

Zoom Board of Trustees Meeting: May 20, 2020

The meeting was called to order at 7PM by Larry Livengood.

Attendance-Larry Livengood (president), Brad Helmer (treasurer), William Kauffman (secretary), Spencer Conco (past president), Dana York (vice president), Tish Kashdan (membership trustee), Wendy Hearl (programs trustee), Bryan Kleske (facilities trustee), Will Powell (stewardship trustee), Jeff Briere (minister), Ann Livengood (visitor), Kris Monson (visitor), Deb Helmer (visitor), Michelle Markstrom-Frisch (visitor), Judy Tucker (visitor), Dottie Blades (visitor), Sarah White (visitor), Sarah Sanders (visitor), Kim Ray (visitor), Tom Burns (visitor).

Timekeeper-Bryan Kleske

Old Business

Approval of Minutes-Incorporating two minor changes: the minutes from April's Board of Trustees Meeting was approved by a vote of 9 yay, 0 nay. The motion to approve was made by Spencer Conco.

Treasurer's Report-Brad Helmer gave the treasurer's report. The estate of Michael Jones has donated \$5,000 to HVUUC. This money will be applied to endowment fund. Brad Helmer proposed that current fund surplus be applied in the following manner- \$1260 will be allocated to the UUA Our Fair Share, thereby making up for the budgeted deficit in this donation; \$1160 will be allocated to cover last year's pledge shortfall in the deck construction project; \$6936 will be allocated to the Reserve fund to cover the 2018-2019 budget shortfall; any remaining surplus funds will be split between the Capital Projects Designated Fund and the Capital Repairs Designated Fund. William Kauffman moved that surplus funds be spent as foregoing and Will Powell seconded the motion. The motion passed by vote of 9 yay, 0 nay.

RISE-Will Powell gave the RISE report-RISE has been organized, separate from HVUUC as a stand alone 501 3(c) non-profit corporation. Accordingly, he reported that money allocated to RISE, currently under the purview of HVUUC, be legally transferred to the RISE, non-profit corporation's control. A motion to accomplish this was made by William Kauffman and was seconded by Will Powell. This motion passed by a vote of 9 yay, 0 nay.

Ministerial Search Committee Update-Dottie Blades reported that the committee has not met since April's Board of Trustees Meeting.

Board of Trustees Retreat Planning-Dana York have the report. A motion that the Board Retreat be conducted by Zoom was made and passed by a vote of 9 yay, 0 nay. A motion to hold the retreat on Saturday, June 6th was made and passed by a vote of 9 yay, 0 nay. Dana mentioned that incoming Board of Trustees Officers will be offered the opportunity to attend a Trauma Informed Care Workshop, given by Cindi Huss, the day of the Board Retreat. Dana asked that new, incoming Board of Trustees Officers meet with last year's counterpart to complete their orientation. The is to be done in a time and manner of their individual choosing.

Communications Committee-Ann Livengood gave the report. Brad Helmer revealed that annual Zoom expenses for the coming year can be paid from current, Office funds. Ann Livengood requested that the

Board of Trustees purchase the contract offered through UUA National. The cost of this contract is \$110/yr.

COVID 19 Precautions-A vote to move to in house small group gatherings (10 or fewer people) and concurrent virtual church services May 30th through the end of July was approved by a vote of 9 yay, 0 nay. Social distancing: face masks and hand sanitizer are required during this time. The sanctuary, Fred Ball Room and the deck will be open to the small groups. As mandated by State of Tennessee requirements: gatherings of children are not approved. Small groups wishing to meet at HVUUC should email Karyn Cross their wishes. Once approved by Karyn the small group meeting will be posted in the church calendar on the church website. Jeff Briere reviewed the letter by Susan Frederick-Gray of UUA National, suggesting planning for virtual services as needed through May 2021. Sarah White discussed that Religious Education Kits can be delivered bi-weekly beginning in June. The motion to approve this was made by Brad Helmer and seconded by Larry Livengood. The motion passed by vote of 9 yay, 0 nay.

The meeting was adjourned at 8:40p.m.

Board of Trustees Meeting-April 15th, 2020

The meeting was called to order at 7:15PM.

Attendance-Larry Livengood (president), Tish Kashdan (member trustee), Bryan Kleske (facilities trustee), Spencer Conco (past president), Jeff Briere (minister), Brad Helmer (treasurer), Dana York (vice president), Wendy Hearl (program trustee), Will Powell (stewardship trustee), William Kauffman (secretary) Dottie Blades (visitor), Judy Tucker (visitor), Ann Johnson (visitor)

Timekeeper-Brad Helmer

Approval of March minutes- The March minutes were approved by a vote of 9 yay, 0 nay.

Old Business

Trustee Reports- Dana York participated in two game nights. Dottie Blades met several members to give out trees at the church. Tish Kashdan held two yoga sessions in early April. Bryan Kleske will check the sanctuary tomorrow for leaks in the roof from the recent rains. He will also have the custodian sweep the deck and clean the toilets. The General Assembly this year will be via Zoom. Larry Livengood will ask the Communications Committee to send out a request for those who would like to attend the Zoom General Assembly. Wendy Hearl reported working with Cindi Huss and Ann Livengood on the production of the music for the Virtual You Tube church services that have been help since the shut down of live church services. Brad Helmer mentioned that notices will be sent out to those who are short on their pledges for the remainder of this fiscal year.

