

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES MEETING
September 19, 2011
Minutes

In attendance: Ian Sole, Jean Shepard, Doug Webbink, Jen Lucas, Paul Fritz, Donna Baker, Bob Kiefer, Don Landis, Heather Garrett, Amy Wissekerke, Erik Wikstrom, Pam Phillips, Jamie McReynolds.

I. Opening

- A. Opening words (Jean)
- B. Check-in (optional)
- C. Acceptance of Agenda

changes:

- 1. move Finance Policies A and C from Consent Agenda to new business
- 2. add vote on Amy Wissekerke as new Board Secretary
- 3. add discussion of Music Task Force

unanimously approved as amended

- D. Approval of August 15th Minutes

one edit to change Tom to Thomas in Old Business J. c.

unanimously approved as amended

- E. Public Comment

- a. Jamie McReynolds – TJMCUU internship
Jamie introduced himself and reviewed his training and what he needs to achieve here at TJMC

II. Items moved up in agenda to earlier time

- A. Stewardship / Canvass 2012 -13 Update (Ian/Pam)

Ian reviewed intention with change from Canvass to Stewardship and impression from congregation that this past spring's campaign was too intense and aggressive. Ian asked Pam to speak to the Board about how Stewardship may change this year. Pam is the convener of the committee. They had wanted last year to make recommendations about our church's stewardship but instead the Canvass morphed into the Stewardship Committee. Pam would like to recommend that we use Wayne Clark's Forth program – a Stewardship Development Program in lieu of creating our own from scratch. Pam completed, with the help of others, a Forth self-assessment. Pam reviewed some written information on the Forth and spoke about how the Stewardship Campaign should move forward. Pam mentioned a need for TJMC to decide how to constitute a Stewardship Committee that goes year-round. Pam requested that a Board member participate on the Stewardship Committee to serve as liaison since she is no longer a board member. Ian asked if any board members have an interest in Stewardship. Pam mentioned that Stewardship is connected to so many aspects of our church governance, particularly groups in the Community Life Council. Ian mentioned that Stewardship is much more than money. Pam is asking that we sign on to participate in the Forth program. Ian had submitted a recommendation that the stewardship campaign end a month before the

Board needs to approve a budget. Pam said that she and Karen Ransom would be happy to work toward that. Pam and Karen Ransom are basically the whole committee at this point. Suggestions to send a call for willing participants in the Friday email (since that is how Amy Wissekerke found out about the secretary position). Ian pointed out that we may be moving toward separating Stewardship a bit from Canvass so that we can move forward with Stewardship tasks other than Canvass. Bob suggested that we have a way to keep the annual Canvass connected to Stewardship.

Donna moved to sign the agreement to be part of the Forth program, seconded and passed unanimously. Thanks to Pam for moving us forward.

B. New Secretary – Amy Wissekerke

Donna moved to appoint Amy Wissekerke to the position of Board Secretary through June 2012. Seconded and unanimously approved.

III. Reports

A. President's Report (Ian)

B. Vice President's Report (Jean)

C. Treasurer's Report (Doug)

We paid back a \$20,000 member bond (via a request from a member)

Doug clarified that the rule is that the matching from the Endowment is only \$5,000 as long as we match it 2 to 1. Doug reviewed some important items from his Treasurer's report.

D. Minister's Report (Erik) (submitted in writing at meeting)

Mentioned specifically name change from Worship Associates to Worship Weavers.

Talked about focus on making worship truly friendly for all generations.

Had productive staff retreat.

Meeting with many people in the church about their particular interests.

Erik's days off are Friday and Saturday, but he has not been able to take Saturdays off yet.

E. Board Liaison Reports (submitted in writing)

F. Membership Report (submitted in writing)

IV. Consent Agenda (for more details on some of these items, see attachments to these minutes in Consent Agenda section)

A. 2011-12 Goals (see attachment at end of these minutes)

B. Jamie McReynolds Internship

James (Jamie) McReynolds will be serving a 10hour/week part-time and unpaid internship at TJMCUU effective September 20th, 2011 through may 11th, 2012 under the supervision of the Rev. Erik Wikstrom.

