

June 15, 2016 Board of Trustee Meeting Minutes (approved)

Friday, July 15, 2016 10:09pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Brad Helmer (BH), Cindi Huss (CH), Lyle Eagan (LE), Peggy Perez (PP), Greg Kramer (GK), Dave Kashdan (DK), Jim Scanlan (JS), Charlie Stutz (CS)
Others	jeffbriere@gmail.com (je)

Topic	Type	Note	Owner	Due
1.	DECISION	Motion by Lyle Eagan that minutes from May 2016 Board of Trustees meeting be accepted. Greg Kramer seconded. Passed with consensus.		
2.	INFO	Treasurer gave monthly report highlights. Surplus issue discussed: history of attitude of the BoT toward spending surplus; division of surplus considered.		
3.	TODO	All Trustees to consider long-term projects to recommend for facilities by our July BoT mtg.	All BoTs	2016-07-20
4.	DECISION	Cindi Huss made a motion, seconded by Jim Scanlon, that job VP and President's job descriptions be changed. Passed with consensus. "Responsibility for compiling annual committee and trustee reports be moved from Vice-President's job description to the President's job description. The compiling of annual reports will take place in June."		
5.	TODO	job descriptions will be changed by the BoT secretary as per motion by Cindi Huss (see above note).	TB	2016-07-20
6.	INFO	DRE recruitment: one (local) candidate so far for the position.		
7.	TODO	Jim Scanlon will send Cindi Huss the DRE job description and deadline. The Personnel Committee and Betty Kramer will get involved in the review of applications.	JS	2016-07-20

8.	TODO	Cindi Huss will look for audio amplification equipment.	CH	2016-07-20
9.	INFO	Choir Director: Jim Scanlon is waiting for input from Rev. Briere. The position is unlikely to be filled before August 2016.		
10.	TODO	Tom Burns will prompt Wendy Hearl and Dave Calvert to integrate Yahoo rules and related church policy.	TB	2016-07-20
11.	INFO	Possibility of developing a policy regarding online voting by BoT on time-sensitive decisions. Process would be for BoT to propose a policy for the congregation to comment on. Then the BoT, considering those comments, would vote on an amended policy.		
12.	TODO	Tom Burns/Cindi Huss to capture workflow guidelines from 2015 Board retreat re: email voting being made into a formal policy. Motions can be made online but require at least 24 hours for comments on the original motion at which point, there can be a call for a vote.	TB, CH	2016-07-20
13.	DECISION	Safe Congregation Policy to be published on the HVUUC Yahoo group ASAP and then in the church NL. Comments will be requested, and a certain time period defined within which congregants can send them to BoT secretary.	TB	2016-07-20
14.	INFO	BoT has volunteered to assist with the church potluck in September.	BoT	
15.	TODO	Jim Scanlon will ask the Religious Services Committee to announce/recognize from the pulpit who is taking responsibility for potluck on any given potluck Sunday.	JS	2016-07-20
16.	TODO	Tish Kashdan to alert RSC about who's scheduled to assist with potluck.	TK	2016-07-20
17.	TODO	Peggy Perez to ask that church secretary, Karyn Cross, provide highly visible, color name tags to BoT members.	PP	2016-07-20
18.	TODO	Brad Helmer to arrange for updated photo's of BoT members in coordination with Karyn Cross.	BH	2016-07-20
19.	DONE	Peggy Perez has developed a Member Growth Team Committee (& is developing a related procedure). A "trust" team would engage new church members in an ongoing way after they've signed the membership book. Possibly two groups or teams.		

20.	INFO	Rev. Jeff Briere and his wife have purchased a house in Johnson City. They're moving in mid-July and will be meeting with church members (e.g., RSC and greeters). Meetings scheduled mid-July into August.		
21.	TODO	Dave Kashdan promoting connection/coordination between Rev. Briere and Sunday morning sound board volunteers.	DK	August 2016
22.	DECISION	Cindi Huss made a motion that HVUUC put messages on public radio (WETS-FM) from mid-July through the end of November 2016. Approved by consensus. Four messages: 1)concerning new minister Rev. Briere, 2)Welcoming Congregation, 3)revised mission statement and 4)social justice/ Festivals of Light.		
23.	TODO	Greg Kramer to contact Brad Helmer re: signature on investment account with Fidelity	GK	2016-07-20
24.	TODO	Brad Helmer to contact Richard Boyd re: grocery card account signature.	BH	2016-07-20
25.	TODO	BoT secretary will send out Safe Congregation policy for comment by congregants.		

July 20, 2016 Board of Trustee minutes (approved)

Tuesday, July 26, 2016 1:55pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Brad Helmer (BH), Cindi Huss (CH), Dave Kashdan (DK), Charlie Stuart (CS), Jim Scanlan (JS), Peggy Perez (PP)

Topic	Type	Note	Owner	Due
1.	DECISION	Cindi H. moved that June BoT minutes be approved w/ edit that reads, "that job VP and President's job descriptions be changed. Passed with consensus. 'Responsibility for compiling annual committee and trustee reports be moved from Vice-President's job description to the President's job description. The compiling of annual reports will take place in June.'"		
2.	TODO	Peggy P. to contact Caring Team re: congregant that had recent medical procedure.	PP	2016-08-17
3.	TODO	Dave K. to get his photo taken by Brad H.	DK	2016-07-20
4.	INFO	Jim S. reports re: recruitment of Dir. of Religious Education and Choir Dir.; advertising on church website; there is a candidate; Personnel Cmte. chaired by Cindi H. will help interview that candidate.		
5.	TODO	Tom B. to present for review amended Communications Policy	TB	2016-08-17
6.	TODO	Board members to give Greg K. capital expenditure ideas.	BoT	2016-08-17
7.	TODO	Tom B. to amend Pres. and VP Job Descriptions as per approved changes (noted above).	TB	2016-08-17
8.	TODO	Cindi H. to research audio amplification equipment for use in Board mtgs.	CH	2016-08-17