CCT/Domestic Violence-Spencer Conco discussed the finalized Domestic Violence document that was emailed to the Board. The document was approved as an addendum to current policy by a vote of 9 yay and 0 nay.

Search Committee Update- Dottie Blades reported that a Zoom meeting of the Ministerial Search Committee will be held. Jeff Briere advised the expedited construction of a Ministerial Candidate website advertising the church.

Stewardship/Budget 2021- Will Powell reported that he has contacted those members with outstanding pledges. He discussed the \$25,000 short fall from the "ideal budget." Current pledges amount to approximately \$148,000. Dana York and Will Powell discussed details of the Music Committee funds. Wendy Hearl and Ann Johnson commented on the desires of the Music Committee to supersede a choir director for the Music Director. Brad Helmer advised the Board not to overextend itself on the proposed Budget. Dana York reviewed the budgets of the past two fiscal years. She proposed trimming the proposals for janitorial service, religious services, and fellowship in order to supplement proposals for the Music Committee and DRE leadership development.

Covid-19 Pandemic and HVUUC- Larry Livengood surveyed the Board members for feedback on the quality of the Virtual Church services on You Tube. Wendy Hearl was thanked for her contributions of music in the Virtual Church services.

New Business

Annual Congregational Meeting-A motion to move the Annual Congregational meeting to May 3rd, 2020 at 12 noon was passed by an email vote of 9 yay, 0 nay. With current membership numbers, the quorum for the meeting was determined to be 39 members. Larry Livengood asked Tish Kashdan to co-host the Annual Congregational meeting with him. The Communications Committee will be asked to provide feedback on how the meeting is to be conducted via Zoom. Cindi Huss will be asked to be the Parliamentarian for the meeting. The meeting format will consist of-the proposed budget, slate of incoming Board of Trustees, and presentation of the minutes from last year's Annual Congregational Meeting which will be distributed to the congregation April 23rd or April 24th.

Nominating Committee Update-Larry Livengood mentioned that the upcoming vice president position is still unfilled. The Nominating Committee is still contacting potential members for vice president. A virtual versus in-person Board retreat for the upcoming year was discussed. This can be held in late May 2020 or early June 2020.

Proposed Budget-A motion was passed to adopt the proposed budget to be presented to the membership at the Annual Meeting. The vote was- 9 yay, 0 nay. This budget will be published for congregational review about May 23rd, or May 24th.

The meeting was adjourned at 9:31PM.

HVUUC Board of Trustees March 2020

The meeting of the Board of Trustees was convened at 7:01 PM.

Attendance-present-Larry Livengood (president), Spencer Conco (past president), Dana York (vice president), Brad Helmer (treasurer), Bryan Kleske (facilities trustee), Wendy Hearl (programs trustee), William Kauffman (secretary), Deanna Richardson (visitor), Cindi Huss (visitor), Jeff Briere (minister), Tish Kashdan (membership trustee), Dottie Blades (visitor).

Attendance- via speakerphone-Will Powell (stewardship trustee)

Timekeeper-Brad Helmer

Approval of Minutes from February 2020-The minutes were approved by a vote of 9yay, 0 nay.

Old Business

Camp Trash Removal-Cindi Huss discussed the Smokey Mountain Magic Camp trash problem. The camp is under the umbrella of religious education and is considered outreach. Placing a dumpster on site during camp was discussed. The cost would be per month. The facilities trustee would be responsible for arranging placement and removal of the dumpster. Larry Livengood offered to have the church pay for the dumpster. A motion to have the church's facilities budget pay for the dumpster was passed with a vote of 8 yay and 0 nay, Will Powell not voting. The board offered to "seed" money for the camp but should have a line item for the camp budget in the upcoming years.

Trustee Report-Brad Helmer gave the Treasurer's report. We received another \$10,000 for the endowment fund from Raj and Sharmi Mehta. Overall things are going well. The Endowment Committee and the Board will send a "Thank you" note to those who made the donation. Bryan Kleske gave the facilities report. Putting the children's swing set together is in progress. The playground task force has been formed and consists of Tish Kashdan, Beth Calvert, Ann Livengood, and Denee Mattioli. They are looking at options for equipment. The church custodian is maintaining a regular cleaning schedule. A year of broadcasting church music is around \$300 per year for copyright liability protection. Dana York has been busy with the Personnel Committee. Tish asked for permission to conduct yoga classes on the church deck. 10% of her proceeds would be donated to the church. Wendy Hearl discussed purchasing copyright protection for the church broadcast of music.

Stewardship 2020 Report-Will Powell gave the stewardship report. 16 people have not responded to the stewardship drive. They represent about \$17,000 of outstanding pledges from last year. \$147,000 in pledges have been made to date. Brad Helmer and Will Powell will work to create the 2021 budget before April's meeting.

