

## **Board Meeting Minutes September 19<sup>th</sup>, 2017**

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

**Present:** Bart Solomon, President; Nicky Ozbek, President Elect; Monique Lewis, Past President; Mary Lou Reed, VP Religious Growth Ministry; Linda Park, VP Outreach Ministry; Link Christiansen, VP Congregational Life Ministry; David Benn, VP Resource Ministry; Connie Cowherd, Secretary; Bill Derrickson, Treasurer; Lynna Ruth Standridge, Treasurer-Elect; Cathy Harrington, Developmental Minister.

**Absent:** none

**Guests:** Frank Caperton; Anne Cornwell, Chair of Communications Committee; tom kunesh

Bart called the meeting to order at 6:30PM and lit the chalice.

Cathy read the opening words. Joys and concerns were shared.

**Minutes:** August Board minutes, Bart corrected the name Disruptive Behavior Policy was changed to Disruptive Persons' Policy. No other corrections were made. Minutes were approved by inclination.

**Developmental Minister's Report:** See attached. In addition to her report, she brought to the Board a request from Roses Taylor (a local artist and recent visitor to UUCC) for UUCC to host a weeklong workshop by Dr. Michael Ryce. The Board concluded more information is needed about this workshop. Further discussion will take place via email. Someone will need to sponsor this event and turn in PIC form.

**Treasurer's Report:** Bill Derrickson – see attached report.

**Religious Growth Report:** Mary Lou Reed - see attached report.

**Outreach Report:** Linda Park - see attached report. In addition, Board members are to be included in the "Greeter training" which is being revised.

Anne Cornwell, chair of the Policy Manual Committee reports that the committee is 90% finished with their project. Susan Kennedy and Wendy Werrick have expressed interest in joining the committee and will be invited to their next meeting. Fundamentally, the Board secretary is responsible for maintaining the Policy Manual.

**Congregational Life Report:** Link Christiansen - Coffee - Wendy Werrick is heading this up.

Link distributed his report of the Ad Hoc committee's (Cathy, Nicky and himself) conclusions regarding development of Sunday services. A lengthy discussion followed. The item was tabled by the President for further review. He asked Nicky Ozbeck to 1) discuss this item with everyone involved, 2) define the problem and the scope of the problem, 3) is the developmental minister contract's wording in harmony with the

wording of the Bylaws 4) what are possible solutions and 5) what are the choices to be decided by the Board. Nicky is to report back to the Board next month, October 17<sup>th</sup>.

**Resource Ministry:** David Benn – Chair lift has been ordered.

**Old Business:**

1. Bart continues to review the Disruptive Person's Policy to determine if the policy is consistent with UUCC's Bylaws and the policy "Agreement in Fellowship." He will distribute this information via email.

2. Chair lift is on order.

3. Wowser's Scope of Responsibility Minister's Role in Worship Services. See Above Congregational Report.

**New Business:**

1. Young adult outing/Survey: President Bart asked Mandy, Administrative Assistant and Mary Lou Reed, VP for Religious Growth Ministry, and her committees to help with this endeavor. They agreed. The date of October 22<sup>nd</sup> has been selected for a picnic for the young adults, 25 and older.

2. WE Church use of facilities: Dave has found (from another) source that the WE Church will no longer be using UUCC as their meeting place.

3. DRE search: Kay McCurdy, Director RE for children has submitted her resignation due to relocation of her family. This will become effective in May 2018. Mary Lou Reed, VP for Religious Growth, will form a subcommittee to write a proposal of steps for accomplishing the search for a new DRE. This proposal will be presented to the Board at October's meeting.

4. Accepting Gift of Signs: Last year's Board Retreat attendees voted to gift two signs to UUCC. These signs will display our Covenant and Mission near the church entrance. Link moves we accept this gift. Linda seconded. No objections. No abstains. Motion passed.

5. When to begin Ministerial Search: Preliminary discussion: The President distributed and reviewed a "Search Calendar". The Board was made aware of this lengthy process, 18 months, assuming the Minister will start in the fall. Question raised was 'how far out is the Developmental Ministry going to last?' If 5 years, a search committee will need to be established in January 2018 to have a minister at the pulpit in fall of 2019. The Board ask for input from the Transition Team as to 1) is the church ready to begin this search and 2) if not, what are the issues holding us back? The Transition Team was asked to report back to the BOT at the October meeting.

6. Funding Ministerial Search Fund: Bill Derrickson, VP Finance, reports the current available funds is \$6000.00. He recommends we earmark \$9000.00 of the Church of God Funds be moved into the search fund. This would give the search committee

\$15,000. Once search committee is formed a more accurate estimated cost for the search can be established.

7. Funding Chris's, retired Administrative Assistant, retirement . It was brought to Bill's attention by Chris that UUCC has not funded her retirement for the past 9 and ½ years. She ask the church to compensate her not for the 9 and ½ years but for the remainder of this year, 1600. Motion made by Bill Derrickson to honor Chris's request for th \$1600. Nicky seconded. No one opposed or abstained. Motion was passed.

**Quick Report Items:** Next Board meeting will be October 17<sup>th</sup>, 6:30PM.

Board Rep/Usher schedule: October 22<sup>nd</sup> Linda & Nicky; October 29<sup>th</sup> Monique & Mary Lou;

Nov 5<sup>th</sup> Bill & Nicky; Nov 12<sup>th</sup> Bart & Linda; Nov19th Lynna Ruth and Link; Nov 26<sup>th</sup> Monique and Connie.

Opening and closing reading for Oct 17<sup>th</sup> - Monique

**Closing Words:** Cathy Harrington

Meeting was adjourned at 8:30PM.

Respectfully submitted,

Connie Cowherd

Board Secretary

(Note: Reports to follow tomorrow)

## September 2017 Religious Ed update for Board Meeting

**Note from communications with the RE committee members.** They relayed that are excited about the potential for the church to take a careful look at what we want from a DRE and target our search to meet our needs. Wendy Sapp and Emily Sartain have both offered to help in any way the Board wishes in pursuing this goal.

Wendy shared a UUA document that might be worth viewing which could help guide us in our search. "From Starting to Parting" can be found at [http://www.uua.org/sites/live-new.uua.org/files/from\\_starting\\_to\\_parting\\_-\\_january\\_2016.pdf](http://www.uua.org/sites/live-new.uua.org/files/from_starting_to_parting_-_january_2016.pdf).

### From DRE K McCurdy in her report for August

- August RE attendance:
  - August 06: 9
  - August 13: 14
  - August 20: 26
  - August 27: 23
- Nursery attendance in August averaged zero to one child per Sunday.
- Our youth in grades 6-12 have begun attending service on the first Sunday of each month. Many thanks to Cathy for welcoming them and inviting them to contribute!
- Our children in grades K-5 have begun attending a Children's Chapel on the first Sunday of each month. Kay leads the Chapel, with one Assistant. Our monthly theme is drawn from *Soul Matters*, and our first Chapel was a great experience for all.
- RE Registration kicked off on August 20.
- OWL classes for grades 10-12 will begin in October. Cecile de Rocher and Eric Tittsworth will facilitate.
- DRE met with Sandy Kurtz and Mary Lou Reed to begin planning our Earth Day service and potluck. We're very much looking forward to ushering in this new UUCC tradition.
- RE parent and volunteer Wendy Sapp will attend an OWL training in Johnson City this fall, to be certified to teach grades 7-9 and 10-12. Wendy is currently certified to facilitate OWL for grades K-1 and 4-6.
- Carol Hobbs led an Abstract Art Workshop for our teens on Sunday, September 10. Event was well attended and a great success. Thanks Carol!
- DRE days off for Fall: 9/24; 10/29; 11/26; 12/31.
- DRE will be moving out of the area in June of 2018. Last day of employment: May 31, 2018. It has been an honor and a gift to serve this church for the past 8 years.
- Our new administrator, Mandy Cowley, is a joy to work with, and already feels like family.
- Looking ahead: UU Kids service on November 19. Multicultural Winter Holidays service on December 17. UU Teens service on February 11. Earth Day Celebration on April 22. Bridging & RE Volunteer recognition on May 6.

## **From RE Committee Report from September 10, 2017**

Attendees: Emily Sartain (chair), Gale Audier, tom kunesh, Wendy Sapp, Kay McCurdy (DRE)

Agreed to work through the agenda from the bottom up

Looking Ahead: Kay shared that due to her husband's new job, she will be resigning in May, 2018. The committee is sad to see her leave but understand her family's needs. The minister and board have been informed and the congregation will be told during service. Committee decided to have the teachers tell the children in class this morning and assure them that RE classes and activities would continue. Wendy will reach out to Mary Lou Reed and Bart Solomon about the RE committee being involved or leading the search for a new DRE>

Earth Day Service and Earth Month Activities: On 4/22, the Sunday service will be an Earth Day service followed by a vegan potluck. The three weeks of RE lessons in April will be focused on Earth Day related activities. Spirit Play and Medievals will draw from the pagan/neo-pagan aspects of their curriculum as appropriate for some or all of the Sundays.

DRE Days Off: The committee decided to ask Mary Lou if she, as VP of Education, would serve as point person on Kay's day off. When Mary Lou is not available, Emily as chair of RE will be point person. If neither is available, another committee member will serve.

First Sunday Sign-Ups: Kay will check with Cathy and WOWsers about recruiting teens and older Medievals to assist in the first Sunday services. The committee agrees that we would like to see the youth involved as often as they would like.

RE Family Trip/The Mountain: The committee discussed interest in both supporting children to go to The Mountain AND a family trip. The family trip would be to Moundville for a Friday-Sunday in late March or early April. Emily will send an email to parents to see if there is a preference about which event the church sponsors. The church will NOT sponsor both events.

Art Workshop with Carol Hobbs: The workshop is scheduled for today. Six teens are attending. The committee agrees that this is an important event for the teens. It is open to children 13 and older but some mature 12 year olds could attend.

Teen Class Attendance: Due to the current attendance and ages of the youth 8<sup>th</sup> grade through 12<sup>th</sup> grade, the committee agreed that regularly attending 8<sup>th</sup> graders who want to move up to teens may do so. New visitors/members who are in 8<sup>th</sup> grade will still participate in Medievals unless/until the teachers and DRE agree that it is appropriate for them to move up. If an influx of older students begins participating in teens, this decision may be revisited.

OWL: Kay will be discussing with the 7-9 and 10-12 OWL teachers (Eric Tittsworth and Cecile deRocher) the possibility of changing the grade ranges for the two older OWL classes so that there will be enough participants. Wendy expressed strong reservations since the curriculum is intended to be developmentally appropriate. Facilitator training stresses that a smaller age range can be used (for example, just 8<sup>th</sup> graders), but that facilitators are not shift the age ranges or broaden them. The current facilitators for 7-9 and 10-12 OWL will decide whether or not to change the grade ranges to 6-8 and 9-12.

Revisiting RE Retreat Goals and Responsibilities: Emily distributed the responsibilities we agreed upon at the RE retreat. Members are asked to review the list and either complete their responsibilities or discuss with the committee if this is still something we want to pursue.

### **From tom kunesh for Adult RE**

UUCC's Adult Religious Education series for Fall 2017 has been rescheduled because of a new roll out date by the Jane Goodall Foundation

Insights into animal intelligence, conservation, and activism:

"JANE GOODALL TEACHES CONSERVATION" video MasterClass starts Wednesday 4 October at 7 pm and runs through January in the Forum room at UUCC . We currently have 28 people enrolled via the Facebook event listing although 222 have shown interest in attending the class. Only a handful actually emailed in addition to marking their plans to attend on the Facebook event page.

The Aug. 24<sup>th</sup> Event The Rebels and The Rebels: A People's History Event hosted by UUCC and Chattanooga Organized for Action was well attended by about 30 people. We received several positive comments about this presentation.

### **No news or requests were turned in from the Forum Group or the Pagans**

Minister's Notes  
September 19, 2017

Worship Services: 8/20, 8/27, 9/3, 9/10  
9/17

I had two pastoral meetings; one meeting with interested visitor; attended two Interfaith Clergy meetings; the board retreat, a Transition Team meeting; two meetings with the board president; a meeting with Nicky and Link regarding Wowzers; served a 24 hour on-call for the CPD and attended the August meeting/training; met with Judith and Wendy regarding the upcoming Father Lapsley workshops next month; and I volunteered for two hours at Orchard Knob Middle School's Fall Festival.

Dawn Cooley recommends that we adopt a new governance system because the present system, which is committee-centered, is preventing the board from having time to get its work done. We have ordered 10 copies of the new edition of Dan Hotchkiss's book, *Governance and Ministry* so that we can study this together as a board and begin to make some positive changes. In the meantime, there are four copies of the old version in the office and I have copied the explanation of Committee-Centered boards for discussion.

This Sunday, I will be offering a presentation in the Forum about the process to become a Unitarian Universalist minister and the mission and purpose of the Unitarian Universalist Ministers Association.

Beginning on Oct 8, the Faith Forward program will begin and I will lead the first session.

Oct 23-29 Father Lapsley workshop/trainings (he will speak in the service on the 29<sup>th</sup>)

Roses Taylor, a local artist who recently visited UUCC, has asked if UUCC would host a weeklong five-session workshop by Dr. Michael Ryce. The workshop is free but donations are accepted.

SEUUMA at the mountain is November 13-16 and I hope to go, but it will depend on whether my brother can come and stay with my mother and dogs. The bi-annual UUMA Institute for Excellence in Ministry Conference will be January 22-26 and I am registered to attend. If I had to choose between this and SEUUMA, I will choose the UUMA Institute

Christmas Eve is on a Sunday this year, so I invited WE Church to join us in worship.

The Chattanooga Police Chaplains have requested to use our church for a special Blessing of the Badges service on Tuesday, May 15<sup>th</sup> at 6:30 pm.

**Report to UUCC Board of Trustees  
Policy Manual Committee  
September 7, 2017**

**This report describes:**

- The initial goal of the Policy Manual Committee
- A history of our efforts
- Report recommendations
- Current status
- What we suggest going forward

**Initial Goal**

The initial goal of the Committee was to review the church's Bylaws, the Policy Manual, and Rev. Cathy's initial contract to try to determine:

- If each document was internally consistent
- If there were any contradictions among them
- To determine if they reflected what the church was actually doing

Our rationale was that telling the Board what we found would allow it to reconcile these documents with each other and our actual practices. We believed, and still do, that going through the process, getting all these documents aligned, and then putting them on the church's website could lead to more consistent, coherent, transparent, and efficient church governance.

**Committee History**

The Committee's history begins with our initial face-to-face meeting in December of 2014. We held 6 face-to-face meetings in 2015. The Committee did not meet face-to-face in 2016.

**In 2015 and 2016 Committee members:**

- Converted the Policy Manual from a WordPerfect to a Word document to make future changes easier
- Corrected formatting and added automated table of contents and page numbering
- Reviewed policies, determined if policies had been revised or superseded, and updated the Policy Manual

**During 2015 the Committee sent the Board 3 reports:**

- The first suggested possible changes for the Board to consider that could bring Rev. Cathy's contract into closer alignment with the Bylaws and Policy Manual, either by modifying the contract or by modifying the Bylaws/Policies.
- The second recommended several changes to the Policy Manual itself.

**Page 1 of 3**

**Report to UUCC Board of Trustees  
Policy Manual Committee  
September 7, 2017**

- The third informed the Board that we had made what we considered routine, housekeeping changes to the Manual.

**In our reports to the Board, we also recommended to the Board that:**

- The Board appoint a separate committee to review and recommend changes to the church's Bylaws.
- Bringing the church's governance documents and customary practices into alignment should be an ongoing rather than an occasional process.
- Current governance documents be posted to the church's website and replaced with new versions when amended.

**Current Status**

The Committee met face-to-face on August 28, 2017 ; as a result, we are now approximately 85% finished with the Administrative Policy Manual update.

- We have reviewed Board Minutes from September of 2012 (when the Board accepted the revised Policy Manual as a "living document") through May of 2017 to try to identify any forms and/or policies that were approved by the Board but not placed in the Policy Manual.



- We have placed all the “missing” forms and/or policies we can locate in an offline version of the Policy Manual, leaving the unchanged 2012 revision of the Manual on the church’s website.
- We have reviewed the 2012 revision of the Manual to identify what appear to us to be errors, inconsistencies with current practices, out-of-date language, out-of-date forms, omissions, and illogical placements of content and forms.
- We have suggestions ready for “fixing” the problems noted in bullet point #3 above but have not made those “fixes” in the offline Manual we have been working on.

#### **Suggestions for Moving Forward**

- The current Policy Manual Committee (Anne Cornwell, George Helton, Daidee Springer, and Jim Welborn) would like to continue its work, with the possible addition of Susan Kennedy and/or Wendy Weirick to the Committee.
- Review the changes to the offline Administrative Policy Manual we have prepared and the errors in the 2012 revision as well as our proposed “fixes” to those errors. We suggest the Policy Manual Committee (including Susan and/or Wendy) and Connie (Board Secretary) and Mandy (Church Admin) work together on this. (The Bylaws and the Policy Manual describe keeping the Policy Manual up-to-date as the Page 2 of 3

**Report to UUCC Board of Trustees**

**Policy Manual Committee**

**September 7, 2017**

responsibility of the Board Secretary and the Church Administrator. Working together with the Committee will help bring Connie and Mandy up to speed.)

- The Bylaws, Policies, and other miscellaneous documents (History, Mission Statement, etc.) have been saved as separate files. We suggest this practice continue.
- The Committee has developed a process to make changing the Policy Manual and posting changes to the church website an ongoing rather than an occasional practice. We would be happy to share that process at the appropriate time and train Connie and Mandy in the process.
- As stated earlier, appoint a separate committee to review the church’s Bylaws and suggest revisions for congregational approval.

**Page 3 of 3**

## **Board Report – VP Outreach Ministry – September, 2017**

### **The Social Justice Team:**

The Social Justice team is co-sponsoring (with the Center for Mindful Living) an event on Thursday, September 23 at Coolidge Park from 3pm to 7pm. This event is Paths for Peace: A Chattanooga Celebration of International Peace. This is our local celebration in conjunction with the United Nation's International Day of Peace.

The SJ team is also co-sponsoring Father Lapsley's "Healing of Memories" workshop and training in October. This fall this group will have a table in the Fellowship area that will give people a chance to learn more about the activities and events coming up.

Members of the committee continue to be involved in activities, such as Father for the Fatherless and Welcome Home Chattanooga.

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### **Membership Team:**

Linda, Mandy and Cathy met to plan the roll out of the Faith Forward program. Beginning October 8<sup>th</sup>, we will begin the 1<sup>st</sup> of 8 Faith Forward classes held after church every Sunday for visitors and members to learn more about Unitarian Universalism overall and specifically about UUCC. These classes are not connected – each one has different emphasis, so it will not be necessary to go to every class in the order they are presented. After the 8<sup>th</sup> class is completed, then we will begin again with the 1<sup>st</sup> class. Cathy will be responsible for facilitating the 1<sup>st</sup> classes; however, we will be asking board members, transition team members and others to take turns facilitating, so it is important for everyone to become familiar to the materials for Faith Forward.

Mandy and Linda are also working on a new and more vigorous training for greeters, as well as recruiting members interested in participating in being greeters.

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### **Communications Team:**

- Starting in October, Chen and Anne plan to audit our website for usability and content.
- In September, Anne asked for updated or new content for various pages on the website, from several groups (SJ, RE, BoT, Pastoral Care, Minister). The goal is to have all the content by the end of October so the website can be updated in November. So far, Social Justice has submitted all of their content.
- Lynn Higgins came to the board retreat and took pictures of the board to put on the website. She also requested a short bio from each board member to put on the website with their picture. Please complete your short bios and send them back to Lynne @ [lmhiggins.41@gmail.com](mailto:lmhiggins.41@gmail.com).
- A brochure, online RSVP form, and updates to the website were made for the upcoming Healing of Memories workshops.
- This team is available to work with any groups planning events who will need publicity. If you involve them early, they can provide input into various ways to promote your event. They can also help design flyers, brochures, social media campaigns, etc. Generally they need 10 days to 2 weeks' notice to create promotional materials.
- Reminder, this team is available to work with committees on how to use some of the equipment we have at UUCC to increase efficiency and create different ways to work together. They will be offering classes on Google Drive and Google docs with an emphasis on how groups can use them in a collaborative way.

**Small Group Ministry (SGM):**

The reason I am reporting on SGM and not Mary Lou (VP of RE) is because I have been involved with SGM for many years as facilitator and coordinator, and this is a year of change for the SGM program.

On Thursday, 9/14, Wendy Sapp (one of our original SGM coordinators) and I met with Mandy Cowley (our new coordinator of SGM). In a meeting a month or so prior to that meeting, we (Wendy, Mandy, Cathy and I) agreed that rather than trying to rush to find facilitators and get the program up and running this fall, when it normally starts, we decided to take the time to plan and coordinate and begin the SGM program in January. SGM will be following the Soul Matters SGM program this year. This program has the same framework we have been using, but includes some new and interesting differences that we believe will make our program even more meaningful. Mandy is working on recruiting facilitators; Wendy and I will train facilitators in November; and there will be 3 sign-up Sundays in December, along with testimonials during those services.

Submitted by Linda Park, September 19, 2017