

Thomas Jefferson Memorial Church Unitarian Universalist  
Board of Trustees  
February 11, 2010  
Minutes

Goals for the Board of Trustees  
2009-2010

- Support the Ministerial Search Committee.
- Encourage participation of the broader congregation and make ourselves available and recognizable, especially at council meetings.
- Evaluate the council structure.
- Clarify the roles and responsibilities of the church staff, board, and councils.

Donna Baker, Dan Grogan, Bill King, Raven Long, Johan Madson, Rich Olin, Pam Philips, Ellen Pratt, Karen Shaffer, Jean Shepard, Doug Webbink Guests: Morris Hudgins, Nick Laiacona, Ian Sole, Bob Kiefer

I. Welcoming Activities

A. Devotion/opening words (Jean)

B. Check-in (optional)

C. Search Committee Report (5 minutes)

- Halfway through visits
- Completed UUA paperwork until March 15; UUA has asked that we wait until this date to make an offer in order to give the Minister to share with their congregation regarding the process
- UUA has made suggestions for the Minister Agreement
- Confidential until an offer has made and been accepted

D. Public Comment

Discussion item: Canvass plans and what church leadership can do to support canvass? (Ian Sole and Bob Kiefer) (20 minutes)

- Canvass has kicked off; the February Bulletin includes the letter from Pam which introduces Canvass
- Leadership will receive an email on Monday requesting early pledges; asking for early pledges in by February 25
- Commitment Sunday will be on February 28; in planning stages; Sunday, February 21<sup>st</sup> will be the introduction of Commitment Sunday (Pam & Morris); Commitment Sunday is a chance for the congregation to recommit to the value and life of this church – including the Canvass kickoff; the covenant and new member readings could be a part of the Commitment Sunday service
- The first mailing will begin on February 16: pledge card, fact sheet, letter
- Asking for 10% increase over last year to meet budget needs
- Visual theme with Committed to Our Future of a plant and water can; visuals in the Social Hall, a banner above the alter on Commitment Sunday, and the Search Committee bulletin board; asking folks to use Councils, Committees and Bulletin Boards to promote Canvass
- Pledge card includes suggested amounts; this replaces the fair gift guide given out last year
- Different mailings will include different fact sheets
- The PowerChurch database will assist in the mailings

- Can pledge via the pledge card, the website (which will be active as of February 12), or via email at [pledge@uucharlotteville.org](mailto:pledge@uucharlotteville.org)
- The March Bulletin will include information on stewardship (both financial and participative commitment)
- The flowerpot will be the location for dropping off pledge cards
- Suggested that a baseline/minimum level of membership be included as one of the facts – potentially in the third mailing
- Phone calls will be made during the last week of March; suggested that a person from the Board work in conjunction with a member of the Canvass Committee for these calls
- All the communication sent out by Canvass comes out from the Board

## II. Opening meeting (10 minutes)

### A. Acceptance of Agenda with change from “minutes” to “agenda”

- Approved unanimously

### B. Approval of Minutes

- Approved unanimously

### C. Treasurer’s Report (Doug)

- After 58% of the year, have received 62% of pledges
- Received more than 58% of total revenue budgeted
- Expenses are slightly below what is budgeted
- In January our expenses exceeded income
- Electricity costs increased in Summit House; Dick Somer is working on this
- Missed Sundays may mean decreased income
- Snow removal will likely be a high expense this year
- A second draft of the budget was sent to the Board, increases the pledge requests by 10%; this version assumes a 1% increase in staff salaries; the Finance Committee suggested the ministerial support not begin immediately upon arrival of the new Minister; Personnel has not yet recommended a cost of living increase; this budget does not include Music Committee budget which will include a small increase and a significant increase for personnel support in this area (not yet reflected in the proposed budget); if all changes included, this might require a 15% increase in pledge requests and Canvass Committee and Finance are concerned that we may not be able to achieve this increase
- The Board may need to evaluate and make cuts based on Canvass pledges
- Our other income is down significantly which are based on the current year actual
- Grocery scrip decrease may be associated with the change in the process and Harris Teeter is not included
- Include three revenue and expense items that have been on the balance sheet previously but not on the budget, these have been added
- Finance added a small amount to the grounds item to cover snow removal
- Carol has contacted the city until they finally fixed the streetlight near the side entrance of the church
- Trash pickup is going to do so for free based on a letter from us showing this as a donation; telephone service cost will decrease as well through bundling long distance and local service via Verizon
- All Board members need to review the budget and be prepared to talk about this at our next meeting

- The cost of providing installation of new minister is likely to cost \$2,000-5,000 which will need to be included
- Regarding cost of living increases: schools of thought include that many organizations are not giving cost of living increases under current economic conditions while the cost of living is currently increasing

D. Vice President's Report (Jean)

- Please read the Council reports
- The Council structure is going to work on behalf of Canvass
- Music Committee move to Worship Council because music impacts the worship experience

E. Minister's Report (Morris)

- Received via email today
- Pam shared from the report that staff evaluations will happen in March; Board recommended that the Board receive complete evaluation information

F. Board Liaisons to Councils' Reports

- Administrative Council met, Elizabeth in bringing a report in 4 weeks regarding efficiencies
- Worship was cancelled

