

Thomas Jefferson Memorial Church Unitarian Universalist  
Board of Trustees  
January 14, 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, Liz Benzinger, Dan Grogan, Bill King, Raven Long, Rich Olin, Pam Philips, Ellen Pratt, Karen Shaffer, Jean Shepard, Doug Webbink Guests: Morris Hudgins, Nick Laiacona, Anne Clark

I. Welcoming Activities

A. Devotion/opening words (Rich)

B. Check-in (optional)

C. Search Committee Report (5 minutes)

- Committee has narrowed the candidate list to four candidates and will begin traveling to meet with folks and hear their services
- Cancel all activities that are not intentionally a part of the candidating week
- Pam shared the Board's appreciation of the work of the committee and expressed our willingness to assist where needed

D. Public Comment

Discussion item: Minister Agreement regarding Accountability and Feedback, Relationship with the Board, and Relationship with the Ministerial Committee (20 minutes)

- If a member of the congregation has concerns, that person would first go to the Committee on Ministry and then to the Board
- A congregation calls a minister, the Board makes an agreement with the minister, the term of the agreement is indefinite and a termination would be enacted by the Congregation
- Typically for a long-tenured minister severance is given as one month for every year of service
- The Board needs to make certain that the congregation is knowledgeable that if they have concerns about the minister and/or ministry, the Committee on Ministry is the correct venue for sharing those concerns; additionally, this could be made clear about other areas of the church as well (e.g. staff concerns go to the Personnel Committee)
- The Committee on Ministry also needs to understand their role in managing concerns about the ministry
- Clarification of the start date of the new minister is needed

II. Opening meeting (10 minutes)

A. Acceptance of Agenda

- Approved unanimously

B. Approval of Minutes

- Approved unanimously

C. Treasurer's Report (Doug)

- We are halfway through fiscal year and have received more than half of anticipated revenue (specifically pledges)
- We have received several stock donations, last year we did not receive any stock donations
- Our expenses continue to be lower than our revenues
- We purchase a large number of grocery scrip cards and hold them to sell, they show on the budget as purchased, revenues will show across the year, we may expand these cards to include stores such as Barnes & Noble, Lowe's, etc. – in an initial trial they have sold well; the Board was encouraged to use Scrip

#### D. Vice President's Report

- The Council chairs are reviewing the policy governance and council model – the current draft proposal defines:
  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

#### E. Minister's Report

#### F. Board Liaisons to Councils' Reports

- Worship Council will meet and Pam will attend, they will work on budget
- Personnel met in December and will meet again next week; they have received a request from the Director of Music that the church pay 100% of health insurance rather than 75%; Personnel will make a recommendation to the Board for February; it would be helpful for the Personnel Committee to send an email to the Finance Committee prior to the next Board meeting; it was suggested that the Personnel Committee be aware of the percentages being paid to all staff in making their recommendation; there is a recommendation from the Board that the Personnel Committee look at the congruence across staff contracts/benefits; the Treasurer, Comptroller and Personnel Committee would like to have access to the staff contracts/copies of the agreements
- Administration will meet next week

### III. Consent Agenda (5 minutes) – approved unanimously

- A. Appoint Lorie Craddock as Religious Education staff during Leia Durland-Jones' sabbatical
- B. Approve payment for snow removal ½ out of Buildings and ½ out of Grounds funds for a total of \$724.67.

### IV. Old Business

#### A. Covenant of Right Relations Task Force Charge (10 minutes)

- To review the old covenant, review comments made to the Board and to make a recommendation to the Board on any revisions. – approved unanimously
- Pam will be the Board liaison to the Right Relations Task Force
- Recommended that Pam review those who submitted comments towards inviting task force members, youth members who have joined are also a group to review

#### B. Stewardship Committee Membership (5 minutes)

- Committee: Karen Ransom (possible chair – Pam will ask), Karen Shaffer (Board liaison), Dan Spitzer – no, Jean Baum (Karen will contact to share additional information), Konrad Busse, David Mick

