

Thomas Jefferson Memorial Church
Unitarian Universalist
BOARD OF TRUSTEES SEPTEMBER MEETING
September 16, 2015

DRAFT BOARD 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: David Mick, Walt Megonigal, Katharine Maus, Erik Wikstrom – Ex Officio, Breck Gastinger, Sally Taylor – Past President, Anita Holmes, Amy Davis - Treasurer, Christina Rivera – Ex Officio, Ann Salamini - Secretary, Laura Horn - President, Leia Durland-Jones – Ex Officio

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Board Members Absent: Marlene Jones, Karen Ransom – President Elect.

Guests In Attendance: Jen Larimer, Stephanie Jones

I. Opening--(20 minutes total) Opening/Closing Words (Katharine), Snacks (Katharine), Time Keeper (Walt), and Process Review (All)

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

Requests were made:

- to move the Public Witness Policy discussion to the first order of business after Public Witness out of respect to our guest presenters
- to add to the Consent Agenda
 - approval of the Governance Task Force members
 - acceptance of David Mick as Board representative to the Personnel Committee
 - acceptance of Donna Redmond as member of the Leadership Development Committee
- to add 25 minutes to continue the discussion of Board priorities / goals started at the Board Retreat

MOTION: Accept the Agenda as amended.

Unanimously approved.

4. Public Comment –
5. Correspondence –

To: Laura Horn

September 1, 2015

It is with regret that I must withdraw from my participation on the Board. I was remiss in not taking this step earlier this spring at the end of my first tenure and for that I apologize. I have so enjoyed being a part of this wonderful group that it was hard for me to see the reality of our home situation. However, it is becoming abundantly clear that something will have to give. The demands of our family business are such that I must let something go. The coming year will be especially demanding as my daughter will be having a baby and will

have to suspend her duties which means that I will then step up and take over many of her work related activities. Please know that I support the work of the church and have felt so gratified being a part of the Board.

Kathy Philhour

II. Reports (attached)

1. President's Report (written) – Laura Horn
 2. Vice President's Report – position currently vacant
 3. Treasurer's Report – Amy Davis
No report this month.
 4. Minister's Report (written) – Erik Wikstrom
 5. Director of Faith Development Report (written) – Leia Durland-Jones
 6. Director of Administration and Finance Report (written) – Christina Rivera
 7. Membership Report (written) —Sally Taylor
 8. Board Liaison Reports –
Endowment Committee (written) – Walt Megonigal
Facilities – Christina Rivera
- Construction has begun. The Facilities group met and authorized a subset of members to select colors, trim, finishes, etc. The group discussed the audiovisual needs downstairs (projection versus flat screen) and made a plan to go with one flat screen in the smaller teen / youth / young adult room. The downstairs bathrooms have been made gender neutral, though this decision is subject to review.

III. Consent Agenda/Electronic Motions:

1. Appoint Breck Gastinger as Board liaison to Facilities.
2. Approve the following Governance Task Force members to join the

already approved co-chairs, Bev Thierwechter and Sally Taylor: Donna Baker, Lorie Craddock, Krystin Cooper Rines (researcher), Jamie McReynolds, Jean Sheppard (occasional consultant).

3. **MOTION**: Approve August 2015 draft Board minutes.

MOTION: Approve the Consent Agenda.

Unanimously approved.

Discussion of Board Goals – Laura (25 min)

Board members continued the discussion of this year's goals which was begun at the New Board Retreat. We narrowed a list of goals which will be wordsmithed by the Executive Committee and presented for a vote at the October meeting.

IV. Old Business

1. Public Witness Policy – Jen Larimer and Stephanie Jones (10 min)

The Social Justice Council (SJC) is a group within TJMC that coordinates and promotes programs that have a lasting influence on local, national and global programs that promote equity and end oppression, while also promoting individual and collective pursuit of spiritual growth, social justice and life long religious education and understanding. It is ably chaired by our guests, Jen Larimer and Stephanie Jones.

Initially the Public Witness Policy came up for review because the first request by Peace Action United Nations (PAUN) to host Boots on the Ground had to be denied because approval could not be given in the necessary time frame. The Board asked SJC to develop and propose an expedited public witness process for short term (not over 30 days in duration) actions. The current Short Term Public Witness Policy has been reviewed by Kate Fraleigh, Al Reynolds and Johanna Woodchild, all of whom are experienced in public witness and find the newest version very clear. Both Boots on the Ground and adding the date to the Marriage Rights banner have been approved under the new policy.

Discussion – How does this version vary from the previous one? Does the Board need to approve it? – The Short Term Public Witness Policy has been approved by the Board. This is a minor modification which requires the petition to collect the names of people

who oppose the action as well as those in favor.

