

TVUUC Board Meeting

January 15, 2019

Board Members Present: Athanathios Bayiates; Matthew Blondell; Denise Coleman; Debbie Ellis; Jeff Kovac; Ginna Mashburn; Ryan McBee; Robby McMurry; Wendy Syer; Terry Uselton; Bill Myers (briefly)
Ex Officio: Chris Buice; Claudia Pressley; Pam Johnson; Keith Hulse

Financial Report

Robby McMurry distributed a copy of the financial report through December. Net year-to-date income through December is still higher than the budgeted amount.

There was a discussion about the use of funds the church is currently receiving for energy generated by the solar panels on the church roof. These panels are still owned by FLS Energy, but, in accordance with our contract with them, in 2016, the church began receiving an annual payment from FLS of \$3500, for a total so far of \$7000. In 2021, we will have the option of buying the existing panels from FLS, investing in new solar panels, or, if neither of those options seems advisable, removing all solar panels from the roof. [The Building and Grounds Committee plans to begin researching these options next year and will present a recommendation to the Board.] The question was raised about the use of the funds received from FLS from 2016 to 2021.

A motion was made and passed unanimously to hold the FLS funds received each year in a restricted account and not to use them for other expenses. When the FLS contract period ends, these funds will be available to use toward the purchase of existing or new panels, if the Board approves.

Stewardship Committee

Bill Myers, Chair of the Stewardship Committee, gave an update on plans for the 2019 Stewardship Campaign. Packages will be mailed to all active members and friends on Friday, January 18, with a pledge form, a letter signed by Bill, and some brief information designed to encourage pledges. This will include a pie chart showing that 80% of the church's revenue comes from pledges. Pledge forms will be pre-populated with the recipient's name and a statement of last year's pledge. Completed pledge forms can be brought or mailed to church*. This year, the form will offer the option of becoming an "Evergreen Member", with a regular pledge being paid automatically until further notice.

*Pledges can also be made in *Realm*. One must look under "Profile" and click on "Current Pledges". Church staff are available to help with this process if desired.

The official campaign kick-off will take place on Sunday, February 3 and continue until "Celebration Sunday" on February 17. Activities will include a photo booth to be set up outside the church, T-shirt sales (using the winning designs submitted during the recent contest) and other fun activities. Volunteers will greet everyone at the front door on Sunday and ask if they have pledged, awarding an "I pledged" sticker to those who have. Board members should be available on the three Sundays to help, as needed.

Each member of the Board and Program Council (?) will receive a list of church members and friends; we will be asked to make some contact with each of them to remind them to submit a pledge form.

Program Council Report

Keith Hulse, current Chair of the TVUUC Program Council, gave a detailed report on activities and goals of the Program Council. He estimates that TVUUC currently has 60 different programs; it is, therefore, a challenge for the Program Council to find the best way to stay in contact with and assist all programs. This is currently done through eight “Cluster Chairs” on the Council. [Three of these positions are currently unfilled.]

The overreaching goal for this year is to identify and recruit more volunteers for church programs; this includes using *Realm* to identify potential volunteers. The Council is trying to find the most effective way of announcing and promoting information about programs and volunteer opportunities.

Activities so far this year include:

- A new online submission process was created for proposing a new program or applying for a Seed Money grant.
- A new “Skills and Interests” survey form has been distributed to both new and existing members and friends; results are entered into *Realm* and appropriate church leaders are notified of interested individuals. (So far, 45 survey forms have been received. New members are all asked to complete a form.)
- Four Seed Money grants have been granted.
- A new program, “Oneness Group” was approved, to be led by Trevor Dockery-Palmer.
- Program Council representatives have met with the “Connection Circles” (for newcomers) to provide information about programs and volunteer activities.

A current challenge is finding volunteers for several open Program Council positions (Membership Cluster Chair; Fellowship Cluster Chair; Religious Services Cluster; Small Group Ministry Chair). The Council welcomes suggestions of people who might fill these positions.

Keith mentioned that using *Realm* for communication within the Program Council has not been very successful.

