5:00 pm, as was done last year. **Lynne Mullins will write a description of the event and enter the donation on the Auction website.** *[Already done]* **(Claudia will need to enter the event on the Church Calendar and reserve the Fellowship Hall.)** Price will be \$5 per person with additional donation optional. Program Council will be invited to co-host event. Suggest we name this the Ruth Martin Memorial Game Party. There will not be a Board Gift Basket this year.

#### Evaluation of Senior Minister

Linda Randolph reported on the performance evaluation of Chris Buice, completed last year. A detailed written summary was given to Board members along with a response from Chris. The following issues/questions were identified for discussion by the Board:

- Who is responsible for developing and communicating church vision and goals? (There was a consensus that it is the job of The Board - not the Minister - to determine the vision and policies of the church, but that this role needs to be communicated to the congregation. It was also

noted that the Minister has input into this vision (through his *ex officio* position on the Board) and that he works within the parameters set by the Board.

- What are the responsibilities of the Senior Minister as Chief Executive Officer?
- What is the role of the Minister in stewardship (both during the annual Pledge Drive and in other fundraising efforts)?

The Board decided that it was time to review and revise the job description for the Senior Minister. A motion was passed unanimously to form a Task Force (consisting of the Leadership Committee and a representative from the Personnel Committee) to draft a new job description to be voted on by the Board. There is currently no electronic copy of the job description. **Linda Randolph has a paper copy which she will give to Claudia for conversion to electronic form.**

There were some comments raised in the evaluation process related to administration of pledges and other giving. These will be addressed by Claudia and the Stewardship Committee.

Chris mentioned that, in spite of unmet staffing needs, he is very proud that the current staff works well as a team, and that most of them receive full staff benefits. This should be highlighted in the pledge drive information.

### Endowment Committee

The report from the Endowment Committee was postponed to November as there was no committee representative present. However, there was an update on the \$50,000 borrowed by the church from the Endowment Fund to create the Memorial Garden. Approximately half of the debt has been repaid, but payments had stopped for several reasons. Claudia will review church records to calculate unpaid amount, and payments will resume. Church members should be reminded of the option of pre-paying for a place in the garden.

### Sales in the Church Policy

Claudia and Chris have created an initial draft of a policy to govern church-related and non-church-related fundraising events to be held at TVUUC, and they requested input from the Board. It was agreed that the draft needed further clarification. To save time, **Board members have been asked to review the draft and send their thoughts and suggestions to Jeff and Claudia by November 12, so they can prepare a final policy for approval by the Board.** (Suggest use of MS Word "Review" function)

Points discussed and for further consideration:

- Even if permission is not needed for a fundraiser, group should notify Claudia ahead of time to avoid too much duplication.
- Will we permit more than one similar group (such as Girl Scouts) on the same day? How many is too many?
- How can we reduce confusion and conflict without excessive bureaucracy?
- Clarify which groups/events do need prior permission
- Clarify use of listservs and Facebook for fundraising appeals. (Not allowed on TVUUC Announce list or official Facebook page, but allowed on TVUUC-El and Members/Friends Facebook page)

### Approval of Committee Charters

A committee charter for the Music Committee was written by Sue Wright, and unanimously approved by The Board with minor changes. (Remove reference to an annual survey. State that Music Committee reports to Program Council Chair or Cluster Chair.)

A revised committee charter for the Building and Grounds Committee was presented by Claudia Pressley and unanimously approved by the Board as written. (There was some discussion about the phrase "There are no term limits for members". This simply gives the committee members the option of continuing for several years if desired; it does not mean a lifetime commitment, and it is not meant to discourage new members. Unlike some other committees, there is no limit to the size of the committee.)

The charter for the Personnel Committee was revised by Linda Randolph. It was unanimously approved by the Board, with a substitution of "Personnel Committee" for "PC Committee".

The Strategic Planning Committee is working on a revision of their charter, but it is not complete. They will be asked to present the revised charter for approval at a later Board Meeting. **Send any suggestions to Denise Coleman.** (Note that there is no specified time frame for a long-range plan, as it can be updated as appropriate.)

### Second Service Task Force

It has been suggested that the church return to two weekly services (with a second service on Sunday or possibly another day), without duplicating the program or style of the 10:00 Sunday service. Chris would like to form a Task Force of about 6 people to consider possibilities. **Board Members are asked to suggest members for this Task Force.** Chris would like to have at least 75 people indicate an interest in, or commitment to, attending the alternate service.

### Miscellaneous Issues

The "Share-the-Plate" Committee will meet on November 5 to discuss this program and possible revisions.

A question was raised about the new "Giving Kiosk" which will enable people to give electronic donations rather than putting cash/checks in the collection plate. When active, donations can be made on the kiosk itself or by using an app on a telephone during the service. The kiosk is not quite ready for use, as there are still some software issues. (Transition to new membership software needs to be completed first). (?) There was some confusion about the funding for this kiosk. (The Program Council is not paying for the kiosks.)

It was noted that not all Board Meeting minutes have been posted on the TVUUC website. **Claudia will take care of this.**

As noted last month, a decision was made not to change to the *Seraphim* database software. Instead, the church is changing to the **Realm** program. Because this is owned by ACS (the same company which created the software currently used) the staff agreed the transition would be easier. They are now in the process of moving to the Realm program and hope that it will be fully functional and available to the congregation by January 1.

Jon Coffee has requested that TVUUC ordain him into Unitarian Universalist ministry. The ordination would be at TVUUC, with co-sponsorship by his other church, the UU Congregation of Lawrence, Kansas. Jeff has drafted a resolution to approve this request; the Board unanimously passed a motion to bring this resolution to the congregation for a vote. **[The date for that vote was later set for Sunday,**

**November 12, after the service, at 12:15.]** Pending approval, the ordination may be held in April 2018. The expenses related to the ordination (such as travel costs for speakers) are estimated to be about \$1500 and will be covered by TVUUC (and possibly the Lawrence church). A suggestion was made to try GoFundMe to solicit donations for this event.

The Board also passed a motion to approve licensure for Ministerial Intern Pam Johnson to perform weddings as a representative of TVUUC. No further approval is required either by the congregation or the state or county. **Jeff will create a certificate to give to Pam Johnston.**

Wendy Syer  
Secretary to the Board

#### **“Homework” assignments for the Board**

- Pledge Campaign: Cindy Moffett and Barbara Taylor are seeking names of possible speakers for testimonials (or people who can assist the campaign in other ways), especially people who may be new or not yet well-known.
- Lynne Mullins will write a description of the Chili and Games Dinner event and enter the donation on the Auction website. *[Already done before minutes submitted.]* (Claudia will need to enter the event on the Church Calendar and reserve the Fellowship Hall.)
- Board members have been asked to review the draft of the Sales-in-the-Church policy and send their thoughts and suggestions to Jeff and Claudia by November 12, so they can prepare a final policy for approval by the Board.
- Send any suggestions for the Strategic Planning Committee to Denise Coleman.
- Board Members are asked to suggest members for the Second Service Task Force.
- Claudia will post minutes from past Board Meetings on church website.
- Jeff Kovac will create a certificate to give to Pam Johnston, authorizing her to perform weddings

Reminder: There will be an All-Church meeting on Sunday, November 12, after the service, at 12:15 to vote on the ordination of Jon Coffee.