

Thomas Jefferson Memorial Church
Board of Trustees
August 12, 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.

Attendees: Donna Baker, Pam Philips, Karen Shaffer, Jean Shepard, Doug Webbink, Ian Sole, Liz Benzinger, Raven Long, Dan Grogan, Jen Lucas; Guests: Janet Newman, Alex McGee, Ann Salamini

- I. Opening Meeting (10 minutes)
 - A. Opening words (Raven)
 - B. Check-in (optional)
 - C. Acceptance of Agenda – approved unanimously as amended
 - D. Approval of Minutes – approved unanimously
 - E. Public Comment
 - Sally Taylor: comments from the Membership Committee – see Attachment; invite Board members to the Membership Committee Retreat on Saturday, August 28, 2010 from 9 am – 12 pm in Summit 1
 - Suggested that newcomers come back together after a year; Membership intends to utilize the Buddy program toward this and possibly host a reunion as well
 - A major goal of the Membership Committee is to increase volunteerism within the congregation
 - Membership has the support of the Board in moving forward with these conversations; Stewardship would be interested in partnering on these as well
- II. Reports (20 minutes)
 - A. Ministerial Search Committee Report
 - Continuing to edit the “Our Flaming Chalice” booklet – will be sent to the graphic artist by October 1, 2010
 - Working on Congregational Record (on-line information for candidates to review); looking for input from the Board on some of this information; Board suggested that we name successes and challenges (challenge such as membership/volunteerism and burnout); Committee would like to get information on the structure of Councils, committees and groups; Shared the working document regarding groups and committees; Committee would like the Board to consider whether the congregation has a mission (not a mission statement, but a burning core); what is the status of TJMC’s public witness policy? – policy has been created and amended during previous conversations
 - The committee needs the information about the mission by the middle of September
 - Board requested that the committee ask us for what they need
 - B. Vice President’s Report (Jean)

- Report outlines dates of meetings for the respective Councils (Social Action will always meet on the 4th Tuesday)
- We will select Board liaisons to Councils this evening
- Please send the Council structure electronically to the Board members
- Briefly explained the Council structure and clarified that each Council is reviewing those under them to clarify committees as compared to groups and opportunities for consolidation, differentiates task forces from committees

C. Treasurer's Report (Doug)

- Passed out updated July 2010 balance sheet
- Appreciates when folks check the documents to help notice errors
- Revenues exceed expenses this month – fewer salaries paid and many church expenses are not spent over the summer
- A lot of our revenue is from pledge money paid in advance of this Canvass year
- Revenues higher and expenses lower than last July
- Only \$65 available in the Minister's discretionary fund; typically a couple of thousand dollars; suggested we take a special collection for this fund; shared some of the previous uses; previously used the Christmas Eve service offering and some have given direct donations; Donna can put a request in the Bulletin and remind in a Friday email
- non-designated gifts to the church go into the general fund

D. Minister's Report – no report from Janet; Betty Warner is working on the transition team

- Alex shared that several pastoral visits have been requested; the Pastoral Visitors Committee has begun getting in touch with Alex as well
- A regional conference will be added to the Bulletin
- Alex has been looking to see if there is energy around the UVa student connection

E. Board Liaisons to Councils' Report

- Administrative Council (Jen Lucas) – no meeting
- Worship Council
- Social Action Council
- Lifespan Faith Development Council
- Community Life Council
- Stewardship Committee has been meeting, lost two members, need members and particularly Board members

III. Consent Agenda (5 minutes) – approved: 8 in favor, 1 abstention

- Proposal to complete tree-related repairs for \$2,175 paid for out of reserve in order to not deplete the operational budget
- Approval of Director of Music Job Description
- Approval of Policy Manual Committee
- Accountability Plan for Ministry Expenses
- Approval of Building Use Policy Proposal

IV. Old Business

A. Canvass Update (5 minutes)

- Co-chairs sent a letter to those who had not completed their pledge on Monday to 100 members and friends
- A couple of responses have come back that the records are not correct
- Janet would like a copy of that letter

B. Defining Re-covenanting Committee (10 minutes)

- Some members have expressed interest in re-writing the Congregational Covenant
- Janet has worked with churches on writing a covenant and has this high on her agenda once she has begun working with the transition team
- Janet and Pam will work together to share past information and progressing through this
- Janet expressed that the mission is the most important thing the church does; she will work with the transition team to start this process as well
- Pam shared that Stewardship felt that there is not a strong identity at TJMC-UU
- These topics will be discussed during goal-setting at the Board retreat