III. Consent Agenda (5 minutes) – accepted unanimously

A. Renew the Interim Minister agreement to end on August 12, 2010.

B. Approve resolution of Josie Pipkin, Trudy Rohm and Beth Jaeger-Landis as trustees of the church's land.

C. Approve move of Music Committee from Administrative Committee to Worship Council

IV. Old Business

A. Long-range Facilities Planning Task Force Report (5 minutes)

- Master plan was created in 2005 and is based in assumptions that needed to be reviewed.
- The current zoning laws of the U-House property are set for residential use. Is currently being used also for office space, RE classes and parking in front. Future plans need to fit within the zoning.
- In the review, the Committee had concerns about the plan for parking. Additionally, there were concerns with the elevator location, Memorial Garden changes and removal of a tree.
- Existing facilities do not meet our needs. Expansion of U-House is problematic. The planning is dependent on what our growth assumptions are.
- The Board needs to determine how large we want to be. Can our current property meet those needs? Can our parking needs be met? What are the alternatives to the current property? Are there alternative expansion possibilities we could envision? There is a possibility of building up and across the current church building, utilizing the current sanctuary.
- Recommended getting demolition permits for both U-House and Summit House. The reservation to this is if either or both of those properties were deemed historical.
- Pursue subdivision of the lot sale of the U-House. Use this profit towards decreasing debt and improvements on other properties.
- There is a concern that the parking lot behind U-House was not built to code, though it has been grandfathered in.
- This topic will be revisited at the next Board meeting. The Board should review the report and be ready to discuss at our next meeting.

- B. Amend the charge for the Long Range Facilities Task Force to require the LRFTF to communicate and collaborate with the Administrative Council (5 minutes)
- The Task Force has completed their report and has submitted it to the Board. The Board will not take up these recommendations.
  - The Board stated that the next step is for the report be shared with the Administrative Council by the LRFTF. Upon Board review, additional steps including congregational discussion will be determined. – approved unanimously
- C. Safe Congregations Task Force Report (5 minutes)
- Will have a report at the next meeting.
- D. Candidating Week Planning Committee – April 17-25, 2010 – and role of Board (15 minutes)
- Johan Madson, Jen Lucas, Anne Clark, Natalie Somer, Jean Newland, Ellen Pratt, Stephanie Lowenhaupt, Elizabeth Breeden have all agreed to be on the committee
  - Patti Wallens and Perrela Busse can lend historical information and advice
  - The committee will plan the events that will occur during the candidating week
  - Break down events/opportunities meet with the candidate by councils
  - Presidential meeting/dinner with the candidate (either all three or individualized)
  - Dinner is generally provided as one of the event/meeting opportunities; lunch can be an event/meeting opportunity; breakfast is not often part of these meetings
  - UUA model shows up to three events per night, including a dinner
  - VACUUM is potentially scheduled during the candidate week
  - Saturday night that the candidate comes in is a good time for a social event involving the Search Committee and the Board; will spend most of the day with the Search Committee
  - Board interview/meeting – Saturday or Sunday was suggested as it is early in the process
  - Morris is expected to be away from TJMC-UU during the candidating week; he will be in Tennessee
  - It will be important to leave blocks of time during the week for the candidate to look at the town and get a break; a day to look for housing will be blocked out; Monday morning is blocked as a time for a break; Monday afternoon will be time with the staff
- E. Conflict Resolution Committee Charge (5)
- They will send recommendations to Safe Congregations regarding a Disruptive Person Policy; they in turn will send that to the Board.
  - May not need a charge if the committee does not continue on after the policy is finalized.
  - The Executive Board should review the proposed policy at the next meeting towards including it on the agenda.
  - This group was initiated by the minister rather than the Board.
- F. Follow-up on Board Goals (5 minutes)
- Please share with Donna anything that has been completed. This item will be on the agenda each month.

V. New Business

- A. Personnel recommendation re: Music Director (5 minutes)
- Personnel did not recommend increasing insurance (currently receiving 75% and her contract is  $\frac{3}{4}$  time). The Personnel Committee stated that this meets UUA guidelines. – approved unanimously
  - The Personnel Committee has not met to discuss a proposed increase in her contract time/hours.

- B. Endowment Committee Member Recommendations (5 minutes)
  - Is currently losing membership; current chair's tenure is up.
  - The Board needs to begin recommending names and asking for membership as this is a Board Committee. We need three new members – please be prepared to discuss at the next meeting.
  - The Leadership Committee has been asked to make suggestions.
  - We should request suggestions from the current committee.
- C. Recommend delegates to attend the TJ District Meeting (April 30-May 2) regarding the potential renaming of the district. (5 minutes)
  - Two issues: how do we choose delegates and how do we direct their votes?
  - Number of delegates is based on membership reported to UUA. Previous number was 9.
  - We need to invite the congregation to express interest in being the delegate to this meeting and then decide who will attend based on interest.
  - Directing votes will happen through holding an open congregational meeting about the issue and conducting a straw vote. The delegates will be expected to vote at District based on that vote. This conversation will need to happen prior to candidating week.
  - This will be added as a discussion item for our next Board meeting, including the issues being voted upon.
- D. April 8 Board Meeting to April 15 (5 minutes)
  - Approved (9), abstention (1)

## VI. Closing Activities

### A. Process evaluation

- Rework the opening of the agenda such that we are not into the meeting before we have opened the meeting.
- While we did not stick to the absolute letter of the agenda, it was important to continue these discussions.

### B. What do we need to communicate to others?

- Jean will invite Rich to next Admin Council meeting to share the Long Range Planning Task Force report
- Doug will contact Endowment Committee for members
- Jean will contact Music Committee regarding membership
- Donna is working with Beth to bring together the Safety Council
- Jean will contact Councils to assist with Canvass

### C. Closing words (Jean)

### D. Adjournment

## Upcoming dates:

February 25 – Executive Committee of the Board Meeting, 7 pm in Social Hall

March 11 – Board Meeting, 7 pm in Social Hall (opening/closing words: Raven snacks: Johan)

March 25 – Executive Committee of the Board Meeting, 7 pm in Social Hall

April 15 – Board Meeting, 7 pm in Social Hall

## Attachments:

Minutes

Treasurer's report

Vice President's report

Minister's report

Renewal of the Interim Minister's Contract  
Resolution Concerning Church Real Estate Trustees  
Proposal to move Music Committee from Administrative Committee to Worship Council  
Long Range Planning Task Force Report

**March 2010 Meeting**

Planning for candidating week, canvass report, budget discussion

**April 2010 Meeting**

Positions to be filled on the board and on board appointed committees, leadership retreat, canvass update, congregational meeting planning, budget approval

**May 2010 Meeting**

Review of committee chairs and board appointed committees list, budget review, congregational meeting, General Assembly planning, board retreat planning, personnel committee report on staff evaluations.

