

HVUUC January Meeting of the Board of Trustees

Holston Valley UU Church Meeting of the Board of Trustees

HVUUC April Meeting of the Board of Trustees

April 19, 2023

In Attendance: Ann Johnson, Michele Markstrom-Frisch, Bryan Kleske, Deav Kashdan, Charlie Miller, Doug Chaffin, Dottie Blades, Deb Helmer, Cynthia Goodman, Rev. Tiffany Sapp

Guests: Alicia Culbertson; Kim Ray; Bob Warner

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Tiffany presented the reading.

Check In: All Board members present checked in.

New Business

Dissolve Risk Assessment Team: Kim Ray stated that the team will not be dissolved, just will not be making weekly decisions. Since the risk level is at Low, we will remain at low unless a change is otherwise needed. The Risk pop-up on the church's website will be removed and information about the current processes will be in the church newsletter and weekly bulletin. Kim asked Doug to have tape on the carpet for placement of chairs; Doug indicated that he could. Bryan made a motion that the RAT team not meet weekly and notify the church if a change is necessary. Dottie seconded. Motion passed unanimously.

Task Force Report: Refining the Welcoming Process: Dottie asked for this to be tabled until after the Board retreat.

Policy re: scattering ashes: tabled until the May meeting.

Board Position Qualifications: Board position descriptions are used by the Nominating Committee to look for potential people to serve on the Board. Four positions require that the nominees have served as a chairpersons on major committees. Ann indicated that the requirement should stay for the Vice President's position. Membership, Stewardship, and Programs also currently require that. After discussion, a motion was made by Charlie Miller that previous experience on a church committee be the requirement, eliminating the word "leadership". Dave seconded. The motion passed with one abstention, one opposed, and the remainder in favor.

Congregational Meeting: Board members can vote at the Congregational meeting, with the exception of the Board President (Ann Johnson).

Parliamentary Procedure: Ann made the following motion with Cynthia seconding. The motion passed with one abstention and the remaining votes in favor. This procedure will be used at the April 2023 Congregational meeting and may be used at other meetings, if the presiding officer wishes to use them.

Parliamentary Authority

I move that we accept Roberts Rules of Order as our Parliamentary Authority with the following exceptions:

1. A time limit of 2 minutes per person may be implemented during discussion of a motion.

2. A time limit of 15 minutes of discussion for each motion may be implemented.

Security: Dottie discussed the Sunday event regarding the church door being locked. Tiffany has requested the Security policy from the UU church in Knoxville. This item was tabled for discussion in the future. Current greeters will be asked not to lock church doors, and Cynthia will inform Sue Shuler to notify greeters.

Policy re: Flag tabled

Policy re: approval of items placed on campus: tabled

Calendar: Tiffany requested that the Board retreat date be set soon. Dottie will work on this.

Old Business

March BOT Meeting Minutes: The motion to approve the March minutes was made by Ann and seconded by Charlie. The motion passed unanimously.

Minister's Report: Full report is in the Board folder. Rev. Tiffany highlighted that the Ministerial Fellowshiping Committee has decided that the Board no longer has to evaluate the minister. Additionally, she checked in with Charis and Jessica on their goals. Rev. Tiffany personed a table at the Drag Show. Justin formed a team to work with him regarding RE.

Treasurer's Report: Deb states our finances are all good!

Kitchen Update: Dave reported that kitchen walls are being repaired, kitchen cabinets are being built with hopeful installation in late May, and paint color, counter top and Formica were selected. Appliances

have been ordered. Hopefully we will have a working kitchen by June.

Fred Ball room flooring will be installed after appliances and cabinets are installed. Other wall painting will be done in the Fred Ball room and hallway as well.

Facilities Report: Doug's full facilities report is in the Board folder, and he recapped the report stating the Levi has done significant deck work.

The facilities group has been very active and helpful. A MACHO workday resulted in extensive basement cleaning. The roof leaks have been fixed, with the exception of one, and some HVAC work occurred.

We have a new female landscape/mower contractor.

Service Sunday: Deb invited any Board member to meet with her and Doug on Friday, the 21st for work task information. Otherwise, it is important for us to be at church at 10am on Sunday. Deb and Doug will be available at the Service Sunday for questions/help. Lunch will be provided.

Personnel Update: nothing to report

Past President Update: Dave had nothing to report.

Membership Report: Cynthia has a new person for the Caring Team, with possibly two more new Caring Team members. The membership role is complete.

Programs Report (Welcoming Congregation) Bryan reported the RSC is doing marvelously. Great reports about Justin, the new DRE. This month he is working on the Welcoming Congregation renewal. The renewal process started January 1, 2023 and ends at the end of December. Programs had a table at the Drag Show.

Volunteer Task Force Report and Discussion: We got limited return of the volunteer forms, so Rev. Tiffany is proposing to try having the forms available for completion again in August.

Stewardship Updates and Endowment Chair: Charlie indicated that no more pledges have been.

March 15, 2023, Zoom Meeting

In Attendance: Dottie Blades, David Kashdan, Ann Johnson, Charlie Miller, Rev Tiffany Sapp, Bryan Kleske, Cynthia Goodman, Doug Chaffin, Deb Helmer. Absent: Michele Frisch

Meeting started at 7PM, March 15, 2023.

Meeting minutes from February meeting accepted unanimously.

Minister's report: Full report on file. Highlights: Martha Rubenstein, chairperson, Committee on Ministry (COM), reports the Board needs to appoint two members. The Board unanimously voted to confirm Wendy Hearl be appointed to COM.

Treasurer's Report: Summary on file.

Kitchen report: Church Mutual (CM) indicated it would send a check for about \$41,000 to cover certain flood damages. After 10 days, it has not yet arrived, CM was informed. Efforts to obtain contractors continue: We have a bid for insulation, wallboard, ceiling repair for about \$3500 (similar to the amount CM calculated it should cost). We also have a bid from Ken Smith/Weber City Cabinets to replace the damaged kitchen cabinets for just under \$8,000. If we enhance the kitchen according to recommendations of the Kitchen Flood Committee (replace commercial dishwasher with a commercial undercounter unit, remove small commercial sink) the cabinetry will cost \$13,000. This is well below the \$15,000 anticipated by CM.