V. New Business

A. Board Liaisons to Councils (5 minutes) – not voted upon

- Administrative Council – Raven (back-up: Karen)
- Worship Council - Paul
- Social Action Council - Dan
- Lifespan Faith Development Council - Bill
- Community Life Council - Jen
- Personnel Committee - Karen
- Leadership Development Committee – Pam
- Finance Committee – Doug
- Endowment Committee – Doug
- Communications – Ian
- Safe Congregation Task Force - Liz

B. Congregational Conversations|Comment (5 minutes) – approved unanimously

- Recommendation to create a place for the Board to be visible and for the congregation to have access to the Board
- Once a month – 3rd Sunday of the month starting in September, half-hour discussions between the services, in the sanctuary
- Donna will attend most as president and would like at least one additional Board member to attend as well
- Donna will schedule
- Pam would like to use one of these conversations to talk about topics from GA
- Janet and Pam have suggested Board involvement in services

C. Endowment Committee appointments (5 minutes) – unanimously approved Kevin Schuyler

- Doug recommended Kevin Schuyler
- TJMC-UU will not work with Kevin's company for any of our investments to avoid conflict of interest issues
- No concern of conflict of interest that Kevin and Art are related and both on the committee
- One additional member needed
- The committee has not selected a chair

VI. Discussion Item: Preparing for Board Retreat: re-covenant & retreat preparation expectations (Donna) (30 minutes)

- Review the Board Covenant
- 2 years ago the covenant was written and last year it was revisited
- Janet suggested that there be a longer discussion at the retreat about the following issues (there is no place that allows us to invite ourselves back into covenant if we

get back into covenant, some of it is behavioral and some of it is not, there are places where it may be difficult to know if we are living up to it or not, getting back into right relations can be difficult); Janet offered to lead the process of re-covenanting

- Discussed that folks agree to the current covenant at this time and will re-covenant at a later point (potentially at a future Board meeting) - approved unanimously
- Requested that the Board members review the covenant and act upon it
- The retreat will focus on goals and goal setting, will use first part of the meeting to go over the progress on the 2009-10 goals, Ian will lead us in a goal-setting discussion
- Each Board member email 2-3 goals and steps to achieve those goals for 2010-11 by Wednesday, August 18; focus on specific measurable, attainable, realistic and timely goals – SMART BHAGs
- Asked if there is an opportunity to involve the congregation in setting the BHAG(s) – “Big Hairy Audacious Goals;” discuss at retreat how to involve the congregation in defining the mission and important goals; it is also important to look at the values the congregation holds and the way we express them as a congregation
- The retreat does not include dinner because there is a short timeline and a lot of work to complete in that time
- Suggested that we carpool as one way of getting to know one another
- It was suggested that we host potlucks to get to know one another better

VII. Closing Activities (5 minutes)

A. Process evaluation

- Please send any agenda items to Karen by the Monday of the week prior to the Board meeting
- Please name the file for consent agenda items with a title that gives an indication of the topic
- Consent agenda items should be sent out prior to the meeting

B. What do we need to communicate to others?

- Ian will send copy of Canvass letter to Janet
- Donna will put a request for donations to the minister’s discretionary fund in the Bulletin and a reminder in the Friday email afterward
- Donna will check with Paul and Bill regarding liaison roles
- Donna will put information into the Bulletin about Congregational Conversations
- Donna will schedule Congregational conversations
- Donna will talk with Chip regarding create a listserv for the Board
- Raven will send a test email to the minister email
- Donna will send out information to Board members on Friday, August 13 for homework for the Board retreat
- Jean will communicate the new Board liaisons to Councils
- Doug will share Endowment Committee member with Kevin and with the committee
- Janet will communicate with Betty regarding the Transitions Committee

C. Closing words (Raven)

D. Adjournment

Attachments:

Vice-president’s Report

Treasurer’s Report

Membership Report

Tree Cleaning Proposal
Policy Manual Committee Proposal
Accountability Plan for Ministry Expenses
Building Use Proposal
Board Covenant
Action Plan for Meeting the Board's Goals
Role of the Board
Membership Committee Report

Upcoming dates:

August 20 – Board Retreat, 7:00 pm, Ian's House (set Board covenant and goals)
August 26 – Exec meeting, 7:00 pm, Social Hall
September 9 – Board meeting, 7:00 pm, Social Hall
September 11 – Leadership Retreat

August 2010 Retreat

Review of Duties of the Board; Set goals; Possible action item: Discussion of what items can be handled electronically

September 2010 Meeting

Administrative Office Key; Safe Congregations Task Force Update

November/December 2010 Meetings

Policy Manual; Approve plans for Summit House structural repair, stone walls and staircase repair, etc.;
Building Use Policy review

Spring 2011

Board and Ministerial Search Committee retreat to set minister priorities

Board Process Suggestions

- Karen will ask Carole to post a copy of the Board agenda and minutes on the Bulletin Board
- Karen will give Carole the old and new business for the upcoming agenda to send out in the Friday email
- Donna will work on getting the calendar of Board meetings in the bulletin

Attachment: Vice-president's Report

Council Communications from the VP

August 2010

As summer wanes, the Councils are gearing up for the new program year.