I move for the Board of Trustees to approve the use of Erik's time in the performance of his duties as Supervisor to James McReynolds.

- submitted by Ian Sole, President, Board of Trustees

C. IMPACT

Motion:

The TJMC-UU Board of Trustees resolves that, from this time forward, the Treasurer shall assure support of the IMPACT line item account by the amount equal to one half of

one percent of the total TJMC-UU budget. This percentage amount shall stand until additional Board action is taken to amend this action.

- submitted by Jean Shepard

Motion:

The TJMC-UU Board of Trustees shall approve moving an additional sum of \$155.75 into the IMPACT line item account for the 2011-12 PY budget effective immediately, in order to bring the total dedicated amount to \$2,823.75, which equals one half of one percent of the total TJMC budget.

- submitted by Jean Shepard, VP

D. Finance Committee

Motion:

The Finance Committee shall be considered a Board Committee, reporting directly to the Board. But a representative of the Finance Committee will continue to attend the Administrative Council meetings both as a voting member and in an advisory role.

- submitted by Jean Shepard on behalf of the Administrative Council and the Finance Committee.

E. Finance Policies (except Policy A re background check and Policy C re check signing)

Motion:

It is moved that the following policy be adopted for the TJMC-UU Policy Manual.

B. Policy V.A. 7. b. (new wording)

Unconditional non-monetary gifts valued up to \$500, excluding yard sale and auction items, may be accepted by the Minister, Director of Religious Education (DRE) or President. Yard sale and auction items may be accepted by any member of the yard sale committee or auction committee. Unconditional non-monetary gifts with a value of greater than \$500 must be approved by the Board of Directors, upon recommendation of the Finance Committee. The Board or the Finance Committee may refuse to accept any tendered gift that is unsuitable, impractical, or not consistent with principles or purposes of TJMC Unitarian Universalist Church. Restricted gifts must receive Board approval prior to acceptance.

- submitted by Jean Shepard, VP, on behalf of the Administrative Council and the Finance Committee

F. Policy Manual Update (with Diagram of Church Governance)

Motion:

It is moved that the new "Diagram of Church Governance for the 2011-12 Program Year," dated on 9/7/11 and found in the Board Packet for the September meeting, be inserted into the TJMC Policy Manual at page 13 to replace the old diagram, which is now inaccurate.

***Special Note:

The new Diagram of Church Governance was created to reflect the proposed Board action which moves the Finance Committee (along with the oversight of the Pledge Tracker, Controller, and the Depositors) from the Administrative Council. This new diagram shows that the Finance Committee will report directly to the Board and still sit on the Administrative Council.

- submitted by Jean Shepard, VP

Bob moved to pass all Consent Agenda items, Donna seconded. Passed unanimously.

V. Old Business

A. Music Fund Update (Bob)

Bob reported that they are waiting on information from Endowment about restrictions.

B. Policy Manual Update (Jean)

Jean reviewed her work on updating the Policy Manual and suggested that she send it out via e-tree

C. New Controller Update (Bob/Doug)

Looking for someone experienced in Peachtree accounting software to catch us up on work that needs to be done.

It is possible to do this job with four hours per week if individual writes checks and makes deposits once per week. Managing expectations is critical in limiting time spent doing this job. Bob is communicating expectation that proper approvals are obtained before submitting check requests.

D. 2010-2011 Budget Surplus (Doug/Jean)

Board members were asked to formally respond to the question of allocating the budget surplus money, even if it was to say we had "No Specific Ideas."

To date the general consensus appears to revolve around 5 or 6 areas:

- Pay off or reduce Interest Rate on Member Bonds.
- Pay off remaining UUA loan to clear way for potential capital fund drive.
- Replenish depleted Building & Grounds Fund (including costs associated with fixing retaining wall)
- Hold remaining money in General Reserve, principally to pay for possible additional professional services.
- Reinstate Professional fees and RE Program Fees back to their pre-cut levels, requiring the following expenditure:

\$1500 to the DRE

\$500 to the DOM

\$500 to the Congregational Administrator

add \$750 to Ministerial Associate for professional associate

\$1,538 to the RE Program Costs

Total Cost: \$4,788

Supporting this request would demonstrate to our staff the value we place on their continuing development as professionals and their engagement with the wider Unitarian Universalism, as well as re-funding the program budgets which fund the programs we depend on. One would hope that these are sustainable adjustments given the renewed vitality of the church and can be used to reinforce that fact with the congregation.