#### C. Long-range Planning Committee Report (5 minutes)

- Did not meet in December, will report at next meeting; some members have individually begun to review church plans; discussion of short term projects need to be in the context of the long-range planning; one of the largest discussion points is whether or not we will be planning to build a new sanctuary

#### D. Follow-up on Board Goals (10 minutes)

- Donna passed out revised Board goals; she will make them available monthly including updated information about what has been completed; changes from last meeting include stewardship committee charge and changes to the committee structure

### V. New Business

#### A. Connie Cheatham Award (Liz Benzinger) (5 minutes) – feedback on process and recommendations for the future

- Nomination form was developed with purpose and criteria; Liz shared these purpose and criteria
- Received six nominations, five of which fit the criteria
- Recommended recipient to receive this award – approved unanimously
- Award will be bestowed at an appropriate service in the spring – volunteer recognition service, Morris will work with Sally to add this service into the schedule
- Typically a letter is sent to the recipient (Pam will do so), a Jefferson cup is given to the recipient at the service and the recipient's name is added to a plaque
- Board recommended that Liz, Ellen and Dan submit their recommendations to the Board for the process of selecting and rewarding this award

#### B. Candidating Week Planning Committee – April 17-25, 2010 (10 minutes)

- Jen Lucas and Johan Madson have agreed to be involved (Pam will ask them to co-chair); Anne Clark is the potential liaison from the Search Committee
- Recommendations: Jean Newland, Elizabeth Breeden, someone from TnT group, UUpties, someone new to the church
- Bill and Liz shared their experiences from a previous candidating week; use of the Councils may be helpful as a way to bring the candidate together with members of the congregation; a social event was held with the Board

#### C. Budget Priorities (Doug and Johan) (20 minutes)

- Transition date for new called minister and interim minister: Treasurer recommendation is not to pay two ministers concurrently for a month, suggestion made to have two weeks of overlap; plan for two weeks of overlap – new minister begins August 1, while leaving room to negotiate a final date with the candidate
- Pastoral Care Minister: could be this or a different type of ministerial support; recommendation that we plan for Ministerial Support and not increase the current amount
- Staff cost-of-living increase: no recommendation yet from Personnel Committee yet; recommended plan this into the budget to leave room for the possibility of a cost-of-living increase; the Finance Committee has made the recommendation to add a cost-of-living increase into the budget
- Energy Savings maintenance and/or Green Sanctuary: the congregation has approved this task force and as such this is recommended as a priority of the Board; the amount should be decided based on the request received by the Task Force; the Bristol Fund may be used towards this initiative in relation to the original building
- Finance Committee has recommended some funding into staff sabbaticals, building reserve, and Summit House capital improvements

- Member bond redemption: the Finance Committee recommends the amount be increased significantly - \$30,000
  - Copier costs: a procedure is in place regarding this; do we need to increase the Administrator's copier costs to ensure that committees and groups can make copies; Doug will talk with Carol about the needs in this area
  - Be aware that the draft budget would involve a \$50,000 increase in pledges which accounts for increases this year in pledges and decreases in other revenue areas
- D. Redefinition of Groups/Committees Overview (Jean) (5 minutes)
- Discussed during VP report
- E. By-laws Changes (youth membership, by-laws vs. policies, etc.) (5 minutes)
- We are going to be discussing by-laws changes across the meetings
  - Pam clarified that the membership report shows us a realistic picture of our membership and encouraged that the Board extend our gratitude to her for her work on this;
- VI. Closing Activities
- A. Process evaluation
- B. What do we need to communicate to others?
- Pam: Karen Ransom about Stewardship, Jen & Johan about chairing Candidating Week, Donna will ask during UUpities (Jean and Elizabeth in particular) about Candidating Week after Pam has informed her regarding chairs; Pam will put education regarding who to talk to about what concerns in a future bulletin article; Pam sending a letter to recipient of Connie Cheatham Award; Karen contact Jean Baum; Doug will share priorities with Finance Committee; Pam will review those who shared comments about the Right Relations Covenant and invite membership
- C. Closing words (Rich)
- D. Adjournment

