

TVUUC Board Meeting

October 15, 2019

Board Members Present: Eddie Chin; Denise Coleman (President) ; Debbie Ellis; Viren Lalka; Ginna Mashburn; Robby McMurry; Wendy Syer; Jamie Watts; Alice Woody
Ex Officio/Visiting: Chris Buice

Endowment Committee Report

Ken Stephenson submitted a written report from the Endowment Committee. As October is “Endowment Month” at TVUUC, the committee will be accepting proposals for the 2020 grants, and is staffing a table in the Fellowship Hall on Sundays. This year they would like to fund several small projects rather than one, more expensive, one. It was suggested that a member of the Buildings and Grounds Committee be involved in the grant selection process, as many projects affect church building or grounds.

Search for New Music Director

Will Dunklin has accepted an offer for a new job, so will not be able to continue serving as Assistant Music Director. The search committee will, therefore, be seeking one Music Director who can play the organ and piano as well as directing the choir. But, if the Music Director does not play organ and piano, the duties can again be divided into two positions. The job description will be re-written to reflect these two options.

If a long-term Music Director cannot be hired in the near future, the church may employ someone to serve as temporary Director. This could be either an Interim Music Director (who may not be considered for the long-term position) or an Acting Music Director (who may apply for, and be considered for, long term-employment.)

The position has been advertised and 4-5 applications have already been received. The application deadline is October 21.

Motion to hire someone with an Acting position

The Personnel Committee had asked the Board to approve the possibility of hiring someone in an “Acting” capacity, when the position is also available as a settled or permanent position. This would allow the person serving in an acting capacity to apply for the permanent appointment if so desired. **The Board voted to approve this proposal.** This approval will apply to the Music Director position as well as to other permanent/settled positions which may be vacant in the future. The decision to hire someone in an Acting or Interim capacity will be made on a case-by-case basis by the appropriate Search Committee.

Strategic Planning and *Basecamp*

The church has recently purchased *Basecamp*, a software program which can facilitate on-line discussions among members of a group. This past week, most Board members have signed up for the Board discussion group. Because this program, is new to us, there is still some confusion about how the software works, but we are encouraged to try it out. We can, for example, add a new task and add our name as the initiator. Viren suggested that using an e-mail address for direct log-in is preferable to logging in through Google, as it offers more privacy.

The Members of the Strategic Planning Committee will also experiment with *Basecamp* and they hope to provide some training for other Board members in the next month or so. It is hoped that this discussion tool will help the Board and Strategic Planning Committee work towards the primary goals set for this year. The Board and Leadership Team plan to use *Basecamp* for discussions, meeting schedules, and to store documents. Catherine Loya and others working with Religious Education are already using this tool for their communication.

Based on feedback from the Board at the retreat, the following goals have been selected as the primary ones for the 2019-20 year:

- Motivating commitment and involvement of the congregation (B-3 on the Planning Canvas)
- Increasing membership and giving, through more widespread awareness of the benefits and opportunities for service provided by the church (H-1)
- Improving marketing efforts through managed campaigns in low cost local and social media (F-4)
- Distributing church message through social media, video/pod casting, and newsletters (F-8)

In pursuit of goal F-4, Ginna Mashburn has been working on plans to purchase announcements about TVUUC on WUOT public radio. This had been done in past years, but not recently. She is suggesting that TVUUC members make a donation to the TVUUC fund (already a restricted account) used for this purpose, in lieu of contributing directly to WUOT. The money contributed will still be given to WUOT, but it will be in payment for the announcement.

Financial Report

Robby McMurry (Treasurer) distributed an electronic copy of the church financial statement through September, as well the current balance in each of the 43 restricted accounts. For the first quarter of the fiscal year, revenue has exceeded the budgeted amount, and expenses have been less than those budgeted for. Since the last Board meeting, the Board has voted on-line to approve a fundraising effort to buy more patio furniture to enhance the patio endowment project. There is now a new restricted account for the patio furniture, with a September balance of \$145.

A question was raised about moving the church funds from Home Federal Bank to another bank. Robby will begin researching possible banks.

