

TVUUC Board ZOOM Meeting MINUTES November 16, 2021

<<https://us02web.zoom.us/j/87554992710>>

Having established a quorum, President Ryan McBee called the meeting to order at 6:31 pm. [04:22]

Present (in alphabetical order): Matthew Blondell, Chris Buice, Bill Cherry, Eddie Chin, AB Coleman, Heather Kistner, Ryan McBee, Jeff Mellor, Linda Randolph, Mary Rogge, Ken Stephenson, Alice Woody

1. Approval of Minutes October 19, 2021 Board Meeting

Ken moved, Mary seconded acceptance of the minutes as distributed.

Motion carried. Alice abstaining, not having been at the October meeting. [06:32]

2. Endowment Fund

Ryan referred the Board to the Endowment Fund Quarterly Report (here)

10:38 AM

TVUUC Endowment Fund 10/11/21

Statement of Financial Position Accrual Basis As of September 30, 2021

	Sep 30, 21	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
TVA Credit Union - Checking	5,708.09	4,457.85	1,250.24
TVA Credit Union - Savings	25.14	25.13	0.01
Vanguard			
Vanguard - General Fund	537,860.45	524,688.59	13,171.86
Vanguard - Social Concerns	4,262.90	4,293.56	(30.66)
Vanguard - Religious Education	24,514.15	24,690.45	(176.30)
Vanguard - Building and Grounds	36,943.75	37,209.39	(265.64)
Vanguard - Memorial Garden	29,580.28	30,681.97	(1,101.69)
Vanguard - SubFund B	11,603.47	11,686.92	(83.45)
Total Vanguard	644,765.00	633,250.88	11,514.12
Total Checking/Savings	650,498.23	637,733.86	12,764.37
Other Current Assets			
TVUUC Endowment Liability	1,479.69	979.69	500.00
Total Other Current Assets	1,479.69	979.69	500.00
Total Current Assets	651,977.92	638,713.55	13,264.37
TOTAL ASSETS	651,977.92	638,713.55	13,264.37
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Patio Shed Project	445.02	445.02	0.00
Corona Emergency Expenses	534.67	534.67	0.00
Total Other Current Liabilities	979.69	979.69	0.00
Total Current Liabilities	979.69	979.69	0.00
Total Liabilities	979.69	979.69	0.00

Equity				
Net Assets	637,733.86		637,733.86	0.00
Net Income	13,264.37		0.00	13,264.37
Total Equity	650,998.23		637,733.86	13,264.37
TOTAL LIABILITIES & EQUITY	651,977.92		638,713.55	13,264.37

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10/11/21
Accrual Basis

Statement of Activities **July through September 2021**

	Jul 21	Aug 21	Sep 21	TOTAL
Income				
Gain (Loss) on Investments	5,471.61	8,549.60	(18,563.85)	(4,542.64)
Donations	17,075.00	0.00	1,700.00	18,775.00
Interest	0.00	0.00	0.01	0.01
Total Income	22,546.61	8,549.60	(16,863.84)	14,232.37
Expense				
Memorial Garden	968.00	0.00	0.00	968.00
Total Expense	968.00	0.00	0.00	968.00
Net Income	21,578.61	8,549.60	(16,863.84)	13,264.37

He recognized Linda as the Board liaison to the Endowment Committee for remarks. She reported that she had attended two meetings and that David Massey and Grier Novinger had said that they had hired an attorney with experience with endowments and non-profits, including his own church. The attorney has reviewed the committee charter and will be forwarding his suggestions to them to make sure that our charter conforms to Tennessee law on endowment funds. The committee had voted to hire the attorney with a maximum hours limit of 16 hours. In response to Mary's question, Linda answered that the funds for this purpose come from a carry forward sum of \$9000 in the Endowment, of which some will be used for the attorney's services.

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Ryan moved, Mary seconded acceptance of the report. Motion carried without objection. [09:49]

3 . Re-Opening Update

Chris reported that we had had the first two successful hybrid Sunday in-church (and on-line) services, noting that getting the sound right presented a particular learning curve. To keep sound quality at an acceptable level may require addition expenditures for staff and/or staff time. Experience with the sound at the First Baptist Church for the recent Justice Knox Meeting suggests that additional ways to improve our sound system can be found, possibly including removal of masks for speakers while at the podium or installing plexiglass shields. Several suggestions were made and discussed for ways to improve sound quality in this ongoing process. Chris encouraged input from all sides on this issue, noting that much had already come in. [20:22]

Ken moved that our policy be adjusted to permit speakers (not singers) to remove masks while at the podium and that an explanatory announcement be made at the beginning of the service to this effect. Heather seconded. After extensive discussion weighing pros and cons of various approaches, the motion was withdrawn. [35:27]