**June 2010 Meeting**

Welcome of new minister and new board members, farewell to departing board members, 20010-11 budget review, congregational meeting review, General Assembly planning

## **Attachment: Treasurer's report**

### January 2010 Treasurer's Report Thomas Jefferson Memorial Church Unitarian Universalist

Attached are the spreadsheets for the January 2010 Financial Report.

After 7 months or 58.3% of the fiscal year, we have received \$358,928 in revenues, which represents about 62% of our budgeted revenues. In January we received an additional \$34,390 in current year pledges and, as a result, our current year pledges after the first six months now represent 63% of the amount budgeted. We have received about 6.4% more in current year pledges for the first seven months of this year than we did in the first seven months last year.

One surprising revenue item is that our grocery scrip profit this year is significantly lower than it was after the first 7 months of last year.

Also note that, principally because of the large amount of money collected for Haiti (\$5,509), our Community Outreach (Social Action) Collections and disbursements in January amounted to \$7,462.

With respect to expenses, we have now spent a total of \$323,112 or 56% of the amount budgeted for expenses. As a result, after seven months our net income is \$35,815. Note, however, that for the month of January, our expenses exceeded our revenue by \$11,008.

With respect to particular expense categories, note that we have now significantly exceeded our listed year's budget for church ongoing maintenance. In January we spent \$1,812 on ongoing church maintenance. Of that amount, \$600 was for slate and gutter repair and \$850 was for painting of the sanctuary floor.

Remember, however, that as the Board agreed last spring, we plan to transfer \$2,582 from the building reserve account to cover the cost of the air conditioning repairs that were made last spring. After that accounting transfer is made, we will still show approximately \$1,360 remaining in the maintenance account. Our most recent electricity bill for Summit House was unusually high. It appears that at least some thermostats in Summit House and in the Church have been set to the manual setting rather than the automatic setting, which means that the buildings continue to be kept unnecessarily warm even at nights and weekends when the buildings are not in use.

Of the \$989 listed under computer maintenance, \$900 of that amount was for the purchase of three laptop computers for church staff. Some other major expenses in January included our \$2,800 contribution to IMPACT and \$3,380 paid under our office copier contract.

With respect to our balance sheet, our operating fund cash declined by \$11,008 which, of course, reflects the reality that expenses exceeded revenue by that amount in January. Nothing else seems particularly striking about January.

So, overall, we continue to be in reasonably good financial shape. However we will want to watch our revenue and expense items quite carefully over the next few months to see that monthly expenses do not continue to exceed revenues.

	<b>January Actual</b>	<b>Year to Date Actual</b>	<b>Year End Budget</b>	<b>Remaining Budget</b>	<b>%Total Budget</b>	<b>&gt;\$200</b>
<b>Revenues</b>						
Current Year Pledges	34,390.22	259,404.67	415,000.00	155,595.33	63%	
Current Yr Unpledged Donations	1,635.00	3,965.45	20,500.00	16,534.55	19%	
Prior Year Pledges	0.00	17,508.50	7,000.00	(10,508.50)	250%	Over
Plate Cash	662.22	3,655.37	11,500.00	7,844.63	32%	
Building User Fees	80.00	2,402.00	6,500.00	4,098.00	37%	
B&B Income	0.00	200.00	850.00	650.00	24%	
Mollie Michie Rent	650.00	3,250.00	5,850.00	2,600.00	56%	
U-House Rent	2,800.00	14,600.00	22,000.00	7,400.00	66%	
Endowment Income	0.00	0.00	5,000.00	5,000.00	0%	
Fund Raising Income	404.12	16,632.14	26,000.00	9,367.86	64%	
Grocery Scrip Profit	1,430.75	8,580.88	25,000.00	16,419.12	34%	
Scrip Rebates	0.00	0.00	0.00	0.00	0%	
GL Script Income	225.00	1,386.11	5,000.00	3,613.89	28%	
Book Table Sales	0.00	0.00	0.00	0.00	0%	
Coffee Money	98.40	873.28	1,700.00	826.72	51%	
Community Outreach Collections	7,462.00	17,317.00	18,000.00	683.00	96%	
Bank Interest	51.37	384.15	1,450.00	1,065.85	26%	
Special Gift Donations	0.00	500.00	0.00	(500.00)	0%	Over
Sabbatical Fund Transfer	0.00	0.00	0.00	0.00	0%	
Ministerial Search Money	0.00	8,268.51	8,300.00	31.49	100%	
<b>Total Revenues</b>	49,889.08	358,928.06	579,650.00	\$ 220,721.94	62%	
Gross Profit	49,889.08	358,928.06	579,650.00	220,721.94	62%	
<b>Expenses</b>						
Ministers Salary	0.00	0.00	0.00	0.00	0%	
Co-Minister Salary	0.00	0.00	0.00	0.00	0%	
Ministers Housing	0.00	0.00	0.00	0.00	0%	
Interim Minister Salary	3,741.92	26,193.44	44,903.00	18,709.56	58%	
Interim Minister Housing	3,500.00	24,500.00	42,000.00	17,500.00	58%	
Ministers Benefits	133.34	933.38	1,600.00	666.62	58%	
Ministers Pension	724.17	5,069.19	8,690.04	3,620.85	58%	
Co-Minister Pension	0.00	0.00	0.00	0.00	0%	
Ministers Health Insurance	1,278.28	5,765.62	9,804.00	4,038.38	59%	
Ministers FICA	554.00	3,878.00	6,648.00	2,770.00	58%	
Ministers Professional Expense	724.17	5,069.19	8,690.00	3,620.81	58%	
Pastoral Care Minister	1,516.68	10,616.76	18,200.00	7,583.24	58%	
Interim Moving Expenses	0.00	0.00	0.00	0.00	0%	
Pastoral Minister's Prof Expen	0.00	456.10	900.00	443.90	51%	
DRE Salary	4,410.34	30,872.38	52,924.00	22,051.62	58%	
DRE Life Insurance	0.00	150.80	350.00	199.20	43%	

