

May 16, 2018 Board of Trustees Minutes (Approved)

Wednesday, May 16, 2018 7:03pm

Minute taker Tom Burns (TB)

Attendees Peggy Perez (PP), Jeff Briere (JB), Brad Helmer (BH), Greg Kramer (GK), George Cross (GC), Amy Kinley (AK), Spencer Conco (SC), Charlie Stuart (CS)

Others Christine Barger (Christine Barger), Larry Livengood (LL), Brian Kleske (BK), Tori Smith (TS), Judy Tucker (JT), Deanna Richardson (DR),

Topic	Type	Note	Owner	Due
1. April	DECISION	April minutes approved unanimously.		
2. Treasury Report	INFO	Brad Helmer: spending is consistent with budget, income ahead. 5th Sunday offering for Hunger First raised \$723, and donations to WETS currently total is \$930.		
3. allocation of money for the Unitarian Universalist Association (UUA) Fair Share?	DECISION	Brad Helmer: \$4,640 available to write check to UUA for Fair Share this week to get on this year's budget. Motion was made to allocate money to pay the difference between pledge amount and what was requested for 100% of UUA Fair Share. Passed unanimously.		
4. stewardship update	INFO	positive results from recent stewardship campaign noted by George Cross and other Board members.		
5. search committee for music director	TODO	ACTION ITEM: Spencer Conco to meet with personnel and music committees on the last Sunday in May. They will work together as a search committee. Purpose: examine current job description, and consult w/ Margi Peterson to clarify the definition of the job. Advertising to be considered.	SC	6/17/2018

6. deck task force	TODO	ACTION ITEM: Greg Kramer will be calling power co. about completing job. Two or three concepts to be developed and presented to the congregation eventually. Pricing on deck: bids to be considered. Chris Robinson, George Cross & Charlie Matioli (task force) leading this project. ACTION ITEM: Jeff Briere will write an article in the church newsletter about the project and its goal (i.e., increasing fellowship space at relative less expense than by increasing the building space). Article will identify the leader of task force. Charlie Stuart volunteered to join the task force.	JB, GK	6/20/2018
7. church security	INFO	Considering responses to a possible breach in church security--i.e., an "active shooter," Greg Kramer described current efforts of the safety team. Overall, their aim is to develop emergency procedures that are inexpensive. Tori Smith, Greg Kramer, and Joseph Viola have written a church newsletter item that will be shared regarding their progress.		
8. policy updates	TODO	Two new policies related to the church communication and the website (a couple pages each) are being considered as an alternative to existing policy (several pages in length with very specific, legalistic language). Tom Burns, Karyn Cross and Kirk Roberts collaborated on the new policies. Tom sent the new policies to the Board via e-mail for their consideration. The policies were reviewed briefly in this meeting. ACTION ITEM: Peggy Perez will consult with Karyn Cross about specific questions that Peggy had. A specific suggestion for eliminating photos on the website which would reveal details about layout of the church, was discussed. This suggestion may be integrated within these new policies or added to other policies related to church security.	PP	6/20/2018
9. Board retreat scheduling	TODO	Spencer Conco described its purpose: to look at expectations for the coming year, past successes, etc. Dave Kashdan will host. Spencer will lead. ACTION ITEM: SC will email existing and incoming board members to settle on a date in June for the retreat.	SC	6/20/2018
10. board reports	TODO	ACTION ITEM: one-year summary from each Board member due on the date of the Board Retreat.	all board members	6/9/2018
11. pot-luck in January	TODO	ACTION ITEM: All available board members will help in prep and clean-up.	all board members	1/19/2019
12. new business: no gun policy	TODO	Greg Kramer proposed a no-gun carry or concealed weapon policy. The Board discussed the policy and determined that active police (or hired personnel), whether they are a visitor or a congregant, would be exceptions to such a policy. ACTION ITEM: Greg will compose a formal motion on this policy for the Board's consideration at next month's meeting.	GK	6/27/2018
13. Tiffany Sapp HVUUC intern	INFO	Jeff Briere reported: MACHO will help Tiffany Sapp, the HVUUC intern, move in July.		

14. password & wi-fi	INFO	Karyn Cross, the church office administrator, will be changing the password on one router in her office, as reported by Rev. Briere. This is in an effort to maximize wi-fi functioning by narrowing access.
15. Parents brunch	INFO	Peggy Perez is planning a brunch for parents who are new to the church.