Note: Previous years budget amounts were as follows:

FY 08-09
Minister Prof. Expenses \$7883
DRE Prof. Expenses \$3000
DOM Prof. Expenses \$1500
CA Prof. Development \$1000

FY 09-10
Minister Prof. Expenses \$8690
DRE Prof. Expenses \$3000
DOM Prof. Expenses \$1501
CA Prof. Development \$1000

FY 10-11
Minister Prof. Expenses \$6708
DRE Prof. Expenses \$0
DOM Prof. Expenses \$0
CA Prof. Development \$0

FY 11-12
Minister Prof. Expenses \$8203
DRE Prof. Expenses \$1500
DOM Prof. Expenses \$1000
CA Prof. Development \$500

Program Funds FY 08-09
RE (children & youth) \$8000
Music \$3000

Program Funds FY 09-10
RE (children & youth) \$8000
Music \$3540

Program Funds FY 10-11
RE (children & youth) \$4462
Music \$100 (yes, really.)

Program Funds FY 11-12
RE (children & youth) \$6462
Music \$2465

Jen moved to add \$4,788 to this year's budget as outlined above. Seconded and approved unanimously.

(Discussed the need to examine future benefit of allocating professional development expenses for our RE Assistant. Leia and Erik will discuss over the next few months for potential inclusion in next year's budget.)

Bob asked about Board interest in paying off more member bonds. Agreed that there was no need to pay off the UUA loan at this time in order to qualify for other UUA loans. Discussion of possibility of lowering interest rate on member bonds (current rate is 5.75%). If we decide we want to lower the interest rate on the outstanding member bonds, our pro bono attorney (Waverly) has told us that he does not want to participate in this process and that if we decide to pursue this that he would like for us to tell bond holders that he was opposed to it. Discussion of what happened years ago when rate on bonds were decreased. Doug offered to ask the current three bond holders if it is their intention to forgive the debt in their wills. If so, we would ask that they write letters to the Board stating their intention so that we could use that information in deciding whether or not to pay off bonds or work toward reducing interest rate.

Bob moves that we allocate \$10,000 of last year's surplus and designate it for the building reserve fund. Donna seconded.

Discussion about need for more money for buildings. Reminder of the board's ability to allocate all money from all but restricted funds as we need it (we don't generally do this unless there is an emergency or urgent need). (Restricted funds are Cheetham, Bristol, and Abrahamse funds.) Don asked for us to allocate more money to buildings.

In favor - Ian, Amy, Donna, Paul, Doug, Heather, Jen

Opposed: Don

Abstentions: Jean and Bob

Motion passed

E. September 10th All Church Meeting Feedback (Donna – 5 min)

went very well. Leadership Development Committee very pleased with the meeting. Ninety-nine adults attended and twenty-five kids. Surveys were not distributed (because they were forgotten with all of the excitement).

F. Music Task Force (Jean)

Jean asked when we are convening task force. Erik said he was charged with that task, and he will convene in the next two weeks.

VI. New Business

A. Staffing Needs (Ian/Erik)

Ian is proposing a formal review of church's staffing needs by a small group (task force?): Erik, member of personnel committee, two members of the board, and well-respected and unbiased general member of the congregation. This group would review our staffing needs and make recommendations to Board for further conversation.

Bob reminded us that we no longer have a chair for Buildings and IT. So by default approvals for those expenses is falling to the Congregational Administrator without considering impact to her overall job responsibilities. Initial charge for the group is to take a holistic look at staffing needs of this church now and into the future.

Paul and Bob volunteered to serve as two board members for this committee.