What is the essence of this policy? – If someone wants to advance a short term public witness action through the congregation, this policy gives the procedure to gain approval from the SJC, the Board, and the congregation through congregational conversation and a petition.

MOTION: Approve the updated Short Term Public Witness Policy.

Unanimously approved.

Thanks for this clear presentation and for holding the work of social action for our congregation.

BREAK and GRATITUDE CARDS (20 min)

2. Vote on Spending priorities for the 2014-15 budget surplus – Amy and Christina (15 min)

The DAF (Director of Administration and Finance) has recommended the following use of the \$8500 budget surplus:

- 1.7% cost of living adjustment \$4420 (There has been no COLA increase across all staff in three years.)
- Restore professional expenses to 6.5% of salary \$3715 (These were cut from 10% to 5% in the DFD (Director of Faith Development) and Lead Minister packages. These staff use this money for sabbatical trainings and General Assembly, among other things.)
- Contract for Beloved Conversations program \$500 (This has already been paid. Additional expense will be paid at the time of the workshop.)

These additional ideas came from the floor:

- Make a contribution to the sabbatical fund. (The Board had previously approved a plan for funding the upcoming sabbaticals of our DFD and Lead Minister in yearly increments of \$4000, according to a plan developed when Trish Schechtman was DAF. No payment has yet been made into this fund, which pays for additional help needed while staff is on leave.)
- Save toward capital maintenance (We already know the boiler is on its last legs.)

A compromise was arrived at among all these worthy ideas.

MOTION: Fund the COLA at \$4420 and fund \$1790 each into restoring professional expenses and the sabbatical fund.

Unanimously approved.

3. Report on UUA consultant / Next Steps – Laura (5 min)

During a conference call with Kenn Hurto, the lead congregational life consultant of our Southern District of the UUA, TJMC made a commitment to work with him toward an evaluation of some problems brought to light by the Pulse Survey. We hope for early corroboration of a suggested meeting date in November.

4. Fundraising options – Christina (10 min)

The fundraising line item was increased in the current budget. A food only auction has been paired with the annual chili event for October 23rd. The online donation form is already up on the website.

The Board needs a liaison between UUGuys, RE and the auction committee. Katharine Maus volunteered. There will be some staff support for this position.

V. New Business

1. Connie Cheetham Award selection committee – Laura (5 min)

A subset of three Board solicits applications for this award for January Board meeting. There is a well-structured process to follow. Before the award is presented, thank you notes should be written to the candidates who were not chosen. It is a spiritual practice to read the nominations.

Ann Salamini, Sally Taylor and Walt Megonigal volunteered.

2. October 23rd auction update – Sally (10 min)

This item was covered under fundraising.

3. Filling the Board Vice President position – Laura (5 min)

Our Vice President reluctantly resigned for happy reasons which greatly increased her work load.

The VP and Treasurer positions are the hardest jobs for Leadership Development (LD) to fill. The VP is a very time consuming, hands on job which would take LD months to fill. It is proposed that Sally Taylor move from Past President to Vice

President, for which she is eminently qualified. The current VP term runs through 2017. Sally would cover the job through 2016 and LD would find another candidate through 2017.

Discussion – The congregation might think the Board is moving insiders around rather than using the democratic process to elect someone to the position.

On the other hand, the church needs an immediate replacement in this important role.

MOTION: Approve Sally Taylor as Vice President through 2016, leaving the Past President position vacant. She will remain as a mentor to the President, but will have only one vote on the Board.

Unanimously approved.

4. Board Liaison to Leadership Development Committee – Laura (5 min)

This position is typically held by the Past President. With that position vacant, a new liaison is needed. LD requested that Karen Ransom be the liaison.

This is a one year position. Laura Horn will take over as Past President next year.

Discussion – Would she have influence in choosing future board members who will work with her as President next year? As liaison she would not vote.

MOTION: Appoint Karen Ransom as Board liaison to Leadership Development.

Approved with one abstention.

5. Blue Ridge Cluster in Blacksburg, Sept. 26, 9AM to 2PM – Christina (5 min)

Our DAF will be attending and will report on the meeting next month.

6. Committee on Ministry candidates – Erik (10 min)

The minister provides a large slate of nominees who have agreed to serve if chosen. From this slate the Board chooses the final member/s. Erik has provided two names for one slot.

MOTION: Enter executive session to discuss the nominees.

Unanimously approved.

MOTION: Leave executive session.

Unanimously approved.

Summary – Cathey Polly has been selected to the Committee on the Ministry. The other members include Katharine Maus, Beth Jaeger-Landis, Lisa Shutt, Ruth Douglas and Doug Webbink. Emails to com@uucharlottesville.org go to all committee members, but not to the lead minister.

