

TVUUC BOARD ZOOM MEETING of 11/17/2020  
MINUTES

President Matthew Blondell called the meeting to order at 6:32 pm.

Present (alphabetically):

Matthew Blondell, Chris Buice, Eddie Chin, Denise Coleman, Justina Hyfantis, Viren Lalka, Ryan McBee, Jeff Mellor, Linda Randolph, Alice Woody.

### CONSENT AGENDA

1. Minutes of 10-20-2020 meeting. **Eddie moved, Linda seconded approval as amended. Unanimous.**

### DISCUSSION AGENDA

1. **Financials SBA loan and Capital Improvements project.**  
Viren opened discussion of the financial picture of TVUUC by stating that the Paycheck Protection Program loan application is nearly complete, and completion is projected for mid-December. He discussed the three documents he had sent out, outlining that he had strived for clarity and transparency in them. He expects to make minor changes in the future to further clarify that the church runs on a fiscal year of July 1, 2020 to June 30, 2021, so that expenses incurred 'year to date' clearly relate to the fiscal, not the calendar year. Additionally, he envisions introducing the percentage method of stating income and outlay, rather than absolute numbers, e.g. x% of budgeted amount has been expended, rather than \$y have been expended, which should provide better guidance to Board members. He noted that the funds made available by the PPP and SBA programs are loan monies and not technically income. He will have and distribute to Board members upon request an Excel spreadsheet detailing each of the projects to be undertaken with the monies made available through the Small Business Administration loan. The spreadsheet will list each project by title and project leader, list the bidders and cost analyses for each project (two bids minimum for each project are envisioned) and detail the monies as they are expended for each. He noted that he had added the rubric 'independent contractor' in his presentation to account for the persons hired to produce music and manage the social media of the Church. He concluded by expressing his confidence that the Church will meet its budget for FY 2020-2021.

2. **Conflict of Interest Policy.** Ryan and Alice have been working on a draft which will be posted to Base Camp. Once it is available, the Board can decide what further discussion is needed before a final vote on approval.

#### 3. Updates

a. **Music Director.** Linda reviewed that Ginna and Will are putting a committee together to also include Chaz Barber and David Asbury Video Assistant to Chaz. As discussed last month, this committee will review broadly the musical program of the church, the organization, production and dissemination medium of the music, the

personnel and qualifications needed to meet these requirements and recommend a way to search for the staff needed to fulfill these goals.

b. **Auction.** Matthew reported that the Board's auction basket has been listed in the auction brochure. The Game Night will be organized by Barbara Johnson as two game groups of six players each. Auction participants will bid for these seats. The Board Chili Cook-Off will also be listed. An indeterminate number of people can participate and details will have to be worked out by Matthew after the auction has taken place. Given the changes resultant from the COVID, details will have to be settled as circumstances dictate.

c. **Covid Task Force.** As a Task Force member, Matthew reported that the official co-leaders of the Task Force are Michelle Keith and Nick Potter. Michelle has worked with Tennessee Emergency Management, where she has worked with Ebola and other similar matters, and Nick has a doctorate in immunology, so we are fortunate to have such highly qualified persons guiding this project. Finalizing a draft proposal, a questionnaire, event risk qualification checklists will be the subjects of the Thursday meeting this week to include Matthew and Justina from the Board. The Task Force recognizes that changing circumstances on the ground will make the 'final document' more of a 'living document.' It is hoped that material ready for submission to the congregation should be ready in the next two or three weeks. Chris observed that new and innovative norms of interaction will likely be necessary when we again enter the church on a regular basis. Additional *irreverent* suggestions were not minuted.

d. **8<sup>th</sup> Principle.** Eddie and Alice have assembled a working group for the Task Force. Chris will be offering suggestions about the interaction of our congregation with UUA on this matter. Soraya Cooper and Aisha Brown have been added as members of the Task Force. Mark Mohundro has provided some good working material he has found for their work, and Eddie has surveyed a number of congregations that have already adopted the 8th Principle for input. The Lexington, KY church has provided interesting ideas and input. Eddie also noted that the Task Force sessions will be recorded, so that interested parties unable to be present at the meeting can stay abreast of developments.

e. **Ministerial Review.** The Ministerial Review has been moved to December. Linda reported that the sixth, and presumably final draft of their report will be transmitted to Chris tonight for his response. Once final, this report will be transmitted to the Board.

#### 4. Strategic Planning Committee Updates.

a. **Right Relations Committee.** Denise reported that a Right Relations Committee is envisioned with five members and a chair appointed by the Board. Members of the Committee would include persons with backgrounds in Psychology, Social Work, Mediation, and Conflict Resolution, and Pastoral Care. The RRC exists to deal with conflicts between the minister and the congregation, individuals in the congregation, or minister and staff, where the conflicts have intensified to the point that they interfere with the health and functioning of the congregation. The Knoxville Mediation Society may provide some guidance in the work of the RRC.

b. **Technology and Communications Task Force.** Denise reported that John McNair has agreed to chair this task force and is planning to have a first meeting in December. Its purpose is to assess the communication needs of the congregation and develop a plan to fulfill those needs. The goal is to facilitate communication by technological means, i.e. hardware and software, not to provide substantive input on what is communicated. Matthew indicated that there appears to be some uncertainty in the congregation about this distinction. Linda noted that this task force arose in part because the actions of the Small Group Ministry could be better supported or facilitated if the participants were more tech savvy or had more tech support. She also asked that Chris and Claudia approach Cindy Buchanan to teach Michael Miller how to upload documents to the church website and the Governance Manual, such as minutes of the Board and of the Congregational Meeting. Chris said he would work on this at their meeting tomorrow in the course of refining Michael's work in view of the changes imposed by our reactions to COVID.

5. **Worship Committee Request for Board Members to record the Affirmation.** Matthew reinforced Eddie's request from the Worship Committee that Board Members record the Affirmation for use in the Sunday services. Matthew sent out Mark Mohundro's directions on how to do this. Eddie expressed the suggestion that this would resemble the Board Member on Duty of the in-church services.

6. **New Issues.** Denise indicated that the Stewardship Committee was reactivating and sending out Thanksgiving cards. Several had already received them. The committee was envisioning a meeting sometime in the middle of December. Chris observed that the contract of the Online Music Coordinator runs only to the end of December and that the Board might want to consider extending it. The Music Committee is working on longer term solutions, but the shorter term issues are more closely related to this deadline. Christopher, David Asbury and Chaz are the personnel most directly affected. Chaz will be transitioning out toward late March. Recent developments in the COVID situation suggest it would be prudent to have an online presence if a sudden outbreak threatens even the current level of music production. Further discussion involved the contract lengths (fixed term vs. indeterminate length), skill sets of the persons involved and to be interviewed and reintegration into in-Church services.

**Linda moved, Ryan seconded, extending Christopher Lamb's contract through the fiscal year. Unanimous.**

Adjournment . The meeting was adjourned at 7:42 p.m.

Respectfully submitted,  
Jeff Mellor,

Secretary-Clerk