Facility's report: Report on file. Met with group inquiring about having a home school in the REZ, informed them why we thought our facilities were not suitable for their needs. Work on septic system to unblock it. Many fluorescent bulbs were burned out, they were replaced with LEDs by Rolla Wade. Ray Hatch cleared out gardens, hung diplomas for Rev Tiffany. Replacement windows for Rev Tiffany's office have been ordered. Roof: We've determined roof flashing wasn't installed properly; a plan has been developed to repair for \$1500.

Church Workday: Email notices sent out. Justin took leadership for youth at REZ. On Apr 23, we need a leader for each station (or for up to 3 stations).

Action Item: members of the board will be volunteered for station leadership unless they inform Deb they won't be available.

Personnel committee: Dottie reports Sarah has moved off and Justin has replaced her as RE Director. Deb indicates we have a new administrator of retirement funds and she has started to provide employee information.

Membership: Membership numbers being updated. Current best estimate is 120 members. Will have memorial reception for Amy Bond family at 1PM mar 25, 2023

Programs: Renewal for Welcoming Congregation being prepared. Justin taking over RE.

Stewardship: Pledges received is at 43% of target, about right for being halfway through the month.

New Business: Deb: Needs \$229 to fund purchase of text for diversity class. Motion to take \$229 from Board Discretionary Fund for text purchase. Passed unanimously.

Task force of refining welcoming process – tabled.

Social Justice motion: Bryan: "I move we approve the social justice committee statement of gun safety as written to be presented to the congregation for a vote." Seconded by Cynthia Goodman. Approved unanimously.

Church Calendar: Action Item: Each board member to send Charlie a note indicating availability for budget resolution meeting during last week of March, first week of April.

Meeting Adjourned 8:30 PM.

February 15, 2023

In Attendance: Ann Johnson, Michele Markstrom-Frisch, Bryan Kleske, Dave Kashdan, Charlie Miller, Doug Chaffin, Dottie Blades, Deb Helmer, Cynthia Goodman, Rev. Tiffany Sapp

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Tiffany presented the reading, "I Will Love You by Being".

Check In: All Board members present checked in.

January BOT Meeting Minutes: The motion to approve the January minutes was made by Ann and seconded by Deb. The motion passed unanimously.

December Facilities Meeting Minutes: The motion to approve the December 13 minutes was made by Charlie and seconded by Doug. The motion passed unanimously.

Minister's Report: Full report is in the Board folder. She shared that the Ministerial Fellowship Committee granted her first renewal. Article II workshops will occur in March. She also took an 8th Principle workshop and also a two-day management workshop. A DRE has been hired.

Treasurer's Report: Deb states pledges are on track for the year. We are currently using money from Capital Repairs for kitchen repairs; this money will be reimbursed with the insurance settlement.

Kitchen Update: Dave reported on the kitchen repairs that have been completed, as well as progress toward insurance settlement. The Kitchen Flood Committee has met about appliances to be replaced and Fred Ball replacement flooring.

Facilities Report and Safety Update: Doug's full facility report is in the Board folder, and he recapped the report. A permanent solution has been found for the roof leak. Currently the temporary solution is working. Repair of the commercial dishwasher is on hold due to back ordered parts. Much of Doug's time has been spent on finding and scheduling contractors for kitchen repairs. Doug reiterated that the Facilities Trustee's job is very big, and he now has a facilities Committee that is newly formed to help with this Trustee position.

Facilities capital repair priority list: Currently \$10,000 was approved capital repairs and the cost to replace the minister's office windows will be around \$7,000. Ann suggested that we might need to approve more money for the deck. Deb explained that the Board doesn't have to approve more money, just be informed of extra expenditures. Charlie made the motion to release \$5,000 more to meet critical capital repairs. Ann seconded. The motion passed with one objection.

Church Work Day: Doug will have a list of prioritized projects a week in advance and will have people sign up for specific projects the day of the service. Each project will have a leader who will be prepared for each group to complete the project. Information will be in the March and April newsletters, with an in-person announcement in April.

Personnel Update: Dottie reported that there were quite a few DRE applicants, which Rev. Tiffany narrowed down to four. One withdrew and three were interviewed. Justin Ridley was selected by the interview committee; he accepted the position and will start March 1. Sarah Sanders will be available for a couple of weeks to help with his transition.

Past President Update: Dave reported no additional information.

Membership Report: Cynthia is working on the Membership Directory and will provide a more accurate membership number in the near future. She is working on a system to keep the Membership list accurate.

Programs Report: Bryan reported that the Music Committee is meeting. RE is going well. RSC is also going well. In his research, Bryan is finding that meeting the Welcoming Church criteria is harder to track. He provided a list of events of which he is aware and believes we have met the Welcoming Church criteria. He will check to see when the events

form needs to be submitted. Ann asked for an update on his progress in March.

GA Attendees: Dottie Blades, Charlie Miller, and Bob Warner are our representatives.

Paying for GA Attendees: GA registrations are paid. There is money in the Discretionary Fund to use toward expenses and a cap was suggested. Ann made the motion that \$500 per person for in-person attendance be approved. Dave seconded. The motion passed unanimously.

Volunteer Task Force Report and Discussion: The new Membership Development form used in Path to Membership can be used congregation-wide to distribute in the bulletin to secure more volunteers. Ann moved that we approve this form as our new volunteer form church-wide. Dave seconded. The motion was approved unanimously.

Endowment Chair: Charlie reported that he received feedback on what people would like to see in the new Chair.

Stewardship Update: Charlie received updates/feedback from individuals for next year's budget preparation. The Personnel Committee reviewed position budget recommendations and made revisions. Adjustments brought the budget proposal in line with current budget and income.

Board Calendar: Ann reviewed calendar tasks/events.