Upcoming dates:

January 28 – Executive Committee of the Board Meeting, 7 pm in Social Hall

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

Feb 5-7, 2010 –TJD Anti-Racism Conference 1st UU Church of Richmond

Attachments:

Minutes

Treasurer's report

Vice President's report

Minister's report

Snow Removal Proposal

**January 2010 Meeting**

Connie Cheatham award, long-range plan report, safe congregations report, re-classification of committees as groups, canvass theme, congregational meeting in February or March?, budget priorities

**February 2010 Meeting**

Canvass update, budget process, candidating week planning

**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, 2010-11 budget review, congregational meeting review, General Assembly planning

**Attachment: Treasurer's report**

December 2009 Treasurer's Report  
Thomas Jefferson Memorial Church Unitarian Universalist

Attached are the spreadsheets for the December 2009 Financial Report.

After 6 months or 50% of the fiscal year, we have received \$309,038 in revenues, which represents about 53% of our budgeted revenues. In December we received an additional \$33,263 in current year pledges and, as a result, our current year pledges after the first six months now represent 54% of the amount budgeted. We have received about 12% more in current year pledges for the first six months of this year than we did in the first six months last year. U-House rent continues to be a significant source of income.

With respect to expenses, we have now spent a total of \$262,214 or 45% of the amount budgeted for expenses. As a result, after six months our net income is \$46,824. This may be compared to the first six months of last year when our net income was \$21,216. For the month of December our expenses exceeded our reported income by \$295. However, a year ago in December our expenses exceeded our income by about \$20,000. Thus, this is an indication that we appear to be in a better financial position than we were in December last year.

With respect to particular expense categories, church electricity and church trash collection and other cleaning supplies continue to run ahead of the amount we budgeted for this year. On the other hand, church gas, water and sewer expenses appear to be running substantially below the amount budgeted for this year. With respect to the balance sheet, there is not much significant change to note. As mentioned last month, in December, the balance shown for the Ministerial Search Fund from last year was moved to the income statement to reflect the reality the balance from last year was to be used as additional revenue this year to support the Ministerial Search process.

We have received several donations of stock near the end of the year as payment towards member pledges, which appears to reflect the improving position of the stock market. In summary, after six months, we still appear to be in good financial shape.