9.	TODO	Charlie S. to include the following on Aug. BoT meeting agenda: BoT email voting policy; reference work-flow guidelines from 2015	CS	2016-08-17
10.	TODO	Board to vote on Safe Congregation Policy; Charlie S. to add to agenda.	CS	2016-08-17
11.	TODO	Tom B. to circulate Safe Congregation Policy to BoT one-week prior to August BoT meeting.	TB	2016-08-10
12.	TODO	Jim S. to request that Religious Service Committee have service coordinators express appreciation from the pulpit for those helping with potluck preparation and cleanup.	JS	2016-08-17
13.	IDEA	As has been done by Peggy P. for board members, provide RE teachers with colorized name tags to improve their visibility within the congregation.		
14.	TODO	Peggy P. to circulate notice on church Facebook page, Yahoo, and from the pulpit and in Order of Service announcements re: HVUUC picnic, 1st opportunity to meet new minister, Rev. Jeff Briere and his wife, Kate. August 6, 2016 at Eastman picnic grounds.	PP	
15.	TODO	Charlie S. put this on Aug. BoT agenda: Greg K. & Brad H. to attend to investment account signature.	CS	2016-08-17
16.	INFO	Brad H. contacted Richard Boyd re grocery card signatures; no change required.		
17.	INFO	congregational vote re: awarding emerita staus to Rev. Luck to take place after church service on Aug. 14 (before pot-luck)		
18.	TODO	Charlie S. to communicate with Rev. Briere re: congregational vote; Charlie S. to delegate responsibility for notifying congregation (via Yahoo, etc.) about the vote to Karyn Cross, HVUUC administrative asst.	CH	2016-08-17
19.	DECISION	by consensus for HVUUC to sponsor Girl Scout troop; (Sarah White is troop leader of 11 girls).		
20.	TODO	Charlie S. to confer with Sarah White about Girl Scouts, send her relevant policies & contact Greg K. re facilities	CS	2016-08-17
21.	TODO	Cindi H. to ask Greg K. about policy forms to be completed, relevant to Girl Scouts's use of church facility.	CH	2016-08-17
22.	TODO	Brad H. -- reviewed guidelines for financial records retention (1 yr	BH	2016-

		bank statements; 3 yr paper receipts; 8 yr FICA govt records). He'll generate written guidelines to be integrated subsequently with treasurer's job description.		08-17
23.	INFO	Cindi H. as chair of personnel cmte. has recruited via Craig's List for a childcare worker position. Jim S to assist once applications have been received.		
24.	TODO	Jim S. to ask Lyle E. re going to SUULI next week. Alternates to be considered if necessary. A motion to this effect was approved by BoT (consensus).	JS	
25.	TODO	Cindi H. will request feedback/debriefing about their experiences at SUUSI from Sam & Michael Jones, and Brian Kleske. Feedback could be shared in various ways.		2016-08-17
26.	TODO	Rev. Briere will meet w/ BoT next month to consult about formation of a transition team (supplanting MAC team). Charlie S. to put on agenda.	CS	2016-08-17

August 17, 2016 Board of Trustee Minutes (approved)

Friday, August 19, 2016 11:15am

Minute taker	Tom Burns (TB)
Attendees	jeffbriere@.com (je), Jim Scanlan (JS), Tom Burns (TB), Brad Helmer (BH), Cindi Huss (CH), Peggy Perez (PP), Lyle Eagan (LE), Greg Kramer (GK), Board of Trustees (BoT)

Topic	Type	Note	Owner	Due
1.	DECISION	July minutes approved by consensus.		
2.	INFO	Brad H. (treasurer) reports that salary payments to Jeff B. and Sarah White, both will be made on a biweekly basis rather than monthly. Karyn Cross continues to be paid on a monthly basis.		
3.	INFO	Cindi H. reports that HVUUC girl scouts troop size is approx. 21.		
4.	TODO	"Choir director" position remains open. Jim S. to confer with Jeff B. in this regard; plans further involvement with program development.	JS	2016-09-15
5.	IDEA	Jeff B. urged support for Religious Education Director to join LREDA (Liberal Religious Educators Assoc.) -- e.g., HVUUC to pay membership fee and RE-related workshops.		
6.	TODO	Cindi H., as chair of personnel cmte. to consult with Jeff B. re personnel generally (& bring ideas back for consideration by the BoT).	CH	2016-09-15
7.	DONE	Report from Cindi H. Interviewed (w/ Charlie S. & Sarah White) & hired Kate Collingsworth as second regular Sunday childcare worker. Audrey Chaffin will be available as a sub & as a 3rd person to staff memorial services, special events, etc. Ashley Woods already in place as regular childcare worker. Also, Jim S. reports that there is a Sept. 23, 2016 workshop on special needs children, which childcare workers will attend.		
8.	TODO	Tom B. to circulate recently edited Communication policy for review by BoT. Subsequent to Board approval, the policy will be provided to the congregation for review, & then a final BoT vote.	TB	2016-09-21
9.	TODO	Tom B. to get report from Karyn Cross, church office manager, regarding the website format recommended by the UUA.	TB	2016-10-19
10.	TODO	Greg K. to edit the BoT policy on email voting for times when a decision is needed between regularly scheduled BoT meetings. He will add language conveying that motions can be made online but require at least 24 hours for comments on the original motion at which point, there can be a call for a vote.	GK	2016-09-21
11.	DONE	A congregational meeting was called to order on Sept. 14, 2016 @ 12:10pm. A quorum was established (greater than 70 church members) and consistent with the BoT recommendation, the overwhelming majority of congregants voted to confer Minister Emerita status upon Rev. Jacqueline Luck.		2016-08-14
12.	TODO	Charlie S. will relay the results of the congregational vote re: Rev. Luck's honorary title to the UUA's Dept. of Ministry.	CS	2016-09-21

