

TVUUC Board ZOOM Meeting MINUTES September 21, 2021

[<https://us02web.zoom.us/j/87166384192>](https://us02web.zoom.us/j/87166384192)

Having established a quorum, President Ryan McBee called the meeting to order at 6:28 pm.

Present (in alphabetical order): Matthew Blondell, Chris Buice, Bill Cherry, Eddie Chin, Will Dunklin, Angela Hoffman, Heather Kistner, Viren Lalka, Catherine Loya, Ryan McBee, Jeff Mellor, Linda Randolph, Mary Rogge, Ken Stephenson, Jamie Watts, Alice Woody.

1. Approval of Minutes June 4, 2021 Board Meeting

Matthew moved, Linda seconded approval of minutes as distributed. Unanimous.

2. Approval of Minutes of August 21, 2021 Board Retreat

Matthew moved, Linda seconded approval of the minutes as revised after distribution. Unanimous.

3. Financials and Roofing [07:35]

Viren noted in passing that he had invited Will Dunklin to address the Board regarding the roofing expenditures, as they constituted an important item in the overall financial position of the Church. This discussion was postponed until after the report of the COVID Policy Task Force and its recommendations on opening the Church.

4. COVID Policy Task Force and Congregational Survey [8:04]

On behalf of the CTF, Angela Hoffman reported on the policies and policy changes that had been motivated by the delta variant surge in infections over the past six weeks. She presented the following document:

Recommended Worship Activities at TVUUC, by Risk Level

Covid Act Now Risk Level ⁵	Endemic ⁶	Low	Medium	High	Very High	Severe
Recommended Activities	<p>Indoor: <u>Offer worship as before pandemic</u>; discontinue all pandemic-related safety protocols.</p> <p>Continued offering of livestreamed services.</p> <p>Outdoor: n/a.</p>	<p>Indoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p> <p>Continued offering of livestreamed services.</p> <p>Outdoor: Worship service <u>open to the public with no restrictions</u>; participants assess individual risk tolerance.</p>	<p>Indoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p> <p>Continued offering of livestreamed services.</p> <p>Outdoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p>	<p>Indoor: Worship service <u>open only to those fully vaccinated and with safety protocols in place</u>.</p> <p>Continued offering of livestreamed services.</p> <p>Outdoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p>	<p>Indoor: Worship service <u>streamed online</u>; no in-person option.</p> <p>Outdoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p>	<p>Indoor: Worship service <u>streamed online</u>; no in-person option.</p> <p>Outdoor: Worship service <u>open to the public with safety protocols in place</u>; vaccination encouraged but not required.</p>
Safety Protocols to Include:	<ul style="list-style-type: none"> • Universal masking for ages 2+ • Physical distancing • Good ventilation • Reduced occupancy • No congregational singing • No food or drink 					

noting that it represented a distillation of information from numerous sources, including <COVIDACTNOW.ORG>, CDC, the UUA, other UU congregations as well as TVUUC members and staff.

The recommendations presented here, however, are based on a ‘secular modal’ governed principally by the CDC and COVIDACTNOW guidelines with an attempt to align them as much as possible with recommendations from the UUA. “Opinions and feelings informed the process, but did not decide it.” The categories shown in the chart are those identified on the COVIDACTNOW website with the addition of the category **Endemic** the Committee added to establish a kind of baseline acknowledging the fact that COVID will never disappear from the population, but will be reduced to persistent and predictable levels such as the annual appearance of the flu. The COVIDACTNOW levels are also employed by the UUA as the UUA President recently noted. [9:48]

On the chart, the underlined indoor and outdoor activities and safety protocols highlight the principal recommendations of the Task Force. The recommended safety protocols at events are sourced directly from UUA recommendations. Chris Buice noted that he and the Church Executive Team are in agreement with these recommendations. A second chart she provided outlines the situation of smaller groups, as here

Recommended Small Group Activities at TVUUC, by Risk Level

Covid Act Now Risk Level ⁷	Endemic ⁸	Low	Medium	High	Very High	Severe
Recommended Activities	<u>Indoor & outdoor:</u> No limitations on small group activities, congruent with pre-pandemic policy.	<u>Indoor:</u> CTF application & approval required; <u>limited restrictions to be determined</u> from application review. Outdoor: No CTF application required; <u>no restrictions</u> ; participants assess individual risk tolerance.	<u>Indoor:</u> CTF application & approval required; <u>safety protocols required</u> ; vaccination encouraged but not required. <u>Outdoor:</u> CTF application & approval required; <u>safety protocols recommended</u> ; vaccination encouraged but not required.	<u>Indoor:</u> CTF application & approval required; <u>safety protocols and vaccination required</u> . <u>Outdoor:</u> CTF application & approval required; <u>safety protocols recommended</u> ; vaccination encouraged but not required.	<u>Indoor:</u> CTF application & approval required; <u>safety protocols and vaccination required</u> . <u>Outdoor:</u> CTF application & approval required; <u>safety protocols required</u> ; vaccination encouraged but not required.	<u>Indoor:</u> CTF application & approval required; <u>safety protocols and vaccination required</u> . <u>Outdoor:</u> CTF application & approval required; <u>safety protocols required</u> ; vaccination encouraged but not required.
Safety Protocols to Include:	<ul style="list-style-type: none"> • Universal masking for ages 2+ • Physical distancing • Good ventilation • Reduced occupancy • No congregational singing • No food or drink 					

