

**Thomas Jefferson Memorial Church  
Unitarian Universalist  
BOARD OF TRUSTEES OCTOBER MEETING  
October 19, 2016  
MINUTES**

**TJMC Covenant Statement**

As the 2016-2017 Board of Trustees, we covenant with one another:

- To show up prepared, and ready to work;
- To keep our mission in the forefront of our thinking;
- To engage with one another and our work thoughtfully, respectfully, and with a whole heart;
- To take on responsibilities beyond our monthly meetings, and then to follow through;
- To listen deeply, assuming good intentions;
- To speak our own truth, to honor the lived experiences of others, and to choose our words wisely;
- To remember those who are not in the room, and to be mindful of the impact of our decisions (and our interactions) and not just our intent;
- To help one another grow into our best selves;
- To keep space in our meetings for laughter and love.

**Urgent Board Responsibilities**

- Support The Leadership Development Committee In Identifying New Board Members To Fill Vacant Positions
- Complete A Pledge Call Collecting Outstanding 2015 – 2016 Pledge Contributions

**Board Goals 2016 – 2017**

- Responsibly Manage Fiduciary Responsibilities Ensuring TJMC's Continued Financial Health:
  - Adopt And Prioritize Recommendations Of The Revenue Task Force Ensuring Implementation of New Income Streams
  - Determine Scope And Identify Leadership To Manage A Mini-Capital Campaign Including Acquisition Of Seed Money
  - Craft A Charge For The Transformation Of The Pledge Drive And Recruit Leadership To Oversee Successful Implementation
  - Support Ongoing Church Fundraising Programs To Obtain The Designated Amount Of Budget Funding
  - Identify Appropriate Mechanism To Promote Growth Of The Endowment Fund And Educate The Congregation Of Ways To Contribute To TJMC Through Endowment
- Develop A Charge And Maintain Commitment For Successful Implementation Of The Strategic Plan
  - Continue Education On TJMC's Church Size
  - Support The Work Of The Governance Task Force Ensuring Recommendations Are Carried Through To A Congregational Vote

- Embrace And Be Responsive To The Racial Justice Steering Committee

**Board Members Present:** Karen Ransom - President, Laura Horn - Past President, Jen Larimer - Vice-President, Ann Salamini - Treasurer, Jeanine Braithwaite, Anita Holmes, Katharine Maus, David Mick

**Board Members Absent:** Breck Gastinger, Erik Wikstrom - Ex Officio, Leia Durland-Jones - Ex Officio, Christina Rivera - Ex Officio

**I. Opening--(25 minutes total) Opening/Closing Words (Katharine), Snacks (Katharine), Timekeeper (Katharine), and Process Review (All)**

1. Opening words – Katharine
2. Check-in – This month we are invited to check-in relative to coming to fruition.
3. Acceptance of Agenda  
**MOTION:** Accept the Agenda  
**Unanimously approved.**
4. Public Comment – none
5. Correspondence – none

**II. Reports**

1. President's Report (written) – Karen Ransom

Karen highlighted that the Governance Task Force will be holding a Congregational Conversation this Sunday (10/23/16), and recommends that Board Members attend. There will be an additional opportunity to engage at a second meeting scheduled for January.

Laura highlighted that discussions are on-going with the staff regarding sunsetting board spotlights in the bulletin, and possibly switching Staff reports to the Board from monthly to quarterly.

- Staff reports are helpful, especially to new Board members.
- We trust staff to lift up timely / important information on a monthly basis.
- Perhaps the length of reports should be limited or use a bulleted format.
- There will also be quarterly reviews of goals, for which staff is encouraged to submit written summaries of their progress toward meeting goals.
- The Board reports and bulletin are the current ways of keeping the congregation abreast of what is going on.
- The church Facebook page is currently the top communication tool for the congregation. The bulletin gets very little traffic.

2. Vice President's Report (written) – Jen Larimer

Auction update: As of the date of the Board Meeting, the Auction Team had secured a total of 15 dinners and were on target to earn approximately \$3,000. Lori Craddock has offered to supply the donations needed for the evening of the event, and Leia has helped recruit youth volunteers to help volunteer at the Auction as well. (Jen requested that) Board Members should submit donations and attend the Auction on October 29<sup>th</sup> if at all possible.