DRE Professional Expenses	805.40	1,344.80	3,000.00	1,655.20	45%	
DRE Pension	529.25	3,704.75	6,351.00	2,646.25	58%	
DRE Health Insurance	458.86	2,909.32	5,400.00	2,490.68	54%	
DRE FICA	337.38	2,024.28	4,049.04	2,024.76	50%	
RE Assistant Salary	1,030.00	7,210.00	12,360.00	5,150.00	58%	
RE Assistant FICA	78.80	472.80	946.08	473.28	50%	
DOM Salary	2,999.18	17,995.08	32,990.00	14,994.92	55%	
DOM Professional Expenses	0.00	480.46	1,501.00	1,020.54	32%	
DOM Pension	329.92	2,309.44	3,959.04	1,649.60	58%	
DOM Health Insurance	635.99	3,970.07	7,300.00	3,329.93	54%	
DOM Health Contribution	(138.92)	(972.44)	(1,850.00)	(877.56)	53%	Over
DOM FICA	229.42	1,147.10	2,524.08	1,376.98	45%	
Cong Administrator Salary	3,182.76	22,279.32	38,193.00	15,913.68	58%	
Cong Administrator Development	0.00	70.06	1,000.00	929.94	7%	
Cong Administrator Pension	381.92	2,673.44	4,583.04	1,909.60	58%	
Cong Administrator Health Ins	635.99	3,970.07	7,300.00	3,329.93	54%	
Cong Administrator FICA	243.50	1,461.00	2,922.00	1,461.00	50%	
Cleaning Service	1,300.00	9,410.00	16,000.00	6,590.00	59%	
Security Service	310.00	1,820.00	2,900.00	1,080.00	63%	
Employer's Cont. to FICA	0.00	0.00	0.00	0.00	0%	
DRE Sabbatical Staff Salary	0.00	0.00	0.00	0.00	0%	
DRE Sabbatical Staff FICA	0.00	0.00	0.00	0.00	0%	
Ministerial Search Committee	612.77	3,548.03	12,055.00	8,506.97	29%	
Workers' Compensation	0.00	0.00	1,250.00	1,250.00	0%	
Health Insurance	0.00	0.00	0.00	0.00	0%	
Emp Contrib Family Health Ins	(461.27)	(47.19)	0.00	47.19	0%	
Worship Council	650.00	2,009.93	3,450.00	1,440.07	58%	
Covenant Groups	0.00	0.00	200.00	200.00	0%	
Hospitality/Coffee	388.53	909.26	1,200.00	290.74	76%	
RE-Youth	809.38	3,285.96	8,000.00	4,714.04	41%	
Music	280.98	1,813.94	3,540.00	1,726.06	51%	
Pianist	800.00	3,775.00	6,840.00	3,065.00	55%	
Instrument service	0.00	173.64	1,000.00	826.36	17%	
Community Life Council	275.67	417.40	1,250.00	832.60	33%	
Volunteer Awards	0.00	0.00	100.00	100.00	0%	
UUppties	0.00	0.00	75.00	75.00	0%	
Social Action Council	229.99	512.18	1,000.00	487.82	51%	
Pastoral Visitors	0.00	0.00	110.00	110.00	0%	
History	0.00	0.00	100.00	100.00	0%	
Childcare	267.96	1,644.46	3,200.00	1,555.54	51%	
Communications	0.00	0.00	1,500.00	1,500.00	0%	
Book table Purchases	0.00	0.00	0.00	0.00	0%	
Lay Leadership Training	0.00	339.80	1,500.00	1,160.20	23%	
VUUS	0.00	0.00	350.00	350.00	0%	
Board Discretionary Fund	0.00	600.00	600.00	0.00	100%	
Office Expense and Supplies	408.72	2,771.45	5,000.00	2,228.55	55%	