Doug Webbink, Treasurer

December 8, 2009

	Dec 31, 2009	Nov 30, 2009	Change
<b>ASSETS</b>			
Current Assets			
	\$	\$	
Operating Fund Cash	46,824.19	47,119.40	(295.21)
Grocery Scrip Sales	83,145.00	72,225.00	10,920.00
Grocery Scrip Purchases	(88,503.79)	(71,883.79)	(16,620.00)
Grocery Scrip Profit	(4,265.75)	(3,738.75)	(527.00)
GL Script Sales	19,817.96	15,942.96	3,875.00
Gl Script Purchases	(23,277.55)	(15,315.62)	(7,961.93)
Gl Script Profit	(1,110.41)	(627.34)	(483.07)
Guest at Your Table	61.56	61.56	0.00
Food Pantry	5,878.74	6,081.01	(202.27)
Music Revenue	3,231.26	3,231.26	0.00
Hamilton Fund	1,711.16	1,711.16	0.00
Labyrinth Project	552.99	552.99	0.00
Banner Fund	165.00	165.00	0.00
Journey Toward Wholeness	1,127.93	1,127.93	0.00
Adult Faith Development	1,090.87	1,442.11	(351.24)
Public Radio Fund	0.00	0.00	0.00
Building Reserve Account	20,178.65	20,178.65	0.00
Transfer Cash	1,935.00	(365.00)	2,300.00
Building Use Deposits	5,436.00	5,586.00	(150.00)
Minister Discretionary Fund	3,981.49	3,648.85	332.64
Sabbatical Fund	18,664.95	18,664.95	0.00
Ministerial Search Fund	(25.15)	5,568.51	(5,593.66)
Future Year Pledges	5,457.81	4,252.91	1,204.90
YRUU	487.02	487.02	0.00
Youth Offering	982.22	982.22	0.00
Challenge Cash	1,168.89	66.34	1,102.55
UUpity Women Cash	402.13	402.13	0.00
Youth GA Fund	845.00	845.00	0.00
Partner Church	1,681.32	1,844.69	(163.37)
Ever Conference Funds	585.42	585.42	0.00
Payroll Withholding	2,174.94	2,174.94	0.00
Women's Retreat	602.38	602.38	0.00
Men's Retreat	616.04	889.63	(273.59)
Douthat	(810.96)	(810.96)	0.00
TJMC Capital Fund	45,780.50	45,780.50	0.00
Cumulative Operating Fund	40,913.13	40,913.13	0.00
<b>Total Current Assets</b>	197,505.94	210,392.19	(12,886.25)
Property and Equipment			
Church Building	460,200.00	460,200.00	0.00
Church Addition	572,114.00	572,114.00	0.00
Church Land	55,000.00	55,000.00	0.00
U-House Building	154,500.00	154,500.00	0.00
U-House Land	75,000.00	75,000.00	0.00
Summit House Building	359,148.00	359,148.00	0.00
Summit House Land	150,000.00	150,000.00	0.00
<b>Total Property and Equipment</b>	1,825,962.00	1,825,962.00	0.00

Other Assets			
Scrip Inventory	23,060.00	13,980.00	9,080.00
Cheetham Fund Principal	9,683.00	9,683.00	0.00
Bristol Fund Principal	39,092.00	39,092.00	0.00
Endowment Fund Principal	206,425.00	206,425.00	0.00
Abrahamse Fund Principal	11,075.00	11,075.00	0.00
TJMC Remembrance Garden	10,118.81	10,118.81	0.00
<b>Total Other Assets</b>	<b>299,453.81</b>	<b>290,373.81</b>	<b>9,080.00</b>
	\$	\$	\$
<b>Total Assets</b>	<b>2,322,921.75</b>	<b>2,326,728.00</b>	<b>(3,806.25)</b>

### LIABILITIES AND CAPITAL

Current Liabilities			
	\$	\$	
Other Cash Accounts	150,681.75	163,272.79	(12,591.04)
Scrip Inventory	23,060.00	13,980.00	9,080.00
UUA Loan	62,482.82	62,482.82	0.00
Summit House Loans	175,000.00	175,000.00	0.00
<b>Total Current Liabilities</b>	<b>411,224.57</b>	<b>414,735.61</b>	<b>(3,511.04)</b>
Long-Term Liabilities			
		0.00	0.00
<b>Total Long-Term Liabilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>411,224.57</b>	<b>414,735.61</b>	<b>(3,511.04)</b>
Capital			
Retained Earnings	1,864,872.99	1,864,872.99	0.00
Net Income	46,824.19	47,119.40	(295.21)
<b>Total Capital</b>	<b>1,911,697.18</b>	<b>1,911,992.39</b>	<b>(295.21)</b>
	\$	\$	\$
<b>Total Liabilities &amp; Capital</b>	<b>2,322,921.75</b>	<b>2,326,728.00</b>	<b>(3,806.25)</b>

**Attachment: Vice President's report**

Council Communications from the VP

January 2010

The Council Chairs met again on December 15<sup>th</sup> to continue the discussion about committee redefinition. We will meet again on January 11<sup>th</sup> for our regularly scheduled meeting and will continue the discussion then. I will be reporting about this discussion as part of this month's Board agenda on the 14<sup>th</sup>.

It is my understanding that none of the Councils officially met to conduct business this month, due to the holidays.

However, it has been reported to me that there is a change in the leadership of the Adult Faith Development Council. Because Leia is now on the second half of her sabbatical, Lorie Craddock has taken over the responsibilities as RE Director until April. Thus, Pat Millman has assumed the role as LFD Council chair.