April 4, 2018 Special Board Meeting

RE: 2018-2019 Proposed Budget

Wednesday, April 4, 2018 7:02pm

Minute taker	Tom Burns (TB)
Attendees	Dave Kashdan (DK), Brad Helmer (BH), Charlie Stuart (CS), Amy Kinley (AK), Greg Kramer (GK), Jeff Briere (JB), Peggy Perez (PP), George Cross (GC), Spencer Conco (SC)
Others	Dottie Blades (DB), Judy Tucker (JT), Christine Barger (CB), Tori Smith (TS)

Topic	Type	Note	Owner
1. 2018-2019 Budget	DECISION	<p>As of April 4, \$165,186 total pledge amount for 2018-2019 fiscal year; \$1815 = ave. pledge amount; \$1200 = median pledge amount; 14 previous pledgers failed to pledge. There were 25 new pledgers and 66 returning pledgers.</p> <p>Budget affords payment of Unitarian Universalist Association (UUA) Fair Share \$8,689 (at 100% level requested by UUA).</p> <p>Rev. Briere discussed his decision-making process in not requesting an increase in salary.</p> <p>If additional money gets pledged before the June 1, it'll be placed in board discretionary line of the budget.</p> <p>Motion made to accept the budget as presented by George Cross. The Board voted unanimously to accept the budget as presented.</p>	
2. supplementing General Assembly (GA) -- funding for registration	TODO	Spencer Conco will inform member, Cindi Huss, that she will be provided the \$400 registration fee and that the Board endorsed her representing HVUUC.	SC
3. credentialing church member attending GA	TODO	Credential forms from UUA for Cindi Huss need to be completed; Spencer Conco will coordinate that effort with Karyn Cross.	SC
4. prep for annual meeting	TODO	Bullet points to be created by Charlie Stuart as an assist to Dave Kashdan in preparation for the Annual Meeting.	CS
5. getting accepted budget to Charlie Stuart	TODO	George Cross will send accepted budget to Charlie Stuart (related to action item identified above).	GC
6. summary of pledge drive	TODO	Summary on success of pledge drive requested of George Cross by Rev. Briere, incl. elements that seemed instrumental in that effort: e.g., testimonials, and 10% increase computation on pledge drive cards.	

March 21, 2018 HVUUC Board of Trustees Meeting (approved)

Wednesday, March 21, 2018 6:51pm

Minute taker	Tom Burns (TB)
Attendees	Dave Kashdan (DK), Greg Kramer (GK), George Cross (GC), Jeff Briere (JB), Peggy Perez (PP), Brad Helmer (BH), Charlie Stuart (CS), Spencer Conco (SC), Amy Kinley (AK)
Others	Deanna Richardson (DR), Dottie Blades (DB), Judy Tucker (JT)

Topic	Type	Note	Owner	Due
1. treasury report	INFO	Brad Helmer commented positively about past month's income, expenses, etc.		
2. pledges	INFO	Stewardship update (George Cross): pledge campaign has been conducted over the last few weeks. Total pledges reported. George notes that he will talk to a few more donors within the coming days. \$156,686=current pledged total. Number of pledge units has gone up over previous years. George's impression is that the 10% increase suggested--a calculated amount to check-off on pledge cards--was useful: about 3/4 of people pledging utilized it.		
3. budget (proposed)	TODO	George Cross reviewed current proposed budget. Expenses: biggest issue was identified as decision about Music Dir. vs. Choir Dir.--Can we afford it? Do we want it? Board awaits guidance/recommendation from Music Committee on this decision. Music Cmte. is meeting Sunday, March 25. Board will meet Wednesday, April 4 (special budget meeting) @ 7pm. ACTION ITEM: Dave K. will send out a reminder of the meeting to Board trustees.	DK	4/4/2018
4. February Board minutes	DECISION	approved unchanged by consensus		
5. appointment of GA delegates	TODO	An HVUUC member requested support to attend General Assembly (GA) in Kansas City (June 20-24, 2018). Board decided to endorse that member attending but won't provide financial support. Rev. Briere will alert congregants from pulpit about the opportunity to attend GA. ACTION ITEM: Dave K. will get back to congregant about the Board's decision.	DK	4/18/2018