VI. Closing Activities (10 minutes)

1. Process Review (all):

Regarding the idea of reserving 30-40 minutes at the beginning of Board meetings to talk about big issues:

- It's a good idea to talk about something other than "administrivia."
- I like to spend time on an important item.
- It seemed messy and unstructured – no evident time limit.
- We need a time limit, but it was a good organic process.
- I'm happy to spend whatever time is needed to do the work. Kudos to the chair who helped everyone have a chance to speak.
- It was messy at times but we had an important discussion. We need a bit more structure at the beginning when we are fresh.
- We left this discussion amorphous from the retreat; we needed to finish it up.
- It's useful to tap this early; we need to stay on task.
- Our energy seemed good tonight. There was laughter and everyone talked. It feels like we got a lot done.
- Does this mean we will have 3 hour meetings? What is the limit? – 9PM should be the end of the meeting. - Sometimes we have a long meeting without an extra discussion.

2. Things to communicate / do –

- Chris and Amy will give budget surplus numbers to Finance.
- David will give the COLA recommendation to Personnel.
- Exec will wordsmith the Board goals.
- Laura will communicate via order of service and bulletin that Sally is now VP, and thank Kathy for her service.
- Erik will communicate with COM and announce Cathey Polly during the commissioning service on Sept. 27th.

- Christina will communicate the UUA consultant date when it is confirmed.
- Christina will send out Trish's sabbatical white paper.
- Katharine will act as liaison with the Oct. 23rd auction / chili event.
- Ann, Sally and Walt will do the Connie Cheetham Award.

3. Closing words – Goodnight.

Parking Lot –

Upcoming Dates

- October 7, 2015 – Exec meeting
- October 10, 2015 – Leadership Development Workshop
- October 21, 2015 – Board meeting
- October 23, 2015 – Fall auction
- December 4-5, 2015 – Beloved Conversations

Previous Agenda Items Awaiting Feedback (Requested date if known)

Future Topics for Board Meetings

- Staff goals - August
- Policy changes in Safe Congregations Policy
- Priorities for 2015-16 budget abundance – new Board retreat
- Consider how to pay for the boiler
- Emergency preparedness plan –
- Proposed changes to Short Term Public Witness process – Social Justice
- 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
- Disposition of church property should TJMC cease to exist

President's Report

Dear Fellow Board Members,

Working with you all is an honor and I am gratified by the good spirit you bring to your work and the ways you pitch in to do what needs to be done. Here's what I've been up to:

My priority this month has been preparing for our Board Retreat. This letter is due a few days before the retreat, so I'll record here my wishes and we'll soon know how we did. Our plan is to:

- get to know each other better
- orient ourselves to the work of the church and the board
- boldly and lovingly name the gap between what our congregation wants and what we've experienced over the last few years, and say what we are doing about it
- address issues with our budget process and agree on a better approach
- propose board and staff priorities/goals for this church year
- identify any areas in the Strategic Plan that may be due for revision or extension

(Thanks to Sally Taylor, Karen Ransom, Christina Rivera, Erik Wikstrom, Amy Davis and Jamie McReynolds, among others, for taking responsibility for making this retreat a success.)

Other activity:

Met with Personnel Committee in Kathy's absence

Highlights:

- Personnel Committee provided a recommendation that some of the budget surplus be used for a 1.7% staff Cost of Living increase, which we estimated at a cost of \$4420.00.
- Un-personnel related budget suggestion: provide for needed maintenance and repairs when we next craft a budget.
- Personnel Committee is discussing the possibility of reviewing staff compensation, in light of UUA guidelines, local economy, TJMCUU budget and the Triune model.

Accepted, on our behalf, Kathy Philhour's resignation, thanked her for her years of loving service to our church and board, and began addressing the great gap she leaves. (Her lovely note is part of the

board package).

Met with Leadership Development to discuss options for filling the Vice President's role left vacant with Kathy's resignation.

Met--with Triune, Karen Ransom, Marlene Jones and Katharine Maus--with our UUA Executive, Kenn Hurto. We are proceeding on our plan to engage Kenn to help guide the board's work with the minister and the congregation in the coming year as we address gaps in the way the ministry has met the needs of this congregation.

It is my personal goal to use this opportunity to strengthen the board's relationship with the minister, the staff and the congregation; and to improve our mutual ability to address and resolve issues that limit our ability to be the church we can be. All this we can do while upholding our UU and TJMC values.

Proposed, to the board and the Leadership Development Committee, an approach to filling the newly vacant VP position

Background:

TJMC UU Vice President is an important, demanding, hands-on job. Our VP works closely with, supports and guides the lay leaders of our councils and committees. It's critical that our VP knows the church, understands the flow of the calendar, knows how to get things done and can mentor and minister to our volunteers.