Organizational Flow Chart-Jeff Briere displayed his reworking of the organizational flow chart. The chart represents the way things are being done currently. Jeff Briere revisited the issue of having the Board of Trustees as the supervisor of the church staff versus the minister as the supervisor of the church staff. Jeff reiterated that the church needs to decide what the governance/supervisory role of the minister should be regarding staff and committees.

Unsung UU Award- Larry Livengood asked for names from Board members supervising committees. This was tabled until a future meeting.

CCT/Domestic Violence Update-Spencer Conco presented the report. Domestic violence abuses within the congregation have not been addressed in the policies of the church. Spencer met with experts in

Trauma Informed Care regarding this issue: Tina Johnson (director of Safe House). Spencer discussed a proposal on how the church policy on domestic abuse could be handled by the Church. The wording of the suggested policy was discussed. Spencer will present a rewriting of the proposal at upcoming meetings.

New Business

Covid-19 Pandemic - During the time in which church services are cancelled, staff will be retained and paid. The Music Committee and the Communications Squad are controlling the content of the You-Tube services. The You-Tube Channel was created by Cindi Huss and Ann Livengood. Cleaning will be continued on a regular schedule despite the lack of church services. Cleaning will be supervised by Bryan Kleske. Work parties inside the church are cancelled during the Pandemic. Outside work parties are authorized but must adhere to CDC guidelines for hand washing, cough hygiene, social distancing and self-quarantine if symptomatic for a flu-like illness. Small church gatherings are approved off-site and on the deck. Easton Ngyuen will be paid through the end of May despite cancelling of the church services due to Covid-19 concerns during this time. Nursery staff will be paid for currently scheduled work. Zoom meetings are possible for church committees (subscription \$53/mo.). Zoom includes unlimited log-ins. Zoom could be used for the upcoming annual meeting.

On a vote of 5 yay and 1 nay the Board of Trustees voted to close church services effective March 15th. Reopening the church will be revisited during May's Board of Trustees Meeting. The Nominating Committee is working on the composition of the 2021 Board of Trustees members. Work parties inside the Sanctuary or on the church grounds will continue during the time in which regular services are not being held.

The meeting of the Board of Trustees was adjourned at 9:31PM.

HVUUC Board of Trustees 02/19/2020

The meeting was called to order at 7PM.

Attendance-Larry Livengood (president), Dana York (vice-president), Spencer Conco (past-president), Bryan Kleske (facilities trustee), Ann Johnson (visitor), Jeff Briere (minister), William Kauffman (secretary), Will Powell (stewardship trustee), Judy Tucker (visitor), Dottie Blades (visitor), Tish Kashdan (membership trustee), Wendy Hearl (programs trustee), Deanna Richardson (visitor).

Brad Helmer (treasurer) absent.

Time keeper-Bryan Kleske

Approval of January's minutes-January's minutes were approved by a vote of 6 yay and 0 nay and 2 abstentions.

Old Business

Treasurer's Report

Trustees Report-Tish attended the Caring Committee reporting that Wanda Earp and Deanna Richardson are stepping down effective the end of this May. The mode of informational gathering for the Caring Committee is presently through Facebook. -Bryan gave the facilities report. He reviewed a few items that he took care of. Bryan discussed that it is not the facilities trustee job to put out trash from church events. Wendy has been active in the music program. The CUPS program is about to submit an application to the Board of Trustees. Spencer passed on a report. Dana attended three auction dinners and just finished an Afterlife Covenant group and they are hosting a work day at the church, April 11th. William reported that the Communications committee has not met.

Stewardship report/2021 Budget-Will Powell gave the report. The average contribution since last year per family has gone down slightly. Less than half the members have turned their pledges in. There are 2 new pledge cards since last year. Two congregant testimonials regarding stewardship are upcoming. A suggestion was made to hire a paid youth leader.

CCT-Spencer has reviewed the Disruptive Behavior policy. Difficulties handling issues with Domestic Violence have been problematic in the past. Unwitnessed behavior is challenging to manage. Larry, Dana and Spencer are meeting to address these issues with experts in Trauma Informed Care.

Long Term Planning Task Force-Larry reviewed the pros and cons of a Task Force versus an Action Committee. The DOT Board helps identify projects to be organized and implemented. The results of the DOT Board can be discussed at the monthly Board of Trustees meetings. The DOT Board will be taken down within the next two weeks. A DOT Board will be put up again during the next year's budget cycle.

General Assembly Delegates-The church has been certified send delegates to the General Assembly. Bryan Kleske, Rosemary Kleske and Brittany Butler will be our delegates. It was noted that Congregants can attend on their own without being a delegate from a church. The Board Discretionary Fund will be used to pay for the registration for all three delegates- \$1200. This passed the Board by a vote of 8 yay and 0 nay. The Ministerial Search Committee funds will pay Brittany Butler's expenses including room and board, air fare and ground transportation.

New Business

Organizational Flow Chart-Larry and the Board discussed varying issues with the Organizational Flow Chart. Jeff Briere will rewrite the Organizational Flow Charts for Developmental Ministers and Settled Ministers.