6. church endorsement for specific events	TODO	Spencer Conco discussed the history of a vote at a congregational meeting in 2012 endorsing ongoing MLK parade participation by HVUUC. He also discussed the church Bylaw XIII. He hopes, as president of the Board, to raise awareness within the church about these decision-making processes so that HVUUC can have a more active presence in the community. ACTION ITEM: Spencer will write a related article in the HVUUC Newsletter.	SC	4/18/2018
7. church security	DECISION	Greg Kramer asked the Board for guidance on the following question: Are we looking for a procedure simply to call Washington Co. Sheriff Department (in response to a breach in church security--i.e., an "active shooter") and/or does the Board want to invest in capital improvements, such as "hardening" church entrances? He noted a decision has already been made not to arm congregants as a strategy for increasing church security. "Crash doors" may be considered as a capital expense. This specific idea was supported by the Board. Others ideas may be considered, as well. Greg and the safety team are developing emergency procedures concurrently.		
8. policy updates	TODO	Tom Burns reports that he is consulting currently with Karyn Cross and church website developer Kirk Roberts in an attempt to review and simplify existing church policy about the website. Other UU church policies will be explored on this topic. A draft of a revised policy for HVUUC is anticipated by next month.	TB	4/18/2018
9. appoint "deck task force"	DECISION	Have one anonymous donation \$5000 in this fiscal year and perhaps more in the next fiscal year. We have 2 volunteers to be task force co-chairmen: George Cross and Charlie Matioli. This may generate a proposed deck diagram or plan and in turn, create more interest within the congregation and additional donations. GK motion: Propose deck task force co-lead by GC and CM. Passed unanimous.		
10. contact for author, Ken Muller	DECISION	Mr. Muller wants to reference HVUUC in a novel about Our Whole Lives program. ACTION ITEM: Dave Kashdan will ask Ann Livengood to have contact with this author and to suggest, after contact with Mr. Muller, whether not the Board support his use of our name (HVUUC) .	DK	4/18/2018
11. other new business	INFO	In Oct. Virgil Stephens will have been at HVUUC for 50 years, Peggy Perez will get a permanent name-tag for Virgil and consider other ways to honor him. This will take place on a Sunday in October. Peggy Perez will raise money by selling cookbooks to buy a new punch bowl to replace one that recently was no more.	PP	

February 21, 2018 Board of Trustee minutes

Wednesday, February 21, 2018 7:04pm

Minute taker	Tom Burns (TB)
Attendees	Amy Kinley (AK), George Cross (GC), Jeff Briere (JB), Peggy Perez (PP), Greg Kramer (GK), Spencer Conco (SC), Charlie Stuart (CS), Dave Kashdan (DK)
Others	John Franjione (JF), Deanna Richardson (DR)

Topic	Type	Note	Owner	Due
1.	DONE	January minutes approved; Spencer Conco: approve; Greg Kramer 2nd; approved w/o change		
2.	TODO	Issue: replacement for Margi Peterson, who is resigning; Amy Kinley reported Music Cmte met Feb. 18, 2018: music cmte and Rev. Briere to get together to discuss development of a proposal. Return to this issue in March or April.	JB	2018-03-21
3.	INFO	Treasury report: positive monthly report per Brad Helmer.		
4.	TODO	stewardship: from George Cross--getting numbers in from committees for budget; 24 pledges this past Sunday w/ 10% increase. George reported that all pledge request cards were mailed out that had not been picked up on Sunday (2-17-18). Cards are due March 11, 2018: ACTION ITEM: George Cross to mail an update to Rev. Briere.	GC	2018-03-21
5.	DECISION	social justice committee (SJC) budget: Spencer Conco: budgets within committees should be operational costs per Brad Helmer; 5th Sunday offering: make it for social justice? Spencer made a motion that the budget of SJC be allowed to be spent outside the church for social justice causes provided that a social justice call to action meeting to approve that expenditure has occurred (per article XIII of HVUUC bylaws). George Cross 2nd'd. 5 pro 2 nays 1 abstention		
6.	INFO	developmental ministry evaluation discussed		