3. Treasurer's Report (No Report) – Ann Salamini
4. Minister's Report (written) – Erik Wikstrom  
Comment – It's important to have a healthy balance between professional and lay leadership in worship.
5. Director of Faith Development Report (No Report) – Leia Durland-Jones
6. Director of Administration and Finance Report (No Report) – Christina Rivera
7. Membership Report (written) – Sally Taylor
8. Board Liaison Reports  
Communications Task Force (written) - Achsah Carrier

### **III. Consent Agenda / Electronic Motions**

No Motion needed as September Minutes are still pending. September and October Minutes will both be on the Consent Agenda at the November Board Meeting.

### **IV. Old Business**

1. Endorse The Board Covenant Statement – Karen (5 min)  
Karen read the proposed Covenant Statement, which met with satisfaction. She will be printing the document on heavy stock so the Board Members can sign at the November Meeting prior to framing. The Covenant Statement will also be displayed atop monthly Agendas and Minutes.
2. Review Revised Statement of Purpose – Laura (10 min)

### **TJMC-UU 2016-2017 Board Statement of Purpose Who we are and why we exist**

***This statement of purpose guides board actions, including the allocation of time, talent and treasure***

**Our statement of purpose grows from**

- **Our conviction that the world needs Unitarian Universalism**
- **Our sense that we are uniquely placed and prepared to be a beacon of liberal faith**
- **Our experience that as we reach and teach others, we deepen and develop our own Unitarian Universalist identity, faith, and calling.**

**“We exist to nurture and guide generations of Unitarian Universalists, so they may transform themselves—as allies and advocates for justice—and thus transform the world.”**

Laura reviewed the revisions that came out of suggestions from the September Board Meeting. Most notably the word “Mission” was changed to “Board Purpose”. This statement will be used by the Board to guide and prioritize our work.

Discussion:

- Should TJMC-UU and Charlottesville be specifically mentioned? – This is implied as TJMC is in the title.
- It should be made clear that this statement is not meant to replace the church mission statement.
- We might share this statement as a Bulletin article and explain to the Congregation how it provides the Board a purpose and guides our work.
- Should this include ‘current’ as well as ‘future’ generations, perhaps be adding ‘to serve our congregation’? – It is always the Board’s mission to serve the congregation.
- The statement sounds too much like the purpose of the Religious Education Committee.
- We might change the wording to say “we exist to nurture and guide ourselves and generations of UU’s”.
- The word “generations” should be included in the statement because it implies the continuing cycle of UU’s.

We determined that we do not need to discuss this again at the next meeting. Laura will make the changes agreed upon.

### 3. Revisit Goal Language & Sign Up For Job Roles - Karen (15 min)

**MOTION:** Accept The Revised Wording Of The Board Goals

**Unanimously approved.**

The Board Members discussed who is interested in taking leadership for each of the Goals:

- Revenue Task Force (RTF) - David & Karen  
RTF will be bringing a proposal to the November Board Meeting
- Mini-Capital Campaign - Jeanine, Ann, Anita & Katharine

We will be taking a closer look at Sally’s list of urgent Capital Projects and the potential for adding a new staff position for fundraising support and volunteer recruitment. Jeanine will be sending out a meeting request to get this initiative started. The goal is to bring something to the November Board Meeting that provides a scope of what we are looking to do. Then the next step will be recruiting leadership.

- Transformation of the Pledge Drive - Laura  
(See New Business)
- Ongoing Fundraising - All

There is a concern about Auctions coming down to the wire with obtaining donations and funding. The Yard Sale is also in need of new leadership and it is very labor-intensive. The Board is considering new and innovative fundraising events (like the Lip-Sync Battle) which are a more fun and energetic way to bring in needed funding. We recognize that some new ideas will be brought by the RTF to the November’s Board Meeting. It must be pointed out that it’s vital to identify leaders to manage these events and we should be looking for ideas that are consistent with our mission, as well as the labor to profit ratio.

- Endowment Fund - TBD
- Continuing Education on Church Size - Anita
- Governance Task Force - Laura, Ann, Karen
- Racial Justice Steering Committee - All
- Communications Task Force - Breck
- Pledge Call - Chris

It was noted that we will need an update from Chris informing the Board where we stand with Pledge collections.