Being without a VP even for a few weeks will be a setback. Bev and countless others did so much good work for us and I am determined that it will not languish. Orienting a person new to board leadership will take time too. Our Leadership Development team acknowledges that recruiting for a VP is among their most challenging tasks.

Proposal:

Appoint Sally Taylor to the vacant VP slot, at least for the remainder of this year.

Implications:

This would leave vacant the Past President position. There is precedent for that. I do know that Sally will remain a mentor to Karen

and to me, regardless of her title.

There are certainly other implications and perhaps drawbacks to the proposal, which include but may not be limited to: We will need to recruit from among us a new liaison to Leadership Development, and one to the Communications Task Force.

Began recruiting for

- Board Representative on Personnel Committee
- Board Liaison to Communications Task Force
- Lay leaders to attend UUA Blue Ridge Cluster meeting, in Blacksburg, VA, on September 26.

Gratefully accepted Breck Gastinger's offer to serve as Board Liaison to the facilities team that is finishing up the Lower Hall work.

Wik and I have been tending to our relationship and also improving our ability to be candid, direct and truthful about uncomfortable yet important issues, and to work together for change. I am grateful for his outreach and attention to this work, for his stark honesty, and for the work he is putting into a rebirth of his ministry.

Things I've been thinking about:

Launching the new board in July keeps it aligned with the church year but can get us off to a slow and, to me, an awkward start. Our staff members traditionally take July and parts of August off. I am thinking we will schedule our 'new board retreat' in May or very early June, before staff leaves. We could have overlapping meetings as the old board processes out and new one comes in. "Old" board members could help orient new ones. We could invite our new board members to be our guests at the June meeting.

The Banner, the Sash, and Public Witness : We need to be in conversation about the marriage rights banner, and what public witness signs will be like for us in the future. I will note here some information that will inform the discussion (with thanks to Sally for helping to gather it up):

- We added a date sash to the Marriage Rights banner, on September 3, noting the date that marriage rights became the law of the land. What a joyous culmination of this work for justice.

- We agreed to leave the sash on for just 30 days.
- When we originally hung the banner, we expected to take it down when Marriage Rights were assured.
- Marriage Rights are now the law of the land. Will the law remain settled?
- Our banner attracts people to our church.
- Here’s what we should all know about banners, going forward: We are now part of an Historical Conservation District and as such, any new signs on our building
 - Are subject to review by the Director of Neighborhood Development
 - Are limited to 12 square feet, total, with no single sign larger than 6 square feet—miniature compared to our glorious Marriage Rights banner.

I plan to engage the Gay Straight Alliance in determining what happens next to the banner, and perhaps in celebrating this great victory of justice.

We will need to launch a “Connie Cheatham Award for Extraordinary Service to TJMC” effort. A committee of the board solicits nominations and makes a recommendation. (Reading the nominations is a good way to fall in love with your church all over again.)<http://www.uucharlotteville.org/announcements/connie-cheatham-award-for-extraordinary-service-to-tjmc>
Have a look and you’ll see this on the board agenda soon.

Respectfully submitted,
Laura Horn

Vice President’s Report

Treasurer’s Report

Lead Minister’s Report

Report to the Board – September, 2015

Lead Minister

I. Worship

The worship year seems to be strongly on track. I have resumed the

role of primary preacher, yet have not relinquished my commitment to a truly shared and collaborative relationship between lay and ordained worship leaders. Now, though, that collaboration is happening more “behind the scenes.” We are striving to work on services a week in advance – this gives Scott more time to give input to hymn choices and other ways music can be more fully integrated in the service; it gives lay Weavers more time to look for appropriate readings; and it allows me to post a draft of the sermon to our wiki so that there is time for the entire Worship Weavers Guild to offer input. (When I mentioned this to Amy Wissekerke she said, “Oh! Like a writer’s workshop.”) This means that while I am the one “up front,” and the final form of each sermon is ultimately my responsibility, we do still have a process of real creative collaboration and a true sharing of this ministry. So far the response of congregants has been positive.

Along with this there is also a concomitant intensification of the Guild training. In keeping with the Board’s directive that this be a year of renewed focus on those things that will make for strong ministry, I have renewed my intention to really train anyone who has made a commitment to serve the congregation in the capacity of Worship Weaver. Our “curriculum” will include:

- worship theory both in a wider UU context and more particularly as we do it here at TJMC – what we do, why do we do it, and how we can do it as well as is possible;
- how to write a sermon; how to deliver a sermon; what makes a sermon a sermon;
- insights into “public prayer” in a UU context;
- how to create truly multigenerational worship, and worship with a multicultural awareness;
- Unitarian Universalist rituals and liturgies;
- The role(s) of music in worship and the concept of music *as* worship;
- Etc.

