

TVUUC BOARD RETREAT ZOOM MEETING of 8/21/21

MINUTES

President Ryan McBee called the meeting to order at 10:05 am.

Present (in alphabetical order): Chris Buice, Matthew Blondell, Bill Cherry, Eddie Chin, AB Coleman, Denise Coleman, Justina Hyfantis, Catherine Farmer Loya, Ryan McBee, Jeff Mellor, Mark Mohundro, Nick Potter, Claudia Pressley, Linda Randolph, Mary Rogge, Ken Stephenson, Alice Woody.

1. BOARD CHARTER

After those present briefly introduced themselves, Ryan reviewed the Agenda highlighting some principal points for discussion: Board Charter, Job Descriptions, Budgeting Process.

2. COMMITTEE LIAISON ASSIGNMENTS

The following Board liaisons to the several Church committees were established:

Committee	Committee Chair	Board Member Liaison
Stewardship	Taylor Thomas	Mary Rogge
Endowment	David Massey	Linda Randolph
Worship	Elnora Williams	Eddie Chin
Program Council	Jamey Dobbs	Alice Woody
Lifespan Religious Education	Catherine Loya	Heather Kistner (n absentia)
Personnel	Susan Kovacs	
Building and Grounds	Will Dunklin	Ken Stephenson
Finance	Viren Lalka	Ryan McBee
Membership	Jametta Alston	Justina Hyfantis
Nominating	Mark Mohundro	Ken Stephenson
Strategic Planning Committee	Denise Coleman	Ryan McBee
Covid Task Force	Nick Potter	Matthew Blondell
Technology Task Force	AB Coleman	Heather Kistner (in absentia)
Welcoming Congregation Committee	Merris Porter	Matthew Blondell
8th Principle Task Force	Mark Mohundro	Ryan McBee

3. MISSION CANVASS PROJECT

AB Coleman reviewed the Mission Canvass Project with a view to organizing communications among the several church stakeholders or constituencies, coordinating communications in a centralized, consolidated and standardized fashion, assigning responsibilities for Church initiatives, and establishing follow-through on them. He particularly identified fragmentation of communication as an issue to be addressed to ensure stable, clear communications to all parties and effective coordination of actions to be taken. Improved communication leads to increased trust among all stakeholders, resulting in organizational efficiencies that in turn reduce costs, not necessarily financial that show up on the balance sheet, but that aid in smoother

organizational functioning. To this end, a three-phase implementation process is envisioned, each of which may take up to a year. The first phase, now underway since June, is the organization of communication using tools provided by Microsoft 365, Share Point and Yammer (a secure private communication vehicle similar to Facebook). To get this project started, Board Members will receive an invitation to ZOOM-mediated 'office hours' to ensure that everybody becomes comfortable and adept in using these tools widely used in business settings.

4. FINANCIALS

In the absence of Viren Lalka, Ryan and Claudia reviewed recent financial issues. Since the Congregation Meeting on June 27, the Church had become aware of two unanticipated financial contributions, one of ca. \$53k and the other of ca. \$9k. Attorneys for the donating parties had brought these contributions to Church officials. Since the language governing the donations was not specific, brief discussion concerned whether they should be applied to ongoing operations or, as had been the typical procedure, to the Church Endowment.

Jeff moved, Matthew seconded that the \$54k donation be applied to the Endowment funds. Unanimous.

Brief further discussion on the \$9k donation revealed that the desire of the donating party was that these funds go to flower displays, evidently during services, but perhaps also for similar related displays. This would be a matter of further discussion with the donating party.

During this discussion, the Board intent to set up a campaign to cover the deficit of ca. \$34k in the recently approved budget was reiterated, but no specific action was taken. Matthew offered to consult with the Flower Committee on related issues.

The issue of ongoing costs for projects funded from the Endowment was mentioned briefly. It appears that the set-up costs were covered by the Endowment, but the ongoing costs of Endowment-funded projects may have seeped over into the operating budget. Ryan offered to explore this matter in further detail.