Computer Maintenance	989.32	1,542.23	3,000.00	1,457.77	51%	
Photocopies and Printing	3,586.24	4,862.29	7,500.00	2,637.71	65%	
Bank Charges	0.00	0.00	0.00	0.00	0%	
Telephone	201.00	1,242.49	2,200.00	957.51	56%	
Postage	0.00	654.12	3,000.00	2,345.88	22%	
Canvass	0.00	0.00	1,500.00	1,500.00	0%	
Stock Transaction Fees	0.00	287.88	1,200.00	912.12	24%	
Fund Raising Expense	0.00	321.40	600.00	278.60	54%	
B&B Expense	0.00	20.00	50.00	30.00	40%	
Energy Saving Maintenance	11.91	3,758.68	6,124.00	2,365.32	61%	
Church Gas, Water & Sewer	823.55	2,168.14	11,000.00	8,831.86	20%	
Church Electricity	516.07	3,765.52	5,400.00	1,634.48	70%	
Church Trash/Supplies	494.77	3,305.55	3,675.00	369.45	90%	
Church Ongoing Maintenance	1,812.24	8,547.75	7,325.00	(1,222.75)	117%	Over
Church Grounds Maintenance	362.24	517.24	2,000.00	1,482.76	26%	
Church Capital						
Maint/Improvement	0.00	809.96	5,008.00	4,198.04	16%	
Summit Gas, Water & Sewer	94.50	263.73	750.00	486.27	35%	
Summit House Electricity	1,084.43	2,164.96	4,500.00	2,335.04	48%	
Summit House Maintenance	0.00	1,839.44	2,000.00	160.56	92%	
Summit Capital Improvements	0.00	0.00	0.00	0.00	0%	
Summit House Property Tax	0.00	0.00	0.00	0.00	0%	
U-House Tenant Utilities	131.33	47.57	0.00	(47.57)	0%	
U-House Church Utility Use	0.00	0.00	300.00	300.00	0%	
U-House Electricity	0.00	0.00	0.00	0.00	0%	
U-House Maintenance	182.67	293.79	3,000.00	2,706.21	10%	
U-House Capital Improvements	0.00	165.00	1,500.00	1,335.00	11%	
U-House Property Tax	0.00	2,691.83	5,400.00	2,708.17	50%	
Multi-Peril Insurance	0.00	2,450.50	6,500.00	4,049.50	38%	
Building Reserve Fund	0.00	0.00	0.00	0.00	0%	
MM Pre-School Scholarship	125.00	375.00	1,000.00	625.00	38%	
IMPACT	2,800.00	2,800.00	2,800.00	0.00	100%	
Interfaith Ministries	0.00	750.00	750.00	0.00	100%	
MLK Sunday	0.00	0.00	100.00	100.00	0%	
UUA Annual Program Fund	2,828.00	19,796.00	26,880.00	7,084.00	74%	
TJ District Dues	1,995.00	7,171.50	10,080.00	2,908.50	71%	
Community Outreach Disburse	7,462.00	17,317.00	18,000.00	683.00	96%	
UUA Partner Church	0.00	0.00	150.00	150.00	0%	
UUA UN Dues	0.00	0.00	100.00	100.00	0%	
UUA Loan Principal	1,041.67	7,291.69	12,500.00	5,208.31	58%	
UUA Loan Interest	72.82	594.02	1,577.00	982.98	38%	
Member Bonds Principal	0.00	0.00	15,000.00	15,000.00	0%	
Member Bonds Interest	0.00	5,271.08	9,775.00	4,503.92	54%	
Bond Trustee Fee	0.00	0.00	100.00	100.00	0%	
Contingency	88.00	488.00	0.00	(488.00)	0%	Over
<b>Total Expenses</b>	<b>60,897.84</b>	<b>323,112.63</b>	<b>580,801.32</b>	<b>\$ 257,688.69</b>	<b>56%</b>	

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<b>Net Income</b>	(\$ 11,008.76)	\$ 35,815.43	(\$ 1,151.32)	\$ (36,966.75)	- 3111%	Over
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TJMCCU Endowment  
Target Portfolio

TJMCCU Endowment  
Actual Portfolio

<u>Asset Class</u>	<u>Target Wt.</u>	<u>Fund or ETF</u>
<b>US Equity</b>		
Large Cap Blend	25%	Vanguard 500 Index Fund Investor Shares (VFINX)
Mid Cap Blend	15%	Ariel Fund
Small Cap Blend	10%	iShares Small Core Index Fund (JKJ)
<b>Total US Equity</b>	<b>50%</b>	
<b>International Equity</b>		
Developed Markets	15%	iShares MSCI EAFE Index Fund (EFA)
Emerging Markets	5%	iShares MSCI Emerging Markets (EEM)
<b>Total International Equity</b>	<b>20%</b>	
<b>Total Equity</b>	<b>70%</b>	
<b>Fixed Income</b>		
		TJMC Bonds 5.75%
		US Treasury 6.25%, 8/15/23
		Ford Credit 7.25%, 10/25/11
<b>Total Fixed Income</b>	<b>25%</b>	
<b>Cash</b>	<b>5%</b>	Fidelity Money Market
<b>Total Endowment Portfolio</b>	<b>100%</b>	

Note: All securities held by Fidelity except TJM

TJMC Bonds includes accrued interest

**TJMC Return**

Benchmark Returns:

S&P 500

Dow

MSCI EAFE Index

MSCI Emerging Market Index

Barclay's Bond Index

## **Attachment: Vice President's report**

### Council Communications from the VP

February 2010

The Council Chairs held their regular quarterly meeting on January 11<sup>th</sup> and has met since then to continue the discussion about committee redefinition. Our next step is to review the TJMC-UU Bylaws and the new Policy Manual to determine where changes might be recommended. The goal of the Council Chairs is to be ready to introduce our recommendations to the Congregation by the August Leadership Retreat (or whatever we call it this year). We intend to bring these recommendations to the full Board prior to that time.

As reflected in the Consent Agenda for this month's Board meeting, the Council Chairs wish to gain approval from the Board for the change of affiliation of the Music Committee and the related staff from the Administrative Council to the Worship Council.

Bob Kiefer has asked all Council Chairs to serve as communications conduits for the Canvass Committee in the next month or two. The Chairs have agreed to forward all messages to all committee chairs with a request that they in turn share the word with each of the committee members. This procedure will enable the Canvass Committee to reach at least 200 individuals directly.

Further, Bob has asked each Council Chair to dedicate its Bulletin Board space in the main hallway to the Canvass. Beginning March 7<sup>th</sup> each display should highlight how the results of the Canvass benefit the work of council.

The Council Chairs will not meet formally again until April 12th. Our informal sessions will be far less frequent because many of us are involved in the Dialogue on Race, IMPACT, PACEM, and canvass obligations during the next couple of months. Some of the work will be done outside of meetings by individuals or small groups.