Check out.

HVUUC January 2023 Meeting of the Board of Trustees

January 18, 2023

In Attendance: Rev. Tiffany Sapp, Ann Johnson, Michele Markstrom-Frisch, Dave Kashdan, Charlie Miller, Doug Chaffin, Dottie Blades, Deb Helmer, Cynthia Goodman

Absent: Bryan Kleske

Guests: Lori Krause; Martha Rubenstein

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Dottie presented the readings which were quotes from Rev. Martin Luther King.

Check In: All Board members present checked in.

November BOT Meeting Minutes: The motion to approve the November minutes was made by Ann and seconded by Dottie. The motion passed unanimously.

Minister's Report: Rev. Tiffany pointed out some report changes to her reporting. She did employee reviews, the Interim DRE was hired, resumes for permanent DRE are being submitted. Work regarding Article Two revision is continuing.

Treasurer's Report: Deb reported that our finances look good, primarily because of the auction. Charlie indicated that auction proceeds are coming in well.

Kitchen Update: Dave and Doug updated the Board regarding the burst pipe damage. The insurance contract adjuster has been very helpful

regarding coverage. Technicians are coming in to inspect electricity, appliances, and HVAC. Bids to replace equipment/materials will be obtained. Upon approval from Church Mutual, the insurance claim sum will be available for the Board to make decisions about spending.

Church Work Day: April 24, 2023. Committee chairs should submit requests for needed work, supplies needed, and volunteers needed. Projects would be prioritized. This work day would target facilities' needs, not grounds.

Facilities and Safety Update: Doug summarized his monthly report. Still a water pressure issue at the church, especially the REZ. The alarm has been faulty and the company contacted. The roof is still leaking above the podium and in the kitchen. The commercial dishwasher has a clogged valve and needs some new parts. A new LED light was installed that provides good lighting.

Personnel Update: Dottie reported that the Personnel Committee reviewed staff evaluations. Also, the committee talked about increased wages and work time for personnel.

Past President Update: Dave reviewed our current church insurance coverage and estimated replacement value. In conferring with the insurance company, Dave learned that the insurance company would approve a 16% increase in coverage with a \$504 premium increase. Ann moved to accept the increase and Dave seconded. The motion was approved unanimously.

Stewardship Update: Charlie reported that JoAnne Medlin is soon to go off as Endowment Chairperson. He has spoken to someone about taking this responsibility and hasn't received an affirmative answer. Also, Charlie reviewed his spreadsheet regarding committee budget

requests. The larger increases are regarding personnel. Discussion followed.

Membership Update: Path to Membership had 16 participants. At PTM, volunteer forms were collected. Phyllis Cairnes sent lists to appropriate committee chairs of names of those interested in volunteering in specific areas.

Programs Update: There was no update.

Process for Conferring Minister Emeriti: Michele and Dottie will investigate whether or not Jeff Briere would be open to this process, per Joseph Viola's request for conferring. Ann also will inform him that he can bring a motion to do this to the Annual Meeting.

Church Work Day: April 24, 2023. Committee chairs should submit requests for needed work, supplies needed, and volunteers needed. Projects would be prioritized. This work day would target facilities' needs.

New Business:

Task Force Reports:

Volunteer Task Force Report and Discussion: Lori and Martha represented the task force. Ann asked for clarification on some report areas which Lori and Martha addressed. Discussion about the report was constructive. Cynthia and Ann will work together to develop a plan to implement report suggestions.

GA Attendees: Committee on Ministry asked that GA attendees be very intentionally selected due to voting on Article Two. Dottie indicated that she might be interested in being a delegate. Charlie also indicated an interest and will defer to others. Noel Marshall and Bob Warner

were mentioned as possible delegates, as well as Committee on Ministry committee members.

Paying for GA Attendees: Charlie proposed that Designated Funds be used to pay if GA is within close geographical proximity to us. Rev. Tiffany pointed out that most GA's are not in close proximity to us. Also, attendance can be virtual. Discussion ensued.

Policy Changes:

Safe Congregation Policy: Ann met with others to rewrite this policy. She made a motion to accept the policy changes as amended. Dottie seconded. The motion was unanimously approved.

Stewardship Position Description: Charlie had no suggestions for changes. Ann made the motion to accept this position description with no changes. Deb seconded. The motion was unanimously approved.

Programs Position Description: Bryan made no changes, except to requesting oversight of the Welcoming Congregation to be added. Ann made the motion that this be accepted as amended. **Charlie seconded. The motion was unanimously approved.**

Membership Position Description: Cynthia had no changes. Ann made the motion that this description be approved as is. Dave seconded. The motion was unanimously approved.

Check Out

HVUUC FACILITIES TASK FORCE REPORT REVIEW

December 13, 2022

Present: Ann Johnson, Michele Markstrom-Frisch, Rev. Tiffany, Doug Chaffin, Deb Helmer, Charlie Miller, Dottie Blades, Dave Kashdan

Absent: Bryan Kleske, Cynthia Goodman

Chalice Lighting

Reading: Rev. Tiffany

Check In: all present checked in

Task Force Review: presented by Deb and Doug. Doug reviewed a list, not in order of priority, of proposed Capital Repairs Projects.

Replace boards on uncovered deck – MACHO project, Levi (a person attending HVUUC, as well) has offered to help. The estimate for wood is \$3,000 for deck floor only. The handrails are not up to code and should be replaced sometime after the deck floor.

**HVUUC November 2022 Meeting of the Board of Trustees
November 16, 2022**

In Attendance: Ann Johnson, Michele Markstrom-Frisch, Bryan Kleske, Dave Kashdan, Charlie Miller, Doug Chaffin, Dottie Blades, Deb Helmer, Cynthia Goodman

Absent: Rev. Tiffany Sapp

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Bryan presented the reading.

Check In: All Board members present checked in.

October BOT Meeting Minutes: The motion to approve the October minutes was made by Dave and seconded by Bryan. The motion passed unanimously.