Stewardship Committee

Board liaison member Jamie Watts reported on the Stewardship Campaign Committee which met on September 19. The committee reviewed successes of the 2019 campaign and suggested areas for improvement. The committee hopes to share the duties of the campaign more widely among committee members and other volunteers, and will try to make communications with church members more personalized and less generic. The committee has suggested that the campaign begin a little later this year (in February.)

Taylor Thomas will be chairing the committee this year.

There will be a Stewardship Workshop at Westside Unitarian Universalist Church on Saturday, November 9 from 9:30 to 3:00. Board members are encouraged to attend. The workshop will encourage participants to re-think previous methods of fundraising.

Chris Buice reported that the church staff plans to contact members to update their contact information listed in Realm before the stewardship campaign to ensure that stewardship information is sent to the right address.

New Fundraising Request

Due to some communication confusion, the church was not aware that the cabin rental fees at Pickett State Park had increased this year, until after the retreat, when the bill was received. As a consequence, the fees collected from the participants did not completely cover the cost, leaving a deficit of \$200. Jodie Hamilton, the Retreat Coordinator submitted a proposal to create a new fundraising project, selling hats and other TVUUC merchandise. The money raised would go into a new restricted account, not only to cover this deficit, but also to create a fund to support other member fellowship activities for TVUUC members and friends.

After some discussion, the Board voted to deny this request. It was felt that this project would detract from fundraising efforts, such as the current fundraising for patio furniture and the sale of T-shirts during the Stewardship Campaign. The \$200 loss from the retreat can be covered by the church operating fund. Fees charged to retreat participants in 2020 will be increased to ensure that all expenses can be covered.

It was, however, suggested that we increase the variety of merchandise sold during the stewardship campaign, to include hats and such items as key chains, aprons etc.

Miscellaneous

It was noted that several different scripts exist for the Sunday Board Member on Duty. Eddie Chin offered to collect the scripts and incorporate them into one single script. As always, Board Members may vary the exact wording to fit their personal speaking style. Chris offered to review the draft of the revised script, as he has heard much input about this script over the years.

Denise read a note from Ginna Mashburn to the Board, thanking us for honoring her with Sunday flowers. Ginna stated that she was happy to serve as President of TVUUC for a year.

Submitted by Wendy Syer, Secretary to the Board.

11/11/19

TVUUC Board Meeting
Agenda
Tuesday, October 15, 2019

6:00 – 6:15 **Consent Agenda**

Approve Board Minutes

Music Search Committee Report

Endowment Committee Report

Discussion Agenda

6:15 – 6:35 Interim and Acting Positions – Linda Randolph

Can an acting person apply for the settled or permanent position?

6:35 – 6:55 Review and discuss tasks for 2019 – 2020 Focus Areas – Denise Coleman

6:55 – 7:05 Financial Reports – Robby McMurry

7:05 – 7:15 Stewardship Team Update – Jamie Watts

7:15 – 7:30 Fellowship Fundraiser Request

Chris, Denise, Elnora, Mark, and Claudia,

October is Endowment Month. FYI, here are tentative plans:

- Newsletter item each week, starting with “October is Endowment Month at TVUUC” for Newsletter in first week of October. I will draft and submit to Claudia.
- Newsletter of following week will be “2020 Endowment Project Solicitation”. I will draft and submit to Claudia.
- Each Sunday, Endowment Fund Committee members will staff an inquiry table in the Fellowship Hall.
- In each Sunday Order of Service, we would like a relevant photo on the front and a reminder somewhere (?? Where??) of Endowment Month.
- Sunday-by-Sunday:
 - Oct 6: Ken will introduce Endowment Month. We would like a small bit of podium time for this. After the announcements is okay, but if there’s a way to make it stand out more strongly, we would appreciate that. E.g., if someone can come up with an appropriate reading, I’d be happy to do that.
 - Oct 13: Don Dougall, perhaps discussing Memorial Gifts as a way to give to the Endowment
 - Oct 20: Bill Cherry, will discuss the past endowment projects.
 - Oct 27: Betty Coleman, perhaps in coordination with Katherine Farmer in a story for all ages.

Let me know if you have any questions or any suggestions that might increase our impact.