As I write, last night the Guild met for the first of these in-service sessions. It was clear that an opportunity like this to learn about, think about, and dance with the meat protein of this dimension of divinity school education is something that there is hunger for. I am extremely excited for the future of the Worship Weavers program.

Two last thoughts about worship: One of the strategic plan's goals was the creation of an alternative/complimentary evening worship experience. I am excited to say that I've been working with Worship Weaver Emeriti Mike Ludwick to put in motion a monthly Sunday evening service. Both of us are eager to see how it will be received and how it will develop. (Look for more details in our October bulletin.) I would also note that Scott has identified a need to find ways to "grow" the choir. We brainstormed this a lot in our most recent staff meeting, and I invite each of you to think about how we might help in the nurture of this valuable ministry.

II. Faith Development

For the Fall I will be focusing primarily on two efforts in this realm – a monthly "Soul Matters Circle," and the Leadership Circle. The first will make use of materials that relate directly to our monthly themes – which, as I've written before, make the weekly worship itself more of a faith formation opportunity; the latter will be a once-monthly opportunity for congregational leaders to come together to share with one another the spiritual aspects of their service to the church. I expect both to begin in mid- to late-October.

III. Community Building

On Sunday the 13th, during Balloon Sunday, we will be commissioning our RE Volunteers. On the 20th we will commission other primary ministries – Pastoral Visitors and CareNet Coordinator; Worship Weavers; Committee on the Ministry; and the Board of Trustees. This responds to the Strategic Plan's recommendation to find ways to honor and thank volunteers, of course, and it also serves to elevate the visibility of these particular groups. In keeping with my foundational understanding of radically shared ministry, it also

continues to affirm that the ministries performed by the laity are true and valid *ministries* and deserving of the congregation's consecration.

- IV. A word about one of these ministries. The Committee on the Ministry is taking on a new form and function this year. The October bulletin will contain an article giving an overview – the CoM will serve to be a place to bring comments, questions, concerns, and, of course, praise not just related to the Lead Minister but about all of the ministries of the church. There is a clarity in this. The CoM will function as a clearinghouse for feedback about worship, pastoral care, leadership development, religious education, the work of the Board, etc., etc., etc. The Committee will work to discern who best to pass these comments on to and how best to “close the loop” with the congregant who offered them. The CoM will also work to educate the congregation about the differences between comments that reflect a person's individual *preferences*, those that concern the *performance* of staff or lay leaders, and those which call into question a *policy* of the church. These distinctions are essential when considering how best to respond. Raising the visibility of the CoM, and clarifying its function (and how to engage with it) will be a crucial part of our work this year.

I have noted in this area in the past, too, about efforts to build and support community among our staff. This year we are holding full staff meetings twice each month, and we are trying out a new format that will give us time to step back from our individual tasks to reorient ourselves regularly to the “big picture” of things going on in the church and, beyond that, movements within progressive religion generally. We also now have a time set aside for any of us to ask for help – to say that we've gotten as far as we can with a seemingly intractable issue and to ask the group to help us to get “outside the box.” This is still new, yet I have hope.

On the weeks when there isn't a full-staff meeting, the ministry staff – Alex, Leia, and myself – meet to bring each other up to date on pastoral issues in the congregation and to coordinate our responses. The Senior (Triune) Staff continue to meet weekly, and we are

beginning to experiment with making our weekly President(s) meeting into an every-other-week meeting.

I'll conclude this section by noting how very glad I am to have been able to participate in the building of the Summit House shed (with Walt, Elizabeth, Sallie Kate, and Pete), and to have been one of the *many* hands working to move many, *many* things from the Lower Hall over to Summit or the Pod. It is really good to sweat with a team, and this congregation has some *hard* workers!

V. Public Ministry

I wish very much that I could attend the Blue Ridge Cluster event in Blacksburg on the 26th, but one of the skills I need to improve on over the coming year is prioritization, and between demands here at church for weekend time and the needs of my family during weekend time, I think my energies would be better spent on things closer to home. I am looking forward to attending the Jefferson School's 150th Anniversary Celebration in early October, and am working on continuing to build and deepen relationships with leaders in the African American community.