Minister's Report: Ann covered highlights of Rev. Tiffany's report. Rev. Tiffany asked that we read the article written about the change in UU principles. The Ford historical marker we recommended has been approved by the Tennessee Historical Commission. There is a potential opportunity to have an event to celebrate the marker placement. Rev. Tiffany's full report is available for review. She is out of the office this week, attending a UUA workshop.

Treasurer's Report: Deb stated that we are behind in pledges, although Charlie said giving is following a normal pattern. A \$6,249 insurance premium payment was made, which was a large expenditure this month. Deb said we need to keep an eye on the budget.

Facilities Report and Safety Update: Doug gave an overview of his report; the full report is available for review. Joseph Viola and Alex Stolberg have been consistently doing routine outside tasks.

Personnel Update: No update for this month.

Past President: Dave reported that he looked at the valuation of the church regarding adequate replacement insurance coverage. We are adequately insured at \$165 value per square foot. If the value is \$200 per square foot, we are underinsured. He believes we might be a little on the low side with insurance coverage, but not grossly underinsured. Ann made a motion to get a replacement value estimate from our insurance company. Deb seconded and the motion passed unanimously.

Stewardship Report: Charlie reported that he is pleased about the number of donated items. Auction set up will occur on Saturday afternoon.

Membership Report: Cynthia informed the group that Rebecca Rowe passed away last night, There will be a service and memorial reception on Sunday afternoon for which she will need help with clean up.

Programs Report: Bryan reported that all is going well – no changes or requests.

New Business:

Task Force Reports:

Facilities – Deb presented for this task force. She reported that the group identified four areas of importance relative to buildings and grounds, and she gave an overview of projects and project objectives for each of the four areas. Additionally, she presented a list of long-term considerations due to the age of the church. This task force is requesting a committee to determine needs, priorities, and funding

options to complete targeted projects. A Board Zoom meeting is scheduled for Tuesday, December 13 to further discuss this report.

Policy Changes:

Safety Team/Policy: Ann presented a revision of the Safety Policy. Discussion followed. Dottie made the motion to accept the revision of the Policy with the addition of adding training for AED and CPR. Deb seconded. The motion passed unanimously.

Safe Congregation Policy: This policy is primarily about our children and youth and how the church will protect them. Ann presented changes to the current policy which pertains to caregivers (nursery) and RE teachers. She also met with Dave and Sarah White to review proposed changes. Discussion followed. Ann will talk with Sarah White and the Personnel Committee regarding the current policy and proposed changes and bring information back to the Board.

Board Position Descriptions:

Stewardship – tabled until January

Programs – tabled until January

Membership – tabled until January

Board Calendar: Ann reviewed December calendar tasks/events.

December Board Meeting: cancelled; there will be a meeting on December 13 to discuss the Facilities Task Force report.

Check Out

HVUUC October 2022 Meeting of the Board of Trustees

October 19, 2022

In Attendance: Ann Johnson, Michele Markstrom-Frisch, Rev. Tiffany Sapp, Bryan Kleske, Dave Kashdan, Cynthia Goodman, Charlie Miller, Doug Chaffin, Dottie Blades

Absent: Deb Helmer

Guest: Kim Ray

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Tiffany presented the reading.

Check In: All Board members present and Rev. Tiffany checked in.

August BOT Meeting Minutes: The motion to approve the August minutes was made by Charlie Miller and seconded by Dave Kashdan. The motion passed unanimously.

Minister's Report: Rev. Tiffany covered highlights of her report. The full report is available for review. She mentioned John Charle's memorial service at Sycamore Shoals this coming Saturday. Rev. Tiffany is officiant.

She reported on the request for a nonbinary group, which she hopes will soon be organized with her help, along with help from Cynthia and Michele.

Rev. Tiffany gave a huge thank you for the support and work to make her installation service wonderful.

She will be out of the office in November for a week to attend a UUA workshop.

Treasurer's Report: Ann presented the summary report for September in Deb's absence. Income for September is down.

Facilities Report and Safety Update: Doug gave an overview of September and October. We have a new mowing contractor and Doug received a lot of positive comments about her. Ray Hatch is still very vested in keeping up church grounds. George Cross donated a new back door which we paid to be installed. Doug's hope is to work more on the playground area. Also, he reorganized the FBR closet – we can now walk into it. The Task Force has concluded it's charge and Deb Helmer is preparing a final report. Doug also mentioned that the custodian is showing up and doing a good job. He asked if a year end bonus for the custodian is possible. Ann Johnson suggested giving him grocery cards. No decision was made, and we will defer to Deb and ask her at the November meeting.

Personnel Committee: Ann has a small change to the Personnel Manual – the current Bereavement section wording is confusing and will read as follows:

FUNERAL OR BEREAVEMENT LEAVE

A regular employee will be granted up to 2 consecutive work weeks for bereavement leave to attend to arrangements and to take care of matters attendant to the death in the event of a death of an immediate family member (spouse/partner, child, parent), up to 1 week for death of a member of the extended family (siblings, inlaws), or 1 work day for other relatives (aunts/uncles, nieces/nephews). Additional time may be requested from your Supervisor/Minister.

Past President: Dave has not yet reviewed the church insurance policy for current valuation – this is his ongoing project.

Stewardship Report: Reallocation of Fidelity Investment – Charlie made the motion to accept the Finance Committee's recommendation to modify investments in HVUUC's Fidelity brokerage account to improve

returns in accordance with the investment strategy articulated in our Objectives Statement. He provided a spread sheet of current and recommended investments, showing the benefits to church investments changes. This is a moderate risk recommendation. Michele seconded. The motion was approved unanimously.

Membership Report: Cynthia reported that Dan Coughlin did the Refining the Welcoming Process task force final report.

Programs Report: Bryan reported that Rosemary has helped with the UUA Welcoming Congregation certification process. Some new members are working to revive the Music Committee. RE is moving well.