Respectfully submitted,  
Jean Shepard  
977-9828

**Attachment: Minister's report**

**INTERIM MINISTER'S REPORT**

**The Rev. Morris W. Hudgins**

**January 2010**

1. **Holiday Cheer**—I want to thank the Board for your Christmas gift. The staff had a Holiday Dinner Party that was postponed to the first week of January because of the snow, hosted by Karen and Tony Perrino.
2. **Cancellation of Services**—On December 20<sup>th</sup> we cancelled the services due to the snow. This was my first cancellation in 38 years. We also combined the three services on Christmas Eve to two.
3. **Adult Faith Development Classes**—In the coming months I will be leading three classes:
  - a. Congregational Conversations about Race, TJMC history and Thomas Jefferson. There will be three sessions, Feb. 7, 28, and March 21. They will follow the 11:15 a.m. service and a luncheon.
  - b. Sharing Your Religious Journey. Four sessions in February.
  - c. Introduction to UU History—Five sessions in March.
4. **Doug Loyd Sentencing**—The hearing took place on Jan. 6<sup>th</sup>. About ten members of the congregation attended in support of Doug, plus seven family members, including Josie and Doug's three daughters, and three brothers. Doug called me to share his appreciation and ask for our thoughts and prayers. He made a very eloquent statement of apology to the court and the people present, including his church community. The result of the hearing is that he will be in prison about four more years.
5. **Staff Evaluations**—I will be working with the Personnel Committee to oversee an evaluation of the "Ministries of the Church" in the coming months. This will be a broad and inclusive review with wide distribution.
6. **Interim Evaluation**—The final Interim Evaluation will take place at the end of my ministry. My plans are to complete my work in June.
7. **Schedule:**

Jan. 22-24—TN

Feb. 18-21—TN

Mar. 12-14—TN

Apr. 12-16—Interim Meeting, Houston, TX

April 18-25—Candidating Week, TN

May 12-18—TN (Marti's surgery)

June 20—Last Sunday in Charlottesville

## **Attachment: Snow Removal Proposal**

TJMC Board,

I would like to put the following item on the Consent Agenda for consideration at the Thursday night Board meeting..

The recent cost of snow removal and sand to deal with our major snowstorm was \$724.67. We do not have any specific budget item that explicitly covers snow removal. But obviously we needed to have the snow removed. And of course, the snow removal has already taken place, so we have bills to pay to Snow's Garden Center and Martin's Hardware.

Therefore, I request that you authorize Cathey Polly to pay 1/2 of the cost from our church grounds maintenance budget and 1/2 of the cost from our church building maintenance budget.

Thank you.

Doug

Doug Webbink  
dwebbink@aol.com  
434-296-7563

**Attachment: Membership Report**

To: Board members

Re: January, 2010 Membership report

TOTAL MEMBERSHIP as of November 30, 2009: 501

Add: none

Drop:

Haynes, Mary Jane- archive, phone conversation on Dec. 3, 2009, no longer active

Barker, Glenn-archive, email to office, Dec. 8, 2009, moved

Beretz, Charles-archive, email to office Dec. 7, 2009, moved

Beretz, Nancy-archive, email to office Dec. 7, 2009, moved

Beretz, Alec-archive, email to office Dec. 7, 2009, moved

Moldenhauer, Clay-archive, email to Membership Tracking, Dec. 19, 2009, no longer active

Schmitz, Ruth Eggleton-archive, died Dec. 5, 2009

Luther, Rachel, email to office, Dec. 2009, moved

Young, Emerald-archive, email to office, Dec. 21, 2009

Thomas, Emily-inactive, will notify when address is settled, email Dec. 22, 2009

Thomas, Ellie-inactive, will notify when address is settled, email Dec. 22, 2009

TOTAL MEMBERSHIP as of December 30, 2009: 490

Sally Taylor

Membership Tracking Committee