B. Minister's role in hiring/firing (Ian/Erik)

remove for future

- C. Role & Responsibility of Board and Councils (Ian)
table until next month
- D. Electronic Approval of Minutes & Posting (Ian)
table until next month
- E. Board Representative Signup Sheet (Paul)
again next month
- F. Finance Policy A re background check and C re check-signing (Bob)
Policy A – as written for consent agenda:

A. New Policy

(Perhaps this policy should be inserted at number 4, which would be re-titled to “Money Handling and Check Writing Authority.” Current policy V.A.4 would be re-numbered to V.A.4.b and this new policy would become V.A.4.a)

Individuals with primary responsibility for the church finances and/or who handle significant amounts of church money and/or who have check-writing or signature authority in any accounts connected to this Church shall be subject to a (criminal) background check. At a minimum, those individuals shall include the Treasurer, the Controller or Assistant Treasurer, the Scrip Manager, Endowment Money Manager, the weekly bank depositors, the authorized check signers, and the Chairs of the Endowment and Finance Committees. The report summaries shall be sent to the Minister only if action is required.

Bob said language indicates that background report summaries are sent to minister only if action required. But that language is not correct based on the discussion in Finance and Administration. Bob will write correct wording and share with Doug, Jean, and Amy.

Policy C – as written for consent agenda:

C. Policy V.A.4 (new wording)

TJMC check-writing will be done by the Controller, reconciling the bank accounts will be done by the Treasurer, and check-signing authority will be vested in the Board President, the Chair of the Finance Committee, and the immediate Past-President.

- submitted by Jean Shepard, VP, on behalf of the Administrative Council and the Finance Committee

Ian asked for clarification on people approved to sign (misunderstanding about which version was current). Moved to pass as submitted in consent agenda, passed unanimously.

VII. Closing Activities

- A. Process evaluation
- B. What do we need to communicate to others?
- C. Closing words (Jean)
- D. Adjournment

To Do

Ian will write mention for bulletin and Friday email for Stewardship / Canvass recruitment

Jean will send out the Policy Manual (including Procedures) via e-tree to the church.

Bob will write correct Finance Policy A wording and share with Doug, Jean, and Amy.

Attachments:

President's Report

Vice President's Report

Minister's Report

Treasurer's Report

Membership Report

Liaison Reports

Consent Agenda Items

2011-12 Board Goals

Upcoming Dates

October 3rd Exec meeting

October 17th Board meeting

October/Future Board meetings

Membership reporting policy - address this after council chairs make a recommendation

Long Range Planning (Ian)

Old Business

 Role & Responsibility of Board and Councils (Ian)

 Electronic Approval of Minutes & Posting (Ian)

Board Reps at services

Upcoming Congregational Meeting

Vote to approve Amy Wissekerke as Board Secretary through 2012

Attachments

President's Report

1. Music Task Force.

Members have been identified, unanimously approved by the Board, and communicated to the team. Next steps are to announce the team to the congregation, for the team to meet, begin their work and report back to the Board prior to our January 2012 meeting.

2. Replacement Board Secretary.

Request made to Leadership Development Committee (Jean Sorrels-Jones) to identify a replacement candidate to complete the term of Karen Shaffer which ends in June 2013. No further information to-date.

3. Stewardship/Canvass Campaign 2012-13

Contacted Pam Philips and requested she identify leadership for 2012-13 campaign by October Board meeting, and meet with the Board in September to discuss initial goals/timing and approach to the coming years' campaign based on input from the President.

4. Guidelines for voting by delegates to District & GA meetings.

Pam Philips and Bev Thierwechter have offered to develop these policies and procedures and will report back to the Board prior to the next District meeting.

5. Bellair Farm CSA

Asked Admin Council to review request from Bellair CSA to use Church parking area as pick-up point during October in return for benefits provided to TJMCUU. Council have asked Nancy Hurrelbrinck to host at her own home until a policy can be implemented to address various issues associated with approval, including liability, and impact on our non-profit status.

6. Rise

Forwarded request for support from Aidyn Mills, Founder of the Rise Campaign, a Charlottesville-based non-profit organization, whose mission is to inspire women and girls to rise above the harmful messages and disparaging images in the media, to create new standards of strength and distinction for women of all ages to live by, to Social Action Committee for review and response back.