VI. Initiatives

The launch of the anti-racism efforts in July ran into the expected summer slump. The group that coalesced around creating a process to help the congregation to consider our name (and they are, thankfully, very clear that they are not trying to *get* the congregation to change the name but, rather, to simply engage in considering our name) has been quite busy. Sara Gondwe has also been working with the Social Justice Council to have a new Undoing Racism committee recognized. And the Beloved Conversations program is moving along at its anticipated pace toward the initial start-up weekend in early December. [This might be a good place to remind you all that it is one of the intentions of this program that there be participation by as many congregational leaders as possible. I do hope you each are thinking about doing so. I would be happy to answer whatever questions I can, and here's the link once again to their website: <http://www.meadville.edu/beloved>]

VII. Experimentation

I've noted several things that would count, I think, as experimentation. The new "sermon writing workshop" model, for one, and the more intense and intentional weaver training curriculum for another. A new model for full-staff meetings, and a new way for the President(s) and Senior (Triune) Staff to meet. The once-monthly Sunday night worship is an experiment at this point, as will be the Soul Matters and Leadership Circles. With input from the President(s) and the Committee on the Ministry I will most likely also be experimenting in the coming months looking for a more effective format for these reports.

Pax tecum, friends ...

Wik

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Director of Faith Development's Report

Report to the Board

September 2015

Leia Durland-Jones, Director of Faith Development

Children's Programming

Our "Summer Kids Co-op" has been a great success with thanks to Caroline Heins, RE Assistant, for her efforts and leadership. Beginning September 20, we will offer programming for nursery through fourth grades at both services once again. Things are busy as we plan and prepare. In addition to insuring our classroom spaces are set up, I am in the midst of creating classroom calendars for the year for our elementary age children that correlate with our monthly worship themes. I am grateful for the power and potential of Thematic Ministry to help connect us all to one another.

We have many wonderful parents who have come forward to volunteer to work with our children on Sunday mornings. Our only needs at this point are volunteers at 9:15 with our 2 & 3 year-olds class and our Spirit Play (pre-K and K) class and volunteers at 11:15 with our 2 & 3 year-olds class. Our program is designed to allow volunteers to also attend worship regularly. The hope is that congregants who either don't have children or whose children are grown will get involved. Our ratio of parent to non-

parent volunteers is very low. We only have one person at 9:15 volunteering who is not actively parenting and only five at 11:15. It really does take the village to raise our next generation of UUs and it would be so nice if there were a broader participation from our congregation's adults.

Youth Programming (11:15 service only)

This year's programming for youth includes "Neighboring Faiths" for our 6th & 7th graders, *Challenge: Coming of Age* for our 8th, 9th and 10th graders, and YRUU (senior high youth group) for our 10th-12th graders. In addition to working on curricula and setting up the meeting spaces, I am in the process of recruiting and training youth advisors for each of these groups. I am grateful to the volunteers who have stepped up to work with our youth including: Linda & Frank Dukes, Gail Esterman, Beth Jaeger-Landis, Julianne Allen, Dawn Dirks, Pam McIntire, Greg Townsend, Amy Wissekerke. This is a big and important commitment. Please offer them your appreciation when you see them.

Adult Programming

I am excited about pulling together a small group of people interested in helping create a vibrant Sunday morning AFD program housed in the lower hall beginning in January. This fall's AFD offerings will include a Soul Matters group, a UU parenting class and a pre-holiday retreat in addition to Beloved Conversations. Wednesday Worship and Wednesday Wonderings continued to meet throughout the summer and are ongoing.

Children & Youth Religious Education Committee

The Children & Youth RE Committee has 17 members! With such a robust group, Elaine Chapman (Committee Chair) and I have restructured the committee into subcommittees 1) Safety and Playground Maintenance 2) Special Events 3) Volunteer and Parent Support 4) Helping Hands (Social Justice.) Things are off to a great start.

Space Renovation

We are still working to get the classroom spaces in Summit House reset after the renovations in that building and the yard sale. The clean out of the Lower Hall in preparation for the renovation of this space has been time consuming and demanding in what is already a very busy time of year. I am grateful to the wonderful church members who have helped

sort, clean and move items. Things will be VERY tight space-wise in our children and youth RE spaces this fall.

Director of Administration and Finance's Report

Director of Administration and Finance – Christina Rivera

Board Report – September 16, 2015 mtg

August 2015

- Number of emails received: 2481
- Completed July 2015 month end financials
- Work in progress Year end financials with Jaime/Amy
- Prep and attended following meetings:
 - Presidents
 - Finance committee
 - Board
 - Exec. Comm.
 - Facilities Task Force
 - Personnel
 - Various Lay Leaders meetings (getting to know long-time TJMC members who hold institutional knowledge)

Lower Hall Renovations Space Plan (worth repeating from last month):

The Lower Hall renovation is slated to begin Sept 14th. TJMC members and staff will work together to make the process as smooth as possible but it is, without a doubt, a time that will require patience as we navigate shared spaces. The plan for spaces is as follows:

Church Parlor – transitions to the children's Nursery (0-3 year olds)

Mural Room (upstairs) – 4-5 year olds

Blue Room (upstairs) – Kindergarten/1st Grade

Summit 1 – YRUU

Summit 2 – Children's worship

Summit 3 – Coming of Age

Summit upstairs – set for RE classes

Young Adults – meeting in Summit 1 or 3 (depending on scheduling)

As you can see this will require groups that typically meet in these spaces to be flexible and I will work with them as to where else might be appropriate or how to make those space work for their needs.