### Council Reports this month:

1. Administrative: --
  - a. This council will meet monthly from now on in order to better reflect its role in congregational leadership.
  - b. Admin. Council has appointed a subgroup to look at space issues and related storage efficiency and allocation.
  - c. Admin. Council formally requests that the Long Range Facilities Planning Task Force attend and report to this Council in order to streamline and coordinate with the other groups charged with facility use and care.
2. Communications –
  - a. No new report this month. This group is limping along. In part this is due to the need to stabilize office operations and to clarify committee and job descriptions prior to further recruitment.
  - b. Some of the clarification and, thus, recruitment may need to wait until next fall after the new minister has input about his/her role in the day to day management and communications.
3. Community Life –
  - a. Community Life will hold its quarterly meeting on the 23<sup>rd</sup> of this month.
  - b. In the meantime, this council has used its electronic business policy to stay in communication.

- c. A new UUBookstore will be up and running soon to both help with fund raising and also to reach out to new, timid, and inquiring members. The rack is portable and will move in and out of the Social Hall for Sunday morning sales. The book stock will be both new and used books with both fiction and non-fiction content. A special section will be dedicated to books about Unitarian Universalism, its history, and its authors.
- 4. Lifespan Faith Development –
    - a. Pat Millman, the new LFD chair, has jumped right in and is active in the Council Chairs group. Her insight has enriched our discussions about the redefinition of committees.
    - b. Adult Lifespan Development has recently begun the new winter course offerings.
- 5. Social Action –
    - a. The SA Council has surveyed the congregation regarding the criteria and preference for selection of Social Action Collections. Graphic results of the survey are now posted on the SA bulletin board in the main hallway.
    - b. A new statement related to the criteria for Social Action Collection recipient selection will be ready for Board approval at our May meeting, following both the SACouncil and the Council Chairs approvals.
- 6. Worship –
    - a. No report of a formal meeting this month. The Council Chair, Bob Kiefer, is also the co-chair of the Canvass Committee and is busy. However, he has not reported any pressing issues at this time.
    - b. As mentioned above and as part of the Consent Agenda, the Worship Council wants the Music committee and its related staff to be part of this council and to attend all of its meetings.

Respectfully submitted,  
Jean Shepard, VP

*Dear Friends, The following is the written version of what I presented at last month's Board meeting. A couple people asked for a copy. So I thought I should send it to all of you. If you not want it, just hit "delete." This document is relevant to LAST month's agenda; not this month's. J.*

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### Summary of Committee Redefinition Project – Report to the Board on 1/14/10

As TJMC-UU has moved into the Policy Governance and Council Model of church organization, the Council Chairs find that some of our old policies and definitions are not effective or applicable. In particular, the Council Chairs find that the term "committee" in the Bylaws and the Policy Manual is used for every grouping of people. Among other things, "Committees" are required by policy or bylaw to have a minimum of three members, have a member as chair, and take minutes every time they meet. These expectations works well for some of the bodies which are making decisions which greatly impact the operations of the church -- such as those dealing with budgets, facilities, and governance. However, there are many groups which operate very differently and which find this requirement ridiculous -- such as the worship groups, the social outreach groups, and the social groups.

Thus, the Council Chairs have decided that a redefinition of the various groups and committees is needed. This process is ongoing. At this point, we are working with the following definitions to help us better classify the different groups:

1. "Committees" are charged by the Board or the Congregation to implement and recommend relevant policies in fulfilling a particular aspect of the mission of the church.
2. "Groups" are organized to implement TJMC programs, initiatives or to enhance the community life of the TJMC Community.

Both standing Committees and Groups are affiliated with and approved by an appropriate Council, unless charged directly by the Board and/or the Congregation. Those Committees and Task Forces which are charged by the Board shall report directly to the Board.

Currently TJMC-UU lists over seventy different groups in the Council Structure. By redefining the "Groups," their responsibilities, and their privileges, it is hoped that governance at TJMC-UU will be greatly simplified and the member participation enhanced. Surely, leadership for Groups will be easier to determine because the job will require much less paperwork and fewer meetings. Details of these changes are still in progress.

It is the goal of the Council Chairs to examine exactly how these new classifications will impact the individual councils, the Bylaws, and the Policies by which we currently function. It is our intention to have this task completed in time to introduce this new model at the Leadership Retreat in August. Our goal is to simplify. We will propose a few good Bylaws as the skeleton of our work and then let the policies put the flesh on the bones.

I repeat..... This is a work in progress. Stay tuned.....

Respectfully,  
Jean

**Attachment: Minister's report**

**INTERIM MINISTER'S REPORT**

February 2010

The Rev. Morris W. Hudgins

- 1. Staff Evaluation:** I will be working with the Personnel Committee to do Staff Evaluations in March. I am recommending a church-wide survey of all the ministries of the church.
- 2. Chalice Lighter Grant:** I have made the suggestion that TJMC, UU apply for a Chalice Lighter's Grant from the TJ District. The grant committee is presently deliberating on the next grant, so it will be several months before the next application is due. The District gives grants for staff positions that help the church grow. I believe the committee (of which I am a member) would look favorably on a grant application that would pay for the Volunteer Coordinator. Recent grants have averaged more than \$20,000. In order to receive a grant the District considers the number of members who are Chalice Lighters and the history of the congregation being a Fair Share Congregation.
- 3. Accreditation:** As has been reported to the Board, when I came to TJMC I was in process of working toward Accreditation. I needed to take one more course through the Interim Minister's Network. In order to take this course the Network required that I take the Fundamentals Course through them. I had previously taken this course through the UUA. I completed the Fundamentals Course in 2008 and the Advanced Course in 2009. I then learned I had to complete a project after this course. I have now completed this work and have applied for Accreditation through the UUA. I hope to receive the AIM (Accredited Interim Minister) designation at the annual meeting in April.
- 4. Future Plans:** I will attend the Interim Annual Meeting in April and will learn of churches looking for interims. I hope to find a church I can serve from my home in Tennessee.
- 5. Conflict Resolution Committee:** The Conflict Resolution Committee has completed a "Policy on Disruptive Persons." They will send this policy recommendation to the Safe Congregations Committee and then to the Board for final approval.
- 6. Schedule:**  
February 18-21 TN  
March 12-14 TN  
March 19-20 SUUSI Board Meeting, Raleigh, NC  
April 12-15 Interim Minister's Annual Meeting, Houston, TX  
April 17-25 Candidating Week, TN