New Business:

September 6, 2022 motion: (communication was done via email)

Doug moved that we accept the submitted estimate/contract and the expenditure of \$2500 from Capital Repairs to install gutter guards, repair gutters, and paint the front roof of the church. Ann seconded the motion. The motion passed unanimously by email vote.

R.A.T. Update: Kim Ray discussed the RAT evolvement and stated that the COVID risk plan is working on its own. The team is confident in the mitigation measures in place for each risk level (masks, air flow, etc.) and in folks' ability to choose which activities are safe/comfortable for them. They will continue to look at area COVID statistics each Thursday to set our risk level for the coming week. Unless something out-of-the-ordinary comes up, they won't place extra restrictions. If food is allowed, it's allowed. Event coordinators can plan accordingly to

let people know what to expect. Folks can then decide for themselves whether to participate in the activity. The result is that everyone makes their own decision about attending church and functions, based on the risk level. Chairs on far side will be spaced for health safety. The risk chart still exists and is visible in the foyer. Food distribution guidelines are also on the chart. This allows others to decide if they want to participate in events with food.

She also mentioned that the Green Arts festival will be held. Information for vendors and congregation will be forthcoming. The event is after the auction and will be in online and in person formats.

Archived Materials: Michele reported on reviewing archived materials to keep or discard. Cynthia offered to spearhead the formation of a group to review materials. She will select a date to start after the new year. Also, she will ask for volunteers to help.

Task Force Reports:

Refining the Welcoming Process – tabled; no report

Rethinking Volunteerism – tabled; report was received just before the meeting and not immediately available for review. Ann asked for a person on the task force to present the report at the November Board meeting.

Policy Changes:

Safety Team/Policy – Ann asked if the church needs a safety team at this time. Discussion occurred and no decision was made. Ann tabled this and asked Board members to think about this need.

Board Position Descriptions:

Stewardship – tabled

Programs – tabled

Membership – tabled

Board Calendar: Ann reviewed September, October, and November calendar tasks/events.

Check Out

HVUUC September 2022 Meeting of the Board of Trustees September 21, 2022

In Attendance: Ann Johnson, Michele Markstrom-Frisch, Rev. Tiffany Sapp, Bryan Kleske, Dave Kashdan, Cynthia Goodman, Charlie Miller

Absent: Dottie Blades, Deb Helmer, Doug Chaffin

Reading: Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Tiffany presented the reading in honor of International Peace Day.

Check In: All Board members present and Rev. Tiffany checked in.

August BOT Meeting Minutes: The motion to approve the August minutes was made by and seconded by . The motion passed unanimously.

Minister's Report:

Treasurer's Report: Ann gave the Treasurer's report in Deb's absence.

Facilities Report and Safety Update: Ann gave the Facilities report in Doug's absence.

Personnel Committee: Ann

Past President:

Stewardship Report:

Membership Report:

Programs Report:

Board Reminder: The Board of Trustees will cover coffee hour for the month of November.

New Business:

September 6, 2022 motion: (communication was done via email)

Doug moved that we accept the submitted estimate/contract and the expenditure of \$2500 from Capital Repairs to install gutter guards, repair gutters, and paint the front roof of the church. Ann seconded the motion. The motion passed unanimously.

Minister Emeritus:

Church Archive:

Policy Changes

Safety Team/Policy:

Safe Congregation Policy:

Board Position Descriptions

Stewardship –

Programs –

Membership –

Reminder: Task Force Reports/Recommendations due next month (November).

Check Out

HVUUC August 2022 Meeting of the Board of Trustees

The September Board meeting was cancelled due to lack of attendance by Board members, therefore there are no September Board meeting minutes.

August 17, 2022

In Attendance: Ann Johnson, Dottie Blades, Deb Helmer, Michele Markstrom-Frisch, Rev. Tiffany Sapp, Bryan Kleske, Dave Kashdan, Cynthia Goodman, Doug Chaffin

Absent: Charlie Miller

Guest: Joseph Viola, Kim Ray

Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Tiffany presented the reading. All Board members and Rev. Tiffany checked in.

July BOT Meeting Minutes: The motion to approve was made by Dottie and seconded by Cynthia. The motion passed unanimously.

Minister's Report: No report this month, as Rev. Tiffany has just come off of bereavement leave.

Treasurer's Report: Deb reports that we are doing okay. July income was down, which is not unusual.

Facilities Report: Doug reviewed his report. The roof repair seems to be working – no leaks to this point. Parking pad concrete is being poured this week. Water in the basement is not a huge problem. Furniture is gone from the REZ. Kudos to Ray Hatch for all the work he is doing at the church. Doug reviewed two signs for reserved parking for inclusion purposes. After discussion, it was decided that both signs will be used to designate parking for individuals with limited mobility.

Personnel Committee: Dottie stated no report this month. She did want to inform us that two sitters have been hired.

Past President: Dave will do a rough estimate of the value of the church to review our current insurance policy for appropriate replacement value coverage.

Stewardship Report: Deb reported for Charlie Miller that a review is being done of investment funds that will provide stronger returns than current funds.

Membership Report: Cynthia reported that a Path to Membership class will be held August 28. She added that Phyllis Cairnes does a wonderful job of organizing Path classes.

Programs Report: RE Collaborative is doing well. Charis is inviting good musicians and being mindful of the Music Committee budget.

Installation Event: Rev. Tiffany and Dottie have discussed funds for the event. They project that \$3100 will cover catered reception, printing, people in the REZ, and childcare.

NOTE: The Board of Trustees will cover coffee hour for the month of November.

New Business:

August 2, 2022 motion: (communication was done via email)

Ann Johnson moved that we accept the Risk Assessment Team's recommendation (during high risk status) of allowing up to two singers to sing without masks after a negative COVID test. Singers will sing on the dias and be at least 20 feet away from anyone else, and they will be miced. Doug seconded the motion. The motion passed unanimously.

Minister Emeritus: Joseph Viola spoke regarding his interest in bestowing Minister Emeritus status on Jeff Briere. The UUA suggests that a church have a policy around this. HVUUC does not have a written formal policy. Discussion occurred. At this point, no plan of action is being proposed.