7.	TODO	does a church endorsement for specific events require a congregational vote? Spencer Conco ACTION ITEM: he will review annual cong mtg minute notes.	SC	2018-03-21
8.	DECISION	church security - silent vs. audible alarm (Greg Kramer offered comments); possible changes discussed: locking up the church during the service; having 2 people in the foyer; have additional panic button outside (procedures still to be defined); (N.B.: we already are having children exit to the rear of the church); question considered by the Board: do we use the audible alarm? ACTION ITEM: Greg Kramer to write a procedure to be reviewed by the Board. Still coming up w/ alternative solutions. MOTION: HVUUC should have an audible alarm (that is distinct from the fire alarm) outside the church for active shooter (SC); passed 3 ayes, 2 nays; 3 abstentions.	GK	2018-03-21
9.	INFO	no policy updates per Tom Burns		
10.	TODO	anonymous donation: Dave Kashdan (DK) -- somebody already proposed \$10,000; last Sunday s/he is willing to donate \$5000 this year and \$5000 next year, to the church. DK talked about specific projects. S/he was open to guidance from Board; facilities has a list of top capital projects; Ian Shockley working on noise abatement project as part of Eagle Project. ACTION ITEM: DK will tell the person that the Board would like to have the donation directed toward capital improvement.	DK	2018-03-21
11.	INFO	Other new business: follow up Cub Scout issue; need someone who wants to form a Scout Troupe here; Greg Kramer can't commit time to this project currently.		
12.	TODO	ACTION ITEM: Charlie Stuart will send developmental ministry eval back to the Unitarian Universalist Association (UUA). Next evaluation will be completed in August 2018.	CS	2018-03-21
13.	TODO	ACTION ITEM (minute carried over from January Board mtg.) Board had received a letter from Taylor Overton, which was reviewed: endowment fund is growing, from donations and from investments doing well. ****ACTION ITEM—Board to extend Kristina Runciman's term; Dave Kashdan to either contact Kristina or Taylor O. about this decision.	DK	2018-03-21

January 17, 2018 Board of Trustees Meeting (approved)

Thursday, January 18, 2018 8:54pm

Minute taker	Tom Burns (TB)
Attendees	George Cross (GC), Jeff Briere (JB), Dave Kashdan (DK), Brad Helmer (BH), Peggy Perez (PP), Greg Kramer (GK), Spencer Conco (SC), Charlie Stuart (CS), Amy Kinley (AK)
Others	Deanna Richardson (DR), Christine Barger (CB), Judy Tucker (from the Social Justice Cmte), Dottie Blades (DB)

Topic	Type	Note	Owner	Due
1.	DECISION	December minutes approved unanimously.		
2.	INFO	Treasurer highlights from Brad Helmer – income up for Dec. as usual; it was an ave. spending month; collected \$660 for minister’s discretionary fund. New designated fund defined related to intern. Auction total reported as well.		
3.	TODO	<p>Budget Forecast—George Cross sent out letters Jan. 16 for pledged donations (for the new church intern); when money comes in Ramesh Munjal will place it in the fund designated for the intern.</p> <p>****ACTION ITEM--George Cross will send Ramesh Munjal the spreadsheet for intern’s pledge.</p> <p>Brad Helmer laid-out a framework “Budget First Look 2018-2019” to prepare for discussions about upcoming financial decisions. The framework considered Current Budget, Projected Budget, Minimum (amount can’t be any lower, fixed), and Request.</p> <p>For each of these 4 designations implications for Programs (minus Personnel), Membership, Personnel, Social Justice, Leadership Dev., UUA/GIFT and Stewardship were examined.</p> <p>****ACTION ITEM: George Cross to ask for committee budgets by mid-February; he’ll send an email out to all the committee chair persons with this request.</p> <p>Brad spoke about fixed increases of about \$5000 due to telephone (new system), Dir. of Religious Education and Music Director.</p>	GC	2018-02-21
4.	TODO	<p>STEWARDSHIP Update: fund raising will take place between 2/3/18 and 3/10/18; 2/4 (Sunday) is kick-off when pledge cards will be given out; 2/18 (Sunday) – short discussion & information-sharing during the service, about the budget and the process, method of pledging, appropriate pledge amounts, etc. There will be a fair after church to attract younger families and kids (noted that childcare will be needed). Spencer Conco and Peggy Perez to help w/ volunteers. Food portion – Karyn Cross to help George. Table for the Board</p>	GC, SC, PP	2018-02-21

planned – “ask me anything table” to increase visibility. Dunk the Preacher amusement suggested by Rev. Briere.