Here is a summary of upcoming meetings and the respective chairs:

*Aug. 9 (2 nd Monday)	Council Chairs	Jean Shepard
*Aug. 23 (3 rd Monday)	Administration	Sean McCutcheon
*Aug. 24 (last Tuesday)	Social Action	Greta Dershimer
*Aug. 24 (4 th Tuesday)	Community Life	Betty Warner
*Sept. 14 (3 rd Tuesday)	Worship	Bob Kiefer
*TBD (Sundays after church)	Lifespan Faith Dvlpmt.	Pat Millman

We are very fortunate that last year's chairs have all consented to continue this year. It's a great team!

I will be attending all of these initial meetings to talk about goals, expectations, communications, and dreams. Each council will be asked to have each committee or group update their descriptions and leadership responsibilities. Each will also need to update their participation lists so that we can be assured that the TJMC data base is accurate and, therefore, useful to all who access the information.

I will be talking to all the councils about the plans for the new Policy Manual, which is currently under revision in order to align it with the new draft of the TJMC Bylaws completed late last spring. After the various sections of the Policy Manual are organized and formatted, the various councils, committees, and the Board will be asked to review them for accuracy and approval. The goal is to have both the new Bylaws (and the supporting new Policy Manual) ready for a Congregational vote early in 2011.

At this month's Board meeting or the upcoming Retreat we will be deciding which Board members will serve as liaisons to the various councils and groups this year. Bylaws and policies currently require some of these assignments, as follows:

President-Elect (Ian)	Communications
Past-President (Pam)	Leadership Development
Treasurer (Doug)	Finance (???) <u>and</u> Endowment??)
Vice-President (Jean)	Councils

Further, one at-large member is required to serve as liaison to the Personnel Committee (monthly on 3rd Tuesday ??).

That means that the rest of Board members can serve other councils and key committees. I suggest, however, that the President (Donna) be exempt from liaison responsibilities, since that office is already overwhelming. Thus, Karen, Liz, Raven, Bill, Dan, Paul, and Jen are free to select an assignment which interests them. I foresee the following liaison vacancies: Administrative Council, Community Life Council, Lifespan Faith Development Council, Social Action Council, Worship Council, and one more liaison area to be determined by the Board members. Since the Administrative Council has huge responsibilities and meets monthly instead of quarterly, I would like to suggest that the "extra" liaison go there, so two board members share the Admin Council liaison position. Several months ago Jen expressed a willingness to support the Administrative Council; but I am not sure if that offer still holds due to childcare complications.

** I would humbly suggest that, with the exception of those required assignments listed above, that we trade around until everyone finds a good match for their interest, talent, and time. If possible, please be thinking about these responsibilities prior to our discussion on August 9th or 20th.

I look forward to working with all of you this year and am optimistic about all that we can be and do at TJMC.

Respectfully submitted,
Jean Shepard

Attachment: Treasurer's Report

July 2010 Treasurer's Report Thomas Jefferson Memorial Church Unitarian Universalist

Attached are the spreadsheets for the July 2010 Financial Report.

In July, 2010, after the first month of the new fiscal year or 8.3% of the fiscal year, we have received \$83,430 in revenues, which equals about 16% of the revenues budgeted for the year. For July the current year pledge payments accounted for \$71,009 of those revenues. Of that amount, \$46,327 represents pledge payments made for the current fiscal year, but actually received before June 30.

In addition, we received \$6,400 in payments for prior year pledges. While this is a significant amount of money paid towards the outstanding pledges, it is important to realize that at the end of June we had more than \$36,500 in unpaid pledges, so there is still a substantial amount of money owed for prior year pledges.

For the month of July total expenses amounted to \$33,480 or about 6% of the amount budgeted. As a consequence, net income for July amounts to \$49,949. Note that in July we list expenses for our past Interim Minister (Morris Hudgins) but we do not yet have any expenses for our new Interim Minister (Janet Newman).

However, it is too early in the new fiscal year to draw any significant conclusions about the level of church expenses.