13.	TODO	Tom B. to complete edits of the Safe Congregations Policy offered by the congregation, including a "best efforts clause" - e.g., HVUUC will use reasonable efforts to satisfy the requirements of the Safe Cong. Policy.	TB	2016-09-28
14.	DECISION	The Safe Congregations Policy was approved by consensus of the BoT with the changes noted above.		
15.	TODO	Jeff B. will notify the congregation of the new Safe Congregations Policy via the pulpit, newsletter & church website.	JB	2016-09-21
16.	TODO	Greg K. will look into what is required for defining new signatories (financial accounts).	GK	2016-09-21
17.	TODO	Brad H. made a motion (approved) re: forming a task force for housekeeping financial accts. To include: Dave K. (VP), Frank Shuler (Asst. Treasurer), & Brad H. (Treasurer). Charge is to accomplish fund consolidation & cleaning-up accts, etc. Report will be provided to BoT when task is complete.	BH	2017-05-17
18.	DECISION	To sequester this portion of minister's compensation, & target it for housing: \$24,000/yr.		
19.	DECISION	Regarding disbursements from the minister's discretionary spending fund, Brad H. will be the second signatory.		
20.	IDEA	Jeff B. recommended not constituting a transition team at this time. Jeff B. will consult w/ BoT as needed. He suggested such a team might be needed in 2-3 years.		
21.	TODO	Lyle E. will provide a report to BoT regarding SUULI (Southeast Unitarian Universalist Learning Inst.) & SUUSI (Southeast Unitarian Universalist Summer Institute).	LE	2016-09-21
22.	TODO	Greg K. will circulate capital expenditure ideas he's received, w/ estimated costs.	GK	2016-09-21
23.	TODO	Peggy P. will update the organizational scheme in the annual report & will send revision to Charlie S.	PP	2016-09-21
24.	IDEA	Lyle E. requested suggestions from Jeff B. for promoting stewardship.		
25.	TODO	Jim S. to pursue the existing covenant between CUUPS (Covenant of Unitarian Universalist Pagans) & HVUUC, & report back to BoT.	JS	2016-09-21
26.	TODO	Cindi H. will request feedback/debriefing about their experiences at SUULI from Michael Jones, & Brian Kleske. Feedback could be shared in various ways.	CH	2016-09-21

September 2016

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), jeffbriere@.com (je), Brad Helmer (BH), Cindi Huss (CH), Peggy Perez (PP), Lyle Eagan (LE), Greg Kramer (GK), Dave Kashdan (DK), Charlie Stuart (CS), Tom Burns (TB)
Others	Deanna Richardson (DR), Christine Barger (CB), Sue Smith (SS)

Topic	Type	Note	Owner	Due
1.	DECISION	August minutes accepted with a minor revision.		
2.	INFO	<p>Treasurer, B. Helmer reported:</p> <p>Got accounting software for Quicken 2016 to replace 2008 version. Will eventually transition to this, including reconciling with First TN checking account in real time.</p> <p>Got online access to First TN saving account. Currently money that Social Justice Committee (SJC) raises online through WePay goes through this account.</p> <p>The Flow Through fund called 5th Sunday currently has \$2677 with no specific designation of its use. After discussion with the SJC, the \$1500 that was in the account before Aug 2011 will be transferred to the Flow Through fund designated as Minister's discretionary. The use of the \$800 raised in March 2013 (for the newly-formed SJC) will be determined by the SJC.</p>	BH	
3.	TODO	C. Huss, as chair of Personnel Committee, to check on employment law regarding need to search for candidates outside HVUUC congregation for Music Director; she will also confer with music committee about a time-line for hiring. Personnel, the music committee & Rev. Briere will continue to gather names, determine who to interview, etc.	CH	2016-10-19
4.	TODO	T. Burns gave a communications policy update, presenting Wendy Hearl's rewrite of a section of communication-related policies, integrating guidelines for the HVUUC-News Yahoo Group Moderators and for posting messages to HVUUC-News. Two issues related to the policy were discussed: 1) if a moderator "kills" a message, what feedback to the poster should be expected? And 2) Who "owns" the message and the medium (the HVUUC-News Yahoo Group)? C. Huss brought up the former question and J. Briere, the latter. C. Huss will compose a policy related to her question and J. Briere will check existing policy about his question - e.g., from the church where he was most recently minister.	CH, je	2016-10-19

5.	INFO	Comments reviewed from congregants who participated in either SUULE (Southern UU Leadership Experience) or SUUSI (Southeast UU Summer Institute). Lyle Egan, who attended SUULE, encouraged future attendance & participation by HVUUC members & plans to write a related document. Greg Kramer shared information about SUUSI.		
6.	TODO	Regarding capital expenditures: Greg K. to contract-out job of running a line from front (old) septic tank to rear (new) septic tank. Greg K. needs assistance in budgeting and determining type of lighting for the sanctuary. He will consult with Rev. Briere, Christine Barger, Beth Calvert & Cindi Huss.	GK	2016-10-19
7.	TODO	Also regarding capital expenditures: Dave K. will contact The Soundroom in Johnson City about audio-visual equipment, installation, etc. for use in HVUUC services. Dave will consult with Greg K. and Rev. Briere on this matter.	DK	2016-10-19
8.	INFO	Other capital expenditure items considered: carpeting for the Fred Ball Room; construction of a larger, outside porch (for 3 season use); dripping eave at front of church (Greg K. requested further opinions, guidance, etc.); eventual expansion of the church sanctuary; and building a ramp from the church to the REZ; high priority in improving direct access to the main church building.		
9.	TODO	Peggy Perez to talk about non-violent communication & interface with church (behavioral) covenant, at the next BoT meeting.	PP	2016-10-19
10.	TODO	Regarding church mission - what the church does daily to enact its vision. (HVUUC has a recently revised statement of its Vision). Re-defining HVUUC's mission would involve cottage meetings, etc. Its current mission statement is about 10 years old. They are usually renewed every 5 years. Peggy P. will share a model she learned about at SUULE.	PP	2016-10-19
11.	TODO	Rev. Briere asked how he would be evaluated by the BoT, which hired him. It was noted that the BoT has history of creating a subcommittee to evaluate ministerial candidates. There was discussion of the possibility of the Personnel Committee evaluating Rev. Briere. No decision reached. Lyle Egan will explore this question with the UUA and specifically, Keith Kron, Dir. of the Transitions Office there.	LE	2016-10-19
12.	TODO	Rev. Briere will announce from the pulpit directives to the congregation about parking vehicles and seating in the sanctuary.	je	2016-10-19
13.	IDEA	Rev. Briere asked that the BoT consider what a successful interim ministry would look like (e.g., growth in the size of the congregation).		