Ryan highlighted the matter that Board member may need to step up to assist the re-opening process by filling in as ushers and in other roles since people who had been filling these roles had not all returned at this point. Ken expressed interest in aiding Claudia and Chris in establishing a sign-up sheet at the entrance sign-in table. He would also try to recruit Bill Cherry for this. [39:00] The role of “Board Member on Duty” or the “Red Book” was discussed briefly as worthy of revival in welcoming new congregants. [44:00] Alice and Linda discussed coordination of Program Council with these efforts. Mary expressed interest in making announcements as Board Member on Duty as soon as she would be able to return to in-person attendance. The role of the Leadership Team and Executive Team in helping people to understand how the church organization functions was also discussed. These teams, their membership and roles are evidently not clearly defined for the broad church membership, which suggested room for improvement. [52:21]

4. Personnel Committee

Ryan, Chris and Linda touched on the topic of peopling the Personnel Committee. Linda agreed to help identify appropriate individuals and Chris said he would get in touch with Catherine Loya to identify persons with ties to RE as well. It is especially important, he noted, to have persons with HR experience in this capacity, particularly in view of the necessity for confidentiality in dealing with personnel matters of a sensitive, non-public nature. [53:50]

Church attendance, virtual and in-person came up. In-person attendance last Sunday was 77 and approximately the same number of ‘screens’ (Facebook, YouTube, Instagram) attended virtually, Chris reported. ‘Screens’ potentially included more than one family member, repeated visits, and views more than those on Sunday, so the number remains imprecise. The most meaningful number of virtual attendees is taken Friday after the service. Ken brought up the possibility of having a “Board Member on Duty” or some other person address the congregation virtually during the service. Chris reviewed how the church was improving and refining the integration of on-line and in-person service and participation. [57:14] This could potentially impact the staffing in the church to include individuals involved with video production and sound production skills.

5. By-Law Updates

Linda reported the following approximate timeline in this process. The current text of the by-laws in whatever state they are would be sent out to the congregation in mid-March for comment and suggestion. On this basis, the April Board meeting would then establish the recommended text to be presented at the Congregational Meeting and send that text out to the Congregation for further comment with a deadline in time for the May Board meeting to establish final recommendations to be considered at the June Congregation Meeting. [59:30] To avoid last minute objections and discussion, as happened last June and prevented final decision, various approaches were suggested, including targeting specific persons with great interest in the text for comment. Last year’s procedure of sending out the text eight days in advance had not streamlined the process. [60:46] Having made a search on the matter of job descriptions of church personnel and officials codified in the by-laws, Linda requested particular assistance in resolving the matter of including job descriptions in by-laws. She had not been able to find any clear guidance on whether job descriptions should be included in the by-laws at all. She would welcome any assistance in uncovering/establishing rules on the inclusion of job descriptions in by-laws. [61:17] The matter of establishing by Robert’s Rules or other parliamentary procedure a way to limit debate was discussed briefly. Jeff agreed to do some research on this matter. [64:00]

6. Hillside Tree Planting Project

The proposal to plant native trees on the hillside between the upper and lower parking lots was discussed. As presented to, and approved by, Buildings and Grounds it read:

Hillside Tree Planting Proposal (by Jeff Mellor)

Overview

Proposal to plant and maintain mixture of native deciduous and coniferous trees on the hillside between the upper and lower parking lots west of the church. Initial (pilot) project and total project costs outlined.

Installation and Species Selection

- A church men's group (Greg's Group) has agreed to help plant and maintain the trees.
- Setback of at least 6 ' from curb will be maintained, increased setback for shallow rooted species
- Planting of specific species dependent on availability and cost (see cost estimates below)
- Initial planting to begin this fall (best time to plant trees) following project approval
- Initial planting to begin with ca. 5 trees/ low growing woody plants (to save costs and assess soil conditions, etc.) (donated plants planted first)
- Planting (pilot project) to begin at end of hillside furthest from Kingston Pike entrance
- The following native species are envisioned in consultation with Dave Ostermeier, Professor of Forestry and TVUUC member
- Examples of native species to be chosen for adaptability to soil / climate conditions, visual appearance, attractiveness to birds/wildlife, growth characteristics (*fast-growing, slow-growing, overstory, understory, rooting type and shade tolerance*)

[NB: * or * = donation available, identified or assured / in hand]

Overstory deciduous

(shallow rooted)(deep rooted or not problematic)

- white oak scarlet oak willow oak
 tulip poplar red maple sugar maple sweetgum sycamore

Understory deciduous

rebdub* pawpaw* dogwood Kentucky coffee tree*

Overstory coniferous (shallow rooted)(deep rooted)

- white pine* shortleaf pine

Understory woody species

- holly* serviceberry* hearts-a-bustin'

Maintenance

- Digging holes and, if necessary, adding appropriate mulch or planting soil to ensure the plantings thrive.
- Watering as needed in dry seasons.
- Protecting of trees from weed-eating/bush-hogging by rebar or similar stakes (3 per tree)
- Additional protection by wire mesh screen just inside rebar stakes to free mesh from vines, etc., periodically.