Unsung UUA Award-Jeff recommended the Board adopt this. Criteria for these awards, to be voted on whenever the Board deems such an award is appropriate, will be forthcoming. During the award process, the Board of Trustees will solicit nominations from the committees of the church. Recognition for many years of quiet service will be considered.

Ministerial Search Committee Requests-This committee, through Dottie Blades, requested their own bank account with funds and a check book. Sarah Sanders and Charlie Stuart are co-treasurers of the Ministerial Search Committee. Authorizations for check writing and having a credit card/debit card will be reviewed by Brad Helmer when he returns

from Florida. Relocation expenses for the upcoming Settled Minister will come from the salary negotiations with him/her. Suggestions on making the sanctuary more attractive for upcoming ministerial candidate visits is needed from the Ministerial Search Committee.

Endowment Committee-Endowment Fund dispersal goes into the general fund currently. Jeff requests considering not using the Endowment Funds for the General Fund.

Music Committee/Accompaniment-Piano accompaniment was budgeted for 40 Sundays, 34 Sundays have been paid at a rate of \$86/Sunday. The rate will be increased to \$100 (\$116 before taxes). The new rate will be effective starting after the end of May, retroactive to February 2, 2020. The money for the new rate will be paid from two sources: the left over from the Music leadership line, and the designated fund. The total paid till the end of the current fiscal year amounts to about \$2000.

The meeting was adjourned at 9:08PM.

Board of Trustees Meeting: January 15, 2020

The meeting was convened at 7PM.

Attendance

Present-Larry Livengood (president), Dana York (vice-president), Spencer Conco (past president), Brad Helmer (treasurer), William Kauffman (secretary), Will Powell (stewardship trustee), Bryan Kleske (facilities trustee), Tish Kashdan (membership trustee), Jeff Briere (minister), Judy Tucker (visitor), Dottie Blades (visitor).

Absent -Wendy Hearl

Selection of Timekeeper-Dana York

Approval of Prior Month's minutes-The minutes were approved by a vote of 8 yays, and 0 nays.

Old Business:

Treasurer's Report-Brad Helmer gave the treasurer's report, the quarterly contribution for the UUA Annual Program Fund donation is upcoming.

Trustee Report-Spencer related that some of the members of the former disruptive behavior task force are not on the current Board and he is concerned about continuity of effort as the policy is up for review. The current Disruptive Behavior Policy only covers behavior observed on the church grounds. Behavior which has occurred offsite is not addressed. Dana attended the Social Justice committee and is excited about upcoming events, William was at Pancakes and Jam on the Monday after Christmas, and he attended the Christmas Eve Service. Tish taught yoga and helped in RE and cleaned up the kitchen after one of the recent church dinners. Bryan has worked on various facilities initiatives. Bryan will ask for help from congregants on the management and purchase of the new playground equipment. Will Powell has worked on Stewardship issues and is working on forming the upcoming Circle Suppers. Will Powell discussed Trauma Informed Care. Sara White had previously made two presentations on this subject and has had official training on Trauma Informed Care. Training for individuals in the church in Trauma Informed Care could be provided by her.

Dana York has volunteered to help develop methodologies to inform new members of the church about the various committees and their membership.

CCT Guidelines-the original study group was disbanded and the policies were never officially published on the church website. Since then a new covenant has been formed. Larry mentioned creating another CCT taskforce. Brad suggested that the task force should be a subset of the Board. Spencer will head up the task force and pick the other members.

Safety Policy-There were two church members providing feedback from the document posted on the church website. The Board voted to approved the document as edited by Karyn.

Long term planning task force-Bryan gave the report. Bryan suggested a planning and action committee rather than a task force. The planning and action committee would submit funding requests to the Stewardship Committee and Treasurer. The planning and action committee would then supervise the work as it is completed by contractors. Action on this suggestion was deferred to a future meeting.

New Business

Budget-The Budgets from the last two years were distributed to the Board and the current year fund balances were provided. April 26, 2020 is set for the upcoming Annual Congregational Meeting. The Board meeting of April 15, 2020 will be the date for creation of a finalized budget for the next fiscal year. Trustees will contact their committees for budget requests to be given to the Stewardship Committee on January 31, 2020. Pledge Drive kick-off will be presented to the congregation on the Sunday of February 2, 2020. The Pledge Drive will officially end on March 1, 2020. Will asked the Board for priorities in spending from the Designated Funds.

General Assembly. Certification by the church with UUA is required by February 3, 2020. Certification application will be completed by Larry Livengood. The money for attendees would come from the Board Discretionary Fund. The date for General Assembly is set for June 21-28, 2020.

The meeting was adjourned at-9PM.

Board of Trustees Meeting

The meeting convened at 7:01PM on December 18, 2019.

Attendance

present- Larry Livengood(president), Dana York(vice-president), Spencer Conco (past president), Brad Helmer(treasurer), Bryan Kleske (facilities trustee), William Kauffman(secretary), Tish Kashdan (membership trustee), Wendy Hearl (programs trustee), Will Powell (stewardship trustee), Dottie Blades(visitor)

absent-Jeff Briere(minister)

Timekeeper- Brad Helmer

Old Business

Prior Month's Minutes approval- The minutes were approved by a vote of 9 yay, 0 nay.

