

	<p style="text-align: center;">Minutes for the Annual Congregational Meeting of Tennessee Valley Unitarian Universalist Church</p>	<p style="text-align: center;">Sunday, June 09, 2024 APPROVED</p>
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Meeting chaired by Board President Eddie Chin

Minutes recorded and submitted by interim Board Secretary Maddie Kulpa

- I. The meeting was called to order at 12:37pm.
- II. Eddie Chin confirmed the Covenant and Maddie Kulpa lit the Chalice.
- III. No questions about previous congregational meeting minutes.
- IV. AB Coleman reviewed Board Goals and presented the proposal to reduce Board members from 7 at large members to 4 (plus officers and youth reps).
 - A. This change will affect Article IV, Section 1 of our current bylaws. The words “seven members-at-large” will be replaced by “four members-at-large” and the following will be removed: “The terms will be staggered so that two directors are elected every two of three years, and three are elected every third year.” In Section 5, the word “seven” will be replaced by “five” and the following will be removed: “...but not fewer than four affirmative votes...”
 - B. AB moved to vote, Terri Klear seconded, voting will be completed on the ballot.
 - C. Elyse Arring asked about a tie breaker if the Board has an even number of members.
 - i. AB said that has never been an issue before and additional changes can be made if it does become an issue.
 - D. Eddie pointed out that based on his meetings with other Board Presidents, he can confirm that smaller groups can be more effective and easier to fill slots with more frequent turnover
- V. Denise Coleman reviewed nominations from the Leadership Development Committee and read the bios.
 - A. Vice President: Lynn Hixson
 Secretary: Maddie Kulpa
 Board Member: Noël Arring
 Program Council Co-Chair: Carol Villaverde
 Program Council Co-Chair: Barbara Lamm
 Leadership Development Committee Chair-Elect: Eddie Chin
 Leadership Development Committee: Chloie Aioldi-Watters

Leadership Development Committee: Susan Kersey

Endowment Committee: Richard Davis

Endowment Committee: Pat Bing

Endowment Committee: Sarah Weaver

- B. There were no nominations from the floor
- VI. Steve presented the budget summary (attached)
- A. Steve moved, Doug Cox seconded, voting will be completed on the ballot.
 - B. Jeff Kovac asked for more information on expected pledges, and what the sustainability fund is and how it is being used as a one-time stop gap when that hasn't really been the case in the past
 - i. Steve explained that the detailed budget has an error in the pledge amount, clarifies that \$500k is committed and we expect \$35-40k yet to receive.
 - ii. The Sustainability Fund is a fund designed to sustain and grow the church as one-time expenses (ex: multi-media upgrades to the sanctuary to increase rental income).
 - iii. Ken Stephenson described his opinion on why we have and need a sustainability fund for things that aren't long term operating expenses and don't use the capital fund.
 - C. Ruth Horton asked about why we fell short of our expected pledges and wondered how we can fill that gap in future years.
 - i. Ted Jones explained that pledges are a moving target and it is hard to pin down throughout the year. We are up 5% this year at the end of the campaign compared to last year. We normally receive pledges after the campaign ends, and we have to use historical data to account for that in the budget. Ted also explained that sometimes significant amounts of money are received from gifts that are not listed as pledges. Stewardship is going to try to track those down and turn those into pledges so we can track better. Ted also discussed the addition of the 8th staff member 15 years ago, and how those salaries have increased. Pledges from 2010 dropped \$108k over the last 15 years, along with membership, while staffing has stayed constant.
 - D. Lillian Mashburn discusses the Auction and Rummage Sale as extensive efforts to bring in money and it is difficult to sustain as volunteers are harder to find and efforts are not given enough time to flourish. She points out that these events could be revitalized to be more of a stop gap as originally intended. Lillian also asked when it was decided about screens, Steve confirmed that was an example and not a decision.

- E. Ginna Mashburn asked about the music budget. Steve explained that David Asbury has agreed to try alternate revenue resources instead of the operational budget as usual.
- F. Kathy Greenberg reminded the congregation that previous years have had difficult budgets and they decided to bring in a consultant to lead a pledge drive that worked.
- G. Doug Cox asked what we could do with additional pledges, and asked the congregation to think about this as a big picture question.
- H. David Massey asked about B&G line item insurance, but doesn't see personnel insurance broken out. Steve confirms that is all accounted for.
- I. Nick Potter spoke from a historical perspective and suggests that instead of intellectual conversations about funding we might have to have hard conversations about the reality of the situation. He also is concerned about pulling funds from the sustainability funds.
- J. Ted Jones reminded the congregation that half of our budget comes from 29 families.
- K. Roy Kersey spoke about tithing in other religious organizations. He asks how we raise funds ethically.
 - i. Doug Cox responded by asking when the congregation discusses how we raise more money.
 - ii. AB Coleman responded that this year we are focusing on process improvements, and shared the Presidential Council being formed and how they will be working on solving some of these problems.