October 19, 2016 Board of Trustee meeting minutes (approved)

Friday, October 21, 2016 7:10am

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Brad Helmer (BH), jeffbriere@.com (je), Cindi Huss (CH), Peggy Perez (PP), Greg Kramer (GK), Jim Scanlan (JS), Charlie Stuart (CS)
Others	Dave Kashdan (DK), Lyle Eagan (LE)

Topic	Type	Note	Owner	Due
1.	DONE	September 21, 2016 BoT meeting minutes approved as is.		
2.	TODO	Brad Helmer to routinely submit key points from his monthly treasury report to Office Administrator, Karyn Cross, for inclusion in the church newsletter. A logo or symbol will be associated with the summary in order to draw attention to that information. Also, directions for obtaining further details will be offered.	BH	2016-11-16
3.	INFO	The choir director position will be one-eighth time at \$25/hour. The process of filling this position has just begun. Advertising will appear Craig's List, SUUMA (Southeast Unitarian Universalist Ministers Association), the newsletter of the UUA Southern Region, etc. Candidates will be interviewed as they become available.		
4.	TODO	As the need arises, Jim Scanlan will invite interviewers for the choir director position from the BoT, the music committee, and the personnel committee.	JS	2016-11-16
5.	IDEA	Office Administrator, Karyn Cross, may consult with an IT professional as she proceeds with task of revising the HVUUC website utilizing the UUA template.		
6.	TODO	Dave Kashdan to get a second bid from The Soundroom in Johnson City for two LED screens (coupled with audio system). First bid was obtained by Greg Kramer from East Tennessee Solutions.	DK	2016-11-16

7.	TODO	Cindi Huss will compose a communications policy related to the situation when a moderator "kills" a message (e.g., to the HVUUC-News Yahoo Group) and the feedback that should be provided to the poster whose message has been declined. Rev. Briere will lead a discussion about the issue of who "owns" the message and the medium (e.g., the HVUUC-News Yahoo Group or Facebook).	CH	2016-11-16
8.	TODO	Greg Kramer is consulting with Soundproofing.org, a company offering services online about the acoustics in our fellowship hall - the Fred Ball Room. He will provide them with a detailed sketch of the room and report to the BoT next month. The cost estimate is between \$5000-\$10,000.	GK	2016-11-16
9.	TODO	Greg Kramer will survey the church dawn-to-dusk (outside) lights and determine which motion sensors are not working, & provide a detailed report to the BoT.	GK	2016-11-16
10.	TODO	There was discussion about the connection between the church behavioral covenant & NVC (nonviolent communication), led by Peggy Perez. The BoT is to review the CCT task force report from January, submitted by Larry Livengood. Tom Burns will circulate the "Proposed CCT Guideline." Rev. Briere anticipates preaching about the behavioral covenant. Charlie Stuart plans to explore what the UUA says about this issue. The BoT plans to address the behavioral covenant in the April congregational meeting.	BoT, CS, je	
11.	DECISION	In terms of revising the church mission statement -- working church committees are to define - in an ongoing process - how they can realize the church's vision by way of their particular mission. BoT will continue to talk about the church mission month-to-month. Note that BoT determined that revising the church mission would be pursued after the re-covenanting process has been addressed.		
12.	TODO	Regarding the evaluation of Rev. Briere as a developmental minister, Lyle Egan will send out to the BoT a summary of information he's gathered on this matter from the UUA & Keith Kron, Dir. of the Transitions Office.	LE	2016-11-16
13.	TODO	The BoT will review the 5 strategic planning goals (developed one year ago) and Rev. Briere will provide his perspective, a "balcony view."	BoT, je	2016-11-16
14.	TODO	To gain information that may be useful in recruiting future BoT members, Peggy Perez surveyed past BoT members about their experience on the BoT. She sent out the results to the BoT & the Nominating Cmte. by e-mail, for review by the Board at the Nov. BoT meeting.	BoT	2016-11-16
15.	TODO	Cindi Huss & Charlie Stuart to plan for an all-day Saturday session,	CH, CS	2016-

preparing & supporting new congregants for church leadership.

11-16

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16. **INFO** Rev. Briere alerted BoT to upcoming grief training sessions, facilitated by grief specialist/author, Tori Smith, LCSW: 2-days in November after church (11/6 - overall process & 11/20 - coping with holidays). A 3rd session will take place in January 2017 (TBS).
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November 16, 2016 Board of Trustee Minutes (approved)

Tuesday, November 22, 2016 1:45pm

Minute taker	Tom Burns (TB)
Attendees	Dave Kashdan (DK), jeffbriere@gmail.com (je), Greg Kramer (GK), Peggy Perez (PP), Jim Scanlan (JS), Charlie Stuart (CS)
Others	Christine Barger (CB), Dottie Blades (DB)

Topic	Type	Note	Owner	Due
1.	DECISION	October 19, 2016 Board of Trustee minutes accepted as amended.		
2.	DONE	Treasurer report reviewed.		
3.	INFO	Dave Kashdan reported on the financial task force. There was discussion about church accounts (credit union, Fidelity & elsewhere). Treasurer, Brad Helmer, wanted to consolidate accts. and discern whether there was money that could be invested. It was determined that there was money that was not earning interest that could be invested. It was moved to the Vanguard Wellesley Income Investment Fund; time-averaged over months.		
4.	INFO	Status of open, choir director position - there is an applicant; interviewing (by Rev. Briere, music committee members, and personnel committees) to take place before Christmas. Initial interviewing was completed by hiring committee.		
5.	DECISION	(by consensus) That 2 child care workers will work until 12:30 on Sunday mornings; the budget will be amended in the future if needed. (Note: the 12:30-12:45 are for clean-up such that parents are expected to pick-up their children at 12:30).		
6.	TODO	Peggy Perez discussed survey results of former BoT members. Two important highlights: leadership development was recommended by participants (topic was tabled because Peggy & Cindi Huss had yet to meet to discuss this); and the need for expressions of gratitude within the BoT, but also by the congregation for the BoT. Peggy	CS	2016-12-21

noted the difficulty in recruiting. Suggestion: old BoT's calling potential recruits to the Board, in conjunction with the nominating committee. Recruitment within the BoT was discussed. BoT needs to be prompted to consider whether they want any members to consider serving another term. Charlie Stuart to identify November (on the time-line for annual Board responsibilities/activities), as the meeting when trustees whose terms are ending should be asked if they wish to serve additional terms on the Board.