7. Vacant IT and Buildings Committee Chairs

Admin Council has been asked to identify replacements for both the IT and Building Committee Chairs vacated by Ron Wormser and Dick Somer respectively.

8. Minister Meeting Attendance

Confirmed with Rev. Erik his required attendance at 3 regular meetings: Exec Board, Regular Board, and Personnel Committee meetings.

Councils/VP Report
September 11, 2011

Except for the “being-reorganized and re-energized” Worship Council, the TJMC-UU councils have begun meeting and are busy with the work of the church.

This month’s Consent Agenda reflects some of the work already begun this month by both the Finance Committee and the Administrative Council.

Among the other documents in the Board Packet is a new Diagram of Church Governance for the beginning of our new program year. As you can see, we remain a very “busy” church.

Please also find included in this month’s Board Packet a multi-page summary of the leadership within each of the active councils at TJMC as of this date. We have some very effective leaders in several of our councils, committees, and groups. Efforts are underway *all the time* to identify individuals interested in putting energy and passion into some of the vacant “opportunities.”

As we begin the Program Year, I am compelled to say that there is not unanimous joy among the ranks in the councils. Some like our current structure just fine; and some do not. Representatives within three of the five councils have reported to me or in their meetings that they do not think that the Council Structure is effective and that they do not think that non-elected members of councils and committees should be making decisions that become policies. Although I have tried to be reassuring and have stated repeatedly to these folks that council recommendations still have to come to the Board for final approval, many are not supportive of the process. I am worried that some members seem to want to lay all the decision-making responsibility on elected volunteers only. That would be primarily us.....! Thus, I strongly welcome this year’s Board Goal which includes assessing the effectiveness of the Council Structure. I deeply hope that we will be able to endorse this or another governance system which is effective, fair, and universally understood.

Good news: The latest edition of the TJMC-UU Policy Manual is (almost) ready for full-church distribution. Many thanks go to Raven Long for the final touches and the new index. Thanks too to the Board members who read it carefully and who sent me things which need correction before the pending distribution. I have already made many edits and additions and will ask for your help soon with some of the others. Stay tuned.

Respectfully,
Jean Shepard

Minister's Report

To: TJMC Board
From: Rev. Erik Walker Wikstrom
Re: monthly report
Date: Monday, September 19, 2011

It has been quite a couple of months since I began serving TJMC as its settled minister, or as I'm beginning to call myself, "Lead Minister." I am truly sorry that, for a number of different reasons, this is the first Board meeting that I've been able to attend. I look forward to a long and mutually satisfying relationship with you all and, in turn, those who come after you. Each and every week I find that I'm discovering more reasons to be excited about my call to serve this congregation. This is a really rather remarkable community!

July and August were spent largely getting acclimated, with many, many meetings with folks who wanted to tell me about their own particular projects and the ways they were hoping "the new minister" would be helpful. It was, to put it mildly, a crash course in all things TJMC. This was also a time to begin establishing relationships with the staff and to begin building a cohesive staff team. The time spent as part of the search of the Acting Director of Music could not have been better spent. I think that we have taken some great first steps to creating a really collaborative tone which will be a model for our work as a staff with the congregation as a whole.

I've also put energy into what we're now calling The Worship Weavers. The current team of Worship Weavers has agreed to stay on and we made a good start in developing the new "dance steps" we're going to need in working together.

Those meetings with individuals and groups has continued, of course, and I am pleased at the extent to which I'm already able to make connections for folks between what they're doing and other ideas and initiatives that I know are in play. I look forward to deepening this kind of interconnected integration.

I've also been focused on worship –three highly experiential, multigenerational, whole-community worship services in the past three weeks. These have been very well received and a real pleasure to co-create with the incredibly insightful and talented teams I've been able to work with.

To be a little more specific, this past month I've met with the Board President, the entire staff, the LFD Director, the Ministry Associate, the Church Administrator, the Covenant Group facilitators, the Worship Weavers, the Gay Straight Alliance, Pastoral Visitors, attended the first IMPACT listening session, and had lunch with both Pastor Bates (Ebenezer Baptist Church) and Charlottesville's Mayor. Tomorrow I'm going to attend my first meeting of the Virginia Area Cluster of Unitarian Universalist Ministers (VACUUM) in Richmond, and will then sit in with own Personnel Committee.

Yours,
Erik Walker Wikstrom

Membership Report

To: Board members

Re: August 2011 Membership report

TOTAL MEMBERSHIP as of July 30, 2011: 434 including 26 youth members

Add:

Carol Brown, August 7, 2011

Sara Smith, August 28, 2011

James Smith, August 28, 2011

Tara Bossi, August 28, 2011

Marlon Fields, August 28, 2011

Drop:

Matheny, Chloe (Y) - contact with church office, inactive, archive, August 17, 2011

Michie, Molly (Y) -email to Membership Tracker in response to letter, inactive, archive, August 18, 2011

Daniel White-email to Membership Tracker in response to letter, inactive, archive, August 30, 2011

TOTAL MEMBERSHIP as of August 30, 2011: 436 members including 24 youth members

Sally Taylor

Membership Tracker for Membership Committee

Liaison Reports

Personnel Committee

Jen Lucas

The committee met on Tuesday, August 16, 2011. The committee reviewed the successful search for Acting Director of Music and the hiring of Scott Deveaux. There was also discussion of the search for DOM. The committee has been working on a review of the personnel policy manual and is nearing completion of a draft revision for Board review. The committee will work on the manual further at the September meeting. One part of the policy manual addresses the minister's role in hiring and firing that clarifies over the current policy.

Finance Committee met on September 14

Doug Webbink

The committee discussed the process for doing criminal background checks and learned that to request a records check by the Virginia police requires a notarized request. Finance Committee will check to see if any church member is a notary public.

Committee discussed the process of ordering supplies for church use and noted that sometimes two or more committees have possibly unnecessary duplicate supplies. Also, the committee is generally in favor of continued centralized purchasing of supplies such as copier paper, rather than having each church committee include in its budget money for supplies purchases. Only a few committees include in their budgets money to purchase supplies.

Committee reviewed the report on use of the church copier, and will seek additional information concerning usage.

Committee discussed recruiting a volunteer to review the church liability insurance policies, especially someone with a knowledge of liability insurance or law.

Committee discussed the process of establishing an annual or at least every couple of years review (but probably not a formal audit) of the church's accounting practices and money handling procedures. Committee Chair will contact several individuals to ask whether they might be willing to do such a review.

Committee voted to authorize our Acting Controller (Bob Kiefer) to investigate whether an expert might be hired to program new and improved Peachtree accounting reports. Bob will report back on the estimated cost of hiring such a person.

Committee approved one fund raising request and denied a second request. The Committee Chair will create a first draft of a document to better explain the process for determining whether to approve or deny a fund raising request.

The next Finance Committee meeting will be on October 12 but will be a "virtual" electronic meeting because the Chair and some other committee members will not be available to meet in person.

Details on Consent Agenda Items

Funding for IMPACT

Action 1-

Background:

- a. In January of 2007 the Board of Trustees for TJMC-UU dedicated a line item account for support of IMPACT, which is a multi-denominational organizing initiative working to make systemic changes in the greater Charlottesville community.
- b. For the last four or five years it has been the practice of the TJMC Board of Trustees to allot one half of one percent of the total TJMC Budget to this line item account.
- c. However, after reviewing all the Board records for all the meetings during the 2007 and 2008 program years, I was unable to locate the exact wording of the resolution which determined that one half of one percent of the total TJMC budget should be dedicated to the IMPACT line item account.
- d. Thus, I assume that the percentage was approved verbally without being documented in Board records.

Motion:

The TJMC-UU Board of Trustees resolves that, from this time forward, the Treasurer shall assure support of the IMPACT line item account by the amount equal to one half of one percent of the total TJMC-UU budget. This percentage amount shall stand until additional Board action is taken to amend this action.

Action 2-

Background:

As Bob Gross prepares to submit another application to the UUA Funding Panel requesting matching funds for IMPACT, it was determined that the approved budget for the 2011-12 PY under-funded this line item by a small amount. For the last four or five years TJMC has dedicated one-half of one percent of the total TJMC budget for this line item account. In the 2011-12 PY budget, IMPACT was \$155.75 short of that percentage amount. Being able to declare a dedicated percentage of our budget in addition to a dollar amount on the application strengthens the request during the grant funding process.

Motion:

The TJMC-UU Board of Trustees shall approve moving an additional sum of \$155.75 into the IMPACT line item account for the 2011-12 PY budget effective immediately, in order to bring the total dedicated amount to \$2,823.75, which equals one half of one percent of the total TJMC budget.

Respectfully submitted,
Jean Shepard

Policy Manual Update

Background:

As the governance model shifts to meet the needs of the church, the membership of the various councils, committees, groups, and task forces change. With those changes comes a need to edit the Diagram of Church Governance, which is created by the VP once or twice a year.

Finance Committee:

Background:

The TJMC-UU Board of Trustees is ultimately responsible for the financial health of the church. However, the Board depends heavily on both the Treasurer and the Finance Committee for both management of and advice about money and budget matters. The Finance Committee is very instrumental in the development of the budget which the Board recommends to the congregation each year.

The present governance structure has the Finance Committee report to the Administrative Council, which then reports to the Board. Having the Finance Committee present at Administrative Council meetings is often very beneficial when decisions are made about buildings, grounds, and other large expenditures.

However, sometimes the requirement of having the Finance Committee report first to the Administrative Council delays non-council related actions and decisions. Also, this requirement sometimes unfairly adds to the responsibility of the Treasurer, who sits on the Finance Committee as a non-voting member.

Resolution:

The Finance Committee shall be considered a Board Committee, reporting directly to the Board. But a representative of the Finance Committee will continue to attend the Administrative Council meetings both as a voting member and in an advisory role.

Request submitted by Jean Shepard on behalf of the Administrative Council and the Finance Committee.

Finance Policies

Background:

The following policies have been recommended by the Finance Committee. All policies have been approved by the Administrative Council. Some minor edits have been made to the original recommendations.

Motion:

It is moved that the following policies be adopted for the TJMC-UU Policy Manual.

A. New Policy

(Perhaps this policy should be inserted at number 4, which would be re-titled to "Money Handling and Check Writing Authority." Current policy V.A.4 would be re-numbered to V.A.4.b and this new policy would become V.A.4.a)

Individuals with primary responsibility for the church finances and/or who handle significant amounts of church money and/or who have check-writing or signature authority in any accounts connected to this Church shall be subject to a (criminal) background check. At a minimum, those individuals shall include the Treasurer, the Controller or Assistant Treasurer, the Scrip Manager, Endowment Money Manager, the weekly bank depositors, the authorized check signers, and the Chairs of the Endowment and Finance Committees. The report summaries shall be sent to the Minister only if action is required.

B. Policy V.A. 7. b. (new wording)

Unconditional non-monetary gifts valued up to \$500, excluding yard sale and auction items, may be accepted by the Minister, Director of Religious Education (DRE) or President. Yard sale and auction items may be accepted by any member of the yard sale committee or auction committee. Unconditional non-monetary gifts with a value of greater than \$500 must be approved by the Board of Directors, upon recommendation of the Finance Committee. The Board or the Finance Committee may refuse to accept any tendered gift that is unsuitable, impractical, or not consistent with principles or purposes of TJMC Unitarian Universalist Church. Restricted gifts must receive Board approval prior to acceptance.

C. Policy V.A.4 (new wording)

TJMC check-writing will be done by the Controller, reconciling the bank accounts will be done by the Treasurer, and check-signing authority will be vested in the Board President, the Chair of the Finance Committee, and the immediate Past-President.

Request submitted by Jean Shepard on behalf of the Administrative Council and the Finance Committee.