10 minute break for casting ballots

- VII. Endowment Committee Report – Maureen McBride
 - A. Maureen presented a report of the activities of the Endowment Committee over the last year.
- VIII. Management Team Reports
 - A. David Asbury – Director of Music
 - B. Catherine Farmer-Loya – Director of Lifespan Religious Education
 - i. Catherine presented an overview of the past year's RE and Youth programming, along with other accomplishments and events.
 - C. Claudia Pressley – Director of Finance and Operations
 - i. Claudia presented an overview of the new Management Team structure and other operational initiatives taken over the past year. She also acknowledged the church's volunteers.
 - D. Rev. Chris Buice – Senior Minister

- i. Chris reviewed his focus for the past year on preaching, teaching, pastoral care, and outreach. He presented his new personal mission statement: To fan into flames the gifts that are in every person. He also encouraged the next generation of church leadership.
- IX. Eddie Chin recognized the entirety of the TVUUC staff, and the outgoing Board members.
 - A. Outgoing Treasurer Bill Cherry acknowledged Steve Drevik as the incoming Treasurer and asked the congregation to remember the financial strengths of the church.
 - B. Eddie also expressed his gratitude to the congregation regarding his experience as Congregational President.
- X. Vote Results
 - A. Maddie Kulpa reported that the nomination slate, budget, and minutes all **passed** with a majority vote.
 - B. The bylaw changes **passed** with 87 “yes” out of 89 total votes (98%)
- XI. Eddie introduced the incoming Congregational President, Heather Kistner.
 - A. Heather expressed her appreciation for the congregation, and her intentions for her term as President in the upcoming year.

Budget Presentation

	23/24 Budget	23/24 Estimate	24/25 Budget	
Revenues				
Giving				
410001 Pledge Contributions	\$533,397	\$533,397	\$540,000	530k pledged, 10 estimate july
410002 Share the Plate - TVUUC Portion	\$10,500	\$10,500	\$10,800	
410003 Non-Pledge Contributions	\$15,000	\$6,720	\$14,000	<i>New initiative to reach out to community supporters</i>
410006 Generosity Sunday Contributions	\$12,000	\$12,000	\$14,000	
Total Giving	\$570,897	\$562,617	\$578,800	
Fundraising				
410101 Gift Cards	\$14,000	\$5,832	\$8,287	improve RaiseRight
410102 Fundraising Events	\$27,000	\$34,921	\$27,000	
410201 Building Rental	\$10,000	\$10,000	\$10,000	Use sustainability fund for new screen and projector to improve rentals in 2025+?
Total Fundraising	\$51,000	\$50,753	\$45,287	
Transfer From Sustainability (Planned Giving)			\$26,000	
Interest and other income			\$5,660	
Total Other revenue			\$31,660	
Total Revenues	\$621,897	\$613,370	\$655,747	
Expenses				
Building & Operations				
Mortgage & Debt				
510001 SBA Loan Payments	\$7,692	\$7,692	\$7,692	
Building & Grounds				
510101 Utilities	\$26,400	\$22,610	\$24,000	
510102 General Maintenance & Supplies	\$17,000	\$26,062	\$18,000	delayed maintenance
New: Cleaning Serice			\$12,000	
510105 Grounds Upkeep	\$25,000	\$26,830	\$25,000	
510106 Trash & Recycling	\$2,100	\$2,100	\$2,400	
510107 Security Monitoring	\$1,100	\$1,100	\$1,100	
510109 Property Insurance	\$8,000	\$8,000	\$8,000	will get competitive bids
Total Building & Grounds	\$79,600	\$86,702	\$90,500	
Operations				
510202 Office Supplies	\$1,000	\$1,000	\$1,000	
510203 Copier Lease & Supplies	\$7,000	\$7,000	\$6,600	
510204 Telephone/Internet	\$5,200	\$5,200	\$5,200	look at savings with KUB fiber and VOIP
510205 Postage	\$870	\$870	\$1,200	
510206 New Computers & Software Purchases	\$400	\$400	\$400	
510207 Advertising	\$250	\$250	\$260	
510208 UUA Pamphlets	\$300	\$442	\$440	
510209 Hospitality Events	\$260	\$260	\$260	