5. WELCOMING CONGREGATION / 8TH PRINCIPLE

Mark reviewed the progress and activities of the committees charged with our organizing as a Welcoming Congregation and the adoption of the 8th Principle in conjunction with the UUA. Of particular value were two websites:

a. <https://www.meadville.edu/fahs-collaborative/beloved-conversations/>

and

b. <https://www.8thprincipleuu.org/>

He especially recommended that Board members participate in the Beloved Conversations project, the value of which other Board members strongly seconded. The Meadville/Lombard course costs \$250, but scholarships are readily available for it. Chris added that, if Meadville cannot cover the full costs, the Church has some funds to supplement tuition costs. Try Meadville first because they have substantial funding set aside for this purpose.

6. RELIGIOUS EDUCATION

Catherine reviewed RE activities and initiatives for the past year. In view of the heightened COVID infection threat, no indoor activities were envisioned for the foreseeable future. Some outdoor activities had been undertaken and several pictures revealed the attractive and successful results. She reviewed plans for a 'fall launch 'of continued RE activities to include outdoor events, ZOOM meetings, and take-home projects. More details at https://drive.google.com/file/d/11A3p7YPDmqUpC6_4CGjozjGlsflgv71d/view?usp=sharing. Subsequent discussion touched on the vagaries of TN weather and the desirability of some sort of shelter large enough to accommodate socially distanced events, its placement on TVUUC grounds, and whether it would be a fixed structure or capable of being put in place relatively easily. Board members expressed great admiration and thanks for the variety, quality and ingenuity of the projects she had undertaken along with staff and volunteers, cognizant of the way in which integration of families with younger kids helped assure the fostering of the 'next generation 'of Church participants.

7. COVID TASK FORCE

Nick briefly reviewed the history and actions of the COVID Task Force. Following CDC guidelines, it appeared that reopening the Church might have been possible by August 15, but the surge in the infections from the delta variant forced postponement of these plans. This decision was met with broad approval in the Congregation. Upcoming decisions will be governed by coordination with other organizations and close examination of the CDC website and the recommendations there regarding openings and circumstances of various public events. He called Board attention to Chris' recent opinion piece in the *Knoxville News-Sentinel* <https://www.knoxnews.com/story/opinion/2021/08/20/get-vaccinated-covid-19-because-sick-nation-isnt-safe-nation/5477763001/>

8. BY-LAWS

Linda reviewed changes she had made in consultation with the Strategic Planning Committee and the Technology Task Force in response to the extended discussion at the Congregational Meeting. Detailed discussion in our meeting regarding specificity of tasks and job titles and the proper inclusion of issues in the By-Laws vs. Policies and Procedures documents resulted in agreement that a document would be circulated by AB to Board members for consideration, discussion and amendment. Linda requested guidance on these four issues in order to proceed: 1-that she be informed of the purpose of the Membership Committee, 2-that a charter for the Membership Committee be created, 3-that a job description for the Director of Finance & Operations be provided , 4- that the Board review that job description annually for updating and accountability. Further agreement centered on the process by which the resultant document would be presented to the Congregation. Apparent consensus revealed that the Board would agree on a draft set of By-Laws and that this draft would be presented to the entire Congregation for a defined comment period. Following this comment period and incorporation of resulting suggestions and alterations, Board consensus proposed that a final draft

incorporating necessary revisions of the By-Laws would be presented to the Congregation for an up-or-down vote.

9. HOUSEKEEPING DETAILS

Board meetings were set for the 3rd Tuesday of the month at 6:30 pm. For now, these would take place via ZOOM. Ryan proposed a regularization of committee input to the Board.

Whether these would be called reports, updates or something else was not fixed. The campaign to raise funds to cover the budgeted deficit for FY 2021-2022 was highlighted as an important topic for early consideration.

10 Adjournment

The meeting was adjourned at 4:02 pm.

**Respectfully submitted,
Jeff Mellor
Secretary-Clerk**