

TVUUC Board MINUTES ZOOM Meeting of March 15, 2022

Members Present: Ryan McBee, Bill Cherry, Eddie Chin, Heather Kistner, Viren Lalka, Mary Rogge, Ken Stephenson, Jamie Watts, Alice Woody.

Ex officio: Chris Buice, Claudia Pressley.

Guests: Jametta Alston, AB Coleman, Miriam Davis, Will Dunklin, Angela Hoffman, Susan Kovac, Catherine Loya, Lillian Mashburn, Mark Mohundro.

1. Approval of the Minutes from the last meeting:

Motion to approve the minutes of the previous meeting was made, seconded, and unanimously carried.

2. Covid policy: Chris and Angela reported that the Covid Task Force (CTF) met to review our current guidelines in light of the new CDC guidelines that were published February 25th. Chris and the task force recommend that any changes in the TVUUC policy to go into effect on May 1. (Recommendation attached.) That will allow the religious education department time to start the children's outdoor Sunday programs on May 1 instead of June 1 was the pre-Covid practice. It will also allow time for review and consideration on how to balance the desire of parents of young children to come to church, the desire of unvaccinated people to come to church, the desire of some vaccinated people not to be in a room with unvaccinated people even when masked, the need for extra care by and on behalf of immunocompromised people, the choir's desire to be able to unmask while singing, and the need for any change in the TVUUC task force to be publicized in the newsletter and via e-mail to the congregation at least twice so people will understand the changes being made and why.

After extensive discussion and consideration of the remarks of those present, and generally noting that 1) there was no current change to the masking and other mitigating requirements, 2) the executive team and CTF should further examine the Knoxville area infection, hospitalization, and deaths numbers, and 3) how best to balance the desires and needs of our various constituents,

Ryan made the following motion concerning TVUUC's Covid policy:

The policy will continue as written until May 1, 2022, with the exception that the groups to whom the church is open at the high level is expanded to include all persons, vaccinated or unvaccinated.

Mary seconded the motion and it passed unanimously.

3. Rummage Sale: Lillian Mashburn asked for an exception to the Covid policy for the rummage sale. Based on her experience of organizing and leading the sale, she stated that organizing the items would take up almost the whole church, many workers work very hard unpacking and moving items to their sale locations, workers had to eat when and where they could, and that the sale would not be well attended if we required masks of buyers. May 1 is the first day for donations. The last day is Saturday, the 7th. After further discussion about the ability of the sale leadership and workers to shift gear and meet challenges for any reason, including an increase in Covid infections,

Ken Stephenson moved:

TVUUC may go forward with the existing schedule for the rummage sale, the workers may have food and drink at TVUUC that week, inside if necessary, and that the masking requirement be suspended for both the workers and buyers at the Rummage Sale.

Alice seconded, and motion carried.

Ryan thanked Lillian for her leadership on the rummage sale.

4. Financial Report: (attached financial records) Viren reported that the trend lines were good. Month to date trend lines are a little off, but year to date numbers are good. Claudia reported that we are up 118% or \$55,000 on the year-to-date pledge contributions. We cannot be sure if that increase is due to people paying all their pledged contributions early or if it will continue to hold. The question was raised if we would continue to have a deficit budget this year as our expenses are up \$31,000 more than our budget. Viren indicated that we have had capital maintenance expenses but the SBA money is not included in income. For example, we had \$70,000 roof replacement expenses which is recorded in our expenses but the SBA money which we used to pay for it is not in the budget. So, it is a kind of financial reporting quirk. Viren will get a projection to the board in the next few weeks. He stated that if the trend lines continue as they are now, we will be okay.

Ryan drafted a simplified explanatory statement about our current deficit budget drafted, discussed it with Viren, and will get it to Claudia for inclusion in the newsletter.

