

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES MARCH MEETING
March 25, 2014

DRAFT MINUTES

TJMC Covenant Statement

In order to create the beloved community we all desire for ourselves, we, the Congregation of Thomas Jefferson Memorial Church Unitarian Universalist covenant to:

Communicate with compassion and respect, especially when we disagree
Celebrate diversity and nurture our inclusivity,
Promote social justice within our congregation and the larger community,
Generously support the ministries of the church with time, money and
enthusiasm, and
Lovingly call each other back into covenant when we have fallen short.

Board Goals 2014-15

1. Facilitate the implementation of the Strategic Plan.
 - a) Create and task an Information and Communication Task Force.
 - b) Create and task a Governance Task Force.
 - c) Create and task a Campus Maintenance Plan Task Force.
 - d) Support the development of a Capital Plan.
 - e) Support the Facilities Plan as adopted by the congregation.
 - f) Adopt Disaster Preparedness Plan.

Board Members Present: Jamie McReynolds – Treasurer, Kathy Philhour, Ann Salamini – Secretary, Sally Taylor – President, Amy Wissekerke – Past President, Marlene Jones, Amy Davis, Erik Wikstrom – ex officio, Laura Horn – President Elect, Ian Sole

Board Members Absent: Breck Gastinger, Bev Thierwechter – Vice President, Walt Megonigal, Leia Durland-Jones – ex officio

Guests In Attendance: Trish Schechtman

I. Opening--(15 minutes total) Opening/Closing Words (Ian), Snacks (Ian), Time Keeper (Amy W.), and Process Review (All)

1. Opening words – Ian
2. Check-in
3. Acceptance of Agenda

MOTION: Accept the Agenda.
Unanimously approved.

4. Public Comment –
5. Correspondence –

II. Reports (attached)

1. President's Report (written) – Sally Taylor
2. Vice President's Report (written) – Bev Thierwechter
3. Treasurer's Report (written) – Jamie McReynolds
4. Secretary's Report (written) – Ann Salamini
5. Minister's Report (written) – Erik Wikstrom
Erik will be away April 6-11, taking his boys to Williamsburg over their semester break.
6. Director of Faith Development Report (written) – Leia Durland-Jones
7. Director of Administration and Finance Report (written) – Trish Schechtman
8. Membership Report (written) —Sally Taylor
9. Board Liaison Reports (written) –

III. Consent Agenda/Electronic Motions:

1. **MOTION:** Approve Maggie Ober and Stephanie Lowenhaupt for Personnel Committee.

2. **MOTION**: Give DAF permission to contract a payroll company to process payroll bi-weekly including paying state and federal payroll taxes, as well as preparing and sending employee W-2s at year end. The Finance Committee understands that there is room in the budget to complete this process as long as the service doesn't exceed \$2000 in a calendar year.

3. **MOTION**: Approve the February 2015 draft minutes.

MOTION: Approve the Consent Agenda.

Discussion – Pull the payroll company motion and place under budget priority discussion.

MOTION: Approve the amended Consent Agenda.

Unanimously approved.

IV. Old Business

1. Endowment Committee recommendation to send TJMC General Endowment Funds to UUA Common Endowment Fund – Walt (5 min)

TJMC Endowment Management Recommendation, March 2015

The Endowment Committee has recommended that the TJMC Board of Trustees vote to send \$200,000 of the TJMC General Endowment Fund to the UUA's UU Common Endowment Fund to be managed by them. The \$200,000 amount is recommended because that is the amount which allows us to maintain proper allocation and diversification of the remaining funds, inclusive of the \$56,000 in bonds. We would expect to transfer 20% of the remainder each year over the next 5 years as the \$56,000 is paid down.

Here is the history behind that recommendation.

In July, 2014 a group of stakeholders in the TJMC endowment and investment management program, including the current members of the Endowment Committee, attended a meeting facilitated by Sally Taylor and Amy Wissekerke to discuss the options available to the congregation for effective endowment management. At that meeting it was agreed that the endowment had been well managed over the years. However, a number of factors suggested to the group that an alternative method of management of the fund would be advantageous:

- The current approach (essentially self-managed with a volunteer committee) is highly dependent on recruiting a small number of volunteer experts. This is a BOARD appointed committee and therefore the recruitment of these members is a Board responsibility and it has difficult to recruit these volunteers.
- The current portfolio is not socially screened and it is the opinion of the Endowment Committee that doing so under the current model not be possible.

- The endowment has a significant portion of its assets in TJMC bonds (15%) and the restricted funds (Cheetham, Abrahamse, and Bristol) are 100% invested in TJMC bonds. The non-restricted portion of the endowment owns \$56,000 in church bonds. We cannot transfer these bonds to the UU Common Endowment Fund.

Among the options considered was the possibility of commingling the TJMC endowment assets with those of the UUA through the UU Common Endowment Fund, a fund managed by the UUA. The group consensus was that aligning TJMC's endowment with the UUA UUCEF offered a number of benefits: Professional management; Investment's that are consistent with UU values; Commitment of the UUA to divest its UUA Common Endowment fund portfolio of oil/energy company holdings; Lower complexity; Less reliance on a difficult to staff committee; Flexibility to reconsider in the future should our or their circumstances change.