It is interesting to note that our total revenues for July 2010 are about \$7,720 above the revenues reported for July 2009, and our expenses for July 2010 are about \$6,073 lower than in July 2009.

On the balance sheet, it should be noted that our cumulative operating fund in July is \$11,571 lower than it was in June, which reflects the deficit of \$11,571 at the end of the previous fiscal year.

It should also be noted that the Minister's Discretionary fund only holds \$65 at this time, so the Board may wish to undertake some activity to replenish that account.

Overall, we appear to be starting the new fiscal year on a positive financial note, but it is way too early to evaluate the overall financial position of the church for this year.

Respectfully submitted,
Doug Webbink, Treasurer,
August 6, 2010

	July 31, 2010	June 30, 2010	Change
ASSETS			
Current Assets			
	\$	(\$	
Operating Fund Cash	49,949.44	11,571.97)	61,521.41
Grocery Scrip Sales	11,450.00	173,105.00	(161,655.00)
Grocery Scrip Purchases	(24,433.04)	(172,603.79)	148,170.75
Grocery Scrip Profit	(587.50)	(8,821.75)	8,234.25
GL Scrip Sales	2,805.00	45,432.96	(42,627.96)
GL Scrip Purchases	(5,728.50)	(46,349.90)	40,621.40
GL Scrip Profit	(96.50)	(1,958.06)	1,861.56
Food Pantry	4,591.55	4,750.90	(159.35)
Music Revenue	3,941.76	3,941.76	0.00
Hamilton Fund	1,711.16	1,711.16	0.00
Labyrinth Project	552.43	552.43	0.00
Banner Fund	165.00	165.00	0.00
Journey Toward Wholeness	1,127.93	1,127.93	0.00
Adult Faith Development	1,281.48	1,281.48	0.00
Building Reserve Account	17,595.83	17,595.83	0.00
Transfer Cash	365.00	961.99	(596.99)
Building Use Deposits	5,506.00	5,406.00	100.00
Minister Discretionary Fund	65.59	65.59	0.00
Sabbatical Fund	13,885.29	13,885.29	0.00
Future Year Pledges	487.02	46,327.79	(45,840.77)
YRUU	741.21	487.02	254.19
Children's Service Offering	103.40	1,470.27	(1,366.87)
Coming of Age Cash	402.13	1,127.87	(725.74)
UUpity Women Cash	845.00	402.13	442.87
Youth GA Fund	1,769.32	845.00	924.32
Partner Church	481.42	1,769.32	(1,287.90)
Ever Conference Funds	2,200.93	481.42	1,719.51
Women's Retreat	(845.66)	(845.66)	0.00
Men's Retreat	616.04	616.04	0.00
Douthat	(1,680.33)	(1,680.33)	0.00
TJMC Capital Fund	45,780.50	45,780.50	0.00
Cumulative Operating Fund	29,341.16	40,913.13	(11,571.97)
Total Current Assets	164,390.06	166,372.35	(1,982.29)
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
Total Property and Equipment	1,825,962.00	1,825,962.00	0.00
Other Assets			
Scrip Inventory	17,600.00	24,950.00	(7,350.00)
Cheetham Fund Principal	9,603.00	9,603.00	0.00

Bristol Fund Principal	41,123.00	41,123.00	0.00
Endowment Fund Principal	241,250.00	241,250.00	0.00
Abrahamse Fund Principal	11,725.00	11,725.00	0.00
TJMC Remembrance Garden Fund	7,593.47	7,593.47	0.00
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Total Other Assets	328,894.47	336,244.47	(7,350.00)
	\$	\$	
Total Assets	2,319,246.53	2,328,578.82	(9,332.29)
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**LIABILITIES AND
CAPITAL**

Current Liabilities			
	\$	\$	
Other Cash Accounts	114,440.62	177,944.32	(63,503.70)
Scrip Inventory	17,600.00	24,950.00	(7,350.00)
UUA Loan	51,024.45	51,024.45	0.00
Summit House Loans	175,000.00	175,000.00	0.00
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Total Current Liabilities	358,065.07	428,918.77	(70,853.70)
Long-Term Liabilities	0.00	0.00	0.00
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Total Long-Term Liabilities	0.00	0.00	0.00
Total Liabilities	358,065.07	428,918.77	0.00
Capital			
Retained Earnings	1,911,232.02	1,911,232.02	0.00
Net Income	49,949.44	(11,571.97)	61,521.41
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Total Capital	1,961,181.46	1,899,660.05	61,521.41
	\$	\$	
Total Liabilities & Capital	2,319,246.53	2,328,578.82	(9,332.29)
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Attachment: Tree Cleaning

For the Consent Agenda at the August 12th Board meeting

Following the recent storm, Sallie Kate Park obtained an estimate from Van Yahres Tree Company for \$2,175 to prune and clear the grounds of tree limbs and other debris to ensure the safety of the buildings and congregation. The estimate has been reviewed and approved for action by the Executive Board.