510210 Online Donation Processing Fees	\$3,000	\$3,000	\$3,000	
510211 Stewardship	\$500	\$500	\$1,500	not previously funded (out of pocket by volunteers)
510213 Kitchen Supplies/Food	\$100	\$100	\$300	increased
510214 Realm	\$4,000	\$4,000	\$4,000	
510216 Gift Card Charge Fees	\$100	\$100	\$100	
510219 Inova Payroll Processing	\$2,500	\$2,500	\$2,500	
510220 Computer Maintenance	\$900	\$900	\$900	
510222 Lic & Subscription Fees	\$4,000	\$4,000	\$3,884	
510224 Personnel Expenses - Other	\$250	\$250	\$260	
Total Operations	\$30,630	\$30,772	\$31,804	
Denominational Connections				
510301 UUA Fair Share Dues	\$18,000	\$18,000	\$18,000	
Total Denominational Connections	\$18,000	\$18,000	\$18,000	
TVUUC Programs				
510400 Program Council Block Grant	\$500	\$500	\$500	
510401 Music Program	\$1,200	\$1,200	\$0	concert income to fund this year only
510402 New Member Expenses	\$150	\$1,500	\$1,500	
510403 Guest Musicians	\$1,000	\$1,000	\$0	concert income to fund this year only
510404 Leadership Dev & Conferences	\$1,000	\$1,000	\$1,000	
510405 Worship Committee	\$1,750	\$1,750	\$1,750	\$2k from Sabbatical sustainability
510409 Misc Program Expenses	\$350	\$350	\$350	
510411 Lifespan Religious Ed (C & Y)	\$5,000	\$5,000	\$5,500	
510412 Reproductive Justice	\$0	\$150	\$200	
510413 Young Adult Ministry	\$250	\$250	\$250	
510414 TVUUC Library	\$0			
510416 CDJ Library	\$500	\$500	\$0	Use restricted account with \$5.8k
510417 Misc RE Expenses	\$1,000	\$1,000	\$1,000	
510418 Lifespan Religious Ed - Adult	\$500	\$500	\$500	
510419 8th Principle Program	\$500	-\$1,688	\$1,000	
NEW Youth Groups				Use restricted account with \$5.5k
Total TVUUC Programs	\$13,700	\$14,700	\$12,550	
Personnel				
Salaries and Wages				
510501 Sr. Minister (Salaried - Full Time)	\$73,097	\$73,097	\$75,436	
510502 Sr. Minister Housing Allowance	\$25,700	\$25,700	\$26,522	
510507 Sr. Min Disability Insurance	\$446	\$446	\$460	
510511 Dir of Finance & Operations (Salaried - Full Time)	\$62,162	\$62,162	\$64,151	
510521 Dir of Lifespan Religious Ed (Salaried - Full Time)	\$58,147	\$58,147	\$60,008	
510531 Dir of Music (Salaried - 30 Hrs)	\$38,413	\$38,413	\$39,642	
510541 Office Administrator (Hourly - 35 Hrs)	\$31,451	\$31,451	\$32,457	
510551 Facility Asst (Hourly - 10 Hrs)	\$10,700	\$10,700	\$11,042	
510553 Sexton (Hourly - Part Time)	\$12,480	\$12,480	\$12,879	
510561 New Members Coordinator	\$12,600	\$12,600	\$13,003	
510572 Assistant Dir of Religious Ed (Salaried - 20hrs)	\$17,160	\$17,160	\$17,709	
510581 Childcare (Hourly - Part Time)	\$9,000	\$7,000	\$7,000	
Payroll Taxes				
510505 Sr. Minister SE Tax Offset	\$7,558	\$7,558	\$7,800	

510515 Dir of Finance & Operations P/R Tax	\$4,755	\$4,755	\$4,907	
510525 Dir of LRE P/R Tax	\$4,448	\$4,448	\$4,590	
510536 Dir of Music P/R Tax	\$2,939	\$2,939	\$3,033	
510544 Office Administrator P/R Tax	\$2,406	\$2,406	\$2,483	
510552 Facility Asst P/R Tax	\$819	\$819	\$845	
510554 Sexton P/R Tax	\$955	\$955	\$986	
510564 New Members Coord P/R Tax	\$964	\$964	\$995	
510583 RE Staff P/R Tax	\$2,001	\$2,001	\$2,065	
Retirement				
510503 Sr. Minister Retirement	\$7,403	\$7,403	\$8,157	
510512 Dir of Finance & Operations Retirement	\$4,351	\$4,351	\$5,132	
510522 Dir of LRE Retirement	\$4,070	\$4,070	\$4,801	
510542 Office Administrator Retirement	\$2,202	\$2,202	\$2,597	
Music Director Retirement			\$3,171	
510573 Assistant Director of Religious Ed Retirement	\$1,098	\$1,098	\$1,417	
Health Insurance				
510506 Sr. Minister Health Plan (E+S)	\$18,514	\$18,514	\$19,440	
510524 Dir of LRE Health Plan (Family)	\$15,329	\$15,329	\$16,095	
510535 Dir of Music Health Plan (Employee+Spouse))	\$11,969	\$0	\$8,288	estimated, 6 months
510574 Assist Dir RE Health Plan (E+C)	\$7,535	\$7,535	\$8,289	
Other Personnel Exp				
510504 Sr. Minister Professional Expense	\$5,500	\$5,500	\$5,800	
510802 Workers Comp Insurance	\$2,400	\$2,400	\$2,400	
510815 Staff Professional Expenses	\$3,000	\$7,009	\$3,000	
Total Personnel	\$461,572	\$451,612	\$476,601	
Independent Contractors				
510821 Video Production	\$9,600	\$9,600	\$9,600	
510823 Sound Operators	\$1,000	\$1,000	\$1,000	
New: IT Support			\$6,000	
Other Expenses				
New: Sustainability Fund Contribution			\$2,000	
710100 SBA Loan Principal Payments	\$0	\$0		
Total Expenses	\$620,696	\$618,980	\$655,747	
Net Total	\$1,201	-\$5,610	\$0	