Thanks,

Ken Stephenson, (865-776-9021)

10/2/19

From Linda Randolph--Considerations for a policy defining acting and interim positions

1. Reply to an email to the UUA settlement office answering my question regarding definitions of an "acting" vs an "interim" position:

"I don't think we have anything written down, I know Congregational Life staff has had acting positions over the years

Acting has generally meant 1 year trial with evaluation while interim has meant a specific time period with a definite end

Best, Keith"

2. With a search on the UUA web site, I found a handbook w/ some specifics about each of the two terms. *From Starting to Parting: Supporting Religious Education and Music Staffing in Unitarian Universalist Congregations*, pp13-14

https://www.uua.org/sites/live-new.uua.org/files/from_starting_to_parting_-_january_2016.pdf

The text below is straight from the site, and the strikethroughs and italicized additions in the text are mine; these statements are suggested as TVUUC policy:

Special Situations

Interim and Acting Positions

Sometimes congregations do not feel ready to hire a settled professional and may choose to post an interim or acting position. (~~Note that we use "settled" rather than "permanent."~~ Nobody is permanent!)

An **interim** professional is typically hired for a period of 1-2 years, for the purpose of providing specialized skills and tools that help a congregation prepare for robust new settled leadership. (The interim also carries out the customary responsibilities of the job.) An interim is generally not eligible to apply for the settled position. An intentional transition period has a shape and momentum that set it apart from time with a settled leader, so a limited-time role helps ensure that the congregation stays focused on its developmental work. This short-term status also allows the professional to shine a light on uncomfortable truths and to work with the congregation in order to effect difficult changes that may be necessary for future health and success. Such efforts could be compromised if the professional were meanwhile "auditioning" for the long-term position.

~~The UUA's Interim Training for Program Professionals is offered online, usually twice a year. This training focuses on systems thinking, staff relations, developmental and process tasks, and leadership models. Contact the UUA Professional Development Specialist for more information.~~ While interim work can be useful in nearly any transition situation, congregations with any of these contexts will especially benefit:

- There has been frequent turnover in this staff position.
- The person vacating the position is departing under difficult circumstances.
- The person vacating the position is long-tenured (whether beloved, challenging, or a mix).
- There is the potential for a significantly different scope of work or a new staffing configuration going forward.
- There is a feeling that the program deserves some refreshing or new thinking.

An **acting** position is created when there is reason not to make a long-term commitment to an individual at the time of hire. The focus of the acting professional is carrying out the position's routine responsibilities. (An acting staff member is not expected to lead the congregation through an intentional developmental process as an interim would.) Reasons to hire an acting professional include:

- Someone is interested in taking the position only for a limited period of time.
 - *The need for a professional to carry out some or all of the previous person's routine responsibilities until such time as a search committee can be formed and a search is conducted and concluded with the hiring of a settled staff member. In this case, the "acting" person may join the candidate pool for the permanent position, if interested.*
 - The settled professional is away for an extended period (e.g., sabbatical, ministerial internship) and will return at the end of a specified time.
 - You are experimenting with a new staff position or configuration. In other words, the position itself is "acting," rather than the person, per se.
- Congregations often hire an acting professional as a way of establishing a trial period. **A trial period could be approached with the hiring of** is to hire someone on a one-year contract with the possibility of renewal. **In such a case**, be sure to provide clarity about when and how the decision about renewal will be made.

3. [Suggestion: Use the above web link as a reference for additional information, which includes all the text at the end of this document with my strikethroughs, plus a section on Inside Candidates and Members as Staff.]

4. Susan Kovac suggests the following text as an introductory paragraph to the UUA text in #2 above:

On occasion, a position must be filled without conducting the full search process described in this policy (e.g., following the unexpected resignation of an employee or the appearance of an "opportunity hire"). In such instances, upon request of the Executive Team, the Board shall approve this abbreviated process, shall approve a preliminary job description proposed by the Executive Team, and shall designate the position as "acting" or "interim" if appropriate under the circumstances. For Senior/Professional positions normally requiring a Search Committee, the Executive Team shall appoint an Interview Committee to meet with the candidate and consult with the Executive Team. Full reference and background checks shall be required. The hiring decision shall be the same as following a full search, i.e., the Board shall approve hiring any Director of Administration, non-called Minister, or Ministerial Intern; the Executive Team shall approve hiring any other employees.

