

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES MEETING
November 21st, 2011

In Attendance: Bob Kiefer, Dorothy Schafer, Walt Megonigal, Adam Slate, Heather Garrett, Jean Shepard, Doug Webbink, Jen Lucas, Ian Sole, Leia Durland-Jones, Erik Wikstrom, George Jones, Sharon Baiocco, Dan Grogan, Don Landis, Amy Wissekerke

Agenda

I. Opening

1. Opening words (Don)
2. Check-in (optional)
3. Acceptance of Agenda: **The agenda was accepted, with one change.** The discussion of adding Jamie McReynolds (Church Controller) to the roster of people with power to sign checks will be added to New Business. **This motion was approved by the board.**
4. Public Comment: No public comment was made.

II. Reports

1. President's Report (Ian)
2. Vice President's Report (Jean)
3. Treasurer's Report (Doug)
4. Minister's Report (Erik)
5. Board Liaison Reports (submitted in writing)
6. Membership Report (submitted in writing)

III. Consent Agenda /Electronic Motions

1. Music Task Force survey time-restriction waiver request
The Board voted electronically and passed a resolution to waive the time restriction found in Policy IV.B.2 on the posting of a church-wide survey for the new Music Task Force. This action allows the group to move forward quickly on their gathering of information regarding the redefinition of the music program at TJMC for the coming program year.
2. Because Jim Souder is not now and has not been Chair of the TJMC Buildings Committee, we request that the Wells Fargo Bank cancel the TJMC credit card issued in the name of Jim Souder.
All items on the consent agenda were approved by the board.

IV. Old Business

1. Canvass Update
Adam Slate came to discuss the canvass. Tom Colbert will be Adam's co-chair for this year's canvass. Tom is the CFO at the Blue Ridge School, and is used to fundraising and managing financial concerns. This year's drive is expected to have a shorter time frame, wrapping up in March 2012. Adam believes in setting high expectations for participation and pledge goals. Adam and Tom will be keeping language simple (e.g., using the term "Pledge Drive" rather than "Canvass") and inspirational. They would like to do things more efficiently and hence, more successfully. It will be important to have representation

from the Board (Don Landis plans to do this), Membership, Communications, and Stewardship Committees.

His approach will include 4 simple steps:

1. Plan (recruit committee members and volunteers for specific jobs, the communications plan, and for making materials such as hand-outs)
2. Educate/Advocate (advertise, pre-canvass pledging by board members, etc.)
3. Ask: Adam plans to contact people using the phone, using volunteers in a phone bank. Perhaps some church members would donate food for phoning events to make it more enjoyable for volunteers.
4. Measure: How will the success of the drive be measured?

Calendar: Adam expects to work with Erik and the Worship Weavers to determine a kickoff date, based on our expected wrap-up at the end of March. He is hoping the full drive will take 6 weeks.

Feb. 12: (Sunday) Possible Kickoff

Feb. 25 (Saturday evening): Auction. Look for some sort of tie-in/celebration

Mar. 24 (Saturday evening): End-of-Pledge Drive Celebration

Issues to Develop:

-Theme: Adam mentioned using the idea of “Cultivating Connections.” He is hoping to have some kind of catchy theme that will turn heads.

-Pre-campaign “canvass”: Adam has talked about using phone banks in advance of the canvass to inform new members about what a canvass is and what is expected. For long-time members, another set of phone calls would be made to cultivate deeper connections, asking questions about their perception of the church, what needs they might have, etc. This second set of phone calls would not explicitly mention the Pledge Drive.

-Written communication/message: The type of brochure or other materials that will be implemented is yet to be decided.

-Closing celebration: Adam feels that if we’re going to have a celebration, it should be a good celebration!

Adam and Tom can be reached at pledgedrive@uucharlottesville.org.

2. Discuss Edgewood Lane windows, cost issues.

The new doors have been purchased and are in Summit House, and needed to be moved before we host PACEM. Four Board members took care of this after the meeting. Jean believes someone from the Board will need to directly ask a church member to stain the doors.

3. Database Group Report. Donna Baker is not present, so this item will be discussed at a later date.

4. Discussion of the Welcome Script (Erik).

The Welcome Script has been written and is now being used at the beginning of the service by Board members. It has been challenging to figure out a way to combine participation and quality, as the Welcome sets the tone for the entire service. Having the Board do the welcome allows us to have a representative of the church congregation welcome the congregation. In particular, there is no “WE welcome YOU” wording, as

this would generate an “us vs. them” paradigm. Erik feels the new welcome is working well. Jean mentioned that some members have voiced an appreciation for the new welcome, and that we no longer make announcements. Amy will send out a new sign-up list for upcoming services. Jean requested that the copy in the pulpit be in a large font.

