

## **Board Meeting Minutes for June 13, 2017**

### **Unitarian Universalist Church of Chattanooga**

**Present:** Monique Lewis, President; Bart Solomon, President-Elect; Cecile de Rocher, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Greg Cruz, VP Congregational Life Ministry; Pam Johnson, Secretary; Rev. Cathy Harrington, Developmental Minister.

**Absent:** Bill Derrickson, Treasurer

**Guests:** Connie Cowherd, 2017-18 Secretary; Link Christiansen, 2017-18 VP of Congregational Life; Mary Lou Reed, 2017-18 VP of Religious Growth; Lynna Ruth Standridge, 2017-18 Treasurer-Elect; Nicky Ozbek 2017-18 President-Elect; Dave Benn, 2017-18 VP Resources; Lynn Higgins

Monique called the meeting to order at 6:40 pm. Monique lit the chalice and shared opening words.

**May Minutes:** Linda made a motion to accept the minutes as revised. Cecile seconded and the minutes were approved unanimously.

**Developmental Minister's Report:** Cathy's report is attached to the end of the minutes. She is relaying information to the lay pastoral care team of several congregants that need ongoing pastoral care and also noted that she is only an email or phone call away.

Cathy also presented a report summarizing our three years in developmental ministry. The report is attached at the end of the minutes along with a report from the transition team.

**Religious Growth Report:** Kay's report is attached to the end of the minutes. Cecile had nothing additional to report

**Outreach Report:** Linda's report is attached to the end of the minutes.

**Congregational Life Report:** Greg has been exceptionally busy for the last several months and has nothing to report.

**Financial Report:** Lynna Ruth presented the financial report in Bill's absence. The report is attached to the end of the minutes

#### **New Business:**

- Human Resources Committee report – Daidee reported that the committee (herself, Lynna Ruth Standridge, and Anne Cornwell) has drafted advertisements for an administrative assistant and a bookkeeper for publication on a number of websites and at UTC. The advertisements will be placed online the week of June 12. The board requested that the advertisement contain the wording that UUCC members should not apply.

- Purchasing New Hymnals – Nicky brought two requests from Jennifer Arbogast regarding spending money from the Music Enhancement fund. We currently have 50 hardback hymnals and teal hymnals. With 75 or more adults in attendance, we are short. Jennifer has enough money in the Music Enhancement fund to purchase 25 new hardback hymnals and 25 teal hymnals. One way to replenish those funds would be to have people donate \$50 toward hymnals in honor of or in memory of an individual.

Cecile proposed that we purchase 25 hardback and 25 teal hymnals with money set aside in the Music Enhancement Fund. Bart seconded the motion. The motion passed unanimously

- Chalice Lighters –Nicky brought the board’s attention to the Chalice Lighter program for which we could apply for a grant for capital improvements such as a new roof, air conditioner, or elevator. FYI resource
- Honor Congregation – Monique read a note from the UUA thanking UUC for being an honor congregation for paying our fair share of dues to the UUA for over 10 years.
- Transition Team Report – Linda presented the report (attached below)
- Bart reminded outgoing board members to give the new board members a list of duties, challenges, successes, etc. to make their jobs easier.
- Bart moved that on the Bank Authorization form we remove Buck O’Rear and add Bart Solomon and Lynna Ruth Standridge. Linda seconded. The motion passes unanimously.

#### **Quick Report Items:**

- Board Rep/Usher Schedule: June 18/Linda & Pam; June 25/Bart & Cecile; July 2/Bart & Link; July 9/Bill & Lynna Ruth; July 16/Connie & Mary Lou
- Next meeting: July 18
- Opening/closing readings for July: Lynna Ruth

**Closing Words:** Everyone checked out. Monique read our closing words. The meeting was adjourned at 8:35 pm.

Respectfully submitted,

Pam Johnson

Board Approved August 22nd, 2017

## DRE Report for BOT

June 11, 2017

- May RE attendance  
May 7: 24  
May 14: 26  
May 21: 23  
May 28: 21
- Bridging service for wenona kunesh-Kurtz and Tamblin Papendorp, and RE Volunteer recognition held on May 7. Proud of our teens. Grateful for our RE Volunteers.
- Medievals class purchased a dogwood tree to plant on church grounds as their year-end project. Dave Benn was a great source of tree wisdom and selection, and prepped the site for the dogwood. Medievals planted on May 14. Thanks to the Medievals and Dave!
- wenona kunesh-Kurtz began work on May 14 as our newest Nursery Caregiver.
- Successful Medievals Lock-In on June 2. Seven (7) Medievals attended. DRE served as both afternoon, evening, and overnight chaperone. Evening co-volunteer Wendy Sapp; Overnight co-volunteer Christy Tittsworth. We ate a delicious dinner, played theatre games, and watched a movie on the big screen. At 5 a.m., with a few of the Medievals still going strong, DRE had second thoughts about her 4 p.m.-9 a.m. shift decision.
- June 30: Teen Lock-In. DRE and Emily Sartain will lead afternoon/evening dinner prep and programming. Beth Terry and tom kunesh will serve as overnight chaperones.
- Curriculum has been ordered for Sprouts (*Spirit Play*) and Teens (*Compass Points*). Medievals curriculum (*Holidays and Holy Days*) already secured.
- First UU Beach event was held on June 7, and 25 attended. Remaining UU Beach dates: June 14, 21, 28. (DRE leading June 7, 14, 28. tom leading June 21.)
- DRE on vacation: June 17-24.
- Still recruiting RE teachers for 2017/2018. Needed: 1 teacher for Medievals. (Teachers serve 1x per month.) Confirmed teachers: Emily, Wendy, and Christy for Sprouts; Gale, Wendy, and tom for Medievals; Dave/Judith, Deana, and Steve for Teens.
- DRE will be on approved study leave in July, 2017 (off-site for the month). Emily will handle DRE communications for month of July; tom will handle classroom prep.
- Reminder that beginning in August, Teens will attend service the first Sunday of each month. Teens are interested in serving as Sound Techs, Worship Associates, Greeters/Ushers.
- DRE contact information: email [dre@uucc.org](mailto:dre@uucc.org). Phone (423) 774-1099. Updated address: 7004 Sentinel Lane, Harrison, TN 37341.

## Report on Finance – June 13, 2017

### Balance Sheet for May

- The major change on the Balance Sheet is the addition of the Duncan CD's. Many years ago, member Ray Duncan (now deceased) donated \$15,000 to UUCC with the provision that UUCC not use the principal. The interest on these CD's has been regularly added to the operations checking account. However, prior to this month, the principal on the CD's has not been shown on the Balance Sheet. The account appears as both an asset and an offset (i.e., a Permanently Restricted Fund). The Finance Committee has been discussing whether to add the buildings, land and furnishings as assets.
- The CD's in savings/investment mode are current, updated totals.
- One change that may occur to the balances is that Acct 3290-118, YRE Fundraisers, may go down by \$425. The payment for a youth to attend UUA Summer Seminary was taken out of the RE budget, and Kay has asked that the charge be taken from the YRE Fundraisers account. **This needs Board approval, if it was not already given.**

### Income Statement for May

- On the income side, we receive \$9,533.68, of which \$7,404.50 was for current-year pledges.
- Year-to-date we are running ahead of budget on current-year pledges (\$164,949 budgeted vs \$169,651 received).
- **As of the end of May, we have about \$10,000 in pledges still outstanding.**
- The gift income of \$19.12 was a Paypal transfer of \$20 from a non-member (less the \$0.88 that went to Paypal).
- On the expense side, we paid out \$19,078.07, which left us with a shortage for May of \$9,544.39. By shortage is meant that expenses exceeded income.
- However, for the year-to-date, we are still up (i.e., 'profitable') by \$5,000.11. We expect that overage to dissipate by the end of June, as programs try to finish using their budgeted funds. We have fully paid the UUA G.I.F.T. expense, and so there will no additional payment in June, which is good.
- You may note that we have unbudgeted "Excess Income/Expenses" of \$1,940.89. Of that amount, \$27.09 comes from unbudgeted credit card/Paypal fees, as several people have donated via credit card (and this phenomenon is expected to increase over time). The remainder is from a bookkeeping situation involving the minister's retirement, and will be sorted out in June when we balance out Cathy's contract.

June 13, 2017

## **Minister's Notes**

UUC May 17-June 13

Following our previous board meeting, on Thursday, May 18th, I flew to Arizona to participate in a two-day Healing of Memories Lead Facilitator Training (expenses paid for by HoM). The next step is to co-facilitate 3 workshops with a Lead and Father Lapsley. During his visit in May, we connected with Fathers to the Fatherless, the CPD Special Victims Unit, Victim Services, the mayor, CPD chaplains, and religious leaders in the African American community. Having received a grant from the UUA VEATCH FUND, we will proceed with our first full workshop on Oct 19, 20, 21, followed by a facilitator training. The executive director of Healing of Memories has received a grant for a HoM workshop in San Diego and another in Chattanooga, both for veterans. We will coordinate with HoM to plan that workshop as well. Two lead facilitators from MN will be flown to assist with that workshop. Date and location to be determined.

I attended the monthly CPD chaplain meeting and training (always the 4th Monday of the month) and participated in a webinar training for the UUA Trauma Response Team.

I attended the Social Justice Committee meeting, the Special Board meeting\*, the Transition Team meeting, and the Wowzer Retreat. I had two meetings with congregants to listen to some concerns and ideas about the church. I brought baked beans to the first UU Beach for RE families and shared a meal with them and I attended the fun Reverse Ferret UU House Party.

I had three pastoral home visits in Cleveland, Signal Mountain, and Hixon. I also performed two weddings this month; our beautiful Jennifer and Jonathon and Sam and Joah, an interesting couple from D.C. who wanted to get married at the Aquarium. Both weddings were moving and lots of fun.

I am preparing to leave for NOLA for General Assembly tomorrow and will fly to Michigan on June 26 for vacation and study leave. GA is focusing on issues around racism and classism and I have a pile of books to read this summer. I'm sure there will be plenty of fodder for worship topics for the coming year.

I will drive home on August 15th and will back in Chattanooga sometime on August 16. My first Sunday will be August 20, our RE Kickoff.

\*This topic needs further research and discussion before an informed decision can be made.

## Unitarian Universalist Church of Chattanooga

### Developmental Minister's End of the Year-Three Report to the Congregation

Rev Cathy Harrington

June 4, 2017

On August 1, 2014, I began my work as your Developmental Minister, hired by the board to assist the congregation in achieving these five goals. With the help of the UUA Transitions Director, Keith Kron, the board discerned that it would be best to try the newly created Developmental Ministry process as opposed to contracting with another two-year Interim process.

The UU Developmental Ministry process began in Boulder, CO as an experiment that was wildly successful. Instead of five years, Boulder wound up contracting with their developmental minister for seven years. It paid off, when they called their new settled minister they had made significant progress. You can learn more about the Boulder Experiment at [www.uuworld.org/articles/breakthrough-boulder](http://www.uuworld.org/articles/breakthrough-boulder).

This process is designed for congregations who know they have stuff to work on and are willing to give up some things to make that happen. This is for a congregation that has decided its greater good is what it will work on. The developmental minister is here to assist you with your goals, not here to set the goals for you. The following goals were identified and have been much of the focus of our work together.

- A. **Identity. Vision and Mission.** Who do we say we are, to ourselves and to the world? How do we express the unity that binds us despite our humanistic and spiritualist differences?
- B. **Covenant and Safe Community Policy.** What are the standards for the relationships we want to have with one another? How shall we respond when behavior violates these standards?
- C. **Member Engagement.** How do we build a larger core of active members? Are there programming changes that will help? How do we identify and build the next generation of church leaders? How do we build a financial stewardship tradition that will sustain the church?
- D. **Governance.** How do we extricate our Board of Trustees from the ever-flowing nitty-gritty of ministerial decision making to create time for governance and strategic thinking? How do we develop policies that will make our decision making more consistent?
- E. **Better Communication.** What procedures and habits must we build to make decision making as transparent as possible and build trust within the community? How do we do a better job of telling our story to the larger community?

In the three years since I arrived in Chattanooga, UUCC has accomplished a great deal! It would be impossible to name it all, but here are some things that stand out in my mind:

When asked to raise your financial commitment to increase our Director of Religious Education from half-time to three-quarter time, you responded with enthusiasm!

The downstairs was decluttered and given a fresh coat of paint and new carpet throughout. The upstairs got a new look, too. The kitchen was stripped of out of date wallpaper and repainted. This past year new carpet and flooring transformed the fellowship hall and sanctuary. The church grounds continue to look beautiful thanks to a dedicated team of members who cut grass, plant, weed, water, and tend to repairs.

Other changes were made when we decided to leave the doors open to the sanctuary. There are losses with change; the Sunday morning Connections tradition dropped away and the choir has to practice in an open space that often means noise and interruptions. But, when things get hard, *we begin again in love*.

In 2016, we adopted a new covenant and this year we adopted a new mission statement. The results are beautiful and eloquent, but the process was most important. Everyone was invited to contribute in discerning the core values and ideals that are important to this gathered religious community. Our task in the coming year is to discern the path towards living out these ideals in our church lives, our personal lives and in our community.

The monthly newsletter has changed, too. Now we have a weekly newsletter delivered to your inbox and is available on our church website. Dedicated members of the Communication Committee continue to work hard to improve internal communication and get the message of our free faith out into the community. We have way over one thousand likes on our Facebook page!

The Social Justice Committee is a vibrant and visible presence in the community and the congregation has donated (Share the Plate) thousands of dollars to local nonprofits such as Welcome Home Hospice, Fathers to the Fatherless, the Humane Society, Chambliss Children's Center, and more. We also voted to place a Black Lives Matter banner on our building!

We've hosted the Transgender Day of Remembrance Service since before I arrived and the Interfaith Pride Service was held at UUCC for the past two years. The Chattanooga Police Department held their Chaplain graduation at UUCC last fall and one of those new chaplains was so impressed with the church, he asked to rent space for his fledgling WE Church!

We had a fabulous Women's retreat at the mountain last summer and hope to make it a tradition. We have created a new Groundhog Day Senior Luncheon that has been such a success that we will host two luncheons next year.

We raised money through Faithify to host the Healing of Memories Workshops last fall with Father Lapsley and welcomed him in our service followed by a comfort food potluck. Father Lapsley returned this spring for a whirlwind series of relationship building meetings with local religious leaders, police chaplains, Fathers to the Fatherless, the mayor, and Victim Services

staff. The dream is to establish Tennessee has a region in the Healing of Memories North America. Healing of Memories is a worldwide organization that was created in tandem with the South African Truth and Reconciliation Commissions. To learn more about Healing of Memories go to <http://www.healing-memories.org>.

The Lay Pastoral Care Committee created a draft safe congregation policy and updated First Aid equipment during the process.

We have welcomed new members, new babies, married members and non-members, held people in their grief and their joy as life continues in its natural rhythm and its unexpected tragedies and upheavals.

We've offered OWL classes, new member classes, leadership development classes, adult RE classes that included Understanding the Bible for Skeptics.

Our stewardship pledging income has grown from \$156.50 to \$184,651 in spite of the number pledging units decreasing. This year, our treasurer reports that we will actually end the year with a surplus! The first time in decades.

I look forward to our fourth year of developmental ministry together as we continue our work on member engagement, better communication, and governance. I want to thank you all for your hard work and support of our Unitarian Universalist faith and this beloved community.

In a world with so much turmoil and uncertainty, our free and life-affirming faith is needed more than ever.

In faith, Cathy

## 2017 Transition Team Report to the Board on Developmental Goals

### I. Accomplished in past 3 years:

1. Mission
2. Stewardship is making progress and needs to continue with the process (*working on continuing to bring more Pledges in; working to build endowment; need to continue to explore alternative funding options*)
3. Covenant of Right Relations (*workshops will be held so congregation will understand how to embody this*)
4. Safe Community Policy
5. Improved Community Profile
6. Building Improvements: carpet & painting

### II. To Be Accomplished:

1. **Membership:** How to increase our membership and Nurture those we already have
2. **Communication:** How to improve communication - within the church - between staff - between committees - between Board and congregation - between committees and Board - with the Community at large – with area UU churches – with Community Organizations (*with the exception of the newsletter, website and Facebook we still have a long way to go here*)
3. **Develop a plan to address the issue of Board micro-managing** identified during the consulting assessment process & the proper role for a Church Board.
  - a. identify what is micro-managing
  - b. identify what is shared leadership & how to nurture leadership among committee chairs & build trust; how to support (offering assistance when follow through is lacking)
  - c. Learn how successful Church Boards operate by focusing on Visioning for the future and developing plans to reach that vision (the “detail” part); including the congregation in this process AND taking leadership of the process; being accountable (showing up; attending to goals & plans; reporting)
4. **Development of Policies** that make decision-making consistent which is a *critical part of governance*.
5. **Need better collaboration between the Board, Board President, and the Transition team** in pursuit of Developmental Goals
6. **We need to consider asking ourselves how we want to continue with the Developmental Ministry:**
  - a. Do we want to stop the developmental ministry this year or next and look for an interim minister with strengths in governance?
  - b. Do we want to continue with 2 more years of developmental ministry?
  - c. Do we want to ask our Developmental Minister to stay for 2 additional years for a total of 7 years to continue with the process and try to meet our stated goals?