- Leadership Development –

The Secretary and President-Elect positions on the Board remain vacant at this time. Karen, Laura, Senior Staff, and Leadership Development are working diligently to fill these positions.

#### **BREAK AND GRATITUDE CARDS (15 min)**

Please think of people the Board should be recognizing for their recent contributions to our church community.

#### 4. Member At Large Appointment - Karen (10 min)

The Board is considering the appointment of Annalee Durland-Jones for the vacant Member At Large position. As a Board we would ask a member under 18 years old to abstain from voting on the annual budget. This is a three-year term, and Annalee would be committing to serve 2 years as she will be graduating from high school at that point. Leadership Development was very pleased and enthusiastic about the appointment of Annalee.

There have been no concerns raised about Annalee's qualifications or her ability to contribute to the Board appropriately and productively, although there were some concerns about setting a precedent of having a member of the Board who is under 18 years of age. There was also concern raised that she would not be a full member as she would be asked not to vote on the Annual Budget which is a Best Practice in regard to Youth Board Members. The reasoning is that we would never want to put a youth in a position of any financial liability. (She could take part in budget discussions, however.) Additionally, Annalee would need to recuse herself during Performance Reviews for the Director of Faith Development (DFD) who is her mother Leia Durland-Jones. This would apply to any Board Member who had a relative on the staff. These are the only two differences in Annalee's role on the Board. These points may be included in revised Job Descriptions for the Board.

**MOTION:** Appoint Annalee Durland-Jones to the open At-Large Board Position

The motion was made, seconded and voted on, with 7 in favor and 1 abstention due to the need for additional discussion. The motion was officially abandoned in order to continue the discussion. A request was made that the motion be amended to include the two restrictions on Annalee's appointment to the open position.

**AMENDED MOTION:** I move that we invite Annalee Durland-Jones to join the Board of Trustees for the Open At Large position. We note that as a Board we will ask Members under the age of 18 to abstain from voting on the Annual Budget. All Board Members agree to recuse themselves when conflicts of interest emerge and we recognize Annalee's relationship to the DFD which will preclude her participation in the Performance Evaluations of this position.

**Unanimously approved.**

#### 5. Church Size Continuing Discussion – Laura (5 min)

Laura shared that Denise Rimes at The First UU in Richmond has experience with her congregation going through a similar church size change that TJMC is experiencing. Ms. Rimes also counsels other congregations. All Board Members present agreed it would be helpful to meet with Denise as the next step of Board Education on this topic.

- We still need to determine what numbers to use to determine our church size – official membership? Attendance? Pledge units? Volunteers?
- Are we aiming to maintain our size or are we looking to grow? Where do we want to see ourselves in 6 months or three years?
- What information should we communicate to Ms. Rimes so she can facilitate a discussion of how we can move forward?
- Anita agreed to act as Board Liaison with Ms. Rimes.

## V. New Business

### 1. First Discussion of Pam Phillips' Ordination – Laura (5 min)

Laura began with clarification that it is the Congregation that ordains new ministers, not the Board of Trustees. In the past TJMC has had a Congregational Meeting and a vote on requests for ordination. Although a vote is not required, we do need to ask for the Congregation's blessing.

Is a Congregational Meeting the most efficient and effective way to invite the Congregation to share their will? When Alex was ordained we had a regularly scheduled Congregational Meeting coming up. Currently the next Congregational Meeting is not until May, and Pam would like to be ordained by February. Things to keep in mind:

- It will also be necessary to assemble a Committee and plan a large ordination event.
- There are financial implications which will involve the Finance Committee including fundraising.
- The May Congregational Meeting is already quite full due to the approval of the Annual Budget.
- Should we call a separate Congregational Meeting? – This is a labor intensive process due to the bylaws.
- Alternatively we could send out an all church email announcement with a Google Poll where people could share their comments. We would send postal correspondence to members who do not have access to email.
- It might be nice to have this as a focus of a Worship Service.
- It's important to communicate that we are diverging from tradition in this case because of the timeline. An all church announcement is more efficient than calling a Congregational Meeting.

