

	<p>Minutes for the Board Meeting of Tennessee Valley Unitarian Universalist Church</p>	<p>Tuesday, Oct 21, 2025 APPROVED</p>
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Date: October 21, 2025

Location: Hybrid – Lizzie Crozier French Room and Teams

Time: 6:00 PM – 7:30 PM

Attendees (virtual attendance marked with *):

- Board Members – Maddie Kulpa, Lynn Hixson, Devon Alley, Steve Drevik*, Rob Richardson, Noel Arring*, Roy Kersey, Ed Mohundro
- Ex-Officio Members – Chris Buice, Gillian Denham Jones, Catherine Farmer-Loya, David Asbury*, Barbara Lamm, Carol Villaverde*
- Guests - Mary Rogge, Jon Montgomery

1. Call to Order: Board President **Maddie Kulpa** called the meeting to order at approximately 7:00 PM, welcoming attendees and acknowledging the goal of completing business within 90 minutes.

2. Opening Words: Lynn offered opening words, reading “The Light Within Us” by Brian Steedly. The chalice was lit as a symbol of shared light and purpose.

3. Announcements:

- **Data Analysis Proposal:** Maddie reported that Nick Potter’s data analysis proposal has been forwarded to both Strategic Planning and Gillian for future integration following this year’s visioning process.
- **Stewardship for Us Consultancy:** Originally scheduled for December, the event has been rescheduled to January 9–11, 2026 due to a consultant conflict. Maddie will confirm the date, finalize the contract, and coordinate with Endowment for funding. This weekend coincides with the congregational meeting, which may allow for cross-session collaboration.

- **Endowment Fund Proposals:** Proposals are due October 31, 2025. As of the meeting date, eight submissions had been received. Maddie encouraged any remaining proposals and noted that Sarah Weaver is available to assist with drafting. Maddie discussed a potential board-sponsored proposal to improve the meeting space for both internal and rental use to be developed with Sarah Weaver over the coming year.

4. Congregational Comment:

- **Church Voicemail:** The church's voicemail still contains Claudia's outgoing message directing callers to her personal cell phone. Recommendation: update voicemail immediately.
- **Kitchen Use and Cleanup Policy:** The Kitchen Team requested improved communication when church events (not rentals) occur on Saturdays to prevent Sunday morning messes. Discussion followed regarding:
 - Potential for a "kitchen@tvuuc" group email to notify volunteers.
 - Reinforcing accountability for cleanup after events.
 - Noel Arring emphasized the need for clear policies and enforcement rather than relying on volunteers to arrive early to clean.
 - Consensus: management team will consider a clear space use and reset policy applicable to all building users.
- **Beloved Community / Realm Form Update:** Maddie noted that gender options on Realm sign-up forms are outdated; Communications Team will work with Beloved Community to ensure inclusivity.

5. Consent Agenda:

- The following items were presented for approval:
 - Minutes from September 2025 Board Meeting
 - Management Team Report
 - Strategic Planning Report
- Item pulled for separate discussion: Financial Report
- Motion by Maddie: To approve the Consent Agenda (excluding the Financial Report).
- Seconded by Lynn.
- Vote: Passed unanimously

6. Financial Report: (Presenter: Steve Drevik, Treasurer)

- Budget adjusted to reflect ~\$80,000 in early pledge payments received July–August.
- Adjustments redistribute pledge income over the remaining months for a more realistic projection.
- Current deficit: \$18,000 through August, expected to level out with later pledges.
- Payroll slightly over budget due to a three-paycheck month.
- HVAC repairs: Three units failing in the RE Wing; estimated replacement cost \$26,000. Two bids to be obtained; funds to come from Capital Reserve.
- UUA Fair Share: payment pending; typically paid quarterly.
- Rental income and Sexton costs discussion led by Maddie and Noel — noted rental rates may be below market value.
- Live Control / Streaming Service: discussion on evaluation alternative vendors such as SermonCast.
- Steve noted that September preliminary numbers show the budget on track.
- No formal vote required.