5. As the final paragraph to the policy, Susan has provided a paragraph regarding an "opportunity hire."

An "**opportunity hire**" may be approved by the Board when a particular individual identified by the Executive Team is exceptional, offers diversity in areas where under-representation exists or would bring a unique or different perspective because of their professional or personal backgrounds, interests, or expertise, and this candidate would be lost if not immediately pursued.

A continuation of the text on acting positions from the UUA manual cited above:

Our experience is that giving a newly hired professional an “acting” title can be disempowering and will work against that person’s ultimate success. If you are hiring someone with the expectation that they will likely be a good candidate for the position in the long term, we urge you not to label the position as acting. Set your expectations through the job description and a goal-setting process, ensure regular supervisory conversations, solicit feedback appropriately, and conduct frequent performance reviews for the first

6-12 months to help ensure that your new staff member is fulfilling your needs. [See Supervision and Performance Management, page 29.]

A frequent question: “We’re in a ministerial transition period. Shouldn’t we make this an acting position so that our new minister has the chance to get to know this staff member before we make it a settled position?”

We agree that a new minister doesn’t want to get “stuck with” staff with whom they are incompatible. Musicians and religious educators are key partners of our ordained clergy, and we all recognize the importance of healthy staff relationships. However, just because a new minister is coming doesn’t mean you can’t hire with confidence. One question to ask yourself is whether your new staff member is in a substantially different position from any other staff member. Frankly, if a new minister is not working effectively with a staff member already in place, it matters little whether that staff member has been there for just a few months or for many years. (The biggest staff-related challenges during ministerial transitions tend to be related to long-tenured staff.) Trust, clarity of expectations, and good communication are key to maximizing the chances that any staff relationship will work. Put the appropriate supports in place for all of your staff and your new minister. Ensure that mechanisms for addressing staff conflict, unprofessional conduct, and disappointing performance are clear.

Again, we recommend not using an acting title in these situations, as this tends to connote “temporary” and/or “auditioning for the job.” One alternative

[Text inserted above]

We recommend that ministers who are new to supervisory responsibilities will seek training and mentorship in this important area.

Tennessee Valley Unitarian Universalist Church

BALANCE SHEET

As of September 30, 2019

Assets

Home Federal Checking	121,957.82
Home Federal Savings	24,174.09
Gift Card Inventory	14,299.96
Total Assets	<u>160,431.87</u>

Liabilities

Credit Card - Chris Buice	133.87
Credit Card - Claudia Pressley	1,260.64
Total Liabilities	<u>1,394.51</u>

Equity

General Fund	38,386.28
Operating Fund	66,828.12
Restricted Funds	53,822.96
Total Equity	<u>159,037.36</u>
Total Liabilities and Equity	<u>160,431.87</u>

Tennessee Valley Unitarian Universalist Church

RESTRICTED FUNDS

As of September 30, 2019

Restricted Funds

Memorials	9,386.16
Endowment Liability	-
Patio Endowment Project 2018/2019	1,744.90
Garden Endowment Project 2019/2020	1,018.80
Furnishings	500.00
Intergeneration Playground	248.98
Community Garden	234.35
Sacred Grounds	227.51
Memorial Garden Fund	1,753.86
Solar Fund	7,000.00
Special Music	2,259.71
Art Gallery	4,835.11
Flowers	1,628.72
RE Special Projects	2,861.04
RE Youth Trips Fund	3,428.93
Campus Ministry	115.10
RE Middle School Fund	47.45
Childrens Diversity and Justice Library	723.85
Leadership Development	150.81
Meals & Social events	-
Small Group Ministry	-
WUOT Underwriting	300.00
TVUUC Alliance	2,441.65
Fall Retreat	298.21
Personal Beliefs and Commitments	503.32
Minister's Sabbatical	-
Mountain Camp Scholarship	875.07
Ordination Account	636.28
Special Collections	-
Ambulance Transport	1,064.95
Special Events	435.22
Patio Furniture Fund	145.00
Refugee Task Force	1,077.46
FISH	1,707.08
Family Promise	716.35
Volunteer Ministry Meals	(669.39)
Helping Fund	1,978.89
Haiti Education	60.00
Environmental Concerns	-
Social Action Grants	44.38
Hops and Hope 5K Run	1,471.56
Advancing Equality Fund	2,027.65
A Seat at the Table	544.00
Total Restricted Funds	53,822.96