Please plan on longer lead times when requesting space for meetings

and to be flexible with your space requests. The small inconveniences will be worth the wait for the unveiling of our new Lower Hall!!

FY 15 (2014-2015) Budget Surplus:

As a recap from my recommendations from last meeting:
I am so grateful for the generosity of TJMC members, supporters, friends and staff that made possible a ~\$8,500 budget surplus. In reviewing this budgeting process one item we might consider is looking at our policy/practice of what to do when we find ourselves in a time of grateful abundance (i.e. surplus.) As your Director of Administration and Finance my recommendation is *“Previously budgeted items that were cut to balance the budget should be a priority to be restored followed closely by programs that further our Anti-Racism Anti-Oppression Multi-Cultural (ARAOMC) work. Also in the mix should be working toward Fair Compensation Guidelines and restoring our UUA G.I.F.T. program contribution to our previous Fair Share standing.”*

In looking at the budget, I was able to identify the following budget cuts:

Medical benefits \$1795
Pianist \$200
UUA Gift \$938
Board Discretionary \$200
Staff Cost of Living Adjustments \$4420 (single year 1.7% Cost of Living Adjustment)
Professional Development Expenses \$13K (cut to 5% from 10%)

For the upcoming year I was able to identify the following un-budgeted items:

Beloved Conversations Program \$1700
Lower Hall Furnishings & AV after renovation ~\$5000
UUA Consultant for Board/Staff Right Relations \$unknown

My recommendation is to fund the following:

Medical benefit cuts restored \$1795
Professional Expenses restored to 7% \$4954
Beloved Conversations funded \$1700

Total \$8449

Update:

Board commitments thus far for \$8500 surplus:
\$ 500 Beloved Conversations (balance coming from Journey Toward Wholeness funds)

Having met with both the Personnel and Finance Committees and having heard many members voice their clear prioritization of staff compensation as part of the surplus process I have revised my recommendations as follows:

Cost of living adjustment (1.7%) \$4420
Professional Expenses partially restored to 6.5% \$3715
Beloved Conversations funded \$500
Total \$8635

Membership Report

To: Board members
Re: August 30, 2015 Membership report

TOTAL MEMBERSHIP as of July 30, 2015: 435 including 14 youth members

Add:
Bajare-Dukes, Lenore (Noni), rejoined August 22, 2015, joined June 8, 2003

Drop:

TOTAL MEMBERSHIP as of August 31, 2015: 436 members including 14 youth members

On August 30, 2015 the annual membership status review letters were sent to 16 adult Members and 2 Youth Members. Replies were requested before Sept. 30, 2015.

Sally Taylor
Membership Tracker for Membership Committee

Board Liaison Reports

Endowment Committee

Endowment Committee Board Representative Report

Since this is my first report as the Board Representative to the Endowment Committee I thought it would be beneficial to me and other Board Members to review and provide the latest Endowment Committee Meeting Report followed by a brief overview of the Committee (the Who and How) as taken from their 2014-2015 Annual Report. The Committee meets quarterly or as necessary. I will attempt to attend all of their meetings.

**Walt Megonigal,
TJMCUU Board of Trustees,
Member at Large**

Endowment Committee Meeting
10 a.m., Tuesday, May 26, 2015

This was a quarterly endowment committee meeting attended by Kevin Schuyler, Dar Megonigal, Arthur Rashap, and Jamie McReynolds to discuss current status and rebalancing of the endowment fund to comply with allocation target ranges set by Endowment Investment and Distribution Policy (V.E. 1:b) approved by the TJMCUU Board of Trustees (hereinafter “the Board”) on August 19, 2013.