Proposed COVID policy revision: Kim Ray submitted revised policies for HVUUC's COVID response. Bryan voted to accept the policies and Dottie seconded. No discussion. New guidelines were approved unanimously.

8th Principle Training: Sarah White and Rev. Tiffany are requesting \$400 from the Leadership Development budget line for eight people to attend this training. The training would occur after the first of the year. Discussion followed and the suggestion was made to use money from the Board Discretionary fund. Ann moved to use \$400 out of Board Discretionary funds. Deb seconded. The motion was approved unanimously.

Policy Changes

Authorization for Signing - require background checks for anyone who is a signatory. Background check costs covered out of the Board

Discretionary Funds. Dave made the motion to approve and Cynthia seconded. Approved unanimously.

Acceptance or Rejection of Monetary Restricted Donations – accept the policy as is. Deb moved to accept and Bryan seconded. The motion was approved unanimously.

Procedure for Sunday Worship Service Special Collection – accept the policy as is. Deb moved to accept and Dottie seconded. The motion was approved unanimously.

Advancement of Funds - accept the policy as is. Ann made the motion to accept and Michele seconded. The motion was approved unanimously.

Establishment and Advancement of Designated Funds (Committee/Activity) Accounts – accept the policy as is. Deb moved to accept and Ann seconded. The motion was approved unanimously.

Board Position Descriptions

President – Ann recommended to approve with no change. Michele made motion to accept and Dave seconded. The motion was approved unanimously.

Vice President – add chairpersonship of Personnel Committee responsibilities. Cynthia moved to accept the change. Dottie seconded. The motion passed unanimously.

Secretary – accept the position description as is. Michele moved to approve and Bryan seconded. The motion was approved unanimously.

Past President – add insurance policy oversight. Remove chairing personnel committee. Bryan moved to accept the changes and Cynthia seconded. The motion passed unanimously.

Facilities Trustee – remove insurance oversight and now work in conjunction with Past President on claims. Dave made the motion to accept the changes and Deb seconded. The motion passed unanimously.

Check Out

HVUUC June 2022 Meeting of the Board of Trustees July 20, 2022

In Attendance: Ann Johnson, Dottie Blades, Deb Helmer, Michele Markstrom-Frisch, Rev. Tiffany Sapp, Bryan Kleske, Dave Kashdan, Cynthia Goodman, Charlie Miller, Doug Chaffin

Guest: Joseph Viola

Ann welcomed everyone to the meeting at 7:00pm with the Chalice Lighting. Rev. Sapp presented the reading. All Board members and Rev. Sapp checked in.

June BOT Meeting Minutes: Thee motion to approve was made by Dave and Doug seconded. The motion passed unanimously

Minister's Report: Rev. Sapp presented highlights from her report. She is pleased to report that we now have a piano player. The Risk Assessment Team meets weekly and will start meeting on Thursdays

because of changing COVID data. Due to the recent Supreme Court decision she has attended marches for Reproductive Rights and will do Reproductive Rights training. Rev. Sapp plans to be present all day for TriPride. She reminded the Board that her Ministerial Fellowship Committee paperwork needs to be started this month or next.

Treasurer's Report: Deb's financial report through the end of June shows a strong year to date amount. June is usually a good month for pledges being submitted.

Facilities Report: Doug gave an overview of his activities. He pointed out the roof leak repair was completed today. Also, Rolla Wade has helped significantly with lighting in a room in the REZ and needs a big thank you. George Cross has offered to donate a back door leading to the covered deck; he will also donate time and materials relative to the door replacement. Doug got an estimate for a 20 x 30 concrete pad for a wheelchair accessible parking pad at the REZ. It will adjoin the existing sidewalk. Ann Johnson made a motion to accept the one bid (\$2,750) we received for this pad. No other contractors have responded to estimate requests and the estimate given is fair. Dottie seconded. The motion approved unanimously.

Personnel Committee: The committee completed hiring of the pianist. Ann Johnson is working on the hiring of childcare workers, who now can include HVUUC members and friends.

Stewardship Report: The Finance Committee met July 19 to discuss our Fidelity account. The church auction is tentatively set for Nov. 19. The annual church audit was completed and no irregularities were found. Ann asked Charlie to start a "wish list" for next year's budget preparation, including the request for travel and expenses for GA delegates. This "wish list" does not replace requests for committee expenses for next year's budget. Byran McCaughey was unanimously

approved as the new Endowment Committee member. Charlie made the motion for his approval and Ann seconded.

Membership Report: Cynthia is working on volunteers for Coffee Hour. September 25 is the new date for the church annual picnic, which will be held at church. She reported on Women's Group hosts for upcoming months. August 12-13 is an overnight women's event – Women on the Lake, which is being hosted by Denee Mattioli and Mary Williamson. Cynthia will do a kitchen supply check list that kitchen volunteers will update. This list will facilitate her making necessary purchases for supplies.

Installation Event: A date Sunday, October 2 has been set for Rev. Sapp's installation as the HVUUC settled minister. A rough estimate of expenses for this event will be submitted soon. Most of Rev. Sapp's guests she wants to invite will be local, so housing costs will be minimal.

Review of BOT Task Force Charges:

Refining the Welcoming Process: The mission statement was reviewed, as well as a list of potential task force members. Ann would like a finalized list of task force members and for them to have met once by the August 17 meeting. Also, Ann wants task force recommendations submitted to the Board by the October 19 Board meeting.

Building and Grounds: (It was specifically noted that the aim of this task force is to find ways to take tasks off of the Facilities Trustee, rather than add tasks.) The charge included a prioritized list of needed improvements and ways to increase volunteerism to make these improvements. Ann would like a finalized list of task force members and for them to have met once by the August 17 Board meeting. Also,

she wants task force recommendations by the November 16 Board meeting.