5. Proposals regarding financial matters: Viren stated that we need a systematic process on capital assets, wear and tear on the building, and other capital items. Viren proposes that we put \$50,000 of the remaining \$87,000 SBA loan money in a restricted account as a starter amount for the replacement of capital assets. Alice expressed concern about whether we should put money in a restricted account right now when we still have months left in the fiscal year and could incur additional expenses. After discussion of the terms of the SBA loan, the possible additional current needs of similar projects such as carpeting, repaving and relining the parking lot, heating and air conditioning, and the like,

Ken moved that:

The Board shall establish a restrict account of \$50,000 for capital projects that can be used in the Board's discretion. Viren seconded.

Upon questions from Alice, he responded that we should not be able to take the money for an operational expense for a balanced budget at the end of this year. Alice stated that she was in favor of establishing the account, but wanted it established closer the end of this budget year.

All voted in favor of the motion, except one nay vote from Alice.

Ryan reported that he found a statement that the board is to present a balanced budget in the Board Responsibilities document.

Viren said that upon further consideration, the establishment of a depreciation policy he had previously requested would disrupt the financial process for this year. He recommends that the change in the depreciation policy be tabled until next fiscal year. It would include items that cost over \$10,000 and have an expected life of over 10 years. Bill Cherry said this proposal should be board reviewed and become part of our finance manual.

6. Personnel Committee: Susan Kovac stated that our existing by-laws are not the policy level document it should be but rather micromanages in several places and that conflict with job descriptions and charters of committees. For example, the by-laws require 6 people on the personnel committee, but there were only 2 remaining on the committee. So, this year with only 2 members, the committee could not function. Also, Jametta's position was filled before there was a job created by the Board and a job description

guided by the personnel committee as our by-laws require. Susan recommended that the Board and the Strategic Planning Committee develop a staffing plan for the church. She reminded the Board it is responsible for creating the job and its (general) responsibilities, that the job description is guided by the personnel committee, and the search committee is responsible for the search, under guidance of the personnel committee. Our employees continue to be paid far below the recommended UUA salary recommendations for their positions. The level of pay is a long existing concern of the personnel committee.

Currently, the personnel committee needs a chair, a rising chair, and additional members. The positions are for 3 years so the rising chair and the member at large needs to be added every year. The rising chair and the member-at-large are nominated by the nominating committee, yearly. Kristin asked for a list or memo on personnel committee with duties and time commitment and the scope of what is needed. In response to a request for more information about the duties of the personnel committee, Susan pointed out that the charter has a job description of the committee. The committee is to work with all job commitments of all employees except ministers and make budget recommendations and to work with any grievances by employee.

Ken recommended that due to the pandemic, the Personnel committee will be reconstituted next year to resume its mandated duties. Chris noted we need clarification of our priorities in our staffing. As an example and not a current recommendation, Chris mentioned the possibility of a one-year intern for pastoral care as that would allow enough time to carefully consider a staffing plan. Chris stated that streamlining the whole organization of our committees, their staffing, and their responsibilities would be beneficial.

After discussion, in which some Board members considered fulfilling unexpired terms to provide more members for the personnel committee, it was generally recognized that the first step was to find a rising chair for the personnel committee. Ken said that finding a rising chair for the personnel committee is a big step in resolving the person committee members issue. He will talk to Mark Mohundro, the nominating committee chair, about finding a rising chair on behalf of the Board. Ryan asked that we move forward on this via e-mail.

Claudia noted that salary recommendations needed to go to Viren for inclusions in the budget soon.

7. Bylaws: Ken noted that we have removed a lot of things from the by-laws and would look again at the personnel committee. He will send a separate e-mail with additional questions. Also, the Endowment Fund has redrafted its charter and it is nearly finished. They want to complete it before the congregational meeting. Both the Board and the Endowment Fund want to have a comment period for the congregation before the Annual Meeting. The meetings for presentation and discussion via zoom will be separate to reduce confusion of issues.

8. Adjournment: Meeting adjourned after 3 hours and 22 seconds.

Respectfully submitted,

Alice M. Woody
on behalf of Jeff Mellor, Clerk-Secretary