I move for the Board of Trustees to have the work completed as soon as possible and paid for from the reserve fund.

Ian Sole

Attachment: Policy Manual Committee

For Consent Agenda of the August 12, 2010 Board Meeting:

The Board shall create an ad hoc committee to create a cohesive Policies and Procedures Manual in line with the TJMC Bylaws and UUA guidelines. The committee will rearrange and edit current policies without changing the meaning or intent of the policies, creating a consistent format for the policies, and providing a document that is accessible and easily searchable. The Board will review the completed manual to assure the document is faithful to the original policies.

During the editing process, and separate from that process, the committee will produce recommendations for changes to policies to make the church policies consistent and in line with UUA guidelines. These recommendations will be reviewed separately from the editing process. This ad hoc committee shall be made up of representatives from the Council Chairs and the Board of Trustees. Members will be Donna Baker, Greta Dershimer, Bob Kiefer, Raven Long, and Jean Shepard.

Attachment: Accountability Plan for Ministry Expenses

Consent Agenda: The group which is currently reworking the new Policy Manual would like the Board to approve the following rewording and of the last two paragraphs of this policy, which was revised and approved in August 2009.

We feel that eliminating specific reference numbers in the Code and Regulations will save the trouble of re-adopting this policy every single time there is a change at the national level. All policies remain in effect until amended or rescinded. Thus, it need not be stated here.

Paragraph #6 – “This policy is established in accordance with the Internal Revenue Code and the Federal Tax Regulations.

Paragraph #7 – “The Ministry Expense Report form from the Clergy Financial Planning Service shall be used for this purpose.”

Accountability Plan for Ministry Expenses

It is the policy of Thomas Jefferson Memorial Church Unitarian Universalist to provide from church funds the ordinary and necessary expenses of ministry that are incurred for the benefit of the church. The church recognizes the professional nature of ministry and recognizes the right of ministers to use professional judgment in incurring ministry expenses with the guidelines set by this policy and the funds allocated for payment or reimbursement of expenses.

Ordinary and necessary expenses of ministry include, but are not limited to, the following: on-the-job transportation; out of town travel for church assemblies, conferences and continuing education; other professional continuing education locally and by correspondence; professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.); business meals, entertainment and gifts for conducting church business and developing pastoral relationships; dues and fees for memberships in religious, professional and civic organizations; business use of the telephone; professional equipment (communion, office, library, audio-visual, music etc.); professional and liability insurance; legal and professional services; and the purchase and cleaning of clergy vestments. Child care expenses are considered to be ordinary and necessary when incurred to enable both minister and spouse to attend church functions for which the presence of the spouse is expected and is vital to the church’s ministry.

The church, at its discretion, may pay ministry expenses by direct billing to the church, by reimbursement upon receiving reports with receipts and vouchers from the minister, by paying an expense allowance, and by paying an advance for a specific event or activity. Payment is subject to the availability of funds and to the timely and proper accounting by the ministers and staff.

The minister(s) and staff members are accountable to the church by properly reporting all ministry expenses. Proper reporting includes the filing of periodic expense reports with substantiating records, receipts and personal statements showing dates, amounts and business purposes.

When expenses are reimbursed, reporting monthly is encouraged but must be made at least quarterly. When an allowance is prepaid on a monthly basis for recurring expenses, monthly funds are available and approved, or carried forward. Any unused portion of a monthly allowance may be carried forward to apply against expenses incurred the next reporting period. When an advance is given for the expenses of a specific event or activity, an accounting is required within 60 days. Any unused portion of an advance must be repaid to the church within 120 days.

This policy is established in accordance with Internal Revenue Code Section 62(a)(2)(A) and Federal Tax Regulations 1.162-17(b) and 1.274.5(e)(4). It shall remain in effect until amended or rescinded.

Also adopted was the Ministry Expense Report form from the Clergy Financial Planning Service.

Attachment: Building Use Proposal

Consent Agenda -- Add the following sentence to #10:

“However, special church-sponsored events which need long-range planning and publicity (i.e. conferences, workshops, etc) may be added to the calendar further than four months in advance with the approval of the Board of Trustees or the Minister.”