Volunteerism: the aim of this task force is to increase volunteer participation. Methods and considerations for volunteer participation were suggested. Ann would like a finalized list of task force members and for them to have met once by the August meeting. Also, she wants task force recommendations submitted by the October 19 Board meeting.

New Business:

AMENDMENT TO MOTION #1 FIRST HORIZON CHECK ACCOUNT SIGNATORIES

(Original Motion) First Horizon Check Account Signatories: Deb made the motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the First Horizon checking account #001204254. Bryan seconded them motion. The motion passed unanimously.

(Amended Motion) *Deb made the motion that the Board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Bradley Helmer (Disbursing treasurer), and Charlie Miller (Stewardship) to be signatories on the First Horizon checking account #001204254. Ann seconded. The motion passed unanimously on July 24, 2022 through email voting.*

First Horizon Savings Account Signatories: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the First Horizon savings account #182852727. Dave seconded. The motion passed unanimously

First Horizon Grocery Cards Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Richard Boyd, and Charlie Miller (Stewardship) to be signatories on the First Horizon grocery cards account #002445252. Michele seconded. The motion passed unanimously.

Fidelity Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the Fidelity account #Z44200537. Cynthia seconded. The motion passed unanimously.

Vanguard Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Charlie Miller (Stewardship), and Jo Anne Medlin (Chair of the endowment fund) to be signatories on the Vanguard account #0527-88047466564. Michele seconded. The motion passed unanimously.

Historical Marker Discussion: Tiffany reviewed the Ford historical marker wording that exists on the current Ford historical marker not far from HVUUC. Tiffany and Guerry McConnell were invited to participate in a discussion with a group that received a grant to pursue a new historical marker with wording that supports the enslaved Ford children relative to their suit being upheld by the TN Supreme Court. The Board was approached about the new marker being placed on HVUUC

property. Ann Johnson moved that HVUUC allow this new marker to be placed on church property. Cynthia Goodman seconded. Great discussion occurred with the motion being passed unanimously.

Coffee Hour: Board will serve for month of November.

Board Calendar and Key Action: Ann updated Board tasks for upcoming months.

Tabled Agenda Items: The following agenda items were tabled until the August Board meeting.

- Process for conferring Minister Emeritus
- President Position Description
- Vice President Position Description
- Secretary Position Description

Board Check Out

Motions from the July meeting.

Endowment Committee: Byran McCaughey was unanimously approved as the new Endowment Committee member.

AMENDMENT TO MOTION #1 FIRST HORIZON CHECK ACCOUNT SIGNATORIES

(Original Motion) First Horizon Check Account Signatories: Deb made the motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the First Horizon checking account #001204254. Bryan seconded them motion. The motion passed unanimously.

(Amended Motion) *Deb made the motion that the Board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Bradley Helmer (Disbursing treasurer), and Charlie Miller (Stewardship) to be signatories on the First Horizon checking account #001204254. Ann seconded. The motion passed unanimously on July 24, 2022 through email voting.*

First Horizon Savings Account Signatories: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the First Horizon savings account #182852727. Dave seconded. The motion passed unanimously

First Horizon Grocery Cards Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Richard Boyd, and Charlie Miller (Stewardship) to be signatories on the First Horizon grocery cards account #002445252. Michele seconded. The motion passed unanimously.

Fidelity Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), and Charlie Miller (Stewardship) to be signatories on the Fidelity account #Z44200537. Cynthia seconded. The motion passed unanimously.

Vanguard Account: Deb made motion that the board approves Deborah Helmer (treasurer), Dottie Blades (Vice-President), Charlie Miller (Stewardship), and Jo Anne Medlin (Chair of the endowment fund) to be signatories on the Vanguard account #0527-88047466564. Michele seconded. The motion passed unanimously.

Historical Marker Discussion: Ann Johnson moved that HVUUC allow this new marker to be placed on church property. Cynthia Goodman seconded. Great discussion occurred with the motion being passed unanimously.

**HVUUC June 2022 Meeting of the Board of Trustee
June 15, 2022**

In Attendance: Ann Johnson, Dave Kashdan, Dottie Blades, Michele Markstrom-Frisch, Deb Helmer, Rev. Tiffany Sapp, Doug Chaffin, Bryan Kleske, Cynthia Goodman, and Charlie Miller

Guest: Christine Barger

Chalice Lighting – Ann Johnson welcomed everyone to the meeting at 7:00pm. Rev. Sapp presented the reading. Everyone checked in. Charlie Miller was timekeeper for this meeting.

BOT Meeting Minutes: Deb Helmer made a motion to approve the May 18, 2022 Board minutes. Dave Kashdan seconded. The minutes were approved unanimously.

Board Retreat Minutes: A motion to approve the June 4, 2020 Board Retreat minutes was made by Charlie Miller. Dottie Blades seconded. The minutes approved unanimously.

Monthly Minister's Report: Rev. Sapp gave highlights of her monthly Minister's Report. She asked that the Board read her full report in the Drive folder. Ann Johnson added that the Board will be involved in August with Rev. Sapp's Ministerial Fellowshiping Committee review.

Treasurer's Report: Deb Helmer noted a dollar surplus at end of May 2022 (the end of the 2021/2022 fiscal year). Deb made a motion that the 21\22 surplus of \$27,122 be distributed among the board designated funds as follows:

Capital Repairs Fund – \$14,000 (51.6%)

Board Discretionary Fund – \$5,000 (18.4%)

Capital Projects Fund – \$8,122 (30%)

A motion to approve was made by Deb Helmer; Bryan Kleske seconded. Discussion followed regarding putting money into the Health Insurance line. Rev. Sapp suggested that the current funded amount is sufficient and the surplus doesn't need to be used for that line. The motion was approved unanimously.

Facilities Trustee Report: Doug Chaffin reported that he began the position on May 10th as Greg Kramer was out of the country. He began his duties by listing physical needs of the church. He explained that he is in a learning curve relative to becoming Facilities Trustee and indicated that tasks needing to be done will require a lot of volunteer

help. The work day on June 10th accomplished a lot. Ann thanked Doug for all that he has done.