7.	TODO	There was discussion of establishing benchmarks for church development. It was agreed that Greg Kramer, as chair of a task force re: HVUUC's developmental goals, will send out a message about scheduling an initial meeting. The task force will include: Peggy Perez, Dave Kashdan, Rev. Briere, Charlie Stuart, and Greg Kramer, as chairperson. BoT agreed that the church's vision & mission should be redone by June 1, 2017. Goals should be measurable, attainable, defined, and accepted by all.	GK	2016-12-21
8.	TODO	Evaluation of Rev. Briere tabled until December. Charlie Stuart will contact Keith Kron at the UUA about evaluating interim ministers.	CS	2016-12-21
9.	TODO	Dave Kashdan will pursue another contact - a second bid - regarding audio-visual recommendations for the sanctuary, discussed previously.	DK	2016-12-21
10.	TODO	Cindi Huss to compose a communications policy related to the situation when a moderator "kills" a message (e.g., to the HVUUC-News Yahoo Group) & feedback that should be provided to the poster whose message has been declined.	CH	2016-12-21
11.	TODO	Greg Kramer will survey the church dawn-to-dusk (outside) lights and determine which motion sensors are not working, & provide a detailed report to the BoT.	GK	2016-12-21
12.	INFO	Agenda for December BoT meeting to include congregational covenant, CCV, etc		

December 21, 2016 Board of Trustee Minutes (approved)

Friday, January 13, 2017 2:59pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Charlie Stuart (CS), Jim Scanlan (JS), Brad Helmer (BH), Greg Kramer (GK), Peggy Perez (PP), Cindi Huss (CH), jeffbriere@.com (je)
Others	Christine Barger (CB), Joseph Viola (JV)
About this meeting	Lyle Egan and Dave Kashdan were not present.

Topic	Type	Note	Owner	Due
1.	DECISION	Minutes from November 2017 approved.		
2.	TODO	<p>Safety deposit box emptied at bank. Mostly keepsakes & church artifacts. A scanned copy of the articles of incorporation (4 sheets) will be preserved. Brad Helmer will send Board Secretary an electronic copy. Hard copy in addition to electronic copy to be given to HVUUC office administrator, Karyn Cross.</p> <p>Brad H. closed 3 of 4 credit union accounts and put the money in the bank (First Tennessee). Investment decisions will be considered by Brad Helmer, Frank Shuler, and Dave Kashdan.</p> <p>Brad H. is getting HVUUC registered as a non-profit organization with Amazon Smile such that congregants who want to identify HVUUC as the charitable organization they want to support through their purchases, can do so. Brad H. will alert the congregation to this in the next few weeks.</p>	BH	2017-01-18
3.	INFO	Joseph Viola informed BoT about two Heartstart defibrillators and wall cabinet with alarm (\$1352 each) with an 8-year warranty. Brad Helmer notes that \$3350 is available from the special appeal during HVUUC fund-raising auction. One defibrillator will be used in the sanctuary and the other in the REZ. Maintenance and location were discussed.		

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| 4. | TODO | Greg Kramer will address church need for WIFI booster. He anticipates doing so in January or February. | GK | 2017-01-18 |
| 5. | TODO | As per BoT timeline and November discussion, there was discussion about trustees completing a term on the Board and considering serving an additional term. Charlie Stuart will designate the VP as the Nominating Committee liaison. Board Secretary will add this function to the VP job description. | CS, TB | 2017-01-18 |
| 6. | INFO | <p>HVUUC training of facilitators for Our Whole Lives (OWL) - a comprehensive, lifespan sex ed curricula sponsored by UUA.</p> <p>HVUUC RE collaborative will train facilitators utilizing our own (HVUUC) facilitators and regional trainers also. It was noted that the church may need to house the outside trainers. HVUUC will pay half of the 2 trainers' fees for the weekend.</p> <p>PR for the training is planned in the form of direct mail, the church website and Facebook, to attract participants.</p> | | |
| 7. | DECISION | ETSU Sex Week - BoT voted (by consensus) to participate. Ruth Taylor Reed of Women Matter Northeast Tennessee contacted Cindi Huss to see if HVUUC wanted to be involved. Plan is as follows: Rev. Brieire to sit on a panel discussing sexuality and religion; we will assist with a table for condoms; and provide a workshop using OWL exercises for college students that attend. There was discussion on the BoT of possible negative reactions to this event, and how to interface with the media (e.g., preparation for TV or radio interviews). | | |
| 8. | TODO | Status of search for a new Choir director - Jim Scanlan reports that Teri Sandoval is being considered for the position. Other candidates will continue to be pursued. Jim Scanlan will ask Ann Livengood to advertise the position on Facebook. | JS | 2017-01-18 |
| 9. | TODO | Consideration given to hiring a third child care worker for Sunday mornings (10:45am - 12:45am). This would require \$300-\$400 and would likely come from already budgeted discretionary funds. It is anticipated that one of the current child care workers will leave her position sometime between January and September of this year. Cindi Huss proposed hiring the additional child care worker and the BoT endorsed doing so in a vote 7-1. | | |
| 10. | INFO | Greg Kramer reports that motion-sensitive lights positioned high on the REZ have been purchased. He will also use LEDs he's donating for illuminating the porch. Greg has fixed the lights in the sanctuary. | | |