One complexity does exist with this option, however. That complexity is the inability to transfer the TJMC bonds to the UUCEF. The bonds would need to be repaid. Of the \$125,000 in TJMC bonds outstanding, approximately \$56,000 are held by the general endowment. The remaining \$69,000 are held by the restricted funds. Last fall the board agreed to repay the \$56,000 over the next five years by using the allowed percentage of endowment earnings (between \$10,000-\$15,000 per year) to pay down this debt. This makes endowment earnings unavailable for other allowable uses for the next five years.

In November, 2014 the Congregation passed a public witness statement directing the TJMC Endowment Committee to divest its portfolio of holdings from oil and energy companies in a timely manner. This parallels a similar resolution passed during General Assembly for the UUA's UU Common Endowment fund. There was no discussion at that congregational meeting of the consequences to the management of our endowment by the adoption of this public witness statement, but the Endowment Committee has made it clear that divestment of these investments is a costly and time consuming process and beyond the scope of a volunteer committee hence would require hiring a local firm to manage the endowment if it were to remain locally controlled. They recommend instead that we send \$200,000 of the available non-restricted funds to the UUA's UU Common Endowment Fund to be managed there for us. There would, of course, be costs involved.

Passage of this motion will NOT mean the dissolution of the Endowment Committee. Management of the restricted funds and the remainder of the common fund including the bonds will continue to be under the control of the Endowment Committee. It is hoped that some committee of the church, either the Endowment Committee or the Stewardship Committee, will assume the responsibility to educate the congregation about the need for donations to our Endowment Fund

and the uses made of the profits from the fund.

I urge the Board to vote to approve the recommendation of the TJMC Endowment Committee to send \$200,000 of the TJMC General Endowment fund to the UUA's UU Common Endowment Fund.

Sally Taylor, President, TJMC Board of Trustees

MOTION: Approve the Endowment Committee recommendation to transfer \$200,000 from TJMC General Endowment to the UUA Common Endowment Fund for management.

Unanimously approved.

2. Pledge Drive final report – Kate Fraleigh (5 min)

As of today, there are 262 pledges for \$409,698 plus \$3500 in matching funds (offered for one Sunday only) for a total of \$413,198. Fifty friends and 351 members pledged. Total membership is 439, counting 14 youth members.

The last two years have shown lost pledges very nearly equaling new pledges. Our newly developed pledge tracking system endeavors to identify the reasons for changes in individual pledges. Over time this may reveal trends or needs to be addressed.

This year we made an effort to have face-to-face canvassing and phone banks, where individuals canvassed friends and acquaintances in the church. This approach should be expanded next year, moving toward a personal visit with each member of the church. Another possibility is to move toward year round pledging.

The “How To Run a Pledge Drive” report developed by Sheri Edgecomb last year will be expanded with this year's learnings.

3. Presentation of gift to Kate Fraleigh in appreciation of her efforts as Pledge chair. (5 min)

The Board presented a card and chalice reminiscent of this year's pledge logo to Kate in appreciation for her hard work and leadership in this year's pledge drive.

4. Main church boiler / HVAC update – Trish (15 min)

Facilities Task Force, Colonial Webb and John Semmelhack have had quite a discussion about the state of the main boiler and what to do about it. Colonial Webb is experienced with servicing the boilers at UVA and currently have the maintenance contract with TJMC. Facilities feels a second opinion would be helpful. We are currently in an information gathering phase. The main boiler will probably not last five years and is not running efficiently. The Jefferson Foyer, sanctuary and parlor are the only areas heated by the boiler. Heat distribution throughout the church is poor and varies widely. A temporary

fix is possible if the boiler goes, but needs to be planned for.

Discussion – How much will a second opinion cost? The quote requires a service call and about 8 hours to conduct the tests. It would likely cost \$1000-1500.

Facilities needs guidance on where the money should come from. The Treasurer suggests that it be considered part of the capital cost of the project.

MOTION: Authorize the DAF to spend up to \$1200 for a second opinion report on the boiler / HVAC system.

Unanimously approved.

Discussion – We should appoint an ad hoc committee/team to look at the report and bring a recommendation to the Board. Sally is organizing a Campus Management Committee to prioritize big projects and make lists of recurring maintenance/inspection needs on annual and multi year schedules. She also imagines them taking on the parking lot and maintenance items such as painting the sanctuary windows. It sounds like this task would suit them.

MOTION: Add 5 more minutes to this item.

Unanimously approved.

Finding funds for this project must be studied right away.

- Targeted fundraising drive (for instance, ask 60 families to give \$1000 each)
- We shouldn't use reserves.
- There is consistent advice from fundraisers to avoid serial fund drives, especially when there is the potential for additional fund drives.
- We should consult with fundraising experts rather than asking the Board to come up with something. A responsible Board should have their eyes many years in the future rather than this close in.
- Facilities Task Force recognizes an elephant in the room: will the Board ask that money for the boiler come from UHouse funds?
- We could sell member bonds. That's what we did for the last boiler.
- This question should be added to a future agenda.