Budget Project Total = \$600

- Deciduous trees currently available at Native Plant Rescue Squad (\$12 ea. per 4 'tree)

- For total project, est. max of 25 trees, **\$300**
- Orange painted Rebar stakes 24" @ \$3.97 ea. (Home Depot) (three stakes per tree)
looking for cheaper source and **donations**

For total project, est. max of 25 trees @ 3 stakes per tree **\$300**

Initial Proposed Budget = \$120

(subject to reduction as additional donations come in)

Proposed initial planting ca. 5 trees = \$60

Proposed initial planting ca. 15 rebar stakes = \$60

Wire mesh donation (value =\$15, cost to TVUUC = ZERO)

Orange paint donation (value =\$10, cost to TVUUC = ZERO)

Plant donations (value =\$150, cost to TVUUC = ZERO)

Site Plan

Aerial view of the church property: Green dots suggest proposed distribution of trees to mimic natural forest. As noted above, shallow rooted species will have increased setback.

Area outlined in red by the steps between lower parking lot & church entrance will **NOT** be planted. NB: This area was previously planted with native grasses by Mary Tebo.

Distance between red bars, ca. 300 ft.



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The consensus in the Buildings and Grounds discussion was that the project should have the Board sign-off because it included expenditures by the Church. [65:58] Matthew asked about the continuing upkeep and maintenance of this project. The proposal included the proviso that the Greg's Men's Group had been asked and had agreed to help planting the trees and watering them in the dry season. The tree plantings would be protected in such a way that the

rest of the hillside could continue to be done by the grounds company that does weed whacking and bush hogging as at present. [68:34] Ken endorsed this project with the view that, as these trees become established, the maintenance of the hillside would be simplified. Ryan noted three things: 1) Buildings and Grounds was slightly overbudget, 2) pledge contributions were up, 3) the proposed expenditures were minor. Jeff added that he is contributing various items, e.g. a white pine, some maples, that he is not presenting to the church for reimbursement. It was noted that winter is the best time to plant trees for ensured survival. Concerns about watering the trees was discussed. The trees to be planted were small. Initial watering should help them become established by the spring and summer. Once established, the need to water the trees would lessen. The men's group had expressed continued support to do this as needed. Chris reported that he had texted with Claudia and that the Buildings and Grounds Committee had approved the project while expressing concerns that the project have longer term support and viability. [77:10]

Ken moved, Linda seconded approval of the project with an expense limit of \$600. Motion carried. [80:16]

7. Stewardship Committee

The Stewardship Committee was planning its traditional annual donor gathering for some time in February and, as Board liaison to Stewardship, Mary had promised to bring to the Board the relation of such an event to general church COVID policies. Ryan expressed the view that as a church-sponsored event, even in a private home, our COVID policies should apply. Chris suggested that Stewardship have a COVID backup plan, as had been suggested for the Auction, given the changeability of the situation. Board consensus supported precedent that church COVID policy would apply to church-sponsored events even in private residences. [83:05] Matthew noted that this was the principle underlying the limitation of people who could participate in certain Auction events. Mary thanked the Board for this input and promised to relay the results of the discussion to Stewardship. [85:01]

8. Board-sponsored Auction Items

Matthew initiated discussion of the traditional Board-sponsored Auction items: 1) Chili dinner in memory of Ruth Martin, 2) Goodies Basket. Ryan volunteered to coordinate the Goodies Basket. Recalling the last year's procedure for the Ruth Martin Chili Dinner, two options were discussed: 1) pick-up, 2) in-person event. In keeping with the principles just articulated for Stewardship, the actual format and date was put off in deference to the fluid COVID situation. [87:50] Matthew requested more specific text input for the Auction book. If it is an in-person in-church event, board and card games would be included. Alice reviewed the low price (\$5 a head) and suggested that explanations affecting the actual format and event be included in view of the fact that it is a good morale booster for the Church and keeps the Board visibly involved in the life of the Church. Consensus settled on February 26 as the date since no conflicts were evident. Mary will report this date to Stewardship to help them plan the donor get-together. Matthew said he would carry over last year's item description with the caveat that the format would be settled depending on the COVID situation closer to the date perhaps a week or two in advance. [95:49] Further discussion established that the Chili Dinner would be listed under 'dinners delivered' with the proviso that dinners would be picked up, or, if the health situation improves sufficiently, it would be an in-church event. [100:26] Ryan promised Matthew to have some general wording about the basket contents by the end of the week. Contributions for the basket should go to Ryan. [105:11]

9. Adjournment

Ryan adjourned the meeting at 8:17 pm

Respectfully submitted,
Jeff Mellor, Clerk-Secretary