11.	TODO	Dave Kashdan is seeking a second bid for the audio-visual job in the sanctuary. He's obtained one bid already, which is valid until September 2017. Charlie Stuart will get Mary Williamson's assistance w/ Sound Room.	CS, Dave Kashdan	2017-01-18
12.	TODO	Cindi Huss contacted several people re: organizing a communications committee. Revision of guidelines for YAHOO group. Cindi will talk to the YAHOO group moderators.	CH	2017-01-18
13.	TODO	Greg Kramer will contact everybody on the Developmental Goals task force by January.	GK	2017-01-18
14.	INFO	Re-examining by the BoT of HVUUC's Vision and Mission. Definitions of these terms were discussed, as were related church history and process in this regard.		
15.	TODO	Cindi Huss and Charlie Stuart will confer about the practicality of a day-long leadership retreat.	CS, CH	2017-01-18
16.	DECISION	BoT tabled discussion of the church covenant.		
17.	TODO	Charlie Stuart is attempting to contact Keith Kron, the Director of the UUA Transitions Office about evaluation of Rev. Brieire.	CS	
18.	TODO	2016-2017 stewardship campaign Rev. Brieire will contact Lyle Egan	je	2017-01-18

HVUUC Board of Trustees Meeting

January 18, 2017

Attending: Jeff Briere, Peggy Perez, Brad Helmer, Greg Kramer, Cindi Huss, Dave Kashdan, Lyle Eagan, Charlie Stewart, Jim Scanlan (notetaker), CB

Absent: Tom Burns

DECISION	Approved minutes of the December meeting	TB	2/17
INFO	Amazon Smile has been set up for the church	ALL	
DECISION	Appointed Ramesh to be assistant treasurer	BH	2/17
TODO	Develop method for honoring Frank Shuler for service to the church	CS, PP	2/17
TODO	Develop "Wall of Fame" concept or other means of honoring people	CS, PP	2/17
DECISION	Reappointed Freda Love to the endowment committee for another term	BH	2/17
DECISION	Approved the existing bid for Audio/Visual upgrades to the sanctuary (with final decision-making to be made by GK,DK, JB) with financing from the board discretionary capital projects fund	DK	2/17
INFO	Seek SUULE and GA attendees	ALL	2/17
DECISION	Approved the Statement of Conscience discussion topic for GA	CS	2/17
DECISION	Charged the Personnel Committee with performing annual assessment of developmental minister	CS	8/17
TODO	Send list of suggested membership and a "charge" to address Covenant to board secretary, who will compile for next month	ALL, TB	2/17
TODO	Read "The Anatomy of Peace", graciously donated by CB	ALL	2/17

February 15, 2017 BoT meeting minutes (approved)

Friday, February 17, 2017 12:28pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Tom Burns (TB), Cindi Huss (CH), jeffbriere@gmail.com (je), Peggy Perez (PP), Lyle Eagan (LE), Greg Kramer (GK), Dave Kashdan (DK), Charlie Stuart (CS)
Others	Dave Calvert (DC), Deanna Richardson (Deanna Richardson (DR), Christine Barger (Christine Barger (CB)

Topic	Type	Note	Owner	Due
1.	DECISION	January minutes approved with one change.		
2.	DONE	Sanctuary sound system improvements complete and paid for.		
3.	INFO	One person applied for the choir director position (1/8 time), but was not hired. Search continues for candidates.		
4.	TODO	Cindi Huss to get info to Karyn Cross concerning UUGA announcement, that there will be 3 GA delegates, the church is responsible for paying for registration, and the delegates pay for room & board accommodations. Karyn will share this info with the congregation. GA 2017 location: New Orleans.	CH	2017-03-15
5.	TODO	SUULE (Southern UU Leadership Experience) - Aug. 6-11. Sara White RE Dir. identified as participant -- BoT to vote on her next month, including the full slate of candidates provided by the Nomination Committee. Charlie Stuart will add this item to the March agenda.	BoT, CS	2017-03-15
6.	TODO	Updated HVUUC Policies & Procedures - Tom Burns to supply hard copies to BoT and get digital vers. up on the church website	TB	2017-03-15
7.	TODO	"Launch date" for stewardship campaign is March 5, 2017. By March 1, 2017 Rev. Briere will send a specific request to Greg Kramer. Greg Kramer will get budget figures to Rev. Briere.	je, GK	2017-03-01

8.	TODO	BoT will meet after Wednesday Night Supper between 7p-7-30p to discuss Rev. Briere's compensation. Note: UUA standard is for 80% of minister's healthcare to be included in compensation and 50% of spouse's.	BoT	2017-02-22
9.	INFO	Developmental Goals Task Force has met once and plans two additional meetings. They are defining quantifiable goals.		
10.	TODO	Dave Kashdan will send a spreadsheet including demographic data (time in congregation; age; gender; children at HVUUV; previous service on BoT) to BoT with opportunity to vote for 4 candidates, among the 19 suggested by the BoT, as potential members of the Re-Covenanting Task Force. He will collate the votes when received. Noting demographics is BoT attempt to get a cross-section of people on the task force.	DK	2017-03-15
11.	TODO	(Charlie Stuart action item) Charge statement needed and will contact candidates for the Re-Covenanting Task Force.	CS	2017-03-15
12.	TODO	After developmental goals task force meets there will be a special meeting re: Vision & Mission. This will be on the agenda for the March BoT meeting.	CS	2017-03-15
13.	TODO	As steward, Lyle Egan will alert Spencer Conco about his endorsement of a special collection on Feb. 26 (4th Sunday - Social Justice Sunday) for Syrian refugees (in Greece).	LE	2017-03-15
14.	INFO	Peggy Perez and Doug Chaffin with the endorsement of BoT secretary are sorting through a wide-ranging collection of old church documents, etc. in boxes the HVUUC office. Some things will be discarded (e.g., church blueprints). Peggy will sort through photographs and arrange them for display on the bulletin board or in an album.		
15.	TODO	Cindi Huss will consult with Taylor Overton, a retired attorney/Federal judge, who is an HVUUC member, regarding church involvement with "Indivisible," a social action group that formed after the last presidential election. Facilities chair, programs chair, and past president will ultimately make a decision about sponsorship of the group vs. renting space to Indivisible. Maintaining the church nonprofit status (501c3) is the underlying concern.	CH	2017-03-15