She then opened the meeting to questions and comments. [11:39] What the CTF has presented is recommendations, she noted. Actual programmatic decisions will be made by various Church entities, e.g. Worship Committee, etc. With regard to small group activities, no change in procedures is anticipated. The expectation is that small groups will still apply for permission for their activities, as is currently done. Chris noted that the Church Executive is empowered to take action to keep the congregation safe e.g. closing the building, etc.. By approving these recommendations, the Board is declaring that they define what is 'safe' and provides a framework by which the Church Executive can make decisions quickly based on the categories provided by COVIDACTNOW and the CDC. [12:59]

Questioned about the Church members and groups can find out if and how the risk levels have changed in what has proved to be a rapidly changing situation, Angela said that the basis for decision for us, and for the UUA, is the COVIDACTNOW website, which is updated daily. [15:40] A pattern of two weeks stability in a category, the standard used in public health circles, is recommended here to establish a substantive change in risk levels for congregational decisions.

In response to a query about how the current risk level status would be shown to interested parties, Angela endorsed this kind of notification, but said the Church authorities would decide how this would be shown. Ryan observed that the Newsletter would be a good place to do this, especially as the basis for action is a two-week window. She reflected some complexities of the qualitative comments received from members that revealed disparities where somebody had said things like "The church should be fully open now." and then also added "But I am not ready to come to church until infection rates have declined." Some of this might also stem from the fact that members might not be as completely in control of the data as the CTF members have had to be. Angela stated that the CTF would endorse a link on the church website leading to current status information. "The more information, the better." Chris interjected that Board approval of these recommendations would make it possible for the Executive and staff to figure out how this information could most effectively be communicated, via the Newsletter, Church website, or other means. He especially highlighted Mark

Mohundro's electronic and communication expertise in crafting further decisions. [20:59] Further discussion identified issues to be dealt with in this process:

- a) policy measures to be undertaken when a breakthrough case has been identified in a participant in a church activity,
- b) how a 'fully vaccinated worship service' will be implemented,
- c) how specific tangible activities will be related to these broad categories,
- d) how we can implement our statement as a "most welcoming congregation" with the least burden on staff,
- e) what was the rationale for not requiring vaccination at the low and medium risk levels? This recommendation is exactly what we had envisioned in July for re-opening before the surge and recognizes that not all attendees can be vaccinated e.g. children from birth to 11 years and persons with health conditions militating against vaccination) The hope is that children ages 5-11 will be the next age category offered the vaccine. [28:48],
- f) should vaccinations be STRONGLY encouraged in our risk level descriptions?,
- g) in what ways is TVUUC being more conservative than UUA and in what ways more lenient? (UUA-At VERY HIGH and EXTREME risk levels, no indoor or outdoor religious services at all, TVUUC-permits these as noted in Recommendations.) (TVUUC-requires vaccinations at HIGH, but UUA does not.),
- h) do these recommendations incorporate any consideration of booster shots? (not currently under consideration by CTF),
- i) what relationship to the recommendations do the survey results show? (They will be communicated separately to the congregation as important information that was duly noted, but the recommendations are based on the health-sourced data alone.),
- j) with regard to the data (not the comments) and these recommendations, the CTF is somewhat more liberal than the congregation proved to be. [39:45]

Matthew moved [21:55] and Jeff seconded [34:47] that the Board accept these recommendations as a basis for further implementation of policies at a later date when the appropriate parties can be consulted.

Mary's friendly amendment of STRONGLY ENCOURAGED instead of ENCOURAGED was discussed and withdrawn. [45:10]

Ken, Mary and several others voiced strong support of the motion. Alice asked, and Angela clarified, that these recommendations are fixed, but not absolutely set in stone. As circumstances change, the CTF can revise them and sees this as a continuing obligation.