**Attachment: Renewal of the Interim Minister's Contract**

**For the February 11, 2010 TJMC Board of Trustees Meeting Consent Agenda**

**Renewal of the Interim Minister's Contract**

The 2008/2009 Contract for the TJMC Interim Minister (Morris Hudgins) shall be renewed for the following year for the Period August 15, 2009 and ending August 12, 2010. All the provisions of the previous contract will remain the same except that the compensation dollar amounts listed in that contract shall be increased to match the amounts listed in TJMC Budget for the Fiscal Year 2009/2010, as adopted by the TJMC Congregation at its Annual Meeting on May 17, 2009.

**Attachment: Resolution Concerning Church Real Estate Trustees**

For the February 11, 2010 TJMC Board of Trustees Meeting Consent Agenda  
Resolution prepared by C. Waverly Parker to change the names of the church's real estate trustees:

**RESOLVED**, by the Board of Trustees of the Thomas Jefferson Memorial Church, Unitarian-Universalist [of 717 Rugby Road in the City of Charlottesville, Virginia], formerly known as the Thomas Jefferson Memorial Unitarian Church, that:

WHEREAS, subject to such rules or determinations as the Congregation of such Church may make, the Board of Trustees of same is its governing body, and as such has the authority to make this request that the trustees of the Church's real estate be changed, especially where, as here, the request is not accompanied by a request to sell or encumber church lands; and

WHEREAS two of the persons who are of record as trustees of the Church's real estate have died, and the third is elderly and has expressed her wish to be relieved of her responsibilities in that regard - - -

NOW, THEREFORE, the Church requests the Circuit Court of the City of Charlottesville to change the trustees of all its real estate (at 703, 717 and 803 Rugby Road in the City of Charlottesville) so that same shall no longer be Alexander L. Peaslee and Margaret Jones (who are deceased) and Carolyn Silver, but instead shall be Josie Pipkin, Trudy Rohm and Beth Jaeger-Landis; directs its secretary to attest a copy of this resolution; and directs its president to engage C. Waverly Parker, Esq. as its counsel for the purpose of applying to such Court, on behalf of the Church, to accomplish such change. And the said president and secretary shall have all authority necessary to authentication of such application.

**Attachment: Proposal to move Music Committee from Administrative Committee to Worship Council**

For the Consent Agenda

February 10, 2010

I move to officially move membership of the Music Committee (and staff) from the Administrative Council to the Worship Council.

This transition is at the request of the chairs of both councils.

The reason for this change is because Music is very much a part of the worship experience of our members and friends. The Administrative Council deals more with the business and operations of our congregation, the facilities, and the campus.

Respectfully submitted,  
Jean Shepard, VP

## Attachment: Long Range Planning Task Force Report

### Facilities Planning Committee Report to TJMC Board

2/10/2010

The Facilities Planning Committee was established by the board in July 2009 and was given the charge to:

1. Examine the future use of U-House.
2. Review and determine if the 2005 Master Plan meets the current church goals
3. Develop a number of smaller Capital Projects that fit within the Master Plan.

Specific needs identified by the board included RE space, accessibility, and renovation of the Sanctuary. The committee also assessed Summit house use and office, music, and meeting space needs.

The committee members including Rich Olin (board representative), Dick Somer (building committee), Sharon Baiocco (Green Sanctuary and environmental) and Katy Corish reviewed the 2005 Master Plan, investigated zoning regulations and surveyed staff about space needs.

#### 1. U-House property:

- Zoning prohibits use as anything but residential. Limited shared use (with renters) for Sunday morning RE classes probably can continue.
- Existing parking lot OK - “grandfathered” but apparently incorrectly allowed originally. Can continue as is.
- U-house lawn parking – not permitted by zoning. Probably can continue current limited use but with no expansion. Installing on-grass parking grids is probably a stretch.
- Options:
  - Continue renting and maintenance as needed.
  - Subdivide property for future sale when real estate market improves.
  - Pursue zoning change to allow use as office, meeting and classroom space. If successful, move building forward and renovate or demolish and rebuild near Rugby Rd. Chances of success appear remote.
  - Renovate building as is for use as parsonage or long-term rental. (Would any minister want to live so close? Do we want to be in the rental business?)

Recommendation: Continue renting under current leases and maintenance as needed. Subdivide and sell property, using funds to upgrade or expand other facilities. Real estate market may influence the timing of this sale. Upgrade parking lot lighting and expand to maximum size allowed.

#### #2. 2005 Master Plan Issues:

- New Sanctuary design would require demolition of Summit house which is needed space since plan to use upgraded U-house for RE / meeting space not possible.
- Requires removal of vintage trees.
- Memorial garden needs to be maintained
- Parking not adequate for seating of 400
- Do we need seating of 400?
- Existing office walls might not hold a 2<sup>nd</sup> floor, may need re-enforcement after checking if foundation footing can even provide adequate support.
- Planned elevator shaft may be too small or off-the-shelf elevators, interferes with existing bathroom spaces in basement.
- Use of light well as RE space has problems – already has leaks, sump pump needed.