V. New Business

1. Green Sanctuary Report (15 min)

Sharon Baiocco offered an Action Plan (attached) and showed a video report which can be uploaded to our church web site. For the Green Sanctuary Application to the UUA, Sharon needs to know if the Green Sanctuary movement has had an impact on the congregation. Dan made the point that it is hard to quantify the changes made in members of the congregation, but that we should remember how our church’s young people are affected and educated, and the way that effect is multiplied over time. Sharon asked the Board members to fill out the evaluation and put it in her mailbox (see attachments). Sharon Baiocco is asking for the Green Sanctuary application to be put on the agenda for the January congregational meeting with the Board’s recommendation to submit the application. Sharon will draft a motion and present it to the Board at the December meeting. This motion will be for the Board’s vote of recommendation on the Consent Agenda. Then the congregation will vote in January. The Board accepts the Green Sanctuary Report.

Currently our goal is to reduce energy usage by 7% every year. John Semmelhack says we have cut our energy use by 15% since 2008, which is an improvement even if it is not 7% a year.

Some of the Board members voted for the sustainability covenant in 2010.

Once we are accredited as a Green Sanctuary, the work will continue.

2. Personnel Manual – Dorothy Schaefer and Walt Megonigal represented the Personnel Committee. They presented the new manual and answered questions about it. This document represents the Personnel Committee’s best thinking, and has been amended and reviewed by the lawyer hired by our church.

This current manual corrects three major areas of concern in the former manual. Formerly, the language was vague, the church was not adequately protected in terms of grievances and the processes for dealing with grievances, and there were points in our document that were not consistent with Virginia labor laws. The revision strategy was to address those areas and have a labor attorney evaluate the document. In general, the major changes involve updating the language regarding labor law, discipline, sexual harassment, and COBRA (continuation of benefits). The document is written for staff/employees, so language related to the operations of the personnel committee were removed. Information Technology (IT) changes were also included. The effort was to give the church maximum flexibility regarding personnel issues, to deal with personnel-related issues efficiently, effectively, and compassionately, and to update labor law issues.

Jean asked a question about the administrative year vs. the fiscal year. It was suggested that the church year/administrative year/fiscal year all be the same. Staff will look at this more closely to see if this adjustment can be made, making sure there is no penalty to staff members in terms of leave accruals once that change is made.

Doug asked about the language in the manual relating to dismissal for “any reason or no reason.” Walt explained that this manual informs the employee that s/he is employed “at will,” as this might not be understood without this wording. Without that wording, the old manual implied a contractual agreement that might nullify Virginia’s at-will employment policy.

Doug also clarified that there is a normal progressive discipline policy, though the employee can still be fired without cause.

Errors made in checks should still be addressed in writing for documentation purposes, to the minister and the controller/payroll administrator.

Leia asked about the change from “Letters of Agreement” to “Offer Letter.” Erik clarified that the “offer letter” puts things in place for forward movement. Walt replied that it is not a contract between the church and the employee, it is an offer from the church for the employee to come to work, at will, thus the change in wording.

A reference to the paid holiday for Lee/Jackson/King Day will be changed; employees will have a paid holiday on Martin Luther King, Jr. Day, and not Lee/Jackson Day. There is no longer a Lee/Jackson/King Day in Virginia.

A motion was made to approve the manual while reserving the ability to make some minor technical changes (including but not limited to changing the word “termination” to “discharge” or “dismissal,” correcting typos, and clarifying the status of the administrative vs. fiscal year). The finalized document would then be effective December 1st, 2011. **The motion was approved by the Board. The Board expressed gratitude and appreciation to the members of the Personnel Committee for their hard work on this endeavor.**

3. January Congregational Meeting

The Board is in agreement that the January Congregational Meeting will take place Jan. 29, 2012. Thus, any bylaws changes must be presented by the January 16, 2012 Board meeting.

4. Controller Check Signing

A motion was made for the controller (Jamie McReynolds) to be authorized to sign checks (up to the amount of \$1,000) in emergency situations when others with authorized check-signing privileges are not available. In these cases, the checks would be validated within 5 working days by one of the other authorized signatories (the President, Past President and the Finance Committee Chair). Authorization can be electronic.

This motion was approved.

Ian moved that the rest of the agenda items be moved until next month as the meeting had run too late. This motion was approved.