Matthew's motion. Unanimous. [50:04]

Following widespread expressions of appreciation for the work of the CTF, Angela opened discussion of the qualitative comments and responses to the recently distributed survey of the congregation on church opening. She also invited Catherine and others who had worked on compiling the remarks for distribution to jump in as needed to supplement what she said. Two compilations had been provided to the Board, one, a 19 page document, was the worship survey. Catherine and Miriam had also provided a shorter survey focusing on RE families and needs, which was supplied to the Board, but Angela focused comments only on the worship survey. Additional material was supplied by Mark Mohundro from a survey of the Foothills congregation. The committee received an impressive 128 responses, many more than had been submitted for an earlier survey (i.e. 6 responses a year and a half ago). Most respondents offered substantial open-ended remarks. The key points from the survey are as follows:

- When asked how often they attend online worship, approximately 45% said weekly or 2-3 times per month, contrasted with ~77% who did so in-person before the pandemic.
- When asked at which risk level(s) they would be comfortable attending an outdoor worship service with safety protocols in place (masking, distancing, etc.), the tipping point appeared to be between HIGH risk (45%) and MEDIUM risk (67%). For outdoors services, 32% said that vaccine availability to those under age 12 would be a factor in their willingness to attend.
- When asked at which risk level(s) they would be comfortable attending an indoor worship service with safety protocols in place (masking, distancing, etc.), the tipping point appeared to be between MEDIUM risk (44%) and LOW risk (65%). For indoor services, 45% said that vaccine availability to those under age 12 would be a factor in their willingness to attend.
- For the precautions respondents would most like to see at events, the most frequent responses were face masks required (85%), limited capacity seating and physical distancing (74%), and vaccination required of attendees (70%). Thirty-eight percent also marked “shortened fellowship time with no food or drink,” and 23% marked “shorted service or event length.”
- Regarding vaccination status, 81% reported that all in their household were fully vaccinated, and another 16% reported that all in their household who were eligible were vaccinated, but there were some who were ineligible due to age or medical reasons.
- The final three questions of the survey asked for open-ended responses about
 - what congregants wanted or needed from the church right now,
 - what the time of the pandemic has been like for their household, and if they had
 - any other concerns or feedback.
- A large proportion of respondents answered these questions, with responses ranging from expressions of support and gratitude to those of frustration and disappointment to specific requests for spiritual or pastoral care. Many expressed a longing for continued or greater connection with the church, whether through virtual or in-person means. Responses to those questions-will not be shared in the survey report to be shared with the public in order to maintain confidentiality. [59:37]

Several Board members praised the quickness, clarity, and completeness of the survey results. Ken asked about possible future surveys and Linda inquired if the staff would be reviewing these results. Chris responded that he will review them and said that there will be an effort to get specific entities in the church to address issues especially relevant to a particular audience, e.g. RE, Music, Pastoral Care. He echoed Linda’s remarks that our policy on opening seemed to be somewhat more liberal than the congregation in the aggregate seems to want. The question arose about the archiving of the survey data and it was agreed that the *data* be attached to the minutes. Even though all names had been removed from the comments, it was concluded that there still could be an obstacle to sharing *the comments* because the nature of some comments might allow the person to be identified. The summary of the data, the charts and the executive summary would, however, be appropriate for wider distribution. Angela offered to supply these for the public record. This met with general Board approval. [64:46]

Further discussion touched on the mode(s) of distribution of the executive summary, charts, etc. — Newsletter, link on Newsletter, link on web page, email to congregation with link to charts. Angela advocated

that, from a communications perspective, some separate, individual item should be distributed to elevate it above other communications and thus ensure that our 'public 'be aware of it. Items listed somewhere in the Newsletter are too easily overlooked. Several Board members — among them Viren, Ryan, Jeff, Linda — supported this approach. Regarding the security of the raw data, it has been locked down on Google Drive. and Ryan noted that the Technology Task Force is looking into overarching and centralized solutions to these issues. Going forward, the CTF will continue to monitor usage requests for our facilities and keep abreast of changes in the public health situation that affect our policies. Chris noted that Claudia and Mark will be tasked with drafting future communications on these matters. The discussion concluded with mutual expressions of gratitude for the diligence and work of the committee and the interaction with the Board. [75:15]

3. Financials and Roofing — continued [75:12]

Viren began his remarks in a spirit of cautious optimism, noting that we had good burst of pledge contributions in July, but a slight slowdown in August. Overall, we are still ahead of the budget, ca. \$8k in pledges currently. He then fast forwarded to the discussion of roofing, which is a major capital expenditure item, and handed the floor to Will Dunklin, whose architectural and contractual expertise is crucial. He referred to the itemized estimate submitted to us.