Personnel Committee: Dave Kashdan reported that a team will be put together to hire a permanent pianist. Ann Johnson is working on finding an interim person, while David is working on the team for a permanent pianist.

Stewardship Update: Charlie Miller reported that he is forming a group to look at the Fidelity Fund and how that money is invested.

Endowment Committee Update: Charlie Miller reported that the vacant position on the Endowment Committee needs to be filled soon. Freda Love will be contacted to see if she wants to remain on the committee.

New Business

Treasurer Motion for Disbursing Treasurer: Deb Helmer made a motion that Brad Helmer remain Disbursing Treasurer. Dave Kashdan seconded. The motion was approved unanimously.

Board Goals: Ann Johnson created groups to be responsible for writing charges for the three goals adopted by the Board at the June 2022 Board Retreat. She asked that the charges be completed in a month. They are as follows:

Refining the Welcoming Process - Dottie Blades (leader), Michele Markstrom-Frisch, and Ann Johnson.

Building and Grounds Care Process – Deb Helmer (leader), Dave Kashdan, and Doug Chaffin.

Rethinking Volunteerism – Charlie Miller (leader). Cynthia Goodman, and Bryan Kleske.

Board of Trustees Calendar Review: Ann Johnson reviewed the Board calendar and added in August the Ministerial Fellowship Committee review for Rev. Sapp. She also added TriPide for August 27. The church picnic date was corrected from August 13 to 27th.

Check Out

Brief Executive session

Motions:

BOT Meeting Minutes: Deb Helmer made a motion to approve the May 18, 2022 Board minutes. Dave Kashdan seconded. The minutes were approved unanimously.

Board Retreat Minutes: A motion to approve the June 4, 2020 Board Retreat minutes was made by Charlie Miller. Dottie Blades seconded. The minutes approved unanimously.

Board Designated Funds: Deb Helmer made a motion that the 21\22 year end fund surplus of \$27,122 be distributed among the board designated funds as follows:

Capital Repairs Fund – \$14,000 (51.6%)

Board Discretionary Fund – \$5,000 (18.4%)

Capital Projects Fund – \$8,122 (30%)

A motion to approve was made by Deb Helmer; Bryan Kleske seconded. The motion was approved unanimously.

Treasurer Motion for Disbursing Treasurer: Deb Helmer made a motion that Brad Helmer remain Disbursing Treasurer. Dave Kashdan seconded. The motion was approved unanimously.

2022-2023 Board Retreat – June 4, 2022

Attendees: Dottie Blades, Deb Helmer, Ann Johnson, Dave Kashdan, Doug Chaffin, Tiffany Sapp, Charlie Miller, Cynthia Goodman, Michele Markstrom-Frisch

Absent: Brian Kleske

Chalice Lighting

Readings – three read by Board members

Check In

Get to Know You – each member presented an attribute that each person will be bring the Board

Board Binder review - each member is to review policies specific to position. Ann did a brief review of policy change processes and dates of change.

Review of Board Contact information

Board Covenant was reviewed. The covenant was adopted for the 2022-2023 Board as of today's date, June 4, 2022. Dottie made motion to accept Board covenant, with changes in the fiscal year dates. Seconded by Deb Helmer. Approved as changed.

Board Calendar – Ann provided an explanation of the Board calendar as the timeline of Board responsibilities to ensure that they are completed.

Workflow Before and After Board Meetings – explanation of workflow/timeline of tasks due before meeting and after.

Bylaws – no review – Ann explained that they govern everything about the church. THE Board cannot change By Laws. Congregational meetings are required to vote on any By Laws changes.

Board Policies – Ann will put PDF version as well as Word document version on Google Drive. Policies are on Members Only section, which needs an updated version. A goal is to upload new version of Policies each month that changes are made.

Position Descriptions – Ann believes descriptions need to be reviewed on a regular basis. Dave suggested review and proposed changes be due when annual reports are done, if no changes are made prior to annual reports due date. Ann asked for each Board member to review Position descriptions as soon as possible and submit changes for Board review, if needed.

HVUUC Organizational Flow Chart – Ann reviewed the Flow Chart and focused on groups/committees facilitated by each Board member. She asked all to review email addresses and groups/committees to ensure accuracy of flow chart information. Flow Chart changes are to be submitted to Ann and requests for or changes to email addresses from Office Administrator.

Monthly Reports – list tasks done each month specific to Board role. Board members are to review others' monthly reports prior to Board meetings. This facilitates information and discussions that might be part of each month's agenda.

Past President – Dave Kashdan gave his perspective on being involved with several Boards. His focus was on conversations with congregants and remembering that the Board is a unified group. He advised that conversations with congregants should come from a group perspective – a result of the Board as an entity, not from individual Board member’s perspective. We can share what Board considered, but not individual member’s perspective. Charlie Miller reminds us to inform others that Board meetings are open.

HVUUC Money – Budget 101 – Charlie Miller and Deb Helmer reviewed their coordinated work relative to budget – Charlie being involved with developing proposed budgets, reviewing pledges and reconciling proposed budget to pledges, submitting reconciled budget to congregation, and congregational vote. They conduct a church audit at the end of the fiscal year, which is posted to Members’ Section of the church website. Deb is involved with expenditures and reimbursements. Trustees’ input is necessary to facilitate Charlie and Deb’s roles. Trustees are to be aware of the scope of expenditures within their committees’ budgets. Deb reports monthly on church’s financial situation – income and outgo – and percentage of budget that is spent for each budget line, year to date.

State of the Church – (Rev. Sapp) Board retreat is a good opportunity to see what congregation’s strengths and weaknesses are from Board’s perspective. Also Opportunities and Threats. Great discussion/ideas ensued. From this, Rev. Sapp listed Priorities that the Board recognizes as important items to target for the 2022-2023 year. Priorities are refining welcoming process, building and grounds care, and increasing volunteers (membership connection).

Check Out

Closing words – (Rev. Tiffany) Be About the Work