These include:

1. Facilities Planning Report: This will be tabled until December.
2. Other Task Force Reporting – Music/Staff.
3. Link to SE District newsletter on TJMC web site.

Ian has been receiving communications from Annette Marquis at SE District UUA. They are full of interesting information and ideas. It was suggested that in order to share this information with others, a link might be posted on the church web site so this news may be accessible to all those who may be interested.

VI. Closing Activities

1. Process evaluation

With contributions from our Pledge Drive Chair (Adam Slate), discussion of the Green Sanctuary application with Sharon Baiocco, and discussion of the new Personnel Manual with Dorothy Schafer and Walt Megonigal, it was felt that many highly important matters were discussed tonight, and now in a position to move forward. These were big accomplishments for our church community!

2. What do we need to communicate to others?

Jean and Ian will ask someone to stain the Edgewood Lane doors.

Amy will send out a sign-up calendar for Board Representatives at services.

When the minutes are disbursed, Amy will remind Board members to submit their Green Sanctuary Evaluations to Sharon Baiocco.

3. Closing words (Don)

4. Adjournment

Attachments:

President's Report

Vice President's Report

Minister's Report

Treasurer's Report

Membership Report

Liaison Reports

Consent Agenda Items

Green Sanctuary Evaluation

Green Sanctuary Action Plan

2011-12 Board Goals

Upcoming Dates

December 5th Exec meeting

December 19th Board meeting - **Opening/Closing Words – Dan; Snacks – Doug**

Previous Agenda Items Awaiting Feedback (Requested date if known)

Consensus document on endowment funds – including Abrahamse music fund.

Music Task Force on music program (January 2012)

Staffing Needs Task Force – January 2012

Guidelines for voting by delegates at District & GA meetings (December 2011)

Bellair CSA/Policy for use of property by For-Profit Organizations

Database Group Report

Future Board meetings

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

Long Range Planning (Ian)

January 29, 2012 Congregational Meeting – Draft Agenda

Green Sanctuary Application – Approval of Report

Facilities Tour and Discussion
First Reading of Changes to the Bylaws
Brief Report from the Treasurer on the state of church finances
Confirm Amy Wissekerke as new Board member.

Attachments

President's Report

1. Music Task Force.

Team has met.

2. Staffing needs team

Team has met and established several tasks for each member including interviews with staff and review of organizational charts from UUA.

3. Facilities Planning Task Force

Team will present status to the Board at Nov 21st Board meeting

4. Composting

Concern expressed regards policy on composting, particularly of food left-over from kitchen.

Vice President's Report/Councils Report

Councils generally report "business as usual" in their respective areas of responsibility.

1. Administrative Council is beginning to discuss and possibly work on policy related to use of TJMC space for local food vendors, in addition to the regular (and on-going) business of buildings.

2. Community Life Council has begun setting the example of dedicating a portion of its bulletin board in the main hallway for "Want Adds." Here is where committees and groups from this council will describe specific opportunities, in the hope that some of the vacancies will be attractive to new volunteers. There is also a new spot on the board for church members to post their business cards for all to read and patronize.

3. Lifespan Faith Development reports that very strong beginning of the program year. All programs for children and youth report good enrollment and excellent adult leadership. Adult Faith Development reports and increase in the number of courses offered and states that classes seem especially well received this year, with many new participants.

4. Social Action Council postponed their meeting until next month. They report that Social Action Collections have been strong.

5. Worship Council has not yet determined a meeting date.

At least three of the Council Chairs have stated they would like help to find co-chairs very soon this program year in order to pass the leadership for next year. In fact, there is a possibility that all five councils will need new leaders next year. All suggestions and support will be appreciated.

When the Council Chairs met late last month, we were honored to be asked to "brain-storm" about the Council Structure with our guests Ian Sole (Board President) and Jean Sorrells-Jones (Chair of the Leadership Development Committee) – Conversation included thoughts about the following:

- a. What is working
- b. Criteria for "committees" and "groups"

c. Role of the Board vs. the Councils

d. Leadership succession

No conclusions or decisions were formalized. This session was intended for a meeting of the minds and for information gathering. Ian and Jean SJ requested that this conversation be continued at a later date.