There was a discussion about the value of the “Dinners for Eight” (or “Circle of Friends”), groups of people who take turns hosting the group for dinner. The Board felt these informal social gatherings were valuable, contributing to the sense of community sought by so many, and we encouraged the Program Council to facilitate and promote this program.

Worship Committee

Senior Minister Chris Buice gave a report on the recently re-instituted Worship Committee. The committee will be chaired by Elnora Williams and will also include Aisha Brown, Heather Finney, Gordon Gibson, Mark Mohundro, and Kate Shaklee. Chris Buice, Claudia Pressley, and Leslie Gengozian serve as *ex officio* members.

The committee has two functions:

- Identify speakers for Sunday services when Chris will be absent
- Manage the logistics of these services to ensure they go smoothly

A particular focus of this committee this year is planning and facilitating Sunday worship services during Chris’s sabbatical from April 1 to August 1. Ministers or Guest Speakers have been identified for

most of the Sundays during this period, with three Sundays in June and July still to be filled. The committee is also focusing on building bridges with local African American churches.

A Worship Assistant will be identified for each Sunday during this period, to facilitate the planning and communication for that week's service. Pam Johnson has offered to conduct a training program for the Worship Assistants. Chris noted that this is a good opportunity for younger members of the congregation who may not have time for a continuous committee responsibility.

Chris and the Worship Committee brought the following suggestions and requests to the Board (and Program Council):

- Suggestions for future speakers are welcome; the committee would especially welcome suggestions of female speakers.
- The Board should create a clear policy on term-limits for all Committee Chairs so that the Chair knows how long she/he is expected to serve.
- One member of the Worship Committee should serve on the Program Council .

Endowment Committee Garden Project

Terry Uselton gave a very brief report from the Endowment Committee, related to the new garden being constructed in front of the church. Fall plants have been obtained and planted but have not yet been paid for. The new water supply system has not yet been ordered, and there was some concern that there would not be sufficient funds for both water supply and the planned spring plants. The Board agreed that the bill for the fall plants should be paid immediately, and that \$3500 should be set aside for the water system. The remainder of the \$15,000 grant from the Endowment Funds will be available for spring plants. Ken Stevenson will give a more detailed report at the next Board meeting. It was suggested that clear policies should be created to avoid any future confusion about the use of Endowment Fund grants.

Claudia noted that the large pile of leaves on the front lawn has caused some concern. The leaves will be used in the new garden and they will be less visible by February 1.

Miscellaneous

- Comments received during the Sunday "Fireside Chats" include a request for more attention to the Library, and a request to make Board minutes available sooner. Ginna passed the Library request on to the Program Council. It was noted that there will always be a one-month delay in publishing minutes because they must be approved at the next Board meeting. But Ginna is now writing a "*Splinters from the Board*" column for the church newsletter, giving a summary of Board activities.
- Pam Johnson is working on a written policy for the use of the church Helping Fund.
- The Board and Program Council are hosting the annual Chili and Game Party on February 9. Board members signed up to provide food and drink for the party. Board members should arrive at TVUCC by 4:15 on Feb 9, and plan to stay after the party to help clean up. Games will not be organized ahead of the party this year, but we are all encouraged to bring a selection of Board games; participants can choose which they want to play.

Submitted by Wendy Syer, Secretary to the Board.

Board Agenda

Tuesday, January 15, at 7.00 p.m

Approve Minutes

Approve Financial Report

Stewardship Committee Report -- Bill

Program Council Report -- Keith

~~Building Use and Rental -- Erven~~

Update on Worship Committee--Chris

Chili Supper Sign Up (Note the date: Saturday, February 9, 5.00 p.m.)

