

## TVUUC Board Meeting

June 18, 2019

**Board Members Present:** Matthew Blondell; Denise Coleman; Debbie Ellis; Jeff Kovac; Ginna Mashburn; Ryan McBee; Wendy Syer; Terry Uselton  
*Ex Officio/Visiting:* Claudia Pressley; Linda Randolph

### Program Council

The Nominating Committee has suggested that Jamey Dobbs be appointed as Rising Chair of the Program Council, subject to Board approval. Ginna provided a brief summary of Jamey's past involvement in the church.

**The Board voted to approve the appointment of Jamey Dobbs as Rising Chair.**

### Personnel Committee

Linda Randolph, Chair of the Personnel Committee, reported on several issues which have been discussed recently by the committee.

They have been working on a revision of the Policy for Recruiting and Hiring Non-Called Paid Staff. Linda summarized parts of the proposed changes as follows: They are recommending an updated list of positions that require a search committee. Each search committee would include a member of the Personnel Committee serving *ex officio*. The hiring of a "Contract" or "Non-called" Minister would require a search committee, chaired by the Senior Minister. The candidate selected by the committee would require approval by the Board. In the case of a Ministerial Intern, the Board would approve the temporary Intern position, but the Senior Minister would choose the individual to serve in the position. The Board will vote on these changes and clarifications at a later Board meeting, after they have read the full proposal.

In its annual budget request, the Personnel Committee also made the following recommendation regarding staff salaries:

The first priority was an increase of \$2715 in the amount made available each year to the Senior Minister for professional development activities. In recent years, \$4000 per year has been allotted for this purpose, which is less than the amount stated in Chris Buice's original Letter of Agreement (which promised \$5500 per year). UUA policy suggests that the professional development allowance equal 10% of the Minister's compensation, including both salary and housing allowance. The Personnel Committee proposed that Chris's professional development allowance be increased to \$6715 this year (representing 10% of his salary figure, but excluding the housing allowance.)

It is the church practice to transfer any unused professional development funds into a restricted sabbatical account at the end of the year which can be used by the Senior Minister during his sabbatical. Because of the reduction over the past years in amount budgeted for professional development, and because the funds in the restricted account were used during Chris's current sabbatical, this account has now been depleted. Increasing the contribution to \$6715 will both honor the original Letter of Agreement given to Chris Buice and assist in rebuilding the sabbatical account to be used during the

next sabbatical. The additional \$2715 for professional development should be available this year because the new Assistant Minister will not receive retirement benefits in her first year, and because we now expect to spend less on staff health insurance than anticipated.

**The Board approved a motion to increase the Senior Minister's professional development allowance to \$6715 for 2019-20.**

The second priority of the Personnel Committee's budget request was to officially increase the hours of the Church Administrative Assistant from 30 to 35 per week. The additional five hours per week will cost approximately \$5500 in 2019-20, but it was felt that there would be sufficient funds available (from new pledges and other sources) to cover the salary and benefits for the additional hours. Following the recent departure of Lauren Hulse (the Membership and Communication Coordinator), Michael Miller (the current Administrative Assistant), has recently taken on the responsibility of producing the weekly newsletter.

**The Board approved a motion to increase the Administrative Assistant's appointment to 35 hours per week.**

Related to these two decisions, there was a discussion about whether salaries and hours could be changed after the congregation has approved the budget. It was agreed that these two new expenses are not a change in the budget, but are changes to existing line items in the budget which can be made if additional funds are available.

Linda also noted that the church staff members did not receive any raises this year, as has been true for several years.

### **Music Program**

Leslie Gengozian, the Director of Music, gave a report on the church program. One goal this year has been to continue taking an inventory of choral music the church owns and store the list of titles on the hard drive and in Google Sheets. Thus church currently owns about 500 titles of choral music. To limit expenses, they have tried to choose music from the existing library when possible, rather than buying new music. (They do pay for a membership in imslp, an on-line library of music in the public domain.)

Outreach continues to be a primary goal of the TVUUC Music Program and has included the following activities:

- Welcoming any interested person in the Sanctuary Choir (for adults) and the UU-Terns (children's choir), without audition
- Encouraging children and youth to serve as soloists in the Sunday service
- Welcoming string musicians to the Old Time Music Jam group
- Encouraging participation of musicians from the community in the Sunday services, with an emphasis on American and original music

The Music Committee has also been active and has been working on re-writing the Committee charter to clarify job descriptions and roles. Current Committee members are:

- Sue Wright, Chair
- Ann Barber
- Ted Jones
- Roy Kersey

Leslie reported that Music Program spending has been under budget so far this year, but the church does need to replace the iPad for the sound system which may be paid for out of the music budget. They have requested funding for new music stands in the 2019-20 budget.