Tennessee Valley Unitarian Universalist Church

OPERATING FUND - BUDGET VS ACTUAL

For the 3 months ending September 30, 2019

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>Annual BUDGET</u>
Revenues			
Pledge Contributions	186,543.48	120,725.70	482,902.76
Non-Pledge	337.00	7,300.04	29,200.00
Share the Plate - TVUUC portion	3,589.02	2,400.00	9,600.00
Generosity Sunday	2,607.07	1,200.00	4,800.00
Shopping cards	1,796.68	1,999.97	8,000.00
Auction	-	-	23,500.00
Rummage Sales	-	-	11,000.00
Building Rental	2,611.50	2,500.03	10,000.00
Other Income	72.84	325.03	1,300.00
Total Revenues	<u>197,557.59</u>	<u>136,450.77</u>	<u>580,302.76</u>
Expenses			
Personnel	102,689.90	109,692.99	438,771.96
Building and Grounds	8,482.58	18,807.54	75,230.20
Operations	10,001.93	7,607.03	27,188.60
Denominational Connections	6,385.50	6,385.50	25,542.00
Programs	3,169.56	3,017.45	13,570.00
Total Expenses	<u>130,729.47</u>	<u>145,510.51</u>	<u>580,302.76</u>
	66,828.12	(9,059.74)	-

Tennessee Valley Unitarian Universalist Church

PERSONNEL

For the 3 months ending September 30, 2019

	YTD <u>Actual</u>	YTD <u>Budget</u>	Annual <u>Budget</u>	
<u>Salaries and Wages</u>				
510501 · Minister Salary	15,496.20	16,787.50	67,150.00	
510502 · Minister Housing	5,769.24	6,250.00	25,000.00	
510511 · Dir Administration Salary	13,041.42	14,128.20	56,512.81	
510521 · Dir LRE Salary	12,331.89	13,215.70	52,862.81	
510531 · Dir Music Salary	3,809.68	6,190.70	24,762.81	
510538 · Music Program Assistant Salary	2,548.50	2,208.20	8,832.81	
510541 · Admin Asst Wages	6,708.17	6,128.20	24,512.81	
510551 · Custodian Salary	1,785.00	2,184.00	8,736.00	
510553 · Sexton Wages	1,464.53	1,550.50	6,202.00	
510571 · YPC Salary	1,800.00	1,837.00	7,348.00	
510572 · RE Assistant Wages	1,417.00	1,560.00	6,240.00	
510581 · Childcare Wages	1,978.40	2,250.00	9,000.00	
510601 · Ministerial Intern	1,062.51	0.00	0.00	
510618 · Assistant Minister Salary	4,361.52	4,725.00	18,900.00	
510619 · Assistant Minister Housing Allowance	6,461.52	7,000.00	28,000.00	
	80,035.58	86,015.01	344,060.05	
<u>Payroll Taxes</u>				
510505 · Minister Salary P/R Tax Expense	0.00	1,762.37	7,049.48	7.65%
510515 · Dir Administration P/R Tax Expense	997.63	1,080.81	4,323.23	7.65%
510521 · Dir LRE P/R Tax Expense	663.75	1,011.00	4,044.00	7.65%
510531 · Dir Music P/R Tax Expense	291.44	473.59	1,894.35	7.65%
510537 · Music Program Assistant P/R Tax Expense	194.97	168.93	675.71	7.65%
510541 · Admin Asst P/R Tax Expense	513.19	468.81	1,875.23	7.65%
510552 · Custodian P/R Tax Expense	136.56	167.08	668.30	7.65%
510554 · Sexton P/R Tax Expense	112.06	118.61	474.45	7.65%
510583 · RE Staff P/R Tax Expense	397.43	432.00	1,727.98	7.65%
510601 · Ministerial Intern P/R Tax Expense	81.30	0.00	0.00	7.65%
510622 · Assistant Minister P/R Tax Expense	283.92	896.96	3,587.85	7.65%
	3,672.25	6,580.15	26,320.58	
<u>Retirement</u>				
510503 · Minister Retirement	1,594.92	1,727.81	6,911.25	8%
510512 · Dir Administration Retirement	912.90	988.98	3,955.90	7%
510522 · Dir LRE Retirement	853.98	925.10	3,700.40	7%
510532 · Dir Music Retirement	266.68	433.35	1,733.40	7%
510542 · Adm Asst Retirement	396.00	428.98	1,715.90	7%
	4,024.48	4,504.21	18,016.85	
<u>Health Insurance</u>				
510506 · Minister Health Plan	3,840.99	3,746.55	14,986.21	
510507 · Minister Disability Insurance	445.50	0.00	0.00	
510524 · Dir LRE Health Plan	2,832.54	3,307.37	13,229.47	
510621 · Assistant Minister Health Plan	2,869.89	2,714.70	10,858.80	
	9,988.92	9,768.62	39,074.48	
<u>Other Personnel Costs</u>				
510504 · Minister Professional Expense	2,048.33	1,000.00	4,000.00	
510802 · Workers Comp Insurance	321.00	575.00	2,300.00	
510815 · Staff Professional Expenses	2,599.34	1,250.00	5,000.00	
	4,968.67	2,825.00	11,300.00	
	102,689.90	109,692.99	438,771.96	