TN Unitairian Church Re Roof Bid (last EPDM ballasted area only)

Labor 7 man crew \$1,986.00 per 10 hr day

Revised

Load Roof & Set Up Job	.4 day	\$794.40	\$850.00
Tear off EPDM membrane and wall flashings	.5 day	\$993.00	\$1,062.50
Install Roof and seal all curbs	4.5 days	\$8,937.00	\$9,562.50
Overlay All Walls	.75 day	\$1,489.50	\$1,593.75
Install Metal Scuppers and flashings	1.0 day	\$1,986.00	\$2,125.00
Download equipment and clean up roofs	.25 day	\$496.50	\$531.25
Final Inspection		\$200.00	
Total Labor		\$14,896.40	\$15,725.00
TPO Materials and insulation		\$12,470.87	\$14,988.02
Metal Scuppers & Counter Flashings		\$1,145.00	\$1,435.00
River Rock (ballast) removal sub crew		\$3,800.00	\$3,800.00
Crane Rental	Load Materials \$135.00 x 4.0 hrs	\$540.00	\$540.00
	Down Load Equipment \$135.00 x 3.0 hrs	\$405.00	\$405.00
Portable Toilet Rental		\$100.00	\$100.00
Fuel for trucks and equipmnet \$30.00 / day x 7.5 days		\$225.00	\$225.00
Dump fees		\$300.00	\$300.00
Misc: Small Tools, water, ice. Etc		\$750.00	\$750.00
Sub Total		\$34,632.27	\$38,268.02
Add 10% for overhead		\$3,463.23	7.50% \$2,870.10
Add 10% for profit		\$3,463.23	\$3,826.80
Wet Insualtion Replacement Allowance		\$670.00	\$735.00
Grand Total		\$42,228.73	\$45,699.92

Note * Our labor pricing is inclusive of workman's comp and GL insurance

Will reviewed the great difficulties confronting us in getting estimates over the past year and drew attention to the general situation in construction, with delays, material shortages, and rapid, unanticipated price increases. He showed a picture of the church roof, about 3/4 of which appeared new and had solar panels installed, and the remainder of which was dark with the 25 year old single tar membrane and gravel original surface.



The older dark portion of the roof is past its service life and seriously leaking, which he documented with pictures of ceiling damage in various portions of the church. The proposal is to take off and dispose of the old roof, then apply the new TPO (white) roof and repair minor places in the existing roof as needed. The submitted bid of \$45,699.92 was valid until August 30 and we can expect modest adjustments given our decision time in September, an estimated 3%, approaching \$48,000. The Buildings and Grounds Committee recommends acceptance of this proposal, given the substantial efforts made in attempting to invite multiple, competing bids and the urgent need to prevent further damage in the church. The company, Diversified Contracting LLC, has been checked out and found to be a reliable company and in fact had satisfactorily completed a smaller project for the church, he added. Viren added that the SBA loan money, already in hand, is sufficient to cover this work and is within the parameters of what the money can be used for. Bill, who had been Church Administrator during the earlier roofing work, asked about inquiring of the company that had done the currently satisfactory (white) roof. Will repeated that Building and Grounds had had as a top priority to obtain bids for this work and had not been successful in getting any bids beyond this one. He emphasized the ongoing leak damage occurring that would increase by extending the process of finding more bids. Viren added his endorsement to the Building and Grounds recommendation. In response to Mary's query, this estimate deals solely with the roof and not repair or replacement of damaged items in the church itself. Until we get the roof fixed, these costs are a moving target. Viren added that we have also applied for additional SBA loan monies, currently still in process, which, if granted, can also be applied to capital projects.

In clarification, Will noted that they B&G request was that Claudia and/or another Board member to be designated be authorized to accept the contract and pay the bills for this work. [89:48] Ken offered to be that additional member, given his position as liaison to Buildings and Grounds and President-elect. [90:30] Since a 3% increase brings the bid up to just over \$47k, the Board recognized by common consent an amount of up to \$50,000 that Claudia and Ken were authorized to spend. Start date was specified as the date of arrival of

materials at the contractor's shop. In further discussion, Will assured the Board that the amount of this contract was within industry standards.

Alice moved, Jeff seconded that Claudia was authorized to accept the contract provided by Diversified Contracting LLC and pay on the contract an amount of up to and including \$50,000. As needed, Ken would be the second signature on these obligations. Unanimous.

Will promised to speak with Claudia the next day and communicate this Board action. He received wide-ranging thanks for his work and the work of the Buildings and Grounds Committee. [95:40]

Viren noted that he will be calling the October and November meetings of the Finance Team via Microsoft Teams, a technology he is beginning to utilize. [96:26]

5. Community-Wide Vaccine Clinic at the Church

Claudia has requested of the Board approval for the church hosting a community-wide vaccine clinic on its grounds on Friday, October 15, 2-5 pm, with a possible option for later appointments. In discussion, it was unclear whether booster shots would be available, but it would be whatever the Public Health Department would be doing.

Matthew moved, Ken seconded approval of this event. Unanimous. [98:14]

6. Information Items

Ryan extended thanks to those who have worked with AB Coleman to become familiar with the new communication technology [Microsoft Teams] and encouraged others to begin this task this month.

He also asked Board Members to complete the technology survey by the next Board Meeting.

6. Adjournment

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Jeff Mellor, Clerk-Secretary