**MOTION:** Motion to indicate our support of Pam Phillips Ordination at TJMC  
**Unanimously approved.**

### 2. First Reading of Pledge Campaign Implementation - Laura (25 min)

The Pledge Drive is how we are going to achieve our fiduciary responsibilities.

**MOTION:** Extend the meeting by 15 Minutes  
**Unanimously approved.**

Laura began by explaining that we have varied our tactics the past few years but have continued to have the same outcome in regard to the Pledge Drive. It takes a massive amount of energy to track down all church members, who often re-pledge the same amount as the previous year. Our new approach will allow pledges to renew automatically each year. Instead of spending time trying to track down over 400 people, we could spend that time on stewardship, thanking people, and telling them how their donations have changed lives.

We are interested in rolling this out as quickly as possible and recognize it is a significant change. We discussed sending out a letter to inform people of the change and confirm if they would like their pledge amount to stay the same, or if they would be interested in increasing their pledge amount.

Next steps are to charge a committee and pick a team. The Advisory Committee will be meeting with Laura this week to provide feedback. This first year will really be about marketing and communicating how things will be different. David offered to be involved.

## VI. Closing Activities (10 minutes)

1. Process Review (all):
  - We have positive and clear next steps
  - A productive meeting
  - Enjoying the size of the smaller Board as it feels more manageable
  - Grateful everyone showed up and is engaged
  - We addressed important items and are moving forward with clear goals and purpose
  - Looking forward to having Annalee's voice and energy joining us
2. Things to do / communicate –
  - Laura will reach out to Annalee to inform her of the Board's decision on her appointment.
  - RTF will be bringing a report to the November Meeting
  - Laura will meet with the Advisory Committee who will provide feedback about the pledge drive transformation and possible volunteer suggestions
  - Jeanine will be calling a meeting to begin work on the Mini-Capital Campaign
  - Jen will contact Chris about getting an update on Pledge Drive Donations
  - Anita will be contacting Denise Rhymes to schedule a meeting prior to the Holidays
  - Laura to reach out to Pam regarding the Ordination
  - The President's Group will be working on draft communications regarding the Ordination to include information about Pam, information about what is an ordination, the Congregation's role and blessing.
  - Karen to print a fresh version of the Covenant Statement on card stock
  - Jen to add Board Goals and Covenant Statement to Agenda/Minutes
  - Next month we will be reviewing progress toward the goals for the Board and Staff
3. Closing words – none

Parking Lot -

### **Upcoming Dates**

--- November 2, 2016 – Exec Board Meeting

--- November 16, 2016 – Board of Trustees Meeting

### **President's Report**

President's Report October 2016

As is my custom, I continue to meet with the "Presidents" group (senior staff and board presidents) weekly to discuss and keep abreast of a myriad of issues around the church. We are working with the Leadership Development Committee to continue to reach out to folks regarding the open positions of President-elect and Secretary. We also talk about what efforts the staff, in particular, and the congregation, as a whole, could consider cutting back on or sunseting. Both the monthly Bulletin and monthly board reports have been mentioned. In addition, along with the Executive Committee, we spent time discussing and preparing for the issues on the Board's agenda this month.

We will be voting on the nomination of Annalee Durland-Jones to the open Board member at large position. The LDC is enthusiastically in favor of this nomination. I have followed the email discussions regarding this as well, and thank everyone for their input. As is noted on the agenda, due to her age (under 18) it is prudent to not have her vote on the annual budget due to liability reasons. This is the only financial vote she would be asked to refrain from.

I want to thank everyone for their efforts regarding the Congregation meeting. Once again, we were highly prepared for this important congregational business and it showed. Sometimes the preparation can seem tedious, but we are seeing once again that our attention to it pays off. It was a smoothly run meeting building trust with the congregation. We are all leaving these feeling good and that we accomplished something valuable.

To follow up on the congregational meeting, I remind you that the Governance Task Force is holding two congregational conversations to talk about the recommendations. The first is Sunday, October 23rd. As Board members, we need to engage with these dialogues and encourage others to do so as well. Please plan to attend one or both of them. As the board has already decided, a sub-group will work on language and fine tuning the final proposals to be presented in May.