5. Report from DAF Search Committee and vote on proposed DAF candidate – Kathy (20 min)

This committee worked fast and furiously and kept great records. The group was focused from the start, meeting four times. A total of 44 candidates were considered, six being interviewed intensively. The final three candidates met with Sally – Board President, Erik – lead minister, Leia - DFD, and Kathy – search committee chair. Erik and Leia made the final choice of Christina Rivera.

Ms. Rivera lives in Staunton with her husband and twin boys, is the

Director of Religious Education at the Waynesboro UU Fellowship, is a member of the UUA Board as a lay leader bringing the youth voice to the table. She has her own consulting business in California and is the secretary of Board of Trustees of the Waynesboro UU Fellowship. She will start as DAF on April 20 and will overlap with Trish for training.

Lynn Heath has created two discs to archive the search process. One documents all the candidates and interview notes. The other documents the process: job description, advertising – including what was most effective. Only \$280 was spent of the \$1000 budget for the search.

MOTION: Hire Christina Rivera as DAF subject to background check.

Discussion – This hire fits into the triune model remarkably well, just as we hoped in our discussion of this model. In the first DAF search, Trish was clearly to best qualified candidate. In this search, all three final candidates would have fit into the model very well.

Unanimously approved.

BREAK

6. Pulse Survey update – Laura (5 min)

We have 197 respondents so far. The survey will close on Monday, March 30. The survey team will meet Tuesday to begin work on our report to the congregation and the Board. The survey has run pretty smoothly. Each time a reminder was issued, more responses came in.

The numerical tabulations will be released to the congregation as soon as they are put into a meaningful form. The final report to the Board, summarizing and interpreting the numbers with the benefit of the textual input, will be presented at the May Board meeting.

7. Facilities update and possible approval of architect for Lower Hall renovation – Ian (10 min)

Facilities Task Force (FTF) has reviewed two architects for the Lower Hall renovation and recommends hiring Chuck Dickey. A background check has been conducted. It is understood that the contract has a ceiling of \$15-16,000.

MOTION: Approve the hiring of Chuck Dickey for up to \$16,000 for the Lower Hall renovation.

Unanimously approved.

To date, Facilities has:

- Gathered input from staff
- Selected an architect
- Reviewed the Colonial Webb HVAC proposal with John Semmelhack
- Gotten total cost estimate for installation of the elevator

The installation cost is higher than anticipated, though it may include some work which duplicated elsewhere in the renovation budget. To better track costs, Facilities decided to have all of the priority projects costed in the same manner. Then total costs should be accurately reflected and decisions can be made accordingly.

Facilities had a walk through of the project with Tom Elliott, representing the city. He made very helpful comments and feels the project is in line with city codes, etc.

The next step is to bring the general contractor and architect together for design and costing of the renovation. It seems unlikely that we will be able to order the elevator on schedule after all the extra costing is done. However, Facilities feels it is best to have all the numbers assembled before ordering the elevator. Thus the Lower Hall renovation will not be completed before the school year starts in the Fall. The elevator shaft is expected to be in place this summer, leaving finishing touches which can perhaps be completed by working around the RE schedule in the Fall. Leia is aware of the potential shift in plans and is preparing to accommodate whatever happens.

V. New Business

1. Board budget priorities for Finance Committee – Jamie (20 min)

Jamie provided these notes in explanation of the initial proposed 2015-16 Budget. Based on updated numbers for pledge totals, rentals and scrip sales, the decrease in total revenue is closer to \$23,000. Changes on the expense side leave about a \$35,000 deficit to be managed.

Discussion - Additional fundraising opportunities may be necessary. If this Spring's auction raises more than budgeted, the excess could be shifted into reserves to be used in 2016. The Board may need to hold a meeting specifically to discuss the budget in a more focused way. We can't generate meaningful directives and priorities to the Finance Committee in a twenty minute discussion tonight.

The Board will hold a budget meeting on April 1 at 6:30PM. The Presidents and staff will create an agenda for the meeting at their regular meeting on March 30th. The new DAF will be invited to attend the budget meeting.

MOTION: Table discussion of hiring a payroll firm until the April 1st meeting.
Unanimously approved.

FY 2015/16 Draft Budget Notes

March 17, 2015

Revenues –

- \$410,000 pledge drive results
- \$2,000 increase in rentals – realistic?
- \$8,000 less in fundraising due to no yard sale
- \$2,000 increase in grocery scrip profit – is this realistic?
- \$15,000 endowment draw used to pay down Summit House bonds
- Decrease in total revenue of \$18,825

Expenses –

- Personnel costs
 - Impact of triune model – similar benefits for minister/DFD/DAF?
 - All staff moves to silver level as of Jan 1
 - New DAF not eligible for pension until May 2016
 - Secretary health benefits – likelihood of enrollment?
- Worship council
 - \$1,000 increase in music budget
 - Additional \$600 request for music budget
- Lifespan Faith Development
 - RE/Childcare – needs Leia’s input
 - Young Adult Ministry - \$930 increase
- Community Life Council
 - Communications/Web - \$1,125 for web hosting & Wordpress upgrade
 - Web hosting previously charged to computer maint?
- Social Justice Council
 - Amount for IMPACT correct?
- GIFT/Denominational dues – increase to 3% = \$1,875
- Building & grounds – one-time expenditures for capital improve., new alarm panel, facilities planning
- Office & operations
 - One-time technology upgrade
 - Payroll service = \$2,000
- Debt reduction
 - \$15,000 reduction in Summit House bonds
 - Lower interest expense
- Increase in total expenses of \$5,827
- Net deficit of \$26,942

2. Review of correspondence in Closed Session – Sally (5 min)

MOTION: Go into closed session.