Treasurer's Report- Brad Helmer gave the treasurer's report. The church is ahead \$21,000 for the year.

Facilities Report-Bryan Kleske gave the facilities update. There is a new ring video device available for the church. Denee Mattioli is leading a committee for the purchase of playground equipment. Repair to the REZ driveway was discussed. There was discussion of creating a fourth Handicap parking spot. Brian discussed the possibility of purchasing new steel doors for the front of the church. The status of the roof was discussed. The Board asked Bryan to compile a complete report of potential facility needs of the church.

Long Term Planning Task Force- 1, 5 & 10- year facilities plans are to be requested from the Task Force. The Task force will compile a list of projects and prioritizing these projects. Requests from the congregation would be helpful in compiling the project list. A six-month limit for the existence of the Task Force was suggested. Suggested members of the Task Force are: George Cross, Greg Kramer, Charlie Miller, Alex Stollberg, Beth Calvert and Judy Tucker.

Trustee Report-Will Powell brought up the possibility of doing Circle Suppers again to precede next year's Stewardship drive. Such congregational input helps buy-in from membership on the Stewardship drive. Will reported that RISE has been incorporated within the State of Tennessee. Dana has been helping with RE classes and the Afterlife Covenant Group. Spencer mentioned that Kate Briere does not wish to continue as Choir Director. Wendy mentioned that the Music Committee would rather fill a Music Director slot than the Choir Director slot. Wendy reported that the Music Committee has two potential applicants within the church for the Music Director slot. William Kauffman discussed the fundamentals of the Secretarial position on the Board. Wendy has been involved with the CUUPS group. Their application for official sponsorship within the church is ongoing. Tish has been to a couple of fellowship hours and has taught a few yoga classes.

Search for Search Committee-Larry thanked the Board for their work helping to create the Ministerial Search Committee.

New Business:

Treasurer Policy Updates-Brad made a series of suggested improvements to the Policy Manual and these were voted through with 9 yay votes and 0 nay votes. These Policy updates will be incorporated into the existing church document.

Congregational Committee Task Force/Behavior Policy-The Personnel Committee has deals with problems disruptive behaviors. The CCT six years ago put a document together during a difficult time within the congregational life. The document has been approved by a previous Board of Trustees vote in March of 2016, but was never officially published in the church Bylaws document. It was distributed for review by the current Board membership.

Updated Bylaws-The following update to the Bylaws had been approved by a congregational vote:

Bylaw XII, no. 1 should now read:

In the event of a vacancy in the position of Minister, a Search Committee shall be established for the purpose of identifying, screening, and bringing to the Church for consideration, candidates for the position of Minister. The congregation should follow the most recent UUA guidelines for the establishment of this committee.

The meeting was adjourned at 8:55PM.

Board of Trustees Meeting: November 20, 2019

The meeting was convened at 7PM.

Attendance: Larry Livengood (president), Dana York(vice-president), Spencer Conco(past-president), Will Powell(stewardship trustee), Tish Kashdan (membership trustee), Brad Helmer(treasurer), Wendy Hearl(program trustee), William Kauffman(secretary), Jeff Briere(minister), Deanna Richardson(visitor), Neva Kauffman(visitor), Ann Johnson (visitor), Judy Tucker(visitor), Joseph Viola(visitor), Kim Ray(visitor)

Absent: Bryan Kleske (facilities trustee) Lighting the Chalice

Selection of Timekeeper: Tish Kashdan

Approval of Prior Month's Minutes: the minutes from October's meeting were approved by a vote of 7 yay, 1 abstention

Treasurer's Report: Current church expenses and income are roughly equivalent. The donation from Virgil Steven's estate will go into the endowment fund. Tish Kashdan recommended that the Board form a task force to create the prioritized list for capital repairs.

Facilities Report: Bryan Kleske was not present and therefore there was no facilities report.

Music Committee Update: Wendy Hearl introduced Kim Ray. Kim made an appeal for \$15,000 for an annual budget for the Music Committee. The Music Committee is at a low point, there is no permanent director of music, and the church is losing its choir director and pianist. It may be possible to merge to the program director and choir director into one position. Ann Johnson is the current program director as a volunteer. The music committee, via Wendy Hearl, will be involved in budgetary discussions for the upcoming year.

Safe Congregation Policy Review: The Board approved the Safety Team Policies as presented by Greg Kramer at the last meeting. These policies will now go before the congregation for review and comment. Joseph Viola distributed separate Nursery Policies. This was passed by a Board vote of 8 yay, 0 nay with a minor change is wording to make them consistent with the Safety Team Policies as presented last month. Further discussion on closure the blinds in the nursery, whether that be optional or mandatory will be deferred for upcoming congregational input. Minor changes in wording to existing Nursery policies were approved by a Board vote of 8 yay, 0 nay.

Ministerial Search Committee/Congregational Meeting-12/08/2019. 12 nominees will stand for election to the Ministerial Search Committee. During the upcoming congregational vote involving 4 of the nominees to the final 7 members to the Ministerial Search Committee, each congregant will be given 4 votes among the 12 nominees. The Board itself will choose 3 people from the 12 nominees to complete the final 7 people for the Ministerial Search Committee. An executive session of the board will tally all votes after the congregational election.

New Business: A long-range planning task force to prioritize capital repairs will be created at a future Board meeting. Will Powell email Bryan Kleske requesting a list of short-range capital repairs.

The meeting was adjourned at: 9:03PM.

Board of Trustees Meeting October 16, 2019

Convene: The meeting convened at 7PM.

Attendance: Spencer Conco (past-president), Dana York (vice president), Will Powell (stewardship trustee), Bryan Kleske (facilities trustee), Tish Kashdan (membership trustee), Wendy Hearl (program trustee), William Kauffman (secretary), Jeff Brier (minister).

Neva Kauffman (visitor), Deanna Richardson (visitor), Greg Kramer (visitor), Charlie Miller (visitor), Tori Smith (visitor), Joseph Viola (visitor), Judy Tucker (visitor). Absent: Larry Livengood (president), Brad Helmer (treasurer). Timekeeper: Tish Kashdan.

Minutes Approval: The minutes were approved by a vote of 7 yay, 0 nay.

Treasurer's Report: Will Powell gave the treasurer's report. Dave Kashdan accepted the position on the endowment committee. The mortgage will be paid in 16 months.

Facilities Report: The roof continues to have some leaks, and the security system is malfunctioning. Fixing the security system may cost about \$7,000 as reported. Ruts in the driveway continue to be a problem. The door locks may need to be replaced. There is a sink hole in the Bocci court. There are some problems with the toilets in the church. Buildings and grounds budget for this year is about \$4,500.

Trustee Report: Tish Kashdan taught Sunday school, and helped with breakfast for OWL, and she taught Yoga. Wendy served as music coordinator for one Sunday and musician for three Sundays.

Communications Committee: The letter to the Communications Committee from the Board now is finished will be printed from Drop box to be given to the Committee. The Board secretary and the liaison to the committee will sign the letter in lieu of the Board president. A motion to present the letter to the Communications Committee passed by 7 yay, 0 nay.

Safety Team Report: Greg Kramer gave the Safety Team Report. The bid to replace the alarm system by Fleenor Security has been received. There are errors in the REZ alarm system. Business System Technologies can repair this. The front door is in bad shape and may need to be replaced. The panic button creates a silent alarm and goes is transferred from the podium to the front door monitor once the church service begins. Once activated, the alarm communicates with the monitoring security company. Blinds to the nursery will be closed once the alarm system is activated, and it is preferred that the blinds remain closed. Greg recommended accepting the current gun policy. The door monitors are responsible for enforcing the gun policy. A motion to accept current safety policies passed by a vote of 7 yay to 0 nay. These policies will be added to the official policy document of the church located on the church website. Greg will obtain bids for the front door replacement and the replacement of the security system.

CUUPS: Wendy gave the report. The CUUPS group voted to become an official CUUPS chapter. This will be submitted for Board approval. Music Program Update: Wendy gave the music program report. The music group is dispirited by the loss Michael Luchtan.

New Business

Safe Congregation Policy Review: Every three years church policies have to be reviewed and renewed. Current safe congregation policies will be reviewed the Board, and also by Joseph Viola, Cindi Huss, and Will Powell over the next month. A vote will be taken later.

Adjournment: occurred at 8:27PM.

Closed Session: Convened at 8:33PM. There are nine additional names to be contacted to stand for election to the Ministerial Search Committee. Keith Kron will be contacted regarding membership on the search committee by a member and church employee. The Closed Session adjourned at 8:47PM.

Board of Trustees Meeting Minutes September 24, 2019

Larry Livengood called the meeting to order at 7:08 PM on the evening of September 24, 2019.

Attendance: Larry Livengood (president), Jeff Briere (minister), Tish Kashdan (membership trustee), Bryan Kleske (facilities trustee), Wendy Hearl (programs trustee), Brad Helmer (treasurer), Dana York (vice-president), William Kauffman (secretary), Spencer Conco (past-president), Dottie Blades (visitor), Judy Tucker (visitor), Deanna Richardson (visitor), Neva Kauffman (visitor).

Will Powell (stewardship trustee) was absent.

Select Timekeeper: Brad Helmer

Old Business:

Approval of Minutes: The motion passed to approve the minutes from the last meeting with a vote of 8 yah, 0 nay.

Treasurer's Report: Brad Helmer gave the treasurer's report. Actual monetary donations to build the deck are about \$1,000 short of the pledges that were made. Will Powell and the Stewardship Committee will work to obtain the full amount of the monies that were pledged to build the deck.

Facilities Report: Bryan Kleske gave the facilities report. Regarding insurance on the deck: current insurance limits are satisfactory for now. Adjustments to the current policy can be made when the policy is up for renewal. Leaks to the roof into the office were discussed.

Alcohol Policy: Since the church doesn't sell alcohol, HVUUC does not need a liquor license. In addition, as long as employees don't serve alcohol, the church will incur no legal liability. Auction dinners will be listed as alcoholic or non-alcoholic in the auction bulletin for those who are interested.

