

TVUUC Board Meeting

December 17, 2019

Board Members Present: Matthew Blondell; Eddie Chin; Denise Coleman (President) ; Debbie Ellis; Justina Hyfantis; Ginna Mashburn; Ryan McBee; Wendy Syer; Alice Woody

Ex Officio/Visiting: Chris Buice; Claudia Pressley; Catherine Farmer Loya

Change in Personnel Policies

The Personnel Committee has proposed a change to the Personnel Manual which would designate Christmas Eve as an official holiday for staff. This would require non-exempt (hourly) staff members who are required to work on Christmas Eve to be paid at a rate of time and a half. Exempt (salaried) staff may take compensatory time on another day.

The Board voted to approve this change.

The Personnel Committee also proposed several additions to the Personnel Committee Charter, related to staff evaluations. Briefly, the following will be added:

- A statement that staff evaluations must be completed according to the timeline give in the Personnel Policy and Procedures Manual.
- A clarification of the purpose and subject of staff interviews that are conducted by members of the Personnel Committee [The interviews are intended to solicit feedback on the job description and will not be an evaluation of job performance.]
- A requirement for the Personnel Committee to develop staff salary and benefit recommendations and present them to the Board for consideration before the annual budget deliberations (which take place before the budget is presented to the congregation at the annual meeting.)

The full text of the revised charter will be available for review on the TVUUC website (under Governance Manual.)

The Board voted to approve the proposed additions.

Music Director Search

The Music Director Search Committee has reported that the position has been offered to Alison Mann, and she has given verbal acceptance. Her official starting date will be February 1. Because she is still teaching in Georgia, she will be commuting between Knoxville and the Atlanta area until the end of Spring Semester. As Alison does not play piano or organ, she will be employed for 20 hours per week, and we will continue to have an organist/accompanist working at 10 hours per week. Will Dunklin, who has held the accompanist (or Program Assistant) position for several years can no longer fill this position, due to conflicts with his full-time job. After Alison arrives, she will have a role in selecting a new organist/accompanist. Until then, other arrangements will be made for an accompanist.

Staffing Change for Religious Education

Catherine Farmer Loya reported on upcoming changes in the staff structure for Lifespan Religious Education (RE). Juniper Stinnett, who has been serving as Youth Programs Coordinator, will be leaving to serve as a Ministerial Intern at Oak Ridge Unitarian Universalist Church. After evaluating the current needs of the RE Program, the staff has decided to eliminate the position of Youth Programs Coordinator and instead create a part-time position of Assistant Director of Religious Education. This position will be for 15 hours per week, and will include the following responsibilities:

- Partnering with the Director to coordinate the Sunday morning RE programs
- Coordinating activities for TVUUC youth and families
- Communicating with parents, youth, volunteers, staff and church members
- Coordinating nursery and childcare staffing
- Partnering with Director to engage congregation with youth programming

Miriam Davis, who has been working as an RE Program Assistant for 10 hours per week, will now serve in the new position of Assistant Director. In addition to additional hours of work she will receive a higher hourly salary, and will become eligible for some health insurance benefits. Catherine noted that Miriam has already been fulfilling many of the tasks in the job description; the additional five hours per week will allow her to add the youth programming and coordination.

Both the RE Committee and the Personnel Committee have given their support to this proposal. Robby McMurry (Treasurer) has also been consulted, and he has determined that the change will not result in any net additional expenses for this fiscal year. The change will require a small increase in funding in the next fiscal year. The Board added its enthusiastic support for this new position and the choice of Miriam Davis to fill it.

Miriam will begin her new position and duties on January 8.

Ordination of Christopher Watkins Lamb

As noted last month, Christopher Watkins Lamb has requested that TVUUC conduct his ordination as a UU Minister. While the Board has expressed its support, it is traditional for the request to be formally approved by the TVUUC membership. A short congregational meeting will be held on January 19 (after the morning service) to vote on this call to ministry. An announcement of this meeting must be sent to the congregation by January 9.

It is estimated that the ordination and related activities (such as hosting members of Christopher's current church in Colorado) will cost TVUUC about \$800-1000. As the current budget does not allow for this expense, we discussed the possibility of an on-line fund-raiser. However, as the ordination will take place in the next fiscal year (possibly in August 2020), there is an option of building part or all of the cost into the 2010-21 budget. These decisions can be made after a date is set for the ordination.

Stewardship Committee and Campaign and Endowment Fund

The Stewardship Committee continues to make plans for the Spring Pledge Campaign. The kick-off date for the Campaign has now been set for February 16, and the official campaign will run for only one week. Ted Jones and Jodie Hamilton are working on updating contact information in *Realm*. The Committee hopes that Board members can help with some campaign tasks, such as calling donors and writing thank-you notes.

It was also reported that the Endowment Committee has expressed a wish to be included in some way in the Spring Pledge Campaign, perhaps by adding a place on the donation form for donors to contribute to the Endowment Fund. While fully supportive of the Endowment Fund, the Board rejected this suggestion, fearing that it would divert pledge money to the Endowment rather than increasing overall donations. The Board urges the Endowment to hold separate programs to promote and explain the Endowment Fund, especially during the designated Endowment Month in the fall. In discussing this issue, it became apparent that there is considerable confusion about how unspecified donations are currently to be allocated, especially those received through wills. An explanation and some suggestions would be useful to those making donations and preparing their wills. **It also seems that the Finance Manual, which does specify the allocation of undesignated donations, needs to be revised.**

Adding to the confusion is the fact that there is also a Memorial Fund which receives funds given in memory of someone, and which are used to fund memorial services.

The Endowment Committee had also asked if Endowment contributions could be discussed in the New Member classes. While the Board felt that the Endowment Fund could be briefly mentioned and explained in this class, most were hesitant to push Endowment contributions to those who are still deciding if they want to join the church.

Related to this discussion Chris Buice mentioned that, in the past, the church had a form called "Who Speaks for Me", in which a member could clarify her/his wishes in case of death or disability. He suggested that the church might need to resume this practice.

Miscellaneous

- The Board expressed its enthusiasm and thanks to Debbie Ellis for organizing the basket offered by the Board in the recent auction.
- Denise Coleman reported that she has inquired about the car that is to be sold by a member, with the proceeds to be donated to the church. The member promised to continue seeking a broker to assist with this sale. Denise will follow up again on this project.
- Denise also noted that Board Member on Duty (BMOD) slots are filled through March. Board Members are reminded to sign up for dates after that. We also reviewed the updated BMOD Script prepared by Eddie Chin, and made a couple of additional suggestions before the script is posted on the church website.
- The tour of the new security system has been postponed to the January Board Meeting.

Submitted by Wendy Syer, Secretary to the Board.

12/28.19