Tennessee Valley Unitarian Universalist Church

BALANCE SHEET

November 2018

Assets

Home Federal Checking	38,828.26
Home Federal Savings	24,133.88
Home Federal CD	56,169.58
Gift Card Inventory	26,405.00
Total Assets	145,536.72

Liabilities

Advance Pledges	1,080.00
Audit Payable	5,000.00
Total Liabilities	6,080.00

Equity

General Fund	54,858.26
Operating Fund	22,844.43
Restricted Funds	61,754.03
Total Equity	139,456.72
Total Liabilities and Equity	145,536.72

Tennessee Valley Unitarian Universalist Church

RESTRICTED FUNDS

November 2018

Restricted Funds

Memorials	9,749.89
Endowment Liability	1,050.00
Garden Endowment Project 2019/2020	11,771.83
Furnishings	500.00
Intergeneration Playground	248.98
Community Garden	492.11
Sacred Grounds	242.51
Memorial Garden Fund	2,649.69
Solar Fund	3,500.00
Special Music	977.75
Art Gallery	4,572.94
Flowers	1,902.41
RE Special Projects	2,603.52
RE Youth Trips Fund	2,974.12
Campus Ministry	115.10
RE Middle School Fund	47.45
Childrens Diversity and Justice Library	415.59
Leadership Development	150.81
Meals & Social events	156.30
Sunday Potluck meals	(850.06)
Small Group Ministry	(111.39)
WUOT Underwriting	300.00
TVUUC Alliance	1,756.95
Fall Retreat	148.21
Minister's Sabbatical	3,491.87
Mountain Camp Scholarship	875.07
Ordination Account	636.28
Special Collections	1,064.95
Refugee Task Force	(23.77)
FISH	3,443.29
Family Promise	181.30
Volunteer Ministry Meals	435.23
Helping Fund	969.55
Women in Crisis	243.54
Haiti Education	60.00
Environmental Concerns	(121.35)
Social Action Grants	44.38
Hops and Hope 5K Run	1,612.66
Advancing Equality Fund	1,413.41
Black Lives UU	1,518.91
A Seat at the Table	544.00
Total Restricted Funds	61,754.03

Tennessee Valley Unitarian Universalist Church

BUDGET VS ACTUAL

November 2018

	YTD <u>ACTUAL</u>	YTD <u>BUDGET</u>	Annual <u>BUDGET</u>
Revenues			
Pledge Contributions	240,139.95	187,928.30	451,027.93
Share the Plate - TVUUC portion	5,846.56	7,692.30	20,000.00
Non-Pledge	3,203.91	6,666.65	16,000.00
Prior Year Pledges	-	4,000.00	8,000.00
Anticipated new pledges	250.00	2,500.00	6,000.00
Shopping cards	3,441.13	3,333.35	8,000.00
Auction	413.00	-	23,500.00
Rummage Sales	-	-	9,300.00
Building Rental	3,841.30	6,666.65	16,000.00
Other Income	439.99	608.30	1,700.00
Total Revenues	257,575.84	219,395.55	559,527.93
Expenses			
Personnel	186,663.29	177,301.31	426,687.71
Church Mortgage	641.51	-	-
Building and Grounds	28,685.30	30,684.05	73,641.78
Operations	10,362.02	9,624.35	23,178.44
Denominational Connections	5,805.00	5,805.00	23,220.00
Programs	2,574.29	4,708.30	12,800.00
Total Expenses	234,731.41	228,123.01	559,527.93
	22,844.43	(8,727.46)	-

Tennessee Valley Unitarian Universalist Church

BALANCE SHEET

December 2018

Assets

Home Federal Checking	99,771.51
Home Federal Savings	24,137.98
Home Federal CD	56,217.28
Gift Card Inventory	19,290.00
Total Assets	199,416.77

Liabilities

Advance Pledges	1,080.00
Audit Payable	5,000.00
Total Liabilities	6,080.00

Equity

General Fund	54,858.26
Operating Fund	67,581.23
Restricted Funds	70,897.28
Total Equity	193,336.77
Total Liabilities and Equity	199,416.77

Tennessee Valley Unitarian Universalist Church

RESTRICTED FUNDS

December 2018

Restricted Funds

Memorials	9,749.89
Endowment Liability	1,000.00
Garden Endowment Project 2019/2020	11,771.83
Furnishings	500.00
Intergeneration Playground	248.98
Community Garden	492.11
Sacred Grounds	242.51
Memorial Garden Fund	3,549.69
Solar Fund	3,500.00
Special Music	777.75
Art Gallery	4,500.90
Flowers	2,051.23
RE Special Projects	4,531.72
RE Youth Trips Fund	3,034.12
Campus Ministry	115.10
RE Middle School Fund	47.45
Childrens Diversity and Justice Library	380.54
Leadership Development	150.81
Meals & Social events	350.87
Sunday Potluck meals	(1,026.00)
Small Group Ministry	(111.39)
WUOT Underwriting	300.00
TVUUC Alliance	1,756.95
Fall Retreat	148.21
Minister's Sabbatical	3,491.87
Mountain Camp Scholarship	875.07
Ordination Account	636.28
Special Collections	1,064.95
Refugee Task Force	(23.77)
FISH	3,443.29
Family Promise	1,634.22
Volunteer Ministry Meals	339.35
Helping Fund	3,233.30
Women in Crisis	243.54
Haiti Education	60.00
Environmental Concerns	(121.35)
Social Action Grants	44.38
Hops and Hope 5K Run	1,471.56
Advancing Equality Fund	1,413.41
Black Lives UU	4,483.91
A Seat at the Table	544.00
Total Restricted Funds	70,897.28

Tennessee Valley Unitarian Universalist Church

BUDGET VS ACTUAL

December 2018

	YTD <u>ACTUAL</u>	YTD <u>BUDGET</u>	Annual <u>BUDGET</u>
Revenues			
Pledge Contributions	306,324.58	225,513.96	451,027.93
Share the Plate - TVUUC portion	6,474.69	9,230.76	20,000.00
Non-Pledge	4,825.42	7,999.98	16,000.00
Prior Year Pledges	-	6,000.00	8,000.00
Anticipated new pledges	250.00	3,000.00	6,000.00
Shopping cards	4,491.58	4,000.02	8,000.00
Auction	21,446.50	21,000.00	23,500.00
Rummage Sales	-	-	9,300.00
Building Rental	4,681.30	7,999.98	16,000.00
Other Income	498.79	849.96	1,700.00
Total Revenues	348,992.86	285,594.66	559,527.93
Expenses			
Personnel	219,114.99	212,927.94	426,687.71
Church Mortgage	641.51	-	-
Building and Grounds	34,263.72	36,820.86	73,641.78
Operations	12,696.81	11,589.22	23,178.44
Denominational Connections	11,610.00	11,610.00	23,220.00
Programs	3,084.60	5,649.96	12,800.00
Total Expenses	281,411.63	278,597.98	559,527.93
	67,581.23	6,996.68	-

Solar Fund Proposal

From: Building and Grounds Committee

Formal Proposal on file and approved by the TVUUC Board for the Restricted Solar Fund

All of the payments from FLS Energy/Cypress Creek Renewables are set up to go into the Restricted Solar Fund.

At the end of our contract with FLS (2021) we will have several options.

1. To keep the Solar Panels we have. We will negotiate a remaining balance price with FLS at that time.
2. To look at upgrading to new panels with FLS or another company looking at the new technology available now.
3. Have FLS remove the solar panels completely.

The money in the Solar Fund would be start-up money for whatever option is proposed by Building and Grounds and approved by the Board. Building and Grounds already has a timeline to start looking at new technology next year 2020. This will give us a year to investigate what is in our best interest.

Approved by TVUUC Board

Date: January 15, 2019

Worship Committee Update to the Board for January 2019
Submitted by Rev. Chris Buice

1) The names of the current members Worship Committee are below.

Elnora Williams, chair
Aisha Brown
Heather Finney
Gordon Gibson
Mark Mohundro
Kate Shaklee

Chris Buice, ex officio
Claudia Pressley, ex-officio
Leslie Gengozian ex-officio

2) We have been meeting monthly, which is more than our charter requires, to ensure that we are provided good coverage during the ministers sabbatical April 1-August 1 2019.

3) As always the leaders of the worship team welcome your suggestions for good worship leaders and speakers. Feel free to contact me or any other member of the team with your suggestions. Recently a board member suggested Buzz Thomas and Rob Spirko as possible speakers. These ideas are being added to our list. We are always especially welcoming of ideas for women speakers as self-nominated volunteers lean heavily on the male side (and we are appreciative of all our volunteers regardless of gender identity.)

4) This particular committee is placing emphasis on building bridges with Knoxville's African American community as the worship calendar reveals which is consistent with our congregational goal to foster greater diversity in our congregation and support greater appreciation of diversity in our community. We should probably add to our list of speakers UT's new vice chancellor for diversity Tyvi Small.

5) I had originally hoped that I would be able to keep Nathan Paki, the former chair, on the committee, to continue fostering our connections with the Knoxville Hindu Community Center, as this work was/is so essential to our congregational goal for diversity. Also, I had hoped to keep his extremely good skill set for training and oriented worship assistants. This will not be the case. I recommend that the board take an active role in trying to reach out to Nathan and hear his concerns and Ginna has agreed to do that but their probably should be another person too possibly Debbie Ellis. I also think the board should pass a policy on term limits for committee chairs that way if someone asks me if a chair was treated fairly (and I have been asked by more than one person) I can point to the policy and say that the person was treated the same way as any other leader.

6) I am originally very worried about our worship assistant program. There has been an uptick in complaints about worship assistant related issues since the transition in leadership. Recently, our ministerial intern, Pam Johnson, has agreed to do a worship assistant training that will help in this critical time as during a sabbatical well trained worship assistants are critical for the smooth operation of the Sunday morning experience.

7) Below are the service planned January to August 2019, with open dates also.

January 6	New Orleans memorial and epiphany		Rev. Chris Buice
January 13	Universalism: Quillen Shinn and John Murray		Rev. Chris Buice
January 20	The Buddha and the Black Church: Calling Each Other In	Y	Rev. Chris Buice
January 27			Bob Porter
February 3	You Are the Church. Here Comes the Church. Where is Our Holy Church? Who is rich Ben Zoma		Rev. Chris Buice
February 10	BLM: An Understatement		Rev. Chris Buice
February 17	One Love: Radical Love Book, Bob Marley		Rev. Chris Buice
February 24	Cindy Beal (OWL Program Leader)		Cindy Beal
March 3	What world a UU have to do to end up in the penalty box> We are the traffic		Rev. Chris Buice
March 10	Is Poor a four letter word?		Rev. Chris Buice
March 17			Pam Johnson
March 24	Keeping the Sabbath	Y	Rev. Chris Buice
March 31			Catherine Farmer Loya
April 7			John Buehrens
April 14	Baisakhi which is on April 14, 2019 a spring harvest festival celebrated across all religions in India - both under Hinduism and Sikhism		Viren Lalka
April 21	Easter Sunday/Flower Communion	y	Pam Johnson
April 28	Music Sunday/Paul Robeson?		Leslie

		Gengozian
May 5	Beginning of Ramadan	Aisha Brown
May 12	Mother's Day	Lauren Hulse
May 19	RE Recognition	Y Catherine Farmer Loya
May 26	Soul Repair	Umoja
June 2	The Radical Gospel of Frederick Douglass	Erven Williams
June 9	Pentecost	Pam Johnson
June 16	Reproductive Justice	Mark Mohundro
June 23		Renee Kessler
June 30		
July 7	Judith Sargent Murray	Gordon Gibson
July 14		
July 21		
July 28		Pam Johnson
August 4		Elandria Williams
August 11	Water Communion?	Rev. Chris Buice
August 18		Rev. Chris Buice
August 25		Rev. Chris Buice

Program Council: Report to the Board, January 2019

Keith Hulse

Overarching Goal:

- Increase PC's ability to identify and recruit volunteers for program needs, especially by leveraging the Realm software

Accomplishments so far this year:

- Clarified with Board (at board retreat) the desire for board to have PC be proactive rather than reactive in its role. Have begun discussions in PC meetings re how to be more effective in this effort.
- Adopted board's covenant for PC
- Created online submission process for "New Program" requests and "Seed Money" grants (renamed from "Block Grants")
- Organized the PC's Google Drive folder and disseminated access for future continuity/access to documents, forms, etc.
- Developed a church-wide "Skills and Interests Survey," which is specifically aligned with each category of the church's programs & volunteer needs
- Inserted Skills and Interests surveys into order of service once monthly all fall, have collected ~45 to date, with the data now entered into Realm database, which assists in volunteer recruitment and newcomer integration.
- Implemented a "Time and Talent Wanted" section in the Newsletter, plan to run article ~monthly to publicize needs re. Time and Talent and to help shape expectations of church members to "give something, even if only a little."
- Awarded three "Seed Money" grants (all applications received):
 - \$500 to start a TVUUC Bookstore, cabinet in Fellowship Hall, stocked with UU-related books for sale (Adult RE, UUA materials, books mentioned in sermons, etc.) (Mikhael Loo)
 - \$300 to fund books for discussion group series led by a young adult member, "So You Want To Talk About Race?" (Vix Newman)
 - \$157 for garden tools for "Invasive Species Removal Project," which has already been happening periodically through Kids RE. (Bob Grimac)
 - That leaves \$543 of the \$1,500 budgeted unspent. PC has not yet discussed what ideas to propose for what to do with the remaining funds.
- Approved one new program, "Oneness Group," led by Trevor Dockery-Palmer
- Meet regularly with "Connection Circles" (newcomers) group to talk about role of PC in the church & how to get involved in programs.
- Discussed "Dinners for Eight" idea. Concerns about logistics and that it could detract from fellowship meals. Countersuggestion is to do Sunday potluck meals several times a year at church after service.

Challenges:

- The need to vary the week of the month we meet has been problematic for PC meeting attendance, as has implementing Realm as a primary communications tool. We've discovered some problems with people not having their Realm accounts set up or not having notifications set up such that they get messages. We have reverted to email backup for now.

- Disappointed that there were not more “Seed Money” grant applications—wondering how to publicize/stimulate, need to discuss at upcoming PC meeting

Current Staffing Need and Issues:

- Membership Cluster Chair: Was empty for over a year, then Jodie Hamilton agreed to do it, but then subsequently agreed to become rising chair of PC, so position vacant again. Lauren is effectively fulfilling this function at present.
- Fellowship Cluster Chair: Also vacant several years now
- Religious Services Cluster Chair: ditto
- Small Group Ministry Chair is vacant: Judy Ann Langston has just resigned. Currently Lauren is maintaining the data re the groups and communicating with facilitators & potential participants when needed (10 small groups, all full). Long term question: how to support? “Heart to Heart” is Lauren & Catherine’s experiment re small group ministry, about 20 people have registered.
- Membership Committee and Youth and Adult RE Committees apparently not meeting (?), Catherine taking on task of restructuring. Long term question: how to organize volunteer leadership to support these programs in a way that’s sustainable for volunteers and accessible for the next generation of leaders.
- Suggestions for people to fill these roles?

General Issues, Ideas, Observations:

- If several of the important clusters seem to be continuing to function in the absence of a cluster chair, how essential is it to fill that role? Much of the communication of program needs/issues seems to come to the PC through administrative staff rather than cluster chairs
- Is no clear mechanism/procedure/schedule in place for cluster chairs checking in with their groups re needs—consider an annual or semiannual report to the PC?
- Subjectively seems to be more and more difficult to find people willing to come to PC or other committee meetings
- Consider: shifting PC to more of a “vision and mission” focus rather than administrative focus? (Setting policy vs. carrying out policy)
- Overall, PC needs more structure WRT its role and functions: needs an operating procedure
- Idea: PC volunteer recruiting table in Fellowship Hall—but, staffing?

Chili Supper Sign Up Sheet

February 9, 2019, 5:00pm

Chili

- Matthew Blondell
- Jeff Kovac
- Athanasios Bayiates

Cornbread

- Ginna Mashburn
- Ryan McBee

Salad

- Denise Coleman
- Debbie Ellis

Deserts

- Denise Coleman

Beer

- Robby McMurphy

Games

-

Set Up and Break Down

- Everyone