Tennessee Valley Unitarian Universalist Church

Building and Grounds

For the 3 months ending September 30, 2019

<u>Building and Grounds</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	Annual <u>Budget</u>
Utilities	4,486.01	7,000.00	28,000.00
General Maintenance & Supplies	3,085.47	4,625.00	18,500.00
Capital Maintenance	(4,666.00)	1,000.00	4,000.00
Grounds Upkeep	3,180.00	3,750.00	15,000.00
Garbage Collection	337.90	424.35	1,697.40
Security System	51.00	0.00	0.00
Property Insurance	2,008.20	2,008.20	8,032.80
Total Expenses	8,482.58	18,807.55	75,230.20

Tennessee Valley Unitarian Universalist Church

Operations

For the 3 months ending September 30, 2019

<u>Operations</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	Annual <u>Budget</u>
Office Supplies	623.18	500.00	2,000.00
Copier	1,949.56	1,625.00	6,500.00
Telephone / Internet	1,501.15	1,114.65	4,458.60
Postage	446.12	500.00	2,000.00
Advertising	500.00	0.00	0.00
Computers & Software	814.74	425.00	1,700.00
Online Donation Processing Fees	885.94	750.00	3,000.00
Canvass (Stewardship)	0.00	125.00	500.00
Meals	737.44	0.00	0.00
Realm	1,008.50	900.00	3,600.00
Basecamp	982.16	1,080.00	1,080.00
Gift Card Charge Fees	88.05	37.50	150.00
Bank Fees	0.75	0.00	0.00
Payroll processing	464.34	550.00	2,200.00
Total Expenses	<u>10,001.93</u>	<u>7,607.15</u>	<u>27,188.60</u>

Tennessee Valley Unitarian Universalist Church

Programs

For the 3 months ending September 30, 2019

<u>TVUUC Programs</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	Annual <u>Budget</u>
Program Council Block Grant	0.00	0.00	1,500.00
Music Program	1,235.64	750.00	3,000.00
New Member Committee	0.00	142.50	570.00
Leadership Development	149.97	250.00	1,000.00
Worship Committee	272.00	375.00	1,500.00
Pastoral Care	0.00	125.00	500.00
Religious Education	1,511.95	1,375.00	5,500.00
Total Expenses	3,169.56	3,017.50	13,570.00

TVUUC 2019 Fall Retreat Retrospective Report

4 days/3 nights

\$30 per Adult / \$20 youth ages 6-18 / children 5 and under free with Adult/ \$90 Maximum per Family

68 people registered/signed up

56 people attended:

31 Adults / 25 Children

Since we began coordinating the Fall Retreat, the attendance has averaged between 50-80 participants.

I had a Major planning mistake this year with the Group Cabin/Campground Fees increasing from \$600 to \$850. I was totally unaware of the cost increase back in 2017 due to being the person who made the reservation, but not the one who paid for the reservation. Complete oversight by me, and, I take full responsibility for it. The reservation confirmation showing the fee increase was mistakenly sent to Heather Finney's TVUUC email by the Pickett State Park office. This has resulted in a substantial shortfall of revenue from participant's fees vs expenses.