She also mentioned that the physical space of her office is in good shape, except for inadequate lighting.

Leslie announced that she would be leaving her job on August 11, to seek greater financial security. Board members expressed their great disappointment at this news, although they understood Leslie's need to make this decision. Although a search committee will be formed to find a new Music Director, a final decision must wait until Chris Buice returns from Sabbatical. There will, therefore, be a period requiring an Interim Director, and/or assistance from several people. (Choir member Chaz Barber has offered his help during this time.) Leslie has also promised to work with the new Director for one month to help with the transition.

### **Share-the Plate Program**

Terry Uselton reviewed the current schedule for the Share-the-Plate program as it was re-designed a year ago. He feels the new schedule, with fewer Share-the-Plate organizations is much easier to manage. He reminded us that the congregation votes for the organizations to fill the twelve Share-the-Plate spots. Each one of these organizations will receive half of the offering from two Sundays (the first and second Sundays of a month.) There are also six social programs with close ties to TVUUC which have been chosen for automatic funding from one Sunday service each year (without congregational vote). These six programs are: Family Promise; FISH; Lonsdale Mentoring program; TVUUC Community Gardens; Volunteer Ministry Center Meals; TVUUC Advancing Equality Fund. One Sunday per month is a "Generosity Sunday" with all funds going to support the church operating funds. Collections on the remaining Sundays (called "Designated Sundays") will be used to support programs chosen by the Senior Minister.

This year, seventeen organizations have been nominated for the twelve spots subject to congregational vote. They are: Appalachian Community Fund; Beardsley Farm; Beck Cultural Center; Bridge Refugee Services; Highlander Center; Ijams Nature Center; Interfaith Health Clinic; Knoxville Girls Rock Camp; Lonsdale Environmental Camp; Planned Parenthood; Remote Area Medical; Rescuing Health; Second Harvest; Seeds of Abraham; SEED, Tennessee Health Care Campaign; Tennessee Holistic Wellness. The congregation will vote on this list between June 23 and July 7, and the chosen organizations will be announced on July 21. Terry reported that the Share-the-Plate Committee does screen nominations and chooses not to include some that do not seem to meet the criteria of the program. For example, one focus has been to support local or regional organizations, rather than national groups.

The TVUUC Children's Diversity Library has already been named for one of the Designated Sundays this year. It was suggested that the 2019-20 Board should consider including the Diversity Library in the regular budget rather than using the Sunday collection for primary support.

The Board inquired about the amounts raised for non-church organizations through this program. Although no formal report has been prepared this year, Claudia estimated that each of the twelve organizations has received \$600-800 and that we send approximately \$2000 per month to outside organizations. (The Order of Service often reports the amount raised on the previous Sunday.) The Board requested that we receive a more exact and detailed written statement of these amounts for the 2019-20 year. A question was also raised about the decision to send substantial amounts to these groups when the church has such difficulty meeting its own expenses. It was generally felt, however, that it is important to continue the program without reduction, as it gives back to the local community and builds good will for the church.

There was also a discussion about the funds raised for Lonsdale School, one of the six "Social Funding" slots. Although the money has been designated for the Lonsdale Mentoring program, Lonsdale School has mentioned that other school programs sometimes have a greater need than the Mentoring program, and they have asked if our donation could be used for these programs. The Board decided that this would be appropriate and that we should re-label the Lonsdale social funding collection to allow for greater flexibility in the use of the funds. (Note that the Lonsdale Environmental Camp is a specific program, not previously funded by the Lonsdale Social Funding collection. Funds for this program have been raised in one of the twelve Share-the-Plate programs. This program has again been nominated for Share-the-Plate and will be funded if selected.)

### **Administrative Report**

Claudia Pressley reminded us of TVUCC participation in the Pridefest on June 22, as well as the Stonewall Anniversary celebration scheduled at TVUUC for June 28. Volunteers are still needed to work at June 28 event. Board members are urged to attend this event to represent the church.

There will a reception for Lauren Hulse after the service on Sunday, June 23. Lauren is leaving her position as Membership and Communications Coordinator at the end of this month.

Claudia is putting together a Search Committee for the position of Music Director. She welcomes suggestions for the committee. She will keep Chris informed of the search, and a final selection will be made after he returns from his sabbatical in August. The exact job description and number of hours for this position may depend on the skills of the person chosen (and whether she/he is able to serve as organist.) Currently Leslie Gengozian is employed for 20 hours per week, and Will Dunklin works 10 hours per week.

*Submitted by Wendy Syer, Secretary to the Board.*

*7/26/19*