****ACTION ITEM – Spencer Conco to send Rev. Briere names of people giving testimonials during the service.

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| 5. | TODO | Board had received a letter from Taylor Overton, which was reviewed: endowment fund is growing, from donations and from investments doing well. ****ACTION ITEM—Board to extend Kristina Runciman’s term; Dave Kashdan to either contact Kristina or Taylor O. about this decision. | DK | 2018-02-21 |
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| 6. | INFO | Ministerial Intern at HVUUC update (Dave Kashdan provided) – Charlie Stuart & personnel cmte. went over standard agreement (from Unitarian Universalists of America) and made minor changes. Tiffany Sapp endorsed the agreement and will formally sign it at the Feb. 25 service. Chair of committee, Minister and President of congregation will sign, as well. \$900/month plus moving expenses. (10-month agreement). Feb. 24 casual reception for Tiffany being offered by Kate and Jeff Briere at their home. | | |
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| 7. | DONE | Church security (per Dave Kashdan): Deanna Richardson, Joseph Viola, Neva Kauffman, and Greg Kramer compose the safety team. Will start meeting in February. Church Mutual has sent out information on this topic. Rev. Briere will make this part of a service when appropriate. | | |
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| 8. | DONE | Board members did potluck prep and cleanup past Sunday. | | |
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| 9. | DECISION | policy updates – [storage of policies, public vs. members only use of the website were addressed; website maintenance, and guidelines for what was the Yahoo group still need to be addressed].

Motions passed unanimously regarding the following:
*website maintenance policy endorsed without changes.
*public vs. members use of website policy changed, eliminating last two sentences because the process and committee described were out of date. With the edit the intent of the policy was unchanged.

****Action item: Tom Burns will transmit updated policies to office admin. for posting on the church webstie. | TB | 2018-02-21 |
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| 10. | DECISION | 2 study-action Issues have been brought up & put on the agenda/ballot at General Assembly (GA) -- see below. HVUUC's Board voted on endorsing that these issues be addressed at GA.

"Undoing and Dismantling Intersectional White Supremacy"

I. Racism is fundamental to U.S. social systems. White supremacy culture operates economically, institutionally, politically, and culturally, shaping everyone’s chances to live healthy, fulfilling lives. It is also the nation’s most toxic export, shaping policies and practices that do profound harm to the Earth and all living things.

II. Systemic injustices intersect across environment, race, gender and all other forms of oppression. Identifying the underlying mechanisms which enable systemic and intersecting injustices enables us to mitigate their harm. Intersectional justice calls us to work together across oppressions and become a movement of movements. | | |
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HVUUC's Board affirmed that the first issue should be addressed at GA, with one abstention (George Cross). The Board unanimously endorsed the second issue.

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| 11. | INFO | There was discussion about what can be learned when members of the church (or friends of the church) leave the congregation. Reviewed some reasons individuals have left the church. Peggy Perez described the outcomes of her efforts to contact such members. |
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| 12. | INFO | Charlie Stuart brought up the question of HVUUC's banner being displayed at the Women's March, January 20 in Johnson City. Relevant by-law was reviewed:

Article XIII: Public Statements
1. The Church may express itself publicly on any ethical, social, or justice issue, provided the position taken is approved by a three-fourths (3/4) vote at a duly called Meeting of the congregation, after the resolution has been stated in the call for the Meeting.
Article XIV: Parliamentary Authority |
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| 13. | TODO | Annual evaluation of the minister: Charlie Stuart to continue the process initiated about three months ago: send out form from the personnel committee to BoT to make comments.
****ACTION ITEM: Charlie Stuart to email relevant documents to BoT: original addendum re: developmental minister; BoT to get feedback/comments to Personnel committee by January 24th. | CS, Board
of
Trustees | 2018-
02-21 |
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December 20, 2017 Board of Trustee Minutes (approved)

Tuesday, January 9, 2018 2:14pm

Minute taker	Tom Burns (TB)
Attendees	Dave Kashdan (DK), Jeff Briere (JB), Brad Helmer (BH), George Cross (GC), Greg Kramer (GK), Peggy Pe (PP), Amy Kinley (AK), Spencer Conco (SC)
Others	Cindi Huss (CH), Deanna Richardson (DR), Christine Barger (Christine Barger), Sarah White (SW), Neva Kauffman (NK)
About this meeting	Charlie Stuart did not attend.