The Fall Auction is upon us and still needs some support. This is one of our major fundraisers that we count on for our budget. We are still short several dinners. Please consider donating a dinner or event. They are also asking for restaurant gift cards to auction off and there is a 50/50 raffle. The auction is Saturday, October 29th from 5-7:30 p.m. A huge thank you to Jen Larimer to stepping in to serve as our board liaison to the auction organizers.

Respectfully submitted,

Karen Ransom, TJMC Board President

### **Vice President's Report**

#### **Vice President's Report To The Board October 11, 2016**

This has been a very busy month! The Fall Auction is scheduled for October 29th and our target attendance is 70 - 100 attendees. UUGuys will be supplying the chili and alcoholic beverages for the event. As of the date of this report we currently have 7 donors that have committed to hosting a dinner for the auction, although we need at least 25 to bring in our target of \$3,000. Additionally, the Auction Team is in need of volunteers and donations for the night of the auction. The Team has a list of potential individuals they have reached out to via email, and they have also submitted an article for the bulletin, the OOS, and have been taping in the Social Hall every Sunday. Cathey Polly from also made phone calls to reach out to previous and potential donors last week.

During last month's Community Life Council meeting, Achsah Carrier inquired about transforming the Communications Task Force into a Communications Committee. Because there is a clear need for this work to continue, and that the current Policy Manual refers to a Communications Committee, it seems appropriate to transition the temporary body of the Task Force into a permanent Committee. I will be providing Achsah with the previous Job Description for the Communications Committee so that the Task Force can make any necessary updates. I have also provided Achsah with an Application For A New Church Group/Committee Form as per the

Policy Manual. Even though we are revitalizing a defunct Committee, not creating a new one, I still believe it is beneficial to have them complete this form which will designate the Chairperson and update their mission. Once the Task Force feels they are ready, they will solicit the Board to dissolve the Task Force so they can begin to operate as a Committee. And lastly, Achsah wanted the Board to know that all Board Meeting Minutes, Congregational Meeting Minutes, and any important documents to be posted on the website should be emailed to [communications@uucharlottesville.org](mailto:communications@uucharlottesville.org).

Governance Task Force will be meeting with the Social Justice Council and Community Life Council to answer questions and gather comments about the bylaw changes that would have to be approved by the congregation before implementation of their plan. They are anticipating meeting with the Social Justice Council at the upcoming quarterly meeting scheduled for November 7th, and will meet with the Community Life Council on December 13th.

Sally Taylor will be sending out Zero Contribution Letters to Members who have neither made a financial contribution of record nor volunteered. She will be reaching out to church committee/group chairs asking for lists of members, using the church database of donations, and meeting with church staff to review the directory. Sally stated that this process will help give us accurate information about how many of our members are actively volunteering in our congregation. She feels this data, combined with the info about who has financially supported the church over the past year, may be useful to the conversation about church size.

I look forward to next month where I will share information from the Social Justice Council meeting and the proposed policy from the Racial Justice Steering Committee.

Jen Larimer, Vice President

## **Treasurer's Report**

## **Lead Minister's Report**

### **Report to the Board – October, 2016 Lead Minister**

I am sorry to be missing this month's meeting, but very excited about the opportunity to share with members of the Liberal Religious Educators Association (LREDA) the work that Leia and I have done creating a new curriculum about Family Ministry. We think that we're not only offering ministry teams tools to deepen their understandings of, and ability to provide, real family ministry, but also a challenge to the mindset of too many of our congregations that see "RE families" and "the RE program" as somehow separate from, or even tangential to, the "real church." We're encouraging congregations to consider turning that paradigm on its head to say that "families are the heart of congregational life." The ramifications of this could be truly transformative, and we're going to be exploring just how far it could go.

The curriculum is comprised of six 2 ½ hour workshops, and we'll be engaging participants in all six – we'll be leading workshops from 3-9 on Tuesday, and from 9-9 on Wednesday! In addition, both through the content we'll be sharing, and in the manner of our sharing it, we'll be modeling a deeper level of collegial collaboration between professional religious educators and professional clergy than, sadly, is the norm. This is very important, and very exciting work.