7. Committee Charter Reviews

- **Building & Grounds Charter:**
 - Received shortly before the meeting; deferred for review and approval at the next meeting.
- **Communications Team Charter:**
 - Preliminary draft reviewed.
 - Concerns raised:
 - References to the defunct Communications Volunteer Team to be removed.
 - Replace with reference to the TVUUC Communications Assessment.
 - Clarify the meaning of “certifications” required for membership.
 - Confirm that contract negotiation and purchasing authority should rest with staff, not volunteers.

- Coordination between Communications and Technology Teams should be clarified.
 - Action: Maddie to send feedback via email to Carol for revision.
- **Program Council Charter:**
 - Updated to clarify co-chairs' role as ex officio board members and the use of consensus versus majority vote.
 - Motion to Approve: Maddie Kulpa
 - Seconded: Devon Alley
 - Vote: Unanimous approval.
- **Stewardship Committee Charter:**
 - Updated sections include:
 - Expanded role in managing all pledge activity (new, changed, existing).
 - Inclusion of non-members ("church friends") in stewardship efforts.
 - Added definition of "pledge" and confidentiality statement.
 - Removed consensus requirement for decision-making.
 - Motion to Approve: Devon Alley
 - Seconded: Ed Mohundro
 - Vote: Unanimous approval.
- **Strategic Planning Charter:**
 - Revised to better align with Unitarian Universalist values.
 - Discussion clarified member selection follows bylaws (co-chairs select members in consultation with the Board).
 - Motion to Approve: Lynn Hixson
 - Seconded: Rob Richardson
 - Vote: Passed unanimously.

8. Communications Team Report: (Presenter: Carol Villaverde)

- Realm Opt-Out: Completed; automatic Realm directory email sent November 5, 2025.
- Newsletter: Exploring integration of Constant Contact with Realm.
- Hallway Monitor Project: Unified system installation in progress. Instruction manual in development by Ryan.
- Live Control / Streaming Integration: Deferred until hallway monitor system is finalized.
- Charter has been submitted and feedback has been given by the board.
- Communications Content Approval Policy and Form (led by Carol, Catherine, Chris, Gillian, and Barbara).
 - Target launch of November 1 for initial form; long-term integration with Realm under review.
 - Public Announcement Web Form: Under construction to streamline submissions. This will be for Newsletter items, Calendar requests, and Announcements.
 - Announcement backup plan: email to board@tvuuc.net with “announcement” in the subject line. The deadline for the newsletter and the order of service is the Monday prior to the Sunday it is announced.

9. Updated Roster for Stewardship

- Ted Jones, Rob Richardson, and Gina Mashburn
- Ex Officio: Add Gillian, Michael, and Chris
- Board Liaison (Treasurer/Elect)
- Motion to approve: Maddie Kulpa
- Vote: Unanimous approval.

10. Board Training

- Lynn reviewed the second module of UUA Board Training. Topics included:
 - The reminder that work on the board is ministry, not business.
 - The use of a consent agenda.
 - A reminder to speak in one voice when representing the board.
 - Ensure all voices are heard and all perspectives are considered.
 - Guidelines about executive sessions.

- Multiple ways of reviewing policies, etc.
- The board considered the use of Discernment Circles in the future for more robust topics.
- Board members were encouraged to click on the link to Guests at Board Meetings if that was not read initially.
- The next training module is on communications.

11. Board Covenant Discussion

- Lynn reviewed the Board of Directors Covenant with the board.
- Discussion Items:
 - Suggestion to open each meeting with Our Commitments to Each Other and close with Our Commitments to the Congregation.
 - This is a living covenant and can be adapted as needed and changed by future boards.
 - Lynn will add the date to the document.

12. Notes from Chris

- Chris will share information from the UUA on how to look at data from a national level to consider how we compare with other congregations.
- There have been a historic amount of memorial services lately in the church.
- Lynn will talk to Ted Jones about potentially adding a memorial slideshow, and also we discussed potentially making memorial homilies available.

13. Adjournment

With no further business, the meeting was adjourned at approximately 7:30 PM.

Respectfully submitted,

Devon Alley

Secretary, Board of Directors

Tennessee Valley Unitarian Universalist Church