Building Use

The Church Office maintains a current fee schedule for building use. The following general principles apply with regard to building use:

1. Individuals or groups organized for profit are required to pay the regular rental fee or ten percent of the profits, whichever is the greater amount.
2. The purpose of uses and events must not be inconsistent with Unitarian Universalist values.
3. Users must not imply in their publicity that their event is sponsored by the Church.
4. Users must help preserve the facilities and equipment, straighten rooms after use, turn off lights, and lock all doors after meetings.
5. Groups using the facilities on a periodic basis may be eligible for a discounted fee.
6. Alcoholic beverages limited to beer or wine may be served only with staff approval; when such beverages are served, a non-alcoholic alternative must also be provided.
7. A key deposit will be required.
8. Smoking is not permitted anywhere within the buildings or on the playground.
9. To better ensure availability of rooms for TJMC groups, there is a three-month limit on confirmed reservations by non-church groups, except for weddings.
10. A Church Master Calendar is developed each year to coordinate major church events and Board, Executive Committee, Council and standing committee meetings. This normally occurs in the Spring for the program year beginning the following Fall. Except as provided for in the Building Rental Policies, other requests for meeting or event space and time during a particular program year will not be considered unless the Master Calendar has been set for that Program year. In order to simplify the administrative tasks of building usage/rental and to help assure equitable access for all, TJMC-UU groups, committees and task forces are expected to comply with the Building Rental policy of reserving space no more than 4 months in advance.

Approved August, 2009

Attachment: Board Covenant

TJMC Board Covenant

As we do the Board's work, we covenant:

- To work within the Council structure
- To come to meetings on time and prepared for the work
- To be mindful to the time allotted for discussions
- To consider "absent" voices and perspectives within the context of the entire congregation
- To hold confidentiality when appropriate
- To invite members and friends to attend meetings, welcome them courteously and provide space for members and friends to share their concerns
- To inform the congregation of Board actions

As we work together, we covenant:

- To communicate directly and with kindness
- To encourage all voices and listen deeply
- To respect diverse opinions and both "head" and "heart" perspectives
- To consider unintended consequences
- To practice mutual respect
- To strive to build trust
- To ask for what one needs
- To allow for fallibility and practice forgiveness
- To enjoy one another
- To express sincere appreciation and gratitude for the efforts of others and to honor each other's accomplishments

Attachment: Action Plan for Meeting the Board's Goals

Goals include:

- a. support ministerial search committee
 - i. assist them with the tasks of the search, particularly during candidating week (schedule meetings)
 - assign committee for candidating week planning
 - ii. providing funding as needed and communicating this clearly (Pam)
 - iii. public gratitude (Pam)
 - iv. support the confidentiality of the process including assisting them in clarifying this with the congregation (all)
 - v. reviewing materials as requested
 - vi. supporting the families of those serving on the committee (Donna to contact CareNet on behalf of families)
 - vii. continue to support the committee until responsibilities have ended

- b. encourage participation of broader congregation and make ourselves recognizable and available, especially at council meetings
 - i. public comment (completed)
 - ii. need to advertise (ongoing)
 - iii. staff tables as needed (everyone)
 - iv. colorful nametags (completed - please wear them)
 - v. one Board member assigned to each council or task force (completed)
 - vi. part of the Vice-president job (Jean is representing board at council chairs meetings, board liaisons are meeting with individual councils.)
 - vii. get photos up on bulletin board
 - viii. charge for a stewardship committee (Pam)
 - ix. Membership is working on determining who is engaged, who is not, and how to assist folks in getting engaged (Jean is working with this)
 - x. Work towards everyone in congregation wearing a nametag (everyone)

- c. evaluate the council structure
 - i. clarify committees vs social groups and define responsibilities to councils (council chairs)
 - ii. Make this a discussion topic at a Board meeting (Jean to send out info prior to discussion)
 - iii. Satisfaction survey
 - iv. Timeframe for answering the question of what this looks like when it is completed

- d. clarify the roles and responsibilities of the church staff, board and councils
 - i. Karen, Carol, Pam and Morris meet to define the difference between Secretary and Church Administrator; add Communications Council to this (morris)
 - ii. Clarify IT (includes PowerChurch) (who)
 - iii. Personnel committee - review all personnel job descriptions (personnel committee - Morris/Dan)
 - iv. Administrative review of policies (e.g. who has access to office supplies, how are they paid for, copier use, etc.) (completed?)
 - v. Determine how we compare to similar churches staffing and budget (Morris)
 - vi. Long-range planning regarding staffing needs and priorities – will be impacted by new minister (Personnel Committee/Morris)
 - vii. Communicate to the congregation what reasonable expectations of the staff include

Attachment: Role of the Board

From the by-laws...