## I. Worship –

I have written in previous reports about the new model of worship design that the worship staff team is experimenting with this year. (Even considering Alex, Scott, Leia, and myself a “worship staff team” which meets regularly is something new for us!) This new model offers more opportunities for lay involvement – including more short-term commitments, and places for people who don’t want to speak in public to participate. Neither of these was possible in our previous model, and while this change is definitely exciting it is also requiring some re-thinking about the role and organization of the Worship Weavers Guild. This is most definitely an evolving experiment. One of the challenges worth noting is that we are trying to make this change while in the midst of an ongoing worship year. The impetus for this experiment was Scott’s experience at the UU Musicians Network Conference this summer, which means that we decided to undertake this change after some planning for the new church year had already begun. So we are trying to live into a model predicated on advanced, pro-active planning, while simultaneously needing to make sure that we are prepared for the service coming up. Luckily “imperfectly” is in our lexicon, and “trying our best” is a reality we all understand. I’ll keep you updated, but please keep Scott, Alex, Leia, myself, and the current Worship Weavers in your thoughts.

## II. Faith Development –

I would note here an interesting paradox, and something of a conundrum. Each fall there is a chorus of voices clamoring for the publication of an AFD prospectus/catalog, and if you ask the average congregant there is the sense that we want to have a robust Faith Development program for our adults. This energy does not, however, carry over into registrations. Even many of the people who are the loudest in their desire to see a catalog do not, then, register for any of the offerings it contains. Based purely on the response of the congregation I do keep wondering – how important *is* AFD to the congregation? I think that it’s pretty essential. “From cradle to grave,” as the saying goes, one of the traditional roles of faith communities is that of helping its members deepen their understandings of themselves, and their connections to the world both within and beyond themselves. As we talk about “nurturing the next generations of Unitarian Universalists,” we note that this requires strongly grounded and alive Unitarian Universalists of *this* generation, and this is one of the things an AFD program can help to develop. Yet it can do this only if people actually take advantage of the opportunities being offered.

## III. Community Building –

“The Service of Thanksgiving for the Life of Mo Paul,” as we called it, is still on my mind and in my heart. It was said several times, both by family and long-time friends, how much the TJMC community meant to Mo. It was also a real testament to him, and to us at our best, how many people have said that he was one of the reasons that they formed a real bond with this community – he was one of the first people they’d met, or that he had impressed them when they served with him in one capacity or another. It was really moving to me to see so clearly how the life of this man, and this life of this congregation, had been so intertwined.

I would also like to note the Congregational Meeting as an example of community building. I continue to deeply appreciate the way the Board is preparing for these meetings, enabling the President to preside in a way that creates clarity and reduces tensions. Communication can be so difficult in such a forum, and muddled communication is often at the heard of conflict. While Robert’s Rules of Order is not the only way of conducting business – and I’d note that it’s a

particularly Euro-centric model that is based in, and in many ways perpetuates, a white supremacist culture – being clear about how one *is* going to conduct business is so important. Since this kind of prep work has begun, our meetings do not *devolve*, and that is key to keeping them community building, rather than community crushing. So ... thank you to all who made that happen. (Especially to Karen herself, who came into that meeting from a whirlwind that did not in any way impact her ability to moderate the herd of cats.)

#### IV. Public Ministry –

Perhaps the thing to lift up here is the overwhelmingly affirmative vote endorsing the Public Witness Statement. First, kudos and tremendous gratitude to Kate Fraleigh, Sara Gondwe, Linda Dukes, Kate Bird, and all those who were involved in all of the many tasks needed to bring this Statement from introduction to acceptance. It was a *lot* of work! And, clearly, it was work well done. As the Congregational Meeting drew closer, Kate told me that even more than the actual outcome of the vote what she was hoping for was a large turnout. I imagine that that's because it would indicate that they had done their job of engaging the congregation with the issues. 113 formal members is, in my time here, an incredible turnout – very roughly that's ¼ of the entire congregation! The fact that the vote, with that many engaged members participating, was so overwhelmingly supportive is an important thing for us all to notice and remember. It is important – even essential – that we always be open to hearing and taking seriously the voices of complaint and concern, yet it is equally important that we remind ourselves how easily they are magnified. This vote clearly demonstrates a strongly unified voice, and a solid place from which *we as a congregation* can move forward in the work of achieving racial justice.