March 15, 2017 Board of Trustees minutes (approved)

Tuesday, April 4, 2017 1:48pm

Minute taker	Tom Burns (TB)
Attendees	Jeff Briere (JB), Brad Helmer (BH), Greg Kramer (GK), Cindi Huss (CH), Peggy Perez (PP), Lyle Eagan (LE), Dave Kashdan (DK), Jim Scanlan (JS)
Others	Deanna Richardson (Deanna Richardson (DR), Christine Barger (Christine Barger (CB)
About this meeting	Charlie Stuart (CS) was sick and could not attend this meeting.

Topic	Type	Note	Owner	Due
1.	DECISION	Minutes approved from Feb. BoT meeting.		
2.	TODO	Treasurer report reviewed. Noted that 84% of pledge money has been received at 75% of the (fiscal) year. Responding to a question of a trustee, Brad Helmer will check on the amount of the donation made in support of medical assistance to refugees.	BH	2017-04-19
3.	DECISION	Slate of nominees for BoT: Vice-President - Spencer Conco; Stewardship - George Cross; Secretary - Tom Burns. Membership - Amy Kinley. Approval of the nominees by BoT consensus. Nomination committee includes: Don Shockley, Alicia Culbertson, Deanna Richardson (and 2 other people).		
4.	TODO	General Assembly - Cindi Huss will talk to Karyn Cross about the payment process, etc. She will email Rev. Briere and Karyn on March 16, 2017. Spencer Conco and Amy will be offered opportunity to attend SUULE first. Registration and lodging both will be paid for by church. BoT may consider sending three congregants to SUULE as they did last year. Deposit is paid now, the balance later.	CH	2017-03-16

5. **DECISION** Greg Kramer made the motion that HVUUC will pay for 3 people to attend SUULE with new BoT members given first opportunity to attend. Agreed by consensus.

6. **TODO** Regarding SUULE, Peggy Perez will ask Spencer Conco. Cindi Huss will ask Amy Kinley. PP, CH 2017-04-19

7. **TODO** Choir director - BoT considering combining choir director and pianist position. Rev. Briere will provide the name of another candidate to the Music Committee. JB 2017-04-19

8. **DECISION** Change to policy suggested by Greg Kramer, Fragrance Free Area (in the sanctuary), accepted by BoT. Third bullet point of the policy will read: "Use of air fresheners, scented soaps, and scented candles are prohibited from HVUUC facilities except by written permission from the Facilities Chair." Policy re: "Maintenance/safety/aesthetics" accepted as written in March 2011.

9. **TODO** Pledge cards will be provided before church service as people get their name tags after entering the church. Rev. Briere will also request that congregants pick up their cards. LE, JB 2017-03-19

10. **TODO** Tom Burns to notify Charlie Stuart that a room needs to be reserved for April 5 at 7pm for the BoT to further discuss the budget. Working budget was reviewed in this BoT meeting. Minor revisions in formatting the budget to be made by Greg Kramer. Dave Kashdan discussed the need for transparency about excess money at the end of the church fiscal year. TB, GK 2017-04-05

11. **TODO** Greg Kramer will send to the BoT the final report from the developmental goals task force. GK 2017-04-19

12. **TODO** Re-covenanting Task Force: BoT indicated (via email) preferred members for that task force to include Rev. Briere and 4 others. (N.B.: Rev. Briere is a voting member of this task force). Process for asking people to participate was defined: go first to the people who obtained most votes (1st & 2nd), then randomly through the group that obtained next greatest # votes. Charlie Stuart will make these phone calls. Dave Kashdan will supply the names of these people & the voting results to Charlie Stuart.

Dave Kashdan will send the edited "charge statement" (written by Charlie Stuart) to Tom Burns. BoT will send Rev. Briere their individual preferences for the process. TB 2017-04-19

13. **DECISION** Moved to approve the covenant task force charge document as amended. Approved with consensus.

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| 14. | IDEA | Website: Brad Helmer reported on online giving to HVUUC. He looked at possible services to be included in new HVUUC website. He recommended using PayPal. | BH | |
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| 15. | DECISION | Move (by Cindi Huss) that we allow Indivisible to meet at HVUUC on a trial basis for 8 months, for a fee to be determined. Motion passed 5-3 ("no" votes included Peggy Perez, Jim Scanlon, Dave Kashdan). Dave Kashdan recommended a discussion of "arms-length" action item for Greg Kramer and Dave Kashdan. Cindi Huss will provide contact information to them. | CH | 2017-04-19 |
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April 19, 2017 Board of Trustee Minutes (final version)

Sunday, May 14, 2017 12:00am

Minute taker	Tom Burns (TB)
Attendees	Jim Scanlan (JS), Jeff Briere (JB), Peggy Perez (PP), Lyle Eagar (LE), Greg Kramer (GK), Cindi Huss (CH), Dave Kashdan (DK), Charlii Stuart (CS), Brad Helmer (BH)
Others	Deanna Richardson (DR)

Topic	Type	Note	Owner	Due
1.	DONE	March 2017 minutes approved after corrections.		
2.	TODO	Southern UU Leadership Experience - Amy Kinley wants to attend; another congregant is considering going. A third person from the congregation was suggested, Wanda Earp, who Peggy Perez will ask. It was noted that reg. fees are much less if paid before May 1, 2017.	PP	2017-05-17
3.	INFO	Lyle Egan expressed interested in attending General Assembly 6/23-25 in New Orleans. Several other candidates are being considered - e.g., from the religious services committee, and the music committee.		
4.	DONE	- Treasurer report presented. - Regarding pledge drive, steward noted increased total pledge compared to last fiscal		

year.