Topic	Type	Note	Owner	Due
1.	DECISION	November minutes approved.		
2.	DECISION	<p>Cindi Huss discussed presentation of OWL in community: RE Collaborative has wanted to expand the program into the community. They want the Board to vote/comment on this expansion because it affects how we're perceived locally. Already a 401C so don't need to create one. To allay concerns -- in promotions say it was created by Unitarian Universalists of America and United Church of Christ (UCC). 3 age groups that we would regularly offer. Community partners are anxious for this to be initiated. Take one group 1st: junior youth out into the community b/c already trained – Girls, Inc. - offer it as an after school program; other community contacts. Ruth Taylor Reed was first contact, and introduced to Girls, Inc. connection. OWL is only offering secular-based education. To accomplish this will require a larger volunteer commitment from the church but will try to get reimbursed (in part), sliding-scale, and grant money might be pursued.</p> <p>There was concern expressed on the BoT regarding how people get paid s.t. taxes, reporting, etc. meet requirements of the law, insurance, etc. Transparency is important on this issue. UCC might assist us in some way. Important to contact eventually.</p> <p>****Motion (Greg K.) – move to encourage the RE collaborative to continue to pursue the expansion of OWL in the community. Unanimous. Aug. 2018 is target to be operating.</p>		
3.	TODO	<p>Harry Potter Summer Camp “Magic at Hog Works” presentation (by Sara White): 7/9-7/13/18 requesting support from church, Religious Education (RE) will need to relocate; decorations will be all around. Sara will co-direct with Lisa Hill, who has done 4 camps/year. Lisa Hill will be paid through profits from the camp. (Sara will eventually consult w/ Treasurer). Will ask for volunteers for the camp.</p>	GK	2018-01-17

Want 50 paid campers. Prefects (4-8) will not have to pay. Budget: up to \$1000.
 Reviewed relevant questions: church insurance, staffing, injury waiver, extra labor from cleaning crew. Use of Fred Ballroom for meals and snacks. If profit is made, discussed where it would be designated – e.g., back in designated RE Collaborative fund vs. general fund. It was also noted that the program will need a treasurer to monitor money in and out.

****ACTION ITEM: Greg K. to check with Church Mutual.

4.	INFO	Treasurer highlights (from Brad Helmer) – raised a little more than ½ what expected, dead even income & expenses. Brad predicts we will be a little bit tight at the end of this fiscal year. UU Fairshare – anticipating paying toward the \$4500 which is 50% of what’s expected by UUA. It’s anticipated that we will be able to pay it.		
		Brad Helmer and George Cross are consulting already about next year’s budget.		
5.	TODO	Ongoing policy updates – [re: storage of policies, task force reports, website maintenance, public vs. members only use of the website, and guidelines for what was the Yahoo group]. Tom has contacted Kirk Roberts (website & newsletter designer), Wendy Hearl, Karyn Cross, and Cindi Huss to figure-out a process for re-addressing communication policy. Kirk has agreed to participate in the meeting.	TB	2018-01-17
6.	TODO	Ministerial Intern at HVUUC update (Dave Kashdan provided) – how to go forward? Ask personnel cmte to negotiate an agreement/contract that describes the conditions under which she would employed. Rev. Briere would be part of those discussions. 10 month vs. 12 month? Will confer w/ Tiffany Sapp first to find out what she needs salarywise.	JB, PP, GC	2018-01-17
		Determine a process for composing a committee to oversee the whole internship: people invested in a ministerial candidate. Peggy Perez spoke with Denee Matioli to see if she was interested. Denee was enthusiastic about it. She possibly could chair such a committee. This issue will be on the agenda in January. ****ACTION ITEM: PEGGY PEREZ will tell Denee we are considering that, and Board will offer suggestions to constitute that committee. Rev. Briere will send Denee the relevant manual. MOTION: the board will offer Denee Matioli the opportunity to chair the internship committee for our prospective intern and Peggy will reach out to her. Unanimous approval.		
		Motion: (Spencer Conco made it; Brad Helmer seconded) the Board is authorizing the personnel committee to reach out to Tiffany Sapp to negotiate the contract for an internship to begin Aug. 2018. Unanimous.		
		****ACTION ITEMS: Rev. Briere will write to her immediately saying that the personal cmte will be in touch about her starting date, length of internship, etc. and that she’s welcomed to express any needs/concerns.		
		****ACTION ITEM: George Cross will send out a letter to donors after agreement is establish. (N.B. Tiffany Sapp will preach Feb. 25, 2018 at Holston Valley Unitarian Universalist Church).		
7.	TODO	Church security (per Dave Kashdan): DK talked about church security training by Johnson City Police Dept.; importance	GK	2018-01-17