One other thing to note here, I think. On November 6<sup>th</sup>, Pastor Lehman Bates of Ebenezer Baptist Church and I will again be exchanging pulpits. While he has frequented our sanctuary over the years, this will be the third mutual exchange. This is a very exciting deepening of our long relationship with this historically African American congregation. Pastor Bates and I are also talking with Gayle Jessup White, Monticello's new Community Engagement Officer, about ways that we might partner with her. Among other things, Gayle is a descendent of the Hemmings-Jefferson line, and she is committed to the work of having the whole story of Jefferson and his legacies told clearly and honestly. When I first came here I had tried to make a connection with Monticello, and it seems as though this may be coming around again.

Pax tecum,

RevWik

**Director of Faith Development Report**

**Director of Administration and Finance Report**

## **Membership Report**

### **Membership Report To The Board September 30, 2016**

TOTAL MEMBERSHIP as of August 31, 2016: 429 including 19 youth members

Add:

Deborah Harkrader, rejoined, 3/6/16, original join date April 26, 2008

Drop:

Billye Cutcheon, moved to Florida, communication with office to archive, May, 2016

Megonigal, Walter Jr., resigned in writing to office, Sept. 2, 2016

TOTAL MEMBERSHIP as of September 30, 2016: 428 members including 19 youth members

Sally Taylor

Membership Tracker for Membership Committee

## **Board Liaison Reports**

### **Communications Task Force Report To The Board September 12, 2016**

The Task Force currently includes Achsah Carrier, Chair; Holly Dilatush, and Kim Knotts. George Maris has joined us. We are looking for other members.

It's been a slow news month!

Website.

The Task Force has spun off website management to the newly reformulated Communications Committee and Website subcommittee. That is going well, and all of the same people are still working on it.

Bulletin, Weekly Outlook, and other church email communications.

Achsah and Wendy are planning to revise the Weekly Update and other types of email communication, but we haven't got around to it yet.

Audio-Visual Improvements

The church Audio-Visual Committee (Rob Craighurst, David Heins, Scott DeVeaux, and Mike Ludwick) met in September and decided on some priorities to investigate with an eye to submitting a budget request in the spring.

Priorities

We decided that we want to investigate the following, not necessarily in this order. In some cases we have material in the storage cupboard that may still work. Testing is needed

1. Add snake and trip hazard cover to simplify cords in the front of the sanctuary. We also need an extension cord.
2. Lapel mics person leading service and possibly others.
3. Mics in the balcony for recording the choir there
4. Piano mic
5. Equipment for renters to play sound in the social hall and lower hall

6. Turn on/off the sound board from the bottom of the stairs or with a remote control
7. Fix the current capacity to broadcast Sanctuary service into the social hall
8. Add video to the sanctuary via TV or projector and a larger screen. Add video to lower hall, probably with a big screen smart tv. I think we do not own a screen.
9. A new recorder to go with our current sound board.

We decided that the following are not a priority at the moment:

1. A digital sound board would be useful, but is not high priority given the expense (\$1500 or so). We should reconsider after making priority improvements.
2. A shift to rechargeable batteries. Since we actually use very few, this may not be worth it given the complexity of maintenance. We should monitor this and reconsider later.

Achsah plans to meet with Chris Rivera at her convenience to discuss the needs of renters. This is a priority.

#### Assisted listening

Achsah and Holly handed out cards in the Sunday service looking for input from congregants. We received 16 responses from people with hearing impairment, But these responses did not point us in a firm direction. The majority of hearing aid users do not have or know how to use a t-coil system and half do not have a smart phone, so neither of the two assisted listening systems we were contemplating look practical. We are going to investigate adding wireless speakers to some of the front pews instead.

#### Video, projectors, and related visual improvements.

We are not working on this now. This will be expensive, so sound is the first step. But I know many people in the congregation are looking forward to this. *We are looking for experts if any of the Board have recommendations.*

That's it for this month. We continue to work, slowly but steadily to improvement church communications. We urge the Board, church leaders, and the congregation as a whole to contact us with any concerns. Our email is [communications@uucharlottesville.org](mailto:communications@uucharlottesville.org). This is also the best address to use to reach the web team.

Respectfully submitted,  
Achsah Carrier, Task force chair