Unanimously approved.

MOTION: Leave closed session.

Unanimously approved.

Summary – Two letters were received and discussed. Both correspondents requested that the letters not be reported in the minutes.

VI. Closing Activities (10 minutes)

1. Process Review (all):

- It's a positive step to have the "parking lot" for items that need discussion at a later date.
- This was a tiring, but not stressful, meeting.
- The correspondence at the end of the meeting was unsettling. There is no sense of closure.
- It will be good to continue a conversation on how to fund the boiler.
- Sally wants to send a thank you to each member of the DAF Search Committee on behalf of the Board.

2. Things to Communicate/Do—

Sally – send the offer letter and policy manual to the new DAF tomorrow

Ann – alert Board to extra meeting on budget, April 1, 6:30PM and ask office to put date in church email and order of service

Sally – inform new DAF of this meeting

3. Closing words – Ian

Parking Lot –

- Consider how to raise money to pay for boiler.
- The HVAC report suggests \$15,000 to repair/replace the upstairs boiler in addition to the \$60,000 for the main boiler.
- Need capital campaign consultation.

Upcoming Dates

- April 1, 2015 – Extra Board meeting to discuss the budget
- April 8, 2015 – Exec meeting
- April 18, 2015 – Spring Auction
- April 22, 2015 – Board meeting
- May 4, 2015 - Social Justice Council
- May 31, 2015 – Congregational Meeting
- June 9, 2015 – Community Life Council

Previous Agenda Items Awaiting Feedback (Requested date if known)

Future Topics for Board Meetings

- Consider how to pay for the boiler
- Emergency preparedness plan – May?
- Proposed changes to Short Term Public Witness process – Social Justice
- Refine and adopt the former electronic voting protocol – April?
- Stewardship report – The shape of Endowment / Stewardship after funds are sent to UUA for management. – April
- Campus Maintenance Plan
- Capital Expenditures Budget
- Budget calendar
- Discussion of 501c3 designation for church

President's Report

March, 2015 President's Report

I would like to report that the belated Christmas gifts to staff members were, indeed, distributed and we have received thank you notes from Trish and Wendy to prove it!

The DAF Search Committee has completed its search process. We had many well qualified candidates for the position and I am confident that we will be well served by the new DAF. Trish will be on a vacation trip to Thailand for the first two weeks of April but will be back in the office training the new DAF beginning April 15. Her very last day will be May 2, but I hope that she will return for the Congregational Meeting on May 31 to receive thanks from the congregation and be part of the ceremony to install the new DAF.

Consideration of whether or not the DAF should be included in the ex-officio members of the Board of Trustees will be discussed by the Board By-Laws subcommittee. If it is recommended, it would involve an addition to the bylaws and it should be included in the discussion by the congregation of the triad model

of leadership which was approved by the Board in January.

I have been working on the revision of the letter of agreement with the Lead Minister. It will be in the same format as the letters for the DFD and the new DAF and will include appended documents with the job description (written by Erik!) and the benefits package.

It has been a treat to work with Kate Fraleigh on the Pledge Drive this year. Her energy and positive focus have helped create the community building atmosphere that is essential for a successful pledge drive. I am grateful for this opportunity to work with her and hope that there will be similar experiences in our futures.

The two ongoing policy changes, Social Justice Council's recommended changes in the Short term public witness process and the Finance Committee's recommendations about fundraising efforts, are working their way through approval by the councils. The Community Life Council has proposed changes to the Tabling policy for the Social Hall and that will begin its journey through our approval process before all three end up on a future board agenda.

I have received a notice that our webmaster, Chip Bumgartner, may be leaving Charlottesville. This means that the Communications Task Force will be addressing the issues surrounding the website sooner rather than later. It is anticipated that we will probably need to hire a consultant to help with its redesign and that this might involve expenses between \$5000-\$7500.

I urge every board member to participate in some way in the Spring Auction on April 18. It will be a major fundraiser for the 2014/2015 church year and it should be fun as well.

I received an email from Gayle Floyd, a longtime congregant, expressing her concern about newcomers failing to connect with the church community. I would love to share her letter and her concerns with you. It will be available at the meeting if you would like to see it.

Respectfully submitted, Sally Taylor

Vice President's Report

March 17, 2015

Assessment Forms and Assessment Process. Before the end of February, PC members finished updating evaluation forms for all seven TJMC staff and forwarded them to the triune. In line with the assessment process approved by the Board, Personnel will assist in coordinating with the various persons whose input is to be requested for the assessments of the triune members. It is our understanding that the triune will do assessments of staff they supervise and then turn to triune assessments. Personnel is waiting to hear when triune assessments

will take place, so that input from others can be collected in a timely manner and incorporated into the final assessments. Assessments are planned for the March timeframe.

DAF Search Committee. The Search Committee has finished the first round of interviews, involving six well qualified candidates, and recommended three candidates for a second round of interviews with the triune, Kathy Philhour and Sally Taylor. References were checked before the second interviews took place. The second round of interviews occurred on Monday, March 16th. After the top candidate is chosen, that person will meet with the DAF and the Treasurer to discuss important specifics of the job. This process is on track to recommend a candidate for approval of the Board at the March Board meeting. Assuming the recommended candidate is approved by the Board, a background check will be completed. **Note that the motion should be drafted to specify that approval is subject to a successful background check.** The Search Committee is also compiling a complete record of the search, which will be stored on a disk, for future reference and information for future TJMC searches. This group has done a really fantastic job!

Kathy Philhour will be providing a summary of the Search process at the March Board meeting and will also provide a profile of the candidate recommended for Board approval.

Preparation for DAF departure. Trish, Sue Hess and I continue to meet on personnel issues, as we have in recent months. We will develop a list of items to be done before Trish leaves, including an exit interview and written recommendations to help TJMC and the new DAF transition into the job.

Transition to new DAF. Of course, there is a lot to do to support a new hire at TJMC. Trish has commented on how well a transition support group aided her during the first weeks and months of the job. At Trish's recommendation and Sally's request, we have formed a small group to help support the new DAF, as that person becomes acclimated to this position. The new group consists of Dawn Dirks from Personnel Committee, Rosalie Simari from Finance Committee and myself. Along with Trish, we will try to make the transition as smooth and helpful as we can.

Budget recommendations: Assuming that our pledge drive total is about the same as last year (or a bit less) and that the triune recommends the status quo for staff budget-wise, the Personnel Committee will have no specific budget recommendations, except to support the staff in its recommendation for a status quo or "no change" budget for personnel.

Offer Letter. In recent discussions at Board meetings, we have used various terminology for the employment agreements that TJMC has with staff. Some clarification would be helpful, so that we can all be on the same page moving forward. The minister's employment letter has been called a contract or a letter of agreement, and the staff letters have been called contracts, letters of agreement and offer letters. According to the employment lawyer who worked with Personnel Committee to revise the TJMC Personnel Policy Manual, the correct terminology is "Offer Letter". This is because in the state of Virginia (called an "at-will State, for employment purposes), any employment agreement/letter is technically an "offer" that can be revised or cancelled at any time (and can be done verbally without written documentation), however unlikely that may be. This is clearly stated in each Offer Letter, as follows:

"We look forward to your continued employment with the Church. However, we recognize that you retain the option, as does the Church, of ending your employment with the Church at any time, with or without notice and with or without cause. As such, your employment with the Church is at-will and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time."

Another important point: Offer letters do not have to be updated for every change in the terms of employment, including compensation or benefits. Clearly, there should be documentation for the record, but it does not have to include updates to the offer letter. That said, for the benefit of staff and for clarity's sake, it is desirable to document major changes in employment terms in offer letters and/or enclosures.

TJMC Policy Proposals. Community Life Council has approved some guidelines on tabling at coffee hour, as well as the proposed short-term public witness policy. The Council had questions about the fundraising policy and will be asking for clarification and will reconsider at the next Council meeting. I will ask for clarification on how the tabling guidelines fit with existing policy language and facilitate getting answers on fundraising questions. In the meantime, I'll coordinate with Social Justice Council to check on comments they may have on fundraising and provide the tabling policy to that Council.

TJMC Annual Reports. It is about time to start requesting annual reports from the various committees and groups, so that this compilation is completed in advance of the May congregational meeting.

Treasurer's Report

TJMCCU Treasurer's Report February 2015

Summary

Eight months into our church year, we have revenues of \$358,894 and expenses of \$334,923 for a surplus of \$23,971. Our revenues are 68% or two-thirds of the full-year budget, as we would expect, two-thirds of the way through our year. Expenses are 63% of our full-year budget.

Revenues

Overall YTD revenues of \$358,894 are only \$2,685 lower than the same period last year, which included \$7,225 in rents for the Mollie Michie Preschool and U-House.

- Combined Fair share gifts were \$43,819 for the month and \$313,229 for YTD. Combined Fair Share Gifts are \$4,280 more than the same eight months last year.
- Fundraising income is \$12,813 YTD, 56% of our full-year budget. We raised \$8,896 from the yard sale and received a \$2,500 rebate from our Wells Fargo credit card purchases. This year we raised \$454 from the Fall Festival, so we will be relying on the Spring Auction to raise the remaining \$10,000 of our fund-raising revenue.

Expenses

Overall YTD expenses of \$334,923 are \$13,268 or 4% higher than YTD last year expenses of \$320,015.

- Worship & pastoral care YTD expenses are on budget at 66%
- Lifespan Faith Development YTD expenses are slightly below budget at 64%.
- Community Life and Outreach YTD expenses are 53% of budget.
- Operations and Administration YTD expenses are 63% of budget
 - Church electricity is 87% of budget, \$610 higher than last YTD
 - Cleaning service is 76% of budget and includes the cost of stripping and waxing the floors, which we have put off for the past three years
 - Computer maintenance is 83% of budget
 - Postage is 101% of budget

Balance Sheet

- Our bank account balances total \$659,331 including the net proceeds of \$486,329 from sale of U-House.

- Construction in progress spending of \$15,982 represents the cost of separating the electric service for the parking lot next to U-House, structural and air quality reports, and payments to Martin Horn for Summit House repairs.
- Our general endowment fund has a balance of \$374,235 as of December 31, 2014, and our restricted endowment funds total \$68,279.

Secretary's Report

Secretary's Report
March 2015

Following a discussion at Exec about agendas wandering off topic, you will find a new item in the agenda: Parking Lot. When new ideas are raised in Board discussions which are outside the scope of the topic under discussion, these ideas can be listed in the Parking Lot area. That way they won't be lost, but also will not derail the timing of the agenda. The Board as a whole will decide if ideas in the Parking Lot merit inclusion as a future agenda item.

I request that any handouts at the Board meeting be submitted to the Secretary for inclusion in minutes and supporting documents. Likewise, if your verbal presentation is taken from extensive notes, and especially if your delivery is very efficient, I would appreciate receiving a copy of your text/notes to insure that my reporting does your report justice.

When possible, all materials submitted to the Secretary should be in an easily formatable context such as .doc. PDFs and Power Points may be necessary, but anything which should go into the body of the minutes needs to be submitted in a form I can easily work with.

And may I add that I mostly like being Secretary very much.
Respectfully submitted,
Ann Salamini

Lead Minister's Report

Report to the Board – March, 2015
Lead Minister

I want to begin with a personal reflection. My head and my heart are quite full these days. In preparation for sermons this month I began by reading Mark Morrison-Reed's book *The Selma Awakening: How the Civil Rights Movement Tested and Changed Unitarian Universalism*. I then read Richard Leonard's *Call to Selma: eighteen days of witness*. Between these two books I was immersed in vivid descriptions of the way(s) the civil rights movement manifested in Selma,

Alabama 50 years ago. Both books focus on how Unitarian Universalists participated, and those stories are extremely impressive. Mark's book, though, also tells many of the stories of how we had *failed* to show up in the decades before, and how we lost touch with what we'd learned there in the years afterward.

And, then, in preparation for next month's visit by author Henry Weincek I've been reading his book *The Master of the Mountain: Thomas Jefferson and His Slaves*. Much of the facts of this history I knew from the reading I did of Lucia Stanton's work when I first came here. Weincek's interpretive lens, however, makes observations that are new (and controversial, I would add) and reading this book right after reading those about Selma brings even greater emotional weight. So, as I've said, my heart is quite full.

I. Worship

The Worship Weavers' Guild has begun to encourage people to apply to be a Weaver next year. For a number of reasons we will only have two Weavers staying on and, so, are looking for four replacements. The formal application process will begin in August, yet we are already making both broadcast appeals as well as approaching individuals who might bring something to the Guild. The increased structure for our planning and training meetings that I've written about before seems to be working very well.

II. Faith Development

The Winter/Spring Adult Faith Development prospectus is now available, and there are some very exciting offerings. I am particularly excited to be offering a five-week course designed to help people engage with the religion(s) of their past – *Owning Your Religious Past*. There has been request for something like this. It'll be interesting to see what will come of it.

The Committee on the Ministry has been discussing the perspective that, truly, faith development (or spiritual development) is really the overarching purpose of the church. What would it mean to look at everything we do as encouraging and facilitating our members' growth? (I've explored some of these ideas with regards to leadership in *Serving With Grace*, but this conversation is taking that even more broadly – worship, social justice, etc. can all be seen as “subsets” of “faith development.” We'll continue to discuss this over the coming year, of course, and it seems to me that our doing so is one way of responding to our Strategic Plan's call for the deepening of our spiritual lives. At our March meeting we talked specifically about ways we might engage the congregation with the fol-

lowing kinds of questions: Has your experience at TJMC-UU changed you in any way(s)? Have you been challenged here? Has being part of this community helped you grow? Are you different in any way(s) now than when you first came here? We talked about encouraging Covenant Groups and, for instance, UUs-Guys to talk about this; to lift it up in a sermon; to open conversations about these questions on our blog and our FaceBook page.

I will note here that the vacancy that opened on the CoM with the departure of Bob Kiefer has now been filled. The next candidate on the Board's ranked list was Beth Jaeger-Landis, and she has enthusiastically agreed to serve. Our meeting in April will be her first.

III. Community Building

A great deal of time and energy has been invested in our search for the new Director of Administration and Finance. I have immense gratitude (and awe) for the Search Committee which sifted through a large pool of highly qualified candidates, narrowing the field down to three finalists any one of which could have filled the position quite well. Each had tremendous gifts and skill sets, and each would have taken this position (and our congregation) in exciting ways. Yet, as you can imagine, the gifts, the skill sets, and the directions they would have moved things were different with each. Leia and I are very excited with the final choice, and believe that it is ultimately the right one. It was not, however, by any stretch of the imagination, and easy one.

IV. Public Ministry

Work continues in this area on the efforts I've written about in the past. April will be a time in which we will have several opportunities to have a very public face with regards issues of racial disparities in Charlottesville (as well as the wider country). There is a good deal of work that has to go into making those events a success and, so, it could be said that my involvement in public ministry at this time is taking place less than publicly.

V. Initiatives

The group of people I'd written about last month who have expressed interest in working on issues of race within the TJMC community (and through TJMC into the wider community) has not, unfortunately, been able to meet together as I'd hoped. We have continued to have some email exchanges, but a full face-to-face gathering is still in the offing.

VI. Experimentation

Leia and I continue to experiment with ways that multigenerational worship can actually *be* truly multigenerational and not just “adult services with kids in the room” or “overly and painfully simplistic children’s worship that adults have to sit through.” Feedback continues to be encouraging of our efforts.

And Trish, Leia, and I continue to “live into” the experiment of the triune leadership model (as do we all, of course). What are the wider implications of this model? Where do its many ripples go? Bringing a new DAF into the mix will add a new (and I think really exciting) variable to the equation.

VII. Staff/Leadership/etc.

I’ve realized that I need another category for these reports – or, perhaps, suggestions on where and how to put things that don’t seem to fit under any of the others. This month I would note that I have been working to draft a new job description for the Lead Minister to go with the new Letter that is being drafted. These parallel tasks will continue to bring the three positions in the “triune” into greater alignment.

I would note, too, that it is my intention to have completed the annual assessments of the two staff people I supervise – Alex and Scott – before the end of the month.

One final thought – over the next week or so I will be posting links to many of the talks – speeches, sermons, etc. – that were offered as part of the Living Legacy Project conference at Selma earlier this month. I will be posting them on our church blog and making links to them on our FaceBook page. I *strongly* encourage you to watch as many of them as you can. This is a rare opportunity to be truly and deeply inspired.

Pax tecum, friends ...

Wik

Director of Faith Development’s Report

Report to the Board March 2015

Leia Durland-Jones, Director of Faith Development

March is a very busy time in the life of the church! Here’s a glimpse of what I’ve been focusing on:

Children's Programming Highlights:

The RE Committee made their selection for next year's curriculum offerings and also identified projected class groupings for the 2015-2016 church school year. We are feeling excited about the Tapestry of Faith curricula we will be using at TJMC next year including: Wonderful Welcome (K-1st grade), Faithful Journeys (2nd & 3rd grades) and Windows and Mirrors (4th & 5th grades.) We have not previously used any of these particular curricula in totality at TJMC and we are excited. Later this month, we will be learning about and celebrating Passover (on March 29) with leadership from Margo and Jeremy Gill. The Gills do a wonderful job of creating a children's Seder during the RE hour and the kids love it! Scott DeVeaux (with Nancy's assistance) is putting together a "pop-up" young children's choir this spring. We are hoping there will be enough participation for the children to sing during the multigenerational worship service on April 19.

Elaine Chapman, RE Committee Chair, has sorted through the packet of letters we received from our partner church in India. The letters are from young children, youth, young adults and adults and were brought to the USA for TJMC by individuals from India attending last year's General Assembly. Elaine is exploring how we might get our responses back to the people who wrote to us. We plan to have the children write letters/draw pictures during an RE class in April. The RE Committee welcomes participation in this effort from others in our church (young adults and adults.) The Committee is eagerly awaiting news about lower hall renovation plans so that we can figure out where the classes that currently use the lower hall can be held during the construction process. *Our Whole Lives* for Kindergarten/First Grade begins this month with leadership from Lara Gastinger, Amy Nash and Ellen Powell. Many thanks to these volunteers for teaching this important class.

Youth Programming Highlights:

Our 5th & 6th grade OWL class finishes up this month. It has been a great success thanks to Linda and Frank Dukes, Lucy Edwards and George Maris. This group will wind up the year with the remaining sessions from the *Jesus and His Kingdom of Equals* curriculum. Our 7th & 8th grade OWL group had a very successful field trip to Planned Parenthood this month. They continue to meet weekly from 4-6 PM on Sundays.

Our senior high youth groups (NGYG and YRUU) are engaged in important activities and discussions every week including the exploration of very powerful ethical dilemmas. We have twenty-eight youth and adults attending the service trip to Appalachia in June!

I am meeting on March 31 with all the youth advisors (5th-12th grade) to debrief this year's youth programming and talk about plans for next year.

Adult Programming Highlights:

The Spring AFD prospectus is out and registration for classes live. Please check the church website and participate in some of these fabulous offerings.

Our Women's Dream Quest at the end of February was wonderful! The feedback from participants was positive and enthusiastic. It takes a great deal of planning, effort and work to create this event and I am grateful to Patty Wallens, Callie Smith, Bonnie Hansen, Anita Holmes, Cindy Mick and Gail Esterman for their leadership and commitment. Our "Return to the Land of Soul" workshop (open to all genders) was powerful. I am proud that we offer these opportunities for such deep spiritual work and know that they are transformative for the participants and by extension our larger congregation—and beyond (think ripples in a pond.)

Worship

I'd like to suggest that when we reflect on what we've accomplished in our Strategic Plan that we consider Wednesday Worship as one of our "Vespers" services. These midweek, mid-day services are incredibly nourishing. It would be wonderful for more TJMCers (and others too!) to take advantage of this sacred pause. Maggie Ober, Cindy Mick and I share the leadership (alternating who leads each week) and the meditative time on the labyrinth, with the stacking stones, in the Remembrance Garden and in the Sanctuary is really an opportunity for spiritual deepening. I encourage you to join us—and to spread the word to others who might be interested. Our childrens' worship experience have been rich this month with time in the Sanctuary for the first part of the service on March 1 and our exploration of Melba Liston in Children's Worship on March 8. We will continue to explore our monthly ministry theme of "Bondage and Freedom" on March 22 and 29. Erik will be leading Children's Worship on March 29.

We received great feedback on our Multigenerational worship on March 15. People expressed appreciation for its diversity and breadth. It was a pleasure to co-create and lead this service with Erik and Mike.

Other

As I said at the beginning of this report, March is busy month! I am deeply appreciative for the Search Committee's work to find our new Director of Administration and Finance. The committee brought us truly outstanding candidates and conducted an excellent search in a very short timeframe.

And with the work of the Search Committee coming to a close, the reality of saying farewell to Trish is sinking in. We have started our goodbyes and there will be more of this in the coming month. I will miss working with Trish very much. She is an amazing human being and I feel lucky to have had the opportunity to call her a colleague and a friend.

Per the request of the Personnel Committee, I am currently in the process of meeting with Caroline Heins to complete her annual assessment.

My work with the LREDA Integrity Team continues through General Assembly in

June. We meet monthly via video conference and are working to create a workshop that we will offer to the LREDA Board at their pre-GA meeting.

TJMC hosted March's meeting of VACUUM (the Virginia Area Cluster of UU Ministers.) It was a team effort to host with Alex, Trish, Erik and myself providing breakfast items and lunch as well as logistical support for the day.

Lastly, I am not with you for this Board Meeting as I was asked to co-facilitate one of the UUA's Renaissance Modules which is a continuing education training for UU religious educators. I will be in Memphis co-leading the "Philosophy of Religious Education" module March 25-28.

Director of Administration and Finance's Report

DAF Report-
Board Book

March 2015

While this will not be my last board report- the 3/25 meeting will most likely be my last board meeting, I wanted to take a moment and thank you all for a great 2.5 years. I have learned a tremendous amount while I have been here- and there will be many skills I will take with me in my future endeavors. I also take with me a fuller heart after working and knowing you. Working with Leia and Erik has been for sure one of the highlights and I will for sure miss our meetings and collaborations. I hope this church and the surrounding community realizes the treasures they have with this staff.

HVAC UPDATE

There are many parts to my DAF report. Included you will find a detailed report from Colonial Webb regarding our current HVAC systems. Additionally you will find comments from John Semmelhack and the follow up from Colonial Webb. A decision about where we should go with the HVAC systems and how we are going to fund are very important issues that will need resolution sooner than later.

OUTSOURCING PAYROLL

You will also find a quote from ADP regarding Payroll Company to assist with payroll, federal employer tax, state employer tax and year end W-2's. It is the recommendation of the finance committee to accept this proposal and go with ADP for TJMC. It would be my recommendation that if the board agrees we go with ADP starting with the first payroll in May- the cost for the remainder of 2014-15 will be about \$550-\$600. For 2015-16 it will be about \$1600.

Finance

- Working with Treasurer and Finance Committee to put together Draft Budget for 2015-16
- Working with attorney to finalize our UUA loan pay off and make sure that Summit has clear title.
- Update Controller handbook for new hire.

Human Resources

- Staff Assessment plan is now the focus. Wendy Steeves scheduled for 3-27-15

Transition Plan

- Develop transition plan with Personnel Committee and training documents.

IT and Database Management

- We have officially switched to Comcast. Azure Server in the works for SAGE ensuring backups are successful. As well as providing a way for folks to access SAGE remotely if needed.
- Guest Computer with internet access set up in DOM office on 3rd floor
- Met with Communications Task force to provide recommendations on how to move forward with web site, electronic communications and a way that new communication upgrades can assist council, committees and groups.

Facilities Management

- Worked with facilities group to select architect for lower hall- Chuck Dickey
- Working with facilities group, Martin Horn, architect and town manager for over-view look of redevelopment for what we will need for permits etc. from city.
- Obtained quote for painting windows inside/sanctuary inside and out.
- Ordered replacement tile for social hall, kitchen, Jefferson Foyer and ramp. Work scheduled for April

Membership Report

TOTAL MEMBERSHIP as of January 31, 2015: 439 including 14 youth members

Add:

Tom Hansen, reactivate membership, Feb. 1, 2015 (March 20, 2001)

Marie Keese, reactivate membership, Feb. 2, 2015, conversation with a Membership Committee member

Susanne Russell, reactivate membership, Feb. 22, 2015, conversation with Membership Co-Chair

Drop:

Derecki, Noel, email to membership tracker, January, 2015, moving, archive

Finn-Derecki, Cathy, email to membership tracker, January, 2015, moving, archive

Garrett, Pamela, resigned to Pledge Drive caller, spring, 2014, Tracker notified 2/9/2015, archive

Battista, Helen, resigned to Pledge Drive contact, Feb. 25, 2015, archive

Grant, Roy, resigned to Pledge Drive contact, Feb. 25, 2015, archive

TOTAL MEMBERSHIP as of February 28, 2015: 437 members including 14 youth members

Sally Taylor

Membership Tracker for Membership Committee