It seems important for the full board membership to know that not everyone is happy with the status quo. Here are some highlights of that discussion. The following comments and questions raised are listed in random order:

- There are too many committees.
- Do we need councils?
- The Council structure was meant to allow the board to do “big picture” work.
- Before we had councils, the Board used to have to do everything.
- Have to give monetary authority to the top volunteers.
- The Board has the ultimate authority and the Councils help do the work.
- Losing some of the councils would “bring the church to its knees.”
- Need to figure out how to eliminate some of the red tape so stuff can get done.
- Want to know the Long Range plans for TJMC.
- Three years of interim ministers has been an issue; but now is the time to refocus on long range planning.
- The new Facilities Planning Task Force is working on a long-range plan of facilities as related to staffing and programs.
- The Board has recently also established a new Task Force to look at staffing needs now and in the immediate future.
- Are all councils equal?
- What is the purpose of each council?
- When staff is affiliated with a council, the council seems redundant and only generates more minutes.
- Ideally each council would include staff leadership. But we don’t have staffing at this time to work in the areas of community life, administration, or social outreach.
- The Long Range Plan has to have teeth. Leadership turns over and plans get dropped.
- Big ideas have to be grounded in the congregation. Need to have majority buy-in.
- The Board needs to lead the congregation in determining what is important in Social Action, instead of having lots of single-person or very small-group initiatives.
- Board Liaisons are a communication tool for both the Board and the councils/committees.
- Strict hierarchy is not a good way to operate. It will turn folk away from participation.
- Although lots of opinions have been expressed, it is important to let the Board be a board.

-Jean Shepard

Treasurer’s Report

Attached are the spreadsheets in both Excel and Adobe Reader format for the October Financial Report.

I am very grateful that Jamie McReynolds has agreed to take on the job of acting or temporary Controller.

The attached spreadsheets should be considered preliminary and subject to revision. In particular, the October scrip purchases and inventory changes have not yet been entered because Jamie discovered some inconsistencies in our balance sheet scrip records.

Also, thanks to the efforts of Bob Kiefer, there have been some changes and improvements in the format of the balance sheet. In particular, the balance sheet now lists as current assets just the money available in the operating fund cash account and in the Wells Fargo Bank Money Market Account. The operating fund cash account represents the amount of money in the Wells Fargo Checking Account minus any outstanding checks. Thus, the number \$206,508 represents the total amount of money available in the combined church bank accounts.

The balance sheet now also lists as current liabilities all the line items that were previously shown as current assets. This change was made because the items in those accounts all actually represent dollar obligations owed or earmarked for some particular church function or item. This balance sheet is still a work in progress because ultimately the lines related to scrip purchases and sales need to be simplified.

Among other things, the Balance sheet shows that the money in the Public Radio Fund increased by \$950 to \$1,245 and that we have now received \$4,000 in future year (FY 2012-2013) pledges. With respect to the income statement, after four months or 33% of the fiscal year, we have received total revenues of \$238,896 which represents 42% of the revenue budgeted for the year. That is about 1% more than we had received in the first four months last year.

Our current year pledge receipts after four months is \$152,810, which equals 37% of the amount budgeted for the year. However, this is about 14% less than our pledge receipts in the same period last year. After four months, we have also received 76% of the amount budgeted for the year for unpledged donations, which is about 78% more than the amount received in the same period last year. Also, it should be noted that our Community Outreach or Social Action Collections are nearly twice as large this year as last year.

After four months our total expenses were \$198,727, which represents 35% of our annual budgeted expenses. This is about 30% more than we had spent in the same time period last year. For the four months combined, our revenues exceeded expenses by \$40,169. This is slightly less than one half the net income we had at the same period last year. For just the month of October, revenue exceeded expenses by \$8,652.

Based on a comparison of our revenues and our expenses in this year compared to last year, it might appear that we are not in as good financial shape this year as last year. However, a significant portion of this difference can be explained by the fact that we redeemed a \$20,000 member bond during the summer, whereas in past years we redeemed member bonds significantly later in the year.

At this point we continue to appear to be in good financial shape. However, we will want to watch carefully our pledge receipts and our overall expenditures in the next few months to determine our continuing financial position.

-Doug Webbink, Treasurer (November 13, 2011)

Liaison Reports

Personnel Committee

An update to the Personnel Policy Manual has been the focus of this group's work thus far this fall.

-Jen Lucas

Music Task Force

- Members present : Bev Theirwechter, Bob Gross, Marlene Jones, Carol Saliba, Erik Wikstrom & Heather Garrett. 2 members were absent.
- Decided to wait to choose a chair until next meeting so that all members could have a chance to give input.
- Timeline - goal is to have data compiled by the end of January 2012.
 1. Start by holding congregational conversations on 11/13, 11/16 & 11/17 to get initial ideas about what may be included on the survey.
 2. Create survey which will be available on-line as well as in paper copy form.
- Next meeting scheduled for 11/22/11.
- Submitted request to the board to waive the requirement for 2 two month turnaround for church survey requests so that the process could be expedited.

-Heather Garrett, Music Task Force liaison

Endowment Committee

Did not meet in the last month and does not plan to meet again until December or January.

Finance Committee - met on November 9.

- * A member of the Committee will contact our church insurance company to discuss whether any future modifications of our insurance policy coverage would be necessary or desirable.
- * The Committee agreed that before we consider doing an audit or review of the church books, the new Temporary Controller should be given several months to become familiar with the existing accounting process and to suggest possible modifications.
- * The Committee decided that additional time was needed for consideration and review of possible recommended changes in the church's fund raising policies, particular concerning profit making organizations.
- * The Committee will be sending a recommendation to the Board that a petty cash account of \$200 be established and maintained in the church safe in order to make emergency cash payments.
- * The Committee will be sending a recommendation to the Board to give the Controller the ability to sign checks of a limited amount (up to \$1,000) in an emergency after obtaining written (typically e-mail) approval from one of the regular authorized check signers (the President, Past President or Finance Committee Chair). This emergency signature authority would be used only

in situations in which none of the regular signers is available and there is an immediate need to obtain a signed check.

- The next meeting is scheduled for December 14.

-Doug Webbink

Worship Council

The Worship Council continues to provide meaningful worship experiences at TJMC. However, the full council has not yet convened. Reverend Erik is in regular contact and planning-mode with all of the Worship Weavers. He anticipates time with the rest of the council (various worship group leaders and the folks who assist in the operations on Sunday mornings) within the next few months.

-Jean Shepard

Leadership Development

The Leadership Development Committee is working with Erik on the November 20 service. "Our" part of the theme focuses on identifying one's gifts. We will be asking those who attend to turn in a small survey asking them to outline their gifts that might be of service to the church. We will also use this time to identify the positions that will be open at the end of the year. We will use this information to help identify people who are willing to step up at this time and in the near future. The committee is holding firm in their role as "recruiters" for elected positions only, although we will be forwarding likely candidates to Council Chairs for other open positions.

In the spring we will be hosting two workshops from Harvest the Power - Leading Through Times of Distress and Adaptive Leadership. We will host a third workshop in April on Succession Planning, Mentoring, teaching (name TBD) based on the format of Harvest the Power but utilizing TJMC specific information and needs.

-Donna Baker

Community Life

Main topic: a thorough presentation by the Green Sanctuary committee in quest of it's certification by UUA.

CL Council agreed to institute a bulletin board "who are we" to promote services and goods by members and to gain insight about others' worklife. It would also feature leadership openings at TJMC, e.g. ,co-chair of Community Life.

I briefly floated the possibility of trying flexible seating instead of first six pews (3 x 2) to make the front of Sanctuary more flexible. Folks liked the notion but wanted more details.

-Dan Grogan

Lifespan Faith Development Council Report

The response has been wonderful to the eighteen fall semester offerings of the Adult Faith Development Program. The AFD Committee is currently seeking course proposals for the Winter/Spring semester that begins at the end of January 2012. Deadline for course proposals is November 30, 2011.

Our congregation's Youth Programs (6th-12th grades) is thriving with strong leadership from dedicated volunteers. Our Neighboring Faiths students have visited both Yogaville and Congregation Beth Israel and are just beginning their unit on Christianity. This class also enjoyed a pizza lunch with Rev. Erik. Our 7th & 8th grade "Riddle & Mystery" class is having a great fun with Pam Philips and Jamie McReynolds as their advisors. This class tackles big theological questions each week but the best part seems to be the "WCUU Newscast"—a video recording that the youth make each week as part of the lesson. Our 8th & 9th grade OWL program

is meeting Sunday afternoons at church from 4-6 PM and continues to be a tremendously important component of our congregation's ministry to youth. We have two senior high youth groups this year. Our 10th grade youth group has been exploring a variety of topics including: how mass media distorts healthy body image, apple picking, beading, Palestinian/Israeli youth relations, and senior high OWL sessions. This group also enjoyed a Halloween themed lock-in (replete with costumes and scary movies.) Our 11th & 12th grade youth group has been busy with

several social action initiatives (reverse trick-or-treating in the social hall and soliciting funds and goods for the Interfaith Humanitarian Sanctum's meal packet project.) The youth have attended worship together in the sanctuary several times and also had a conversation about white privilege/racism. This group also enjoyed a late night at church making apple pies and engaging in deep conversation with one another. They will be cooking [and possibly] serving at the Soup Kitchen on November 20.

Our thematic ministry practice has had the most direct impact on our Children's Religious Education program. It is a joy to have the worship themes match the themes being explored in our children's programming. Our Director of Religious Education has been using UUA Tapestry of Faith Curriculum and adapting and editing them to meet our thematic needs. Our "studio style" RE programming for 1st-5th grades continues to be well received by the children, their parents and the volunteer teachers (leaders) and guides. An ongoing difficulty, which seems exaggerated this year, is finding non-parents or parents of grown children to volunteer to work with the children's program. This lack of non-parent volunteers appears across the children's program. We have had difficulty finding short term volunteers (4 weeks as a UU Stars volunteer) as well as volunteers for longer term commitments (twice a month with the 2 year-olds through Kindergarten classes.) The stress of finding enough volunteers is draining. On a brighter note, Children's Worship continues to be a highlight as are our "one room school house" days such as our All Souls Day celebration (Oct. 30.)

The Lifespan Faith Development Council sponsored Oktoberfest--a roaring success. Plans for the all church holiday party are underway (December 17.) The Council is talking about sponsoring a gathering for church families with children of special needs. In addition, the Youth

Programs Committee will be offering through Adult Faith Development a program for parents of emerging middle school youth to help parents prepare for the parenting of a teen.

Written by Leia Durland-Jones, DRE
Submitted by Don Landis

Communications Committee

Quick review: Communications Goals

1. Make the website a must-visit source of information
2. concentrate on having our communications transmit the spiritual nature of our church
3. eliminate redundancies
4. separate "news" from "nuts and bolts" content
5. **Underlying goal for the year:** look at everything we do through the lens of "does it contribute to increasing our connections to each other and to the church?"

Addressing points 1, 3, and 4: Erik would like to work with anyone interested in better utilization of the website. In addition to the mechanics of the website, this includes some research on what else might be possible, tweaks to the site organization, overcoming resistance of those who don't currently use it, tweaking other channels of communication to make web use easier and the first choice. The plan is to dream of the website we want to have and mobilize resources to get it.

Addressing the spiritual nature of our communications as well as the connectivity, Erik and I talked about what I think is a slight variation to the "Reflections" blog-type material we discussed at the summit. It's a document/vehicle/container that would support the monthly themes and would be both large enough and versatile enough to encompass what's happening in RE classes, what's happening in the Sanctuary, our reflections on this, and activities at church which are related. It starts with what we are already doing (monthly conversation on the theme for the next month, RE lesson plans, thematic sermons/services, comments on Facebook) and puts them in one place. We would start with a "think about it" piece in advance of the monthly discussion (open to all, also provides teacher training for RE studio leaders). During the month, people would have opportunities to give us their reflections, artwork, essays on the theme. At the end of the month, we would have a kind of journal/scrapbook of the theme. We would be publishing limited copies of this as a snapshot of our church, helpful for newcomers and hopefully for the rest of the congregation as well.

This is like the Reflections blog (which Pam agreed to moderate initially) but is confined to one theme monthly. This gives it some extra structure, which we thought could be useful as we move into exploring very new territory (inviting everyone to have their say). One advantage I see is that if we start out with some content generated by our professional staff (the services, the RE content), there's something there and something to react to, so participation might be a little easier.

Erik and I agreed that we'd want more input before implementing something like this.

Volunteers would be necessary for this endeavor.

Lynn also had ideas to share later regarding ways to move toward the web and away from print, lessen redundancies, and make room for the monthly journal.

-Adapted from Lynn Heath's email

-Submitted by Paul Fritz

Consent Agenda/Electronic Motions

1. Music Task Force survey expedition request

Background:

It has come to our attention that the current policy about church-wide surveys (see below) is restrictive and will hinder the work of the Music Task Force. The Music Task Force was asked to involve the congregation in multiple ways for input about the future music program at TJMC. Following the gathering of information, they are charge with developing a description of what "music" might feel like next program year (and beyond) and to then help Personnel Committee design a new job description for the Director of Music at TJMC. A new search for a DOM is expected this spring.

Rationale:

Because the policy states that there should be a two month turn-around between the time the request is made and the survey goes out, the Music Task force will not be able to completely meet its charge in a timely way. If the survey results are not available until January or February, the whole process may need to be truncated as the need for an employee search begins in the spring.

Motion:

"It is moved that the Board pass a resolution to waive the time restriction found in Policy IV.B.2 on the posting of a church-wide survey for the new Music Task Force. This action would allow the group to move forward quickly on their gathering of information regarding the redefinition of the music program at TJMC for the coming program year."

This motion was approved electronically, 11/10/2011.

Green Sanctuary Evaluation

Program Goals:

- Build awareness of the significance and complexity of environmental issues.
- Encourage personal lifestyle changes.
- Engage in community action on environmental issues.
- Strengthen the connection between spiritual practice and Earth consciousness.
- Work to heal environmental injustices.

Program Evaluation Questions:

- **Have you attended any Green Sanctuary events or participated in any programs during the past two years?** Y _____ N _____
- **If so, which?**

Earth Day Services _____

Environmental Action Videos _____

Mother Earth Brunch _____

Mini-Green Workshops _____

Earth Friendly Fridays _____

Local, Organic Potlucks _____

RE Earth Stewardship Lessons _____

“I Love Mountains” Quilt _____

Adult Faith Development Courses _____

Green Sanctuary E-List _____

Environmental Justice Letter

Writing, Testifying, Advocacy,

Demonstrations _____

Mountaintop Removal WV Site Tour _____

Vigil for the People and Mountains of

Appalachia _____

Tour of TJMC Sacred Trees _____

Carpooling Challenge Sundays _____

Farm Tours Environment _____

Borrowed book or video from Green

• Lending Library

- What do you believe has been the **most important benefit** our congregation has gained as result of our participation in the Green Sanctuary program?
- What has been **the most difficult or challenging aspect** of the program for our congregation to achieve?
- Have you been able to discern **positive changes in our congregation’s culture** as a result of the Green Sanctuary activities? Y _____ N _____

If so, what are they?



TJMC UU Green Sanctuary ACTION PLAN

Final Report

2010 - 2011

Worship and Celebration Projects We Offered

Worship Services

- "Our Sacred Trees," Earth Day, April 2010 (offered twice)
- "Healing the Gulf," July 2010
- Two Interfaith Vigils for the People and Mountains of Appalachia services, Oct. 2010 & 2011
- "What's the Story of Your Food?" Mother's Day, May 2011 (offered twice)

Celebrations

- Mother Earth Brunch, May 2011 -- (250)
- Recognition of TJMC "Eco-Heroes" during services (2)
- A new ritual lighting of a green candle "to hold our hopes for peace and for the planet that we share" every Sunday
- Dedication of the TJMC Green Sanctuary Arboretum, Nov. 2011

Religious Education Projects We Offered

Mini-Green Workshops & Earth Friendly Fridays Presentations

- "Composting with Earth Worms," with Worm Crusader Jan. 2010 (20)
- Blogger Sharon Astyk, "Climate Change and the Economic Crisis," Sept. 2010 (30)
- "Transition Cities," January 2011 (25)
- "Zero Garbage Challenge," April 2011 (35)

Children's Religious Education Programming

- Stars Studios month-long unit on Earth Stewardship, Stewardship Project (1st-5th grades) which included four studios (drama/movement, story, arts, cooking) for each group. Topics were Rachel Carson, Jacques Cousteau, and Quality Community Council Urban Farm.
- What is Mountaintop Removal? talk to "Coming of Age" class
- "Why I Love Mountains" Quilt Fall 2010
- "Trees" field lesson with Jenny Gaden and tree "scavenger hunt" April 2011

Adult Faith Development Courses (An Extra Project)

- "Building Community Resilience To Climate Change, Peak Oil, And No Growth Economy," (10). Two workshops were open to all members of the congregation -- "Rainwater Harvesting" and "Weatherizing Your Home." Oct. 2010
- "A World of Health Connecting people, Place and Planet" Northwest Earth Institute Course -- in partnership with the Sierra Club. (10) Feb/Mar 2011.

Environmental Justice Projects

"Go Tell it on the Mountain," Advocated to End Mountaintop Removal (MTR)

- Attended a Stream Saver state bill Senate hearing in Richmond along with Appalachian Voices, opponents of mountaintop removal coal mining. (5) Two of us testified, January 2010.
- Traveled to Kayford Mtn. to be witnesses to MTR and to meet activists and UUs in West Virginia. (10) June 2010
- Held two Sunday evening vigils for the Mountains and People of Appalachia (60)
- Presented talks and sermons on MTR to the Congregation of the Peninsula, April 2010, St. Paul's Episcopal Feb. 13, and UU Congregation of Williamsburg in April 2011.
- Created Interfaith Green Network e-list and Eco-justice e-list for Charlottesville.
- Invited to speak at the Green Sanctuary session at General Assembly in June 2011 and included in *UU World's* story about anti-MTR activism.

Tree Stewardship

- Offered a joint sermon with the minister, "Our Sacred Trees," followed by a tour of our trees
- Identified and publicized the trees on our grounds, including those that are memorials to various people living or dead.
- RE children learned about our trees.
- Created a guide with map of trees on our grounds.
- Scheduled a tree tour and dedication of our Green Sanctuary Arboretum, fall 2011.

Environmental Advocacy (An Extra Project)

- Began advocacy by joining a national grassroots movement sponsored by the Sierra Club, "Green Energy Works" and partnered with Green Corps. (January 2010)
 - Attended a Clean Energy Forum where we trained to be better citizen lobbyists. (6)
 - The Rev. Dr. Morris Hudgins joined select religious leaders from across the Commonwealth inviting other faith leaders to urge the Senate to pass federal climate change legislation.
 - Collected signatures in support of the energy legislation and mailed them to our senators and congressman.
 - Attended Virginia Conservation Network Lobby Day in Richmond. (3)
 - The congregation participated in a photo for 350.org's "Day of Climate Action, 2010." (70)
-

- Demonstrated against MTR before the shareholders' meeting of Dominion Power in Charlottesville (1)
- Met with aides of U.S. Sens. Webb and Warner in Richmond to educate them about MTR from our perspective (3)
- Incubated and host for the formation of a Charlottesville Transition Towns group. (16)
- Published letters to the editor of our local paper (3).
- Maintain an active e-mail list (39) and campaign to write letters and influence lawmakers both locally and nationally on behalf of environmental issues

Sustainable Living Projects

Weatherization, Energy, and Conservation Upgrades for Our Buildings

- Set goal for energy conservation and reviewing our energy bills to see whether we met our 7% reduction goal.
- Sealed overhead lights in the sanctuary.
- Converted overhead lighting in the Social Hall and Parlor to dimmable CFLs, and ceiling fans were installed in the Social Hall.
- Purchased and installed new LED EXIT signs and a new exterior door to the Parlor, and sealed all eight fireplaces in Summit House against air leaks.
- Summit House was treated for mildew and mold. The crawl space was completely sealed to the upper floor with foam insulation, sprayed for mold at a cost of over \$11,300.
- Purchased and installed energy-efficient light fixtures for sanctuary basement.
- Purchased and installed Insulating shades for the ramp windows between the Sanctuary and the Social Hall.
- Entered the LEAP Clean Energy Makeover Non-Profit Challenge Contest. We had 25 registrations and came in second.
- The church contracted with Dixon Trash Disposal AT NO COST to haul our trash and recyclables to Van Der Linde Recycling Center in Fluvanna County, where their Green Machine employs "single-stream" recycling, recovering over 90% of it."
- New insulated doors and windows are ordered for Edgewood Lane sanctuary entrance.

Sustainability Policy for our Church

- Board Covenant approved June 2010.
- Discussions initiated with key councils and committees, Fall 2011.

Car-Pooling Plan for TJMC Sunday Services

- Drew up maps and initiated carpooling sign-ups.
 - Held four Carpool Challenge Sundays, one in spring and three in the fall. 50 Members participated in the fall. A drawing was held each time, with more than 30 prizes awarded.
-

"Ethical Eating" Initiative: We Offered:

- Mother's Day Mother Earth Brunch -- to educate cooks and diners about choices of local, organic, and non-factory farm raised meats. We made and served over 250 brunches.
- Supported UUpitties' program, "Preserving the Harvest," fall 2011, speaker about how to save and store local, fresh food. (20)
- Tour of Bellair Farm CSA, Gardening, and Lunch -- October 2011 with an introduction to GA Statement of Conscience on Ethical Eating
- Purchased food compost receptacle to be introduced for the kitchen, and new outside compost bins have been completed. Education regarding composting continues.

Additional

Green Lending Library and Film Series We Offered:

- "Food Inc.," shown during 2010 Social Action Film Series
- "Full Signal" offered in February 2011
- "Blue Gold: Water Wars" in April 2011
- Purchased four new videos, storage trays, etc. for materials.

Green Outings & Socials

- Quality Community Council's Urban Farm Tour completed the RE children's cloth bag project..
- Sponsored a committee Wearin' O the Green party with Green Corps at Grady's Irish Pub on St. Patrick's Day 2010.
- Held a Mother Earth Brunch on Mother's Day. We fed over 250 people with local, fresh foods between and after services. Sides were donated. (15)
- "Cover Crops in the Garden" video offered with a local, organic potluck July 2011, in partnership with Transition Charlottesville/Albemarle. (35)

** Numbers in parentheses indicates approximate numbers attending

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.