Mr. Megonigal provided minutes from the prior February 10, 2015, meeting that were approved by the committee. Mr. Schuyler provided the following exhibits to consider for rebalancing of the endowment fund: copy of the motion by the TJMC Board of Trustees approving the Endowment Committee’s recommendation to transfer \$200,000 from the TJMC General Endowment to the UUA Common Endowment Fund for management and a copy of recommended portfolio positions, current balances with weights and targets weights, and performance information recommended following the transfer moved by the TJMC Board. The committee discussed plans and

actions to be taken to move endowment funds to the Unitarian Universalist Association (UUA) for investment in the Unitarian Universalist Common Endowment Fund (UUCEF). Following discussion, the resulting information and actions were approved by the Committee:

- 1.) That the committee acknowledged the motion by the TJMC Board of Trustees approving the Endowment Committee's recommendation to transfer \$200,000 from the TJMC General Endowment to the UUA Common Endowment Fund for management. That the committee would ask the Board, through Mr. McReynolds, to contact the UUA to obtain administrative direction on how to make the approved transfer.**
- 2.) That the committee approved the post-transfer portfolio remaining after said funds were transferred to the UUA Common Endowment as follows: 40% to US Equities, 26% to International Equities (Developed Markets), 4% to International Equities (Emerging Markets), and 25% to Fixed Income, and 5% to Cash.**
- 3.) That the committee, specifically Mr. Schuyler, would work with the Board on the funds transfer to minimize the time the \$200,000 remained out of the markets and in cash.**
- 4.) That the committee acknowledged that TJMC would be paying down the TJMC bonds by \$15,000 on approximately July 1, 2015. That this action would reduce the outstanding bonds and free up more cash upon rebalancing of the Endowment portfolio. That this cash is to be moved to the UUA Common Endowment as soon as possible.**
- 5.) That the committee should invite the TJMCUU Stewardship Committee chairperson to the next committee meeting.**
- 6.) That the committee acknowledge Kevin Schuyler for his long-term and dedicated service as Chair of the Endowment Committee.**

No definite date was set for the next Endowment Committee meeting. The meeting ended at approximately 10:30 a.m.

Membership

Kevin Schuyler, CFA, Chair
Walter “Dar” Megonigal, Secretary
Jamie McReynolds (ex-officio)
Pat Millman
Arthur Rashap
Tyler Rines

The committee would like to thank Jamie McReynolds for his service on the committee and to TJMC. He has been a thoughtful and welcome contributor to our efforts over the last several years. Thank you, Jamie.

The committee would also like to acknowledge the strong and consistent contributions of Dar Megonigal. Dar has been our loyal committee scribe and has kept our activities well documented through the regular minutes. Thank you, Dar.

Overview

The committee manages the endowment funds, determines the asset allocation and selects funds for investments. The work of the committee is governed by an Investment Policy Statement approved by the Board.

In fiscal year 2015 the work of the Committee was focused on implementing the Congregation’s decision to transition the endowment from local management to the UU Common Endowment Fund (“UUCEF”) run by UUA.

The transition is to be staged to accommodate the need to repay approximately \$55,000 that had been previously borrowed by the church from the TJMC Endowment Fund. Stage 1 has been accomplished as \$200,000 was transferred to the Common Endowment in late June, 2015. As of July, 2015, approximately \$130,000 remains in the TJMC account at Fidelity. Together with the approximately \$55,000 owed by the Church to the Endowment, the total amount managed locally by the committee is approximately \$185,000.

As the Church pays back additional funds to the Endowment, the committee will seek to transfer the appropriate amounts to the UUCEF in subsequent stages. Based on input from the Board, we believe the remaining transition should be accomplished over 4 years.

For 2016, we are looking forward to welcoming Tyler Rines, our newest addition to the committee. We will continue to meet quarterly to accomplish investment management tasks such as performance reviews and periodic rebalancing, including the new task of monitoring the performance of the UUCEF.

Endowment Fund

As of March 31, 2015 the Endowment Fund was valued at \$384,524, an increase of \$9,675 as compared to the balance of \$374,849 at the beginning of the fiscal year.

As of March 31, 2015, the Endowment Fund was invested as follows:

Asset Class	Amount Invested (\$)	Percent Invested (%)
US Equity	144,608	38
International Equity	120,170	31
Fixed Income*	84,583	22
Cash	35,163	9

*\$54,918 of which is invested in TJMC Member Bonds. The balance is held in mutual funds and bonds at Fidelity Investments.

As of March 31, 2015, the portfolio (excluding TJMC Member Bonds) had a 1 year returns of 6.8%.

Restricted Fund Balances

Consistent with the Investment Policy Statement, the committee oversees only the investment of the Restricted Funds. The purpose and magnitude of distributions is the purview of the Board and the Fund Trustees.

Currently, the entirety of the Restricted Fund balances are invested in TJMC Member Bonds which pay an annual rate of interest of 5.25%.

As of March 31, 2015, the

Restricted Fund balances are as follows:

Abrahamse Fund (Music) \$ 11,704

Bristol Fund (buildings & Grounds) \$ 44,342

Cheetham Fund (Religious Education) \$ 12,037