Fear not! Robby and I have some restructuring of fees ideas and a fundraiser proposal for the Board/Leadership Team to close the gap and possibly provide some extra revenue to offset current and future expenses for this Fellowship Event as well as others. Stay tuned....

Total Expenses – \$1,640

Group Cabins Rental Fee - \$850

Food and Drinks for 56 people x 7 meals = \$2 per meal - \$790

Total Revenue/Registration Fees - \$1,440

Difference of **-\$200**

Going forward we will rework the participant fee structure to match the rising cost of Park Fees and Meals. The TN State Parks has once again raised fees in July 2019 that will affect our 2021 Fall Retreat and future dates. Our new fee structure is as follows. Adults \$40/ Youth 6-18 \$25 / Children 5 and under \$10/ Maximum Family Fee is \$120. This would have resulted in \$1810 from registration fees this time. We'll need that going forward to accommodate rising expenses.

TVUUC Fall Retreat Coordinator

Jodie Hamilton

October 9th, 2019

Tennessee Valley Unitarian Universalist Church

Sale/Fundraiser Request Form

page one: general information

Name of Fundraiser:	Merchandise for Fellowship Funds
Overview of proposed fundraiser:	<p>Create a Funding Mechanism for Fellowship Events. Currently we try and make Fellowship Events Self Sustaining. I believe that is the best practice. But the break even point for the events doesn't always happen. That leaves volunteers that organize feeling responsible for the revenue loss.</p> <p>I suggest we change that. Lets create a positive revenue stream to cushion fellowship event spending.</p> <p>We'll offer TVUUC Hats and other merchandise to our Members and Friends for suggested Donation Amounts. We hope every dollar invested will bring a two dollar return.</p>
Sponsoring Committee/Program/Person:	Fall Retreat Leadership Team
Contact Person:	
Name	Jodie Hamilton
Email	vacation4life4us@yahoo.com
Phone	865-224-3621
Type of Sale/Fundraiser:	
Special Event	
Sale of Goods/Services	Sundays in Fall Leading Up to Christmas
Other	
Suggested Date(s):	November 17th -December 22nd
Target Audience:	TVUUC Members and Friends
Volunteers required	1 person per Sunday
Total number needed	Just the Members of Our Team
Brief job descriptions	Staff Table in Fellowship Hall or Anywhere Administration likes, before and after Sunday Service.
Have they been recruited?	Already On Board/Team

Tennessee Valley Unitarian Universalist Church

Sale/Fundraiser Request Form

page two: logistics

How will fundraiser be promoted?	We'll Promote Ourselves on current established TVUUC Social Media Platforms
Has TVUUC calendar been checked for availability?	Will not conflict with other events.
What room(s) are required?	Just a Table and we'll put it just about anywhere
Have they been reserved?	No
Will food/beverage be served? If so, are there special kitchen needs?	No
Will alcohol be served?	No
Will it be sold?	No
Budget for fundraiser:	\$250
Expenses (please list)	\$250
Revenue (please list)	\$500
Net anticipated	\$250
Designation for net proceeds (support of TVUUC operations budget or other purpose):	We Suggest Supplementing the Fellowship Fund Directly
Contracts required for this fundraiser? (Examples: a performer for an entertainment, or a vendor that sells products) / Explain:	Nope
What potential risks are involved?	Almost None

Tennessee Valley Unitarian Universalist Church Sale/Fundraiser Request Form

page three: Sign & Approval Page

Approval could be delayed if there are any concerns sale/fundraiser could jeopardize TVUUC's tax-free

We certify that we have reviewed the TVUUC Fundraisers Policy and agree to comply with it, including

Submitted by: Jodie Hamilton

Signed: *Jodie Hamilton*

Date submitted: 10/12/2019

[Please forward completed proposal to the TVUUC Director of Administration. Please contact the](#)

Action Taken by Leadership Team:

Approved, Not Approved,
Approved with Modification,
Other:

Date:

Date Action Reported to Board:

Leadership Team Representative: