

**Unitarian Universalist Church of Chattanooga**

**Board of Trustees Meeting Minutes December 19<sup>th</sup>, 2017**

**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 Christensen, VP Congregational Life Ministry; David Benn, VP Resource Ministry; Bill Derrickson, Treasurer; Cathy Harrington, Developmental Minister; Mandy Cowley, Church Administrator.

**Absent:** Connie Cowherd, secretary.

**Guests:** Wendy Weirick representing the Transition Team

Bart called the meeting to order at 6:30 PM and lit the chalice. Mary Lou read the opening words.

Joys and concerns were shared.

**Approval of Minutes:** November Board minutes approved by acclamation.

**Developmental Minister's Report:** Cathy Harrington- see attached report. Cathy also recommended upgrading the Faith Forward program, will discuss further in February.

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

**Outreach Report:** Linda Park - see attached report.

**Congregational Life Report:** Link Christensen - see attached report. Link has received 6 out of the 11 reports from board members on the Governance book, expecting the rest soon.

**Resource Ministry:** David Benn – stairlift to be shipped on 12/20, unsure if it will arrive before Christmas.

**Treasurer's Report:** Bill Derrickson – see attached report. Last month pledges were up, putting us closer to being on track for pledges year to date. Received \$150 in memory of Buck O'Rear, Bill recommended putting it in the endowment fund, a decision to be made by the finance committee.

**Old Business:**

10. **DRE Search Update/Budget Issue- Mary Lou Reed:** Approx. 20 people attended the DRE Search meetings and a variety of opinions were shared. The ad for the position will go live on the Liberal Religious Educators Association website this week and there will be six weeks for applicants to submit resumes. The search team decided to leave the ad vague regarding whether the position was full time or part time and did not include salary information. The response and the applicant pool will help inform the search team's next steps. The search team should have an update in February.

**11. Ministerial Search Update- Bart Solomon:** Bart met with Jim Welborn regarding the nominating committee in preparation for selecting a search committee. Nicky will serve as a board liaison to the nominating committee. The nominating committee is supposed to have recommendations for potential members of the search committee to Bart in March. Bart plans to have the UUA share some information on the best practices when choosing a search committee. April 22 will be the special meeting with the congregation to select the search committee and initiate the search process.

**12. Update re Stewardship Campaign Planning- Bart Solomon & Dave Benn:** Dave discussed the importance of long-term visioning when thinking about stewardship. Monique plans to meet with Dave in January about what has been done historically during the stewardship campaign and will offer guidance for the spring's campaign.

**13. Update on Safety Plan- Dave Benn:** On Tuesday, December 12th, Dave Benn, Nicky Ozbek, Wendy Sapp, Mandy Cowley, and Kay McCurdy met with the Hamilton County Sheriff's Department to discuss safety goals. On Monday, December 18th, the sheriff's department returned to do a vulnerability assessment with Dave of the entire facility. Dave will gather notes from those meetings and distribute them to the board in the near future. A camera will be installed to monitor the front door on Friday, December 22nd. The primary recommendation from the sheriff was to lock the front door during service, which we will continue to do once service starts. Sometime in the new year, there will be opportunities for people to learn more about safety from the board and the Hamilton County Sheriff's Department. More information to follow as it becomes available.

**14. Update on Mini Retreat for Governance- Link Christensen:** The retreat will be on January 6th from 9am-12pm.

#### **New Business:**

**15. Transition Team Report- Wendy Weirick:** The transition team has three recommendations: Include the building and related assets in financial reports (at the annual meeting at minimum, but transparency whenever possible would be ideal), conduct stewardship education for the congregation and include the UUA fair share guide, purchase the full Faith Forward program. Bill agreed to have the finance committee include the requested assets in the future financial reports.

**16. Staff Bonus Allocation- Bart Solomon:** Board needs to tell the finance committee how to distribute the collection. To be discussed at closed session at the end of the board meeting.

**17. Policy for information posted on website- Nicky Ozbek:** Nicky recommended that the board generate a policy for what information should be shared on the website. Nicky will review the existing policy and will bring suggestions to the board in February.

**18. Endowment Distribution Policy- Monique Lewis:** For informational purposes, the endowment committee is sharing a new disbursement policy with the board- 1. Normal Fund Award: Comes from the committee's initiative, 2. Severe Emergency- comes from a request

from the UUCC board. The policy also discusses the minimum fund balance of \$100k with an exception for extenuating circumstances.

**Policies passed:** None.

**Proposals passed:** None.

**Quick Report Items:**

Board Retreat is scheduled for January 6th at 9:00 AM.

Next Board meeting will be on January 9th at 6:30 PM.

At 7:45 PM, the Board entered an executive meeting and staff/guests were dismissed.

**During the closed session:**

- The board voted to renew Cathy's contract for the 2018-2019 year.
- The board voted to distribute the monies that were collected for staff bonuses in the following manner- 50% of the monies were divided equally amongst the staff and the remaining 50% were prorated based on the number of hours each staff person works.

Respectfully Submitted,

Mandy Cowley

Church Administrator

## Reports

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### **1. RE VP Report - Mary Lou Reed**

#### **Minutes from Dec. RE Committee Meeting on 12/10/17**

Attendees: Emily Sartain (chair), Mary Lou Reed (VP of DRE), Kay McCurdy (DRE), tom kunesh, Gale Audier, Wendy Sapp, Leslie Brock

Labyrinth: Wendy is PIC, Real candles and sand will be used; Set up on Sunday, December 17 after service—Kay and Emily will help set up, others welcome to assist; Wendy will run night of 21<sup>st</sup>, others welcome to assist, especially with clean-up

Multi-gen service: Emily is PIC; Saturday December 16<sup>th</sup>, 10-12 for rehearsal, costumes and props are ready

Scheduling teachers and assistants: Kay sent google doc to teachers and assistants for sign-ups; Wendy will follow up with assistants in Spirit Play

Youth Cons: Kay has emailed parents about Youth Cons; is checking to see if additional parents can accompany on elementary cons for \$25 and not have to chaperone

DRE Evaluations: Emily will meet with Kay to review DRE evaluation

Upcoming Dates:

- Feb 7: UU Teens—if not enough teens want to participate it will be a UU Kids and Teens service, rehearsal on morning of Saturday Feb 6
- April 1: UU Children's Chapel may use time to clean up around church
- April 22: Earth Day multi-gen service, Sandy Kurtz is service leader, followed by vegan potluck
- No Easter Egg Hunt
- May 6: Bridging and Volunteer Recognition: Marissa is only teen bridging
- Last Sunday of Month: DRE off January-April
- Kay is unsure of her last day

DRE Goals January-May

- Organize all RE materials and documents
- Deep cleaning office, classrooms, and all RE storage materials
- Re-stocking classrooms with any/all needed supplies

Next year's curriculum: In spring, RE committee will choose curriculum and DRE will purchase for fall curriculum and will decide on summer curriculum

**RE is helping the UU Social Justice Committee collect requested items for The Community Kitchen 12/7-12/17**

**First Sunday Children's Chapel has started as of November**

On the first Sunday of each month, our youth in grades 6-12 attend service upstairs.

We see this as an important part of their religious education, and an opportunity to fully experience (and contribute to) the "way we do church" as Unitarian Universalists.

For grades K-5, we offer a multi-age Children's Chapel on the first Sunday of the month.

Children attend the first part of the service, as always, but instead of heading to their separate classrooms, they gather downstairs for a "mini" worship service.

**A short update regarding the DRE Search as of 12/10/17**

After gathering information from a range of members of UUCC, the DRE Search team has decided to search for a ¾ time child and youth DRE with the possibility of the position being full-time, life-span for an exceptionally strong candidate. We will be advertising the position on the LREDA site, the UU Southeast Region website, and locally in the Chattanooga area. Advertisements will go live sometime during the week before the December BOT meeting with a deadline of the end of January.

*DRE Report for BOT submitted by Kay 12/15/17*

1. November Attendance:
  - Nov 05: 15
  - Nov 12: 28
  - Nov 19: 13
  - Nov 26: 18
2. Our UU Kids led an amazing service on November 19th, *The Wheel of Thanks*. Many thanks to the children and youth who never fail to impress me with their willingness to rehearse, energize, and focus! And kudos to the congregation who show up and support our UU Kids. It means so much for them to look out and see your beautiful, smiling faces!
3. DRE led our Children's Chapel (theme: Giving) on December 3rd. We created ornaments to give as gifts.
4. DRE attended Lay Pastoral Care Committee meeting on December 14th.
5. DRE created "Light our Chalice" sign-up for UUCC children and youth.

6. The RE Committee is leading a multigenerational/multicultural holiday service on December 17th: *The Wonder of Winter Lights*.
7. Immediately following service on the 17th, DRE and Wendy Sapp will be creating/taping the Labyrinth on the floor of the sanctuary.
8. Speaking of which...Our annual Indoor Walking Labyrinth (this is our 9th year!) will be held on Thursday, December 21st, from 5-8 p.m. All ages are welcome!
9. Nursery will be closed on December 24th, to allow our employees time to be with their families and enjoy the holiday.
10. DRE will be out of town visiting family from December 22-27.
11. Upcoming multigenerational services: *UU Teens* on February 11th, *Earth Day* on April 22nd, *RE Bridging and Volunteer Recognition* on May 6th.

## **2. Outreach VP Report- Linda Park**

### Social Justice Team:

In November, this team coordinated "Share the Plate" with The Bridge Refugee Services and began working with the Eastern Tennessee Social Justice Coalition to bring a speaker on Racism and Sexism to Chattanooga in the Spring.

In December, share the Plate was with the Community Kitchen. This committee coordinated donations of food, clothing and other needs for the Community Kitchen, and helped a pediatric hospice patient's family by providing gifts for their child.

SJ continues to show movies once a month related to Social Justice Issues and also continues to volunteer at Welcome Home, Father for the Fatherless, and attend various meetings and events related to social justice issues in the Community (for example: the Interfaith Peace Service, planning an event next year with the Jewish Cultural Center, sending letters to senators.....).

### Membership Team:

We have completed the first round of 8 Faith Forward sessions. These classes meet after church most Sundays and discuss aspects of Unitarian Universalism and UUCC. We are planning a new member Sunday in January for several people who want to join UUCC! We are eager to add on to the first 8 sessions by purchasing the next level of Faith Forward materials, so we can move visitors to members and members (old and new) into leadership. This is an exciting program and the more comfortable we become with it, the more successful it will be.

### Communications Team:

The leadership of the Communications team is changing in January from Anne Cornwell to Chen Zhang.

Almost every request for webpage content was met, and Anne updated the applicable UUCC webpages 12-16-2017. The pages, for which the requests for content were ignored (after numerous reminders), were removed.

I do want to continue to point out that this team remains available to work with committees on how to use some of the equipment we have at UUCC to increase the efficiency and create different ways to work together. They can offer classes on google docs with an emphasis on how groups can use them in a collaborative way.

### Small Group Ministry (SGM):

We held signups for SGM 2 Sundays after the service and have enough for 2 groups who will begin meetings in January. Elaine and Lucy Taylor will be facilitating a group that meets twice a month on Wednesday mornings; and Cathy Harrington and Linda Park will be facilitating a meeting once a month on Tuesday evenings. All 4 facilitators attended web-training for the new Soul Matters SGM program.

### **3. Congregational Life VP Report- Link Christensen**

There is still life in the congregation, thank you to all who add to it.

GOVERNANCE AND MINISTRY: Some topic sentences are received. Please be ready to bring them on Tuesday. It's important

#### **4. Minister's Notes- Cathy Harrington**

Sunday following worship service facilitated Faith Forward Classes

We completed session 8 last week and have had at least 4 people in every class since the beginning. In January, we will have a new member class and have 5 or 6 folks who have said they will be joining. We'll begin the Faith Forward Inquirers series again in January. Since the classes are so successful, I recommend that we upgrade our subscription. See information pasted below and go to the website [faithforwarduu.org](http://faithforwarduu.org) and look at the package options and pricing.

November 17: meeting with tom

Made soup for Wednesday night dinner/RE Director brainstorm meeting

November 19: Participated in the Interfaith Thanksgiving Service at Pilgrim UCC

November 22: meeting with tom

November 23: Interfaith Clergy meeting with Bob Corker

November 26: Buck O'Rear Memorial Service following Sunday Service

Several visits with Leslie to plan service

Wrote Eulogy, etc.

Designed the Order of Service & had it printed at Office Depot

December 5: Phone meeting Stacy Rector; invited to be on the board of Tennessean's for an ... Alternative to the Death Penalty

December 6: meeting with tom

DRE Search committee meeting

December 7: Interfaith Clergy Dinner

Pastoral Meeting with congregant

December 9: Drew Marshall Radio Show interview

December 11: Spoke on a panel about religious freedom

I for International Human Rights Day at Family Justice Center

December 13: LPC meeting

December 14: Finance Committee meeting

Visit Nancy Anderson and Clair Hale

December 15: Transition Team meeting

Faith Forward is made up of three paths: CORE, Advanced, and Leadership.

#### **CORE Path (Available Now)**

OBJECTIVE To shorten the visitor to member cycle; to help new and existing church members understand and explain our faith with confidence, to strengthen UU identity, and

to encourage members to engage in daily practice, weekly worship, monthly service, annual retreat, and once-in-lifetime pilgrimage.

- Inquirers Series (8 weeks)
- Roots (1 class)
- Beyond Inquirers (5 weeks)
- Spiritual Practice (12 weeks)
- UU History 101 (7 weeks)
- UU Elevator Speech (3 weeks)

**ADVANCED Path (UU Theology available now!)**

OBJECTIVE To deepen understanding of our faith, connection to the church, and continued spiritual development.

Offerings will include UU Theology (6 weeks), Coming of Age for Adults, Biblical Literacy for Unitarian Universalists, Advanced UU History, Deepening Spiritual Practice

**LEADERSHIP Path (Coming Soon)**

OBJECTIVE To develop well-rounded church leadership knowledgeable in discernment, governance, and all aspects of congregational life.

Offering will include UU Leadership, UU Discipleship/Eldership, Polity/Governance, UU Evangelism, Mentorship, Theological Reflection

**5. Treasurer's Report- Bill Derrickson:**

A copy of the treasurer's report is available in the church office upon request.