Communications Committee Duties: The letter from the Board regarding the committee's duties is being prepared and will be presented at the Communication Committee's next meeting.

Rise Commitment: The Board agreed to support the RISE application for UU central funds. A letter of support by HVUUC is being prepared.

New Business:

Endowment Committee: The endowment committee needs a new member since Kristina Runciman resigned. Current members are Freda Love and Jo Ann Medlin. Three names were suggested: Dave Kashdan, Richard Boyd and Frank Shuler. Endowment Committee Board Liaison, Brad Helmer, will work with Jo Ann Medlin to finalize the third official member of the Endowment Committee.

SUULE attendance: SUULE will be held October 20-25 in Wirtz, Virginia. Dana York, vice-president, cannot be in Wirtz this October. The Board named Doug Chaffin, Kim Chaffin and Ann Johnson as potential candidates to take Dana's spot at SUULE. Spencer Conco, past president will be in contact with SUULE to see if they will allow one of these three to take Dana York's place. If SUULE agrees to a replacement, Spencer will be responsible for this process.

Trustee Reports: Monthly Trustee Reports each month met with the Board's approval. The membership role is being revised.

CUUPS is still considering whether or not to be officially sanctioned by HVUUC. It is too late the start process for this year's accreditation for HVUUC being an official "Welcoming Congregation".

Description of Past President: The HVUUC policy on contracts- page 5 of Policies and Procedures Manual- was renewed without new amendments or changes. Renewal of Board Policies are required every three years. The motion for approval passed 8 yay, 0 nay.

The meeting was adjourned at 8:18PM and moved into Executive Session.

Executive Session: The top 14 nominations to the Ministerial Search Committee, obtained from congregants, were identified. Board members will contact each of these 14 for their permission to stand for congregational election of the final 7 members on December 8th. The final 7 members of the Ministerial Search Committee, to be established by the December 8th congregational vote, will be announced on December 15th. The new minister is on schedule to be placed by August 1, 2021.

August 2019 Board of Trustees Meeting

The August meeting of the Board of Trustees was convened by the Board of Trustees President, Larry Livengood, at 6:59PM on the evening of August 21, 2019.

Attendants: Jeff Briere (minister) Larry Livengood (president), Bryan Kleske (facilities trustee), Lee Sinnott (visitor), Wendy Hearl (programs trustee), Brad Helmer (treasurer), Spencer Conco (past president), Neva Kauffman (visitor), Deanna Richardson (visitor), Dana York (vice president), Tish Kashdan (membership trustee), Will Powell (stewardship trustee), William Kauffman (secretary)

Select timekeeper: Spencer Conco

Old Business

The minutes from the July Board of Trustees meeting were approved by a vote of 9 yay and 0 nay.

Treasurer's Report: Brad Helmer presented the Treasurer's report. There is a current \$1,100 shortfall on pledges for the newly completed deck. A follow up meeting to resolve the funding shortfall for the deck will be held in one month.

CUUPs: The CUUPs renewal meeting was successful last Sunday afternoon with 8 attendees. The group will meet in one week to discuss their mission statement. Lee Sinnott is the leader of the local group. The application for the local CUUPs organization will be submitted to the Board of Trustees. The Board of Trustees will then vote on the application. The application should be available to the Board of Trustees members within the next two months.

Facilities Update: Bryan Kleske gave a facilities update. Radon testing has been performed. Next year a mechanism for discarding the trash produced during the 2020 Hogwart's Camp is being formulated. The camp leadership will be asked if they have the budget to pay for trash pickup. If the camp budget does not allow for paid trash removal, the church may elect to ask (via the church bulletin) for a volunteer with a pickup truck who is willing. These issues will be addressed at the Board of Trustees meeting in March 2020.

Nominations for Search Committee: The Dropbox mechanism of sharing nominees for the Ministerial Search Committee is working well. The goal is to have all nominees entered into Dropbox by the September Board of Trustees meeting. Help will be provided for those having trouble using Dropbox. The congregational vote on the nominees is scheduled for Sunday, December 8th. Christine Purcell from UUA will meet electronically, via Zoom, with the Board of Trustees in the upcoming months. This meeting should last one hour.

New Business

Memorial Wall-The cost of inscribing a name to the Memorial Wall will be increased from \$110 to \$125.

Alcohol policy: HVUUC existing alcohol policy was reviewed. The Board has decided that alcohol free events will be sponsored in the future. Official notification of the alcohol-free status of these events will be announced to the congregation via the church bulletin or otherwise. Auction item events (such as private dinners) will be coded as being either including alcohol not including alcohol (in communications with the congregation). HVUUC legal liability for alcohol abuse at all events where participants exceed the legal allowable blood alcohol level (and all attendant problems such as the accidental death or injury of the participant, or the accidental death or injury of an individual involved in an accident with an inebriated participant) will be discussed at the next Board of Trustees meeting.

Communications Committee Purview-A query of the extent of activities for the Communications Committee will be drafted by Will Powell. It will be presented at the October meeting of the Communications Committee by the Board Liaison to the committee.

The meeting was adjourned after the foregoing. The next meeting of the Board of Trustees will be at 7p.m. on the third Wednesday in September.

Submitted by William Kauffman, Secretary to the Board of Trustees

Board of Trustees Meeting (7/17/2019)

The meeting convened at 7p.m.

Attendees: Brad Helmer (treasurer), Spencer Conco (past president), Tish Kashdan (membership trustee), Dana York (vice-president), Will Powell (stewardship trustee), Bryan Kleske (facilities trustee), Wendy Hearl (programs trustee), Larry Livengood (president), William Kauffman (Board secretary), Neva Kauffman (member visitor).

Time keeper-Wendy Hearl

Old Business-

Approval of minutes-The minutes were approved by a vote of 9 yay and 0 nay.

Treasurer's Report- The treasurer's report was given by Brad Helmer. Brad re-visited the 2018-2019 shortfall discussed in last month's meeting. A couple of donations for 2018-2019 were received in June and July. They will cover last year's deficit, in real dollar terms, but will not appear in last year's fiscal records. The donations rather will appear in the 2019-2020 fiscal records as a surplus.

RISE/taxes-Will Powell presented the RISE report. The RISE application process for 501(3)c exemption is being sought. The 501(3)c tax exemption certification for the church is not on record with the IRS. IRS website stipulates that, among 501(3)c organizations, churches are exempt from making a formal application to the government for non-profit status.

Dropbox access has been set up for recording nominations to the Ministerial Search Committee. Access can be provided to Board members who submit an appropriate request and have completed the required forms. Will Powell can help them with this process.

Search Committee process-Larry is in touch with Keith Krone (who is our consultant with the national UU church for the Ministerial search process). Those elected for the Ministerial Search Committee cannot serve concomitantly on that committee and the Board of Trustees/Nominating Committee. Submitted names for the Ministerial Search Committee will be recorded on Dropbox.

Facilities, Safety Team-Bryan Kleske gave the Safety Committee and Facilities report. The church will be involved in Radon testing. The new deck project is going well. Repairs are needed to the floor of the old deck. A new custodian, Dawn Crowe, has been hired. Wendy will make recommendations on how to enhance internet connectivity with the security system.

New Business-

Southern Unitarian Universalist Leadership Experience-Orientation to the UU Leadership Courses with SUULE is ongoing among the three scheduled attendees, as is their program registration for the meeting in October, 2019.

A covenant group for new members is in the works with the membership committee and membership trustee.

There was a discussion on having non-alcohol venues in the church for people with substance abuse disorders.

Adjournment: at 8:45PM and next meeting is scheduled for August 21 at 7PM.

HVUUC Board of Trustees Minutes: June 19, 2019

Prepared by William Kauffman

Check in: 7PM

Present: Larry Livengood-president, William Kauffman-secretary, Brad Helmer-treasurer, Spencer Conco-past president, Wendy Hearl- programs trustee, Bryan Kleske-facilities trustee, Dana York-vice president, Will Powell-stewardship trustee, (Joseph Viola, Deanna Richardson, Neva Kauffman, Greg Kramer, Tori Smith, Charlie Stuart). Tish Kashdan- membership trustee and Reverend Jeff Briere were absent.

Select Timekeeper: Brad Helmer

Prior month's minutes approval: There were no corrections to last month's minutes with one abstention. Tish Kashdan was not present and therefore could not vote on the minutes.

OLD BUSINESS

Safety Team: Reported by Greg Kramer. Over the years there have been ten breaches of security of the church. The incidents have been from both internal and external sources. Church Mutual recommends that every church have an active safety policy. Greg reviewed the various safety measures in place at HVUUC currently. The written safety policy is in the process of being updated and will be submitted to the Board for approval at the September 2019 Board meeting. Additional measures were reviewed by Brian Kleske.

Treasurer's Report: Brad Helmer presented the end of the year 2018 treasurer's report. 2018-2019 budget deficit was discussed and further discussions and analysis of the 2018-2019 deficit is forthcoming in future Board of Trustees meetings. All board members in attendance discussed the treasurer's report.

Southern UU Leadership Experience: Brad Helmer recommended using the Board discretionary fund to pay the amount of \$1,787 for the three SUULE attendees for October 2019. This was passed with 8 yah votes, 0 nay votes and 0 abstentions.

Select Pastor Search Committee: A list of nominees for the pastor search committee will be prepared in the upcoming months. Spencer Conco suggested that the start of this process be announced from the pulpit. The plan is to have the nominations completed by August or September and have the final committee members approved by the congregation in December. Larry Livengood will lead the entire committee search process. Will Powell volunteered to create the Dropbox format in which the nomination process will be recorded. Rev. Briere has contacted our search transitions coach with UU national.

Church Addition Update: Bryan Kleske discussed phase one of the outdoor deck construction process. The second of three monetary payments to the contractor had been made. The deck is scheduled to be completed by July 2019.

NEW BUSINESS: Spencer Conco announced that the remote area medical clinic will be coming into the Tri-Cities this November and will need volunteers. Wendy Hearl announced the formation of the Welcoming Committee Task Force. There are about 6 members on the task force.

Adjournment: The meeting was adjourned at 8:15PM.