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| 5. | TODO | Music director (incl. pianist) status: Rev. Briere has an interested party, who he will suggest consider application after the budget has been reviewed and approved. | JB | 2017-05-17 |
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| 6. | INFO | Budget proposal was presented and discussed. It was noted that the distribution between minister's salary + housing and benefits may vary from the figures presented in the budget. An asterisk may be included to emphasis the 10 mos. vs. 12 mos. costs. There is also a 2% increase in benefits given the cost of Rev. Briere's wife's medical. | | |
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| 7. | INFO | Per Peggy Perez, Don Shockley will be signing the membership book this week (he is a member of the church nominating committee). | | |
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| 8. | DECISION | Regarding the WETS-FM pledge drive, the BoT affirmed the decision of previous BoT's to write pledges through HVUUC. There will be an attempt to adjust the timing of the church pledge drive, so that -- to the extent possible -- there is little overlap with the WETS pledge drive. | | |
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| 9. | TODO | Next Board of Trustees meeting: May 17, 2017 | BoT | |
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May 17, 2017 Board of Trustee minutes (approved)

Tuesday, June 6, 2017 1:58pm

Minute taker	Tom Burns (TB)
Attendees	Jeff Briere (JB), Brad Helmer (BH), Lyle Eagan (LE), Peggy Pere (PP), Dave Kashdan (DK), Jim Scanlan (JS), Greg Kramer (GK), Cindi Huss (CH)
Others	Deanna Richardson (DR), Christine Barger (CB)
About this meeting	Charlie Stuart could not attend. Incoming Board trustees attendees - George Cross, Amy Kinley, and Spencer Conco. Cindi Huss served as timekeeper.

Topic	Type	Note	Owner	Due
1.	TODO	April Board minutes were approved as submitted. Tom Burns to forward approved minutes to Karyn Cross for publication on church website.	TB	2017-06-21
2.	DECISION	Brad Helmer gave the current treasurer's report. He also discussed the issue of how to use the budget surplus from 2016-2017. A motion was made and seconded to first pay-off (from the surplus) HVUUC's "Fair Share" balance to the UUA, and then to allocate \$10,000 to capital projects while any remainder would be directed to the Board discretionary fund. The motion was voted on and endorsed by the Board with one Trustee (Brad Helmer), who opposed.		

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| 3. | TODO | <p>Southern UU Leadership Experience - Board discussed possible congregants to be asked to attend. Amy Kinley and Spencer Conco are already planning to attend. Peggy Perez will ask both Don Schockley and Wendy Hearl if they want to attend. David Kashdan will complete nomination form for attenders. Brad Helmer write a check to pay the deposits required for attenders.</p> <p>Rev. Briere will make an announcement from the pulpit ASAP regarding opportunity for congregants to attend General Assembly (G.A.) for which HVUUC pays registration. So far HVUUC has no delegates attending G.A.</p> | BH, ,
DK, PP,
JB | 2017-
06-21 |
| 4. | TODO | <p>Amy Kinley reported that Margi Peterson has accepted the position of music director/piano accompanist. The music committee received references for Ms. Peterson. Amy Kinley and Dave Kashdan will review them. Ms. Peterson should start work August 14, 2017.</p> | Amy
Kinley,
DK | 2017-
06-21 |
| 5. | TODO | <p>Steward Lyle Eagan reported that there were 42 new or increased pledges in the recent pledge campaign. On a related matter, Cindi Huss agreed to request that Karyn Cross actively confirm and update the information in the directory annually. Lyle Eagan will have information to share with Karyn in this regard.</p> | CH | |
| 6. | TODO | <p>Greg Kramer reported on the Developmental Contract Addendum (written by Greg, Charlie Stuart, Dave Kashdan, Cindi Huss, Peggy Perez, and Rev. Briere). Greg has agreed to get HVUUC's most recent Mission & Vision statements and bring it to the next BoT meeting. Note that the Vision statement was recently updated and approved by the congregation.</p> | GK | |
| 7. | TODO | <p>Rev. Briere described in his 1st year at HVUUC</p> | JB | 2017- |

learning the church culture. He identified his focus to be 3-fold: intentional membership growth, financial health and growth, facilitating volunteerism. He stated how important he believes the behavioral covenant is, even relative to the church's vision and mission. The BoT and developmental minister agreed to expand these goals with priorities and objectives with September 30, 2017 as a deadline.

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| 8. | INFO | Charlie Mattioli, JoAnne Medlin, Beth Calvert, and Dana York are starting work on the behavioral covenant task force. Their first meeting is May 19, 2017. | | |
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| 9. | INFO | Dave Kashdan spoke about the retreat for old and new board members: 1/2-day at the Kashdan residence. Likely a Saturday in May or June. | | |
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| 10. | TODO | Procedures: annual reports (as Word documents) are due from all trustees on May 31, including year's progress and challenges, as well as forward thinking. Also, existing trustees will meet with their replacements individually. | all trustees | 2017-05-31 |
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| 11. | TODO | Membership Directory (update every 3 years): Peggy Perez will make edits, as approved by the BoT. | PP | 2017-06-21 |
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| 12. | TODO | Policies related to stewardship to be presented to the BoT in the next few months. Time-line to be established. Current steward Lyle Egan anticipates no changes. | | 2017-06-21 |
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| 13. | DECISION | Religious Services Committee in conjunction with BoT: Recent speaker Sandy Phillips declined her speaker fee. The money will instead be sent to a relevant foster care agency. | | |
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14.	TODO	Swearing in of new BoT members will take place 6/4/17. Spencer Conco will let Charlie Stuart know and also, the service coordinator for that service, Rosemary Kleske.	Spencer Conco	2017-06-04
15.	INFO	Communications task force: Rev. Briere volunteered to act as liaison to the BoT.		
16.	TODO	Tom Burns to alert Karyn Cross about new folders needing to be available for new BoT members by the time of the Board retreat.	TB	2017-06-01

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