TJMC – UU Board Goals 2011-2012

In addition to performing the standard duties as described by Article V.4 of the bylaws, the Board working in conjunction with existing councils, committees and staff, will lead where necessary, and support when appropriate the following goals for the year 2011-2012:

Continued from 2010-2011

1. Define a common mission for the TJMC-UU congregation by *May 2012*.
2. *Complete* a 6 – Year Buildings and Grounds Plan for approval by the congregation by *May 2012*.
3. *Continue* to support efforts to enhance the effectiveness and transparency of church governance and leadership development processes.
4. *Continue* to support the development and introduction of a robust stewardship program that significantly enhances the financial and non-financial vitality of the church and its congregation.

New for 2011-12

5. Complete a review of current and future staffing needs. Specifically hire a permanent DOM and new Controller.

Key specific actions for each include:

1. Mission
 - Review current and past activities *as part of September 10th “Cultivating Connections” conference to determine common themes.*
 - *Co-Sponsor with LD an all-church conference “Cultivating Connections” on Sept. 10th, 2011 aimed at strengthening connections and encouraging participation in leadership positions.*
 - Provide opportunities for the congregation to give feedback on the written mission statement towards further clarification. (ex: online blog, hallway bulletin board, congregational conversation)
 - Develop a task force (of 3-5 people) to gather information towards writing a mission statement (as a reflection of the themes found).
 - Vote on the mission as reflected in the mission statement at the May 2012 congregational meeting.
 - The Board will continue to hold the longer/larger range vision and to keep the mission front and center.
2. Buildings and Grounds Plan
 - *Complete feedback from Councils/Committees/Staff on current study by October 2011*
 - *Develop congregational survey for completion prior to end 2011*
 - *Review feedback and present findings at May 2012 Congregational Meeting.*
 - *Complete short term projects identified within current study.*
3. Governance and Leadership
 - *Integrate approved congregational covenant into the fabric of congregational life.*
 - *Through the Councils, complete the update of our By-Laws, Policies and Procedures for approval at the May 2012 congregational meeting.*
 - *Complete a formal evaluation of the Council system as part of an overall review of the current organizational structure as begun in 2009-10 and with the objective of clarifying the roles of various groups and activities.*

- Eliminate groups and activities for which there isn't congregational energy as shown through involvement (with the exception of governance as required).
- Train and support leaders of groups (including the Board).
- Develop a leadership succession plan.
- *Continue steps to strengthen Board visibility and accessibility to the congregation:*
 - Post photographs of the Board on the bulletin board.
 - Board representation at each Sunday Service
 - Board wears special nametags.
 - Board members host "open conversations" in sanctuary between services
 - "Public Comment" will remain on the agenda of monthly Board meetings.
 - Board members serve as liaisons to the councils and other selected committees or task forces.
- Post the Diagram of Church Governance on the bulletin board in the main hallway.
- Post the minutes for the four or more Council Chairs meetings on the bulletin board.
- Continue monthly VP reports to the Board.
- Each Council Chair, except LFD, will write an article for the Monthly bulletin.
- RE Director will continue monthly articles on Lifespan Faith Development program.
- Strengthen the Board members' cohesiveness and working relationships, including the holding of quarterly social gatherings – Aug; Nov; Feb; June
- Better utilize the new church data base –Create a task force to:
 - Define the needs of the various councils, committees, staff and the Board.
 - Increase understanding of the data base capabilities.
 - Determine responsibilities for data input, data sorting, data printing.
 - Determine a process for making data requests.

4. Stewardship

- Support the work of the Stewardship Committee and their recommendations to the Board
- *Appoint co-chairs for the 2012-2013 Canvass by October, 2011 and develop a "Stewardship Campaign" that will achieve financial goals.*
- *Increase by 10% the number of members who make a contribution of record each year, and increase overall pledge amount by 5% versus 2011.*
- *Vote on policy to limit the holding of a chair of a committee or council to 3 or 4 years.*

- Support the efforts of the Community Life Council and the Stewardship Committee in their efforts to strengthen engagement in congregational life by a greater percentage of our members:
5. Staffing
- Complete 3 – phase process to hire a permanent DOM by May, 2012.
 - Complete review of Bookkeeping and General Accounting needs prior to hiring new Controller.
 - Complete review of current and future staffing needs by May 2012, and including recommendation on outsourcing and volunteer responsibilities versus those of staff.