### #3 Capital Projects:

Current space needs that should be addressed by a capital project include:

#### RE space needs:

- RE space is barely adequate; may be a limit to membership growth
- Existing spaces may not be conducive to new curriculum model
- Storage and teachers' break room inadequate
- Molly Mitchie use causes extra work, limits storage, may preclude alternate uses (such as meeting space)
- Current classroom locations discourage intergenerational interaction

#### Meeting space needs:

- Meeting space is barely adequate, pressure from membership growth
- Sunday, Tuesday – Thursday generally booked solid,
- Increased church group use limits outside group, and thus rental income.
- Various committees need shelf / storage space

#### Office space needs:

- Office space is barely adequate currently
- Additional office space will be needed for ministerial assistance (e.g., Tony)

#### Music space needs:

- Adult choir needs a parlor size room as well as the sanctuary (for acoustics) for practices.
- Youth choir needs space (now practice between services downstairs).
- Music needs secure storage for instruments and equipment; also music file space.

#### Summit House:

- No zoning use restrictions since property is contiguous to church.
- Handicapped accessibility is a plus (1<sup>st</sup> floor only).
- HVAC system fairly new and efficient (14 SER)
- House has some history significance, could be designated historic.
- Long term use dependant on new Sanctuary option.
- Major weatherization needed for long term use – sealing leaks, windows.
- Long term mold remediation may be needed for long term use.

#### Main church building:

- No benefit seen in reconfiguring Sanctuary, little increased seating available
- Increased seating could be gained using linking, removable pews. This would also provide increased use flexibility (e.g., dances, alternative seating geometry for concerts, etc.)
- Need elevator for handicapped accessibility
- Potential to add office space over entrance hall
- Basement hall needs work (dry rot exterior wall)
- There are alternatives for service overcrowding: 3 services, tele-services, evening services or worship groups.

#### Social Hall:

- Social hall size barely adequate for current use (after-service tabling, potlucks, etc.)
- Back door access disrupts activities, meetings.

- Room could be expanded (10 – 12 feet?) towards Rugby.

### Summary:

Existing facilities do not meet our current needs. Expanded use of U-house is against zoning laws. Options for full utilization of main property depend on growth assumptions.

The Board/Congregation need to decide how big do we want to be? Is our existing property adequate to accommodate expected growth? Parking is a critical constraint. We now have barely adequate parking that cannot be expanded. Should we pursue alternatives such as a new satellite congregation?

If a new, 400-seat Sanctuary is not in the plans, alternate expansions are possible. There is space adjacent to the social hall for a two-story structure that could provide projected space needs with needed accessibility. This could be constructed with minimal disruption to existing RE, office and meeting spaces. This building would include an elevator with a second story walkway to the second floor of the exiting building, satisfying accessibility needs (except for existing basement).

If a new Sanctuary is in the long-range plan, a second floor over the offices and entry hall would need to be constructed to minimally met space needs during the sanctuary construction when Summit house is demolished. This work would need to include an elevator for accessibility. Mollie Michie school will likely need to be displaced, at least until new Sanctuary construction is completed, as that space would be needed due to space lost in Summit house. There may be construction issues with the second floor expansion.

### Recommendations:

Immediately -

Secure demolition permits for both Summit and U-houses and subdivision of the U-house property. Pursue sale of U-house property not including parking lot. Improve parking lot to maximum space allowed and upgrade lighting (separate meter required?). Recommend “green” lighting technology be used. Funds from the sale of the U-house property could be used to help fund main property improvements, pay down existing debt, and perhaps seed money for new congregation.

If decision is made not to build new Sanctuary -

Hire architect to design exterior face for a two-story building adjacent to Social Hall that will blend with the existing architecture, and build plans for second story addition to main building, including structural assessment of existing office foundation and walls. Could include expanding Social Hall towards Rugby. Request bids to perform work in two phases, first construction of second floor addition.

If decision is made to eventually build new Sanctuary -

Proceed to obtain bids for build plans for second story addition to main building, including structural assessment of existing office foundation and walls. Any work would depend on Sanctuary design plans.

**Attachment: Membership Report**

To: Board members

Re: January, 2010 Membership report

TOTAL MEMBERSHIP as of December 30, 2009: 490

Add:

Edward R. Slaughter, Jr., signed 12/17/2009

Kate Berman, signed 1/3/2010

Sarah Peaslee, reactivated membership 1/3/2010

Drop:

Thomas Perry, archive, phone call, January 3, 2010

Cecilia Carter Browne, inactive, no response to letter

Jennifer Donovan, inactive, no response to letter

Michael Donovan, inactive, no response to letter

W. Craig Hardy, inactive, no response to letter

Brenda Henderson, inactive, no response to letter

Cheryle Calwile, inactive, no response to letter

Cheryl Morrison, inactive, no response to letter

Erica Saunders, inactive, no response to letter

Kathryn Snow, inactive, no response to letter

Jesse Stowell, inactive, no response to letter

Keith Stowell, inactive, no response to letter

Carol Williamson, inactive, no response to letter

Melanie Wood, inactive, no response to letter

Addie Alexander, archive, no response to letter, parental contact 1/4/2010

Guthrie Alexander, archive, no response to letter, parental contact 1/4/2010

Jason Spellman, archive, no response to letter, parental contact 1/4/2010

Amelia Thomson-DeVeaux, archive, no response to letter, parental contact 1/4/2010

Flora Thomson-DeVeaux, archive, no response to letter, parental contact 1/4/2010

Emily White, archive, no response to letter, parental contact 1/4/2010

Matthew White, archive, no response to letter, parental contact 1/4/2010

Anna Moulis, inactive, no response to youth letter

Dylan Stephens, inactive, inactive, no response to youth letter

Alia Stewart-Silver, inactive, no response to youth letter

John Hawk, archive, phone conversation 1/5/2010

Kyle Hawk, archive, phone conversation 1/5/2010

Ali Stoner, archive, phone conversation 1/5/2010

Becca Stoner, archive, phone conversation 1/5/2010

Zaynah Akeel, archive, phone conversation, 1/6/2010

TOTAL MEMBERSHIP as of January 31, 2010: 462

Sally Taylor

Membership Tracking Committee