ARTICLE V - Board of Trustees

V.1- Authority of the Board of Trustees. The Board of Trustees (hereinafter referred to as “the Board”) shall administer Church policy in conformity with the bylaws. It shall have general charge of Church property, and authority to conduct the Church's business and manage its financial affairs.

V.2 - Policy Manual. The Board shall adopt a Policy Manual which states the important policies and procedures of the Church as approved by the Board from time to time. The Policy Manual shall include provisions assuring that: Board members are familiar with the bylaws; Church officers are familiar with the bylaws and Policy Manual; and committee chairs are familiar with pertinent portions of the bylaws and Policy Manual.

V.3 - Specific Duties. In fulfilling the mission of the Church, the Board shall perform the following duties: solicit financial support for the Church; submit an annual budget to members for approval; and administer the approved budget; maintain and support a strong Religious Education Program; be responsible for appointment of, administration of, contracts for, and dismissal of staff members other than a Minister; establish standing and ad hoc committees, approve the duties of these committees and appoint their chairs; appoint persons as delegates, to the General Assembly of the Unitarian Universalist Association, and other denominational and community bodies; and perform such other duties as may arise under its authority. The Board shall assure that the accounts of all Church fiscal officers and of all trusts administered by the Church or any of its agencies are subjected to review at least annually, either by the Finance Committee or as the Board shall otherwise direct. The Board shall perform these duties in compliance with Article I.3 Inclusivity and Nondiscrimination.

V.4 - Composition. The members of the Board of Trustees shall consist of the officers of the Church (President, President-Elect, Vice President, Secretary, and Treasurer), six (6) at-large trustees, and the immediate Past President. All members of the Board shall be Church Members. The Minister(s) and the Director of Religious Education shall serve as ex-officio, non-voting members. .

V.5 - Election. Church members shall elect the Board at the annual business congregational meeting. Board members shall assume their duties on July 1 immediately following election.

V.6 - Terms of Office. Each year the congregation will elect a President-Elect who will serve three years on the Board: the first year as President-Elect, the second year as President and the third as Past President. The Vice-President, Secretary, and Treasurer shall each be elected for a two (2) - year term. The President and President-Elect shall not serve consecutive full terms in this office. The Vice President, Secretary and Treasurer shall not serve for more than two (2) consecutive full terms in the same office. The Vice President shall be elected in odd-numbered years, the Secretary and Treasurer in even-numbered years. Two (2) trustees-at-large shall be elected each year for three (3) -year terms and shall not serve consecutive full terms in the same office. More than half of an unexpired term shall be considered a full term.

V.7 - Vacancies. A vacancy in any Board position, except that of President, shall be filled by the Board in consultation with the Nominating and Leadership Development Committee. The Board may, at its discretion, declare any position vacant when the member has missed three consecutive meetings. The term of such appointments shall be until the next congregational meeting. At that time, there shall be a special election to fill the vacancy for the remainder of the term. A vacancy in the office of the President shall be filled by the President-Elect.

V.8 - Meetings. The Board shall meet 11 times per year in open session. A quorum shall consist of a majority of the voting Board members. Any member or friend of the Church may attend meetings, except during closed sessions. Closed sessions may be held to address personnel matters or upon the agreement of three quarters (3/4) of the Board members present and voting. Ex-officio members, at the discretion of the Board, may be excluded from closed sessions. Visitors shall have no vote, but may speak if recognized by the chair.

ARTICLE VI - Church Officers

VI.1 - President. The President shall serve as a voting member both on the Executive Committee and on the Board of Trustees. With the Executive Committee, the President shall ensure that the Board fulfills its obligations. The President shall serve as Chair of the Congregational meetings, the Board meetings, and the Executive Committee meetings. The President shall collaborate as an equal partner with the Minister(s) in the direction of TJMC-UU and in carrying out the vision and policies of the congregation. At the conclusion of the term as President, the President will assume the role of Past President..

VI.2 - President-Elect. The President-Elect shall serve as a voting member both on the Executive Committee and on the Board of Trustees, assist the President as requested, be the communications officer for the Board, and serve on the Communications Council. At the completion of the year as President-Elect, the President-Elect will assume the Presidency. The President-Elect shall act in place of the President if the President is unable to perform the duties of that office.

VI.3 - Vice President. The Vice President shall serve as a voting member both on the Executive Committee and on the Board of Trustees. Each year the Vice President will ensure that the first meeting of each of the Church Councils occurs to facilitate the election of the Council Chairs. The Vice President shall convene meetings of the Chairs of the Church Councils as need arises and report to the Board on the activities and recommendations of the Councils.

VI.4 - Treasurer. The Treasurer shall receive and keep safely all money and other assets of the Church entrusted to care of the Treasurer and shall disburse them under the direction of the Board; shall keep a complete record of the Church finances, which shall remain the property of the Church. This financial record shall be open to audit as directed by the Board, except for individual pledge records. The Treasurer shall give a current financial statement at each Board and congregational meeting. At the end of each fiscal year, the Treasurer shall present a balance sheet and a statement of income and expenditures for the previous fiscal year. The Treasurer may appoint an Assistant Treasurer with the advice and consent of the Board. The Assistant Treasurer shall perform delegated duties and, in the absence of the Treasurer, assume the duties of Treasurer, except for voting at Board meetings. The Treasurer is an ex-officio voting member of the Finance Committee. The Treasurer shall serve as a voting member both on the Board of Trustees and on the Executive Committee.

VI.5 - Secretary. The Secretary shall keep and preserve an accurate record of the Board, Executive Committee and Congregational meetings; shall maintain a current copy of the bylaws and the Policy Manual, and a current roll of Church members qualified to vote; notify members of congregational meetings pursuant to Article IV.3; keep and report the membership roll pursuant to Article II.4; and perform other secretarial duties as requested by the President or the Board, including the dissemination and publication of Board minutes. The original copy of all records kept by the Secretary shall remain Church property and be kept on the premises. The Secretary shall serve as a voting member both on the Board of Trustees and on the Executive Committee.

Attachment: Membership Committee Report

Membership Report to the Board August 12, 2010

Invitation for all Board Members to the **Membership Committee Retreat**, Sat. August 28, 2010 9-noon

2 Topics of interest to the Board:

- UUA Questionnaire evaluating Visitor Experience Enhancement
- Exploration of the Meaning of Church Membership

Please RSVP if you would like to join us.

Previous Charge of Membership Committee included:

- Welcoming visitors and newcomers: **Greeters**
- Transition newcomers to membership: **Newcomer Seminars** (Minister, entire Membership Committee)
- Directories, especially picture directories (Jean and Sally)
- Overseeing signing of the Membership Book (Jean, Sally, Board Officers, and ministers)
- Tracking Membership numbers and reporting additions and losses to the Board monthly (Sally)
- Contacting members who are thought to be inactive to query them about their membership status (Sally)

Expanded Mission:

- Track volunteer activities of members; combine with Financial Contribution of Record data from Pledge Tracker to identify members who are not “active”
- Contact members who are identified by above process or by staff as needing contact: **Contact Group** (Jean Newland, Dick Somer)
- Integrate new members into the community: **BUDDIES program** (Gayle Floyd, Patsy Swindler)
- Develop an **Explorers program** for visitors who are seriously considering membership (Marlene Jones)
- Improve process of contacting members who are not involved or moving about their membership status (Sally Taylor)

Expanded Membership Committee: Jean Newland & Sally Taylor, co-chairs, Ruth Douglas, Achsah Carrier, Kasha Viets-Woods, Patsy Swindler, Betty Warner, Kim Colley, Lorie Craddock, Dick Somer

Meaning of Membership Discussion

Background: Subcommittee of the Membership Development Council formed at the request of David Takahashi-Morris. Report given to the Board in Jan. 2008

Recommendation: Change the bylaws to reflect the expectation that all members will pledge both time and money

Board decided that more congregational discussion needed to happen before implementation of this recommendation could be contemplated. Board declined to lead this effort. Council declined.

Problem persists.

Canvass Difficulties this year

High number of unfilled pledge obligations for last year.

Criticism directed at Membership that Members don't know the meaning/expectations/obligations of church membership —NEW members DO know. Newcomer Seminars are excellent but brief—3 sessions now only 1 session.

Time has come to have these conversations with the entire membership.

Who does it? What committees and task forces have need of input from the entire congregation?

Can this be a combined effort: Ministerial Search? Board? Canvass? Music? RE? Task Forces?

How? Possibilities:

- **Cottage conversations**
- **Circle Dinners with directed conversation topics one specific night**
- **Congregational Conversations between services in sanctuary**
- **Council/Board discussions at meetings or retreats**
- **Committee Discussions (as in Welcoming Congregation procedure)**
- **Surveys- written and distributed during services or in social hall**
- **Surveys done on line.**

Expectations:

- **Increase awareness of opportunities for involvement in TJMC activities**
- **Educate congregation about TJMC's financial needs and TJMC's obligation to the UUA**
- **Educate congregants about privileges, obligations and responsibilities of membership**