of having a plan for an intruder, a fire, earthquake, kitchen fire, etc. Suggestion: that a group within the church consider what would happen in various situations, e.g., have ushers at the time to help if necessary. Ask a small group of people (one Board member and a few from the congregation to compose a one page emergency plan) and have ushers to know what to do in various circumstances. Neva Kauffman added comments about aspects of the training – e.g., locking church doors; churches forming a “safety team” (task force): ex-military, paramedic, et al. and hold regular meetings.

It was proposed that a task force be formed to discuss security. BoT will review the information Neva supplied, and Greg Kramer will share information from Church Mutual.

****ACTION ITEM: GREG K. will chair the safety team and seek members.

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| 8. | TODO | NEW BUSINESS:
re-upping board members: Brad Helmer plans to return to the Board; Peggy P. also.
****ACTION ITEM: They will alert Alicia Culbertson, chair of nominations cmte. | BH, PP 2018-01-17 |
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| 9. | TODO | ****George Cross: will kick-off carnival in February: appealing to younger people; in visual display there will be something about stewardship; ticket to get in the carnival will be the congregant's pledge card.
****George Cross - ACTION ITEM: He will explore which groups would be interested in setting-up a table. Volunteers for providing food will be needed. He'll put up related notices in the church newsletter and display a poster. He notes that childcare will need to be provided as well for this event. | |
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Jan. 9th stewardship committee meets.

November 15, 2017 Board of Trustee Minutes(approved)

Thursday, November 16, 2017 8:28am

Minute taker	Tom Burns (TB)
Attendees	George Cross via phone (GC), Dave Kashdan (DK), Jeff Briere (JB), Brad Helmer (BH), Greg Kramer (GK), Peggy Perez (PP), Amy Kinley (AK), Spencer Conco absent Charlie Stuart (SC)
Others	Judy Tucker (from the Social Justice Cmte), Dottie Blades (DB), Neva Kauffman (NK), Deanna Richardson

Topic	Type	Note	Owner	Due
1.	DECISION	September minutes approved – with one name change.		
2.	INFO	Treasurer highlights (Brad Helmer) – books not up to date until receiving treasurer (Ramesh Munjal) provides data. 5th sunday collection \$747. update on auction – received ~ \$15,000 approx. (last year \$12,200).		
3.	INFO	additional feedback on Our Whole Lives: Lifespan Sexuality Education (OWL) training at HVUUC – more positive feedback about facility, etc. from outsiders noted by Dave Kashdan.		
4.	TODO	ACTION ITEM: Regarding policy updates, Tom Burns to consult with task force members previously involved in reviewing: "Website Maintenance," "Public vs. Members Only use of the HVUUC Website," & "Guidelines for HVUUC News Yahoo Group Moderators." These are policies Board Secretary is responsible for.	TB	2017-12-20
5.	TODO	Ministerial Intern at HVUUC (Rev. Briere provided overview) – for this period of time: 8/2018-5/2019. Tiffany Sapp is being considered. She has a history of chaplaincy at the Veterans Administration this past summer. Attended Duke Divinity School. A committee of 5-6 people would be required to oversee her internship. Rev. Briere would meet weekly to supervise her progress. Spencer Conco, George Cross and Rev. Briere have met with Ms. Sapp. Each spoke of their positive impressions. Cost & funding issues were discussed, including need for increased hours for Dir. of Religious Ed. and Music Dir. in upcoming year. Possible funding strategies were also reviewed, as were implications for other (capital) projects & how to communicate with the congregation regarding the proposed internship. Greg Kramer made a motion (2nd'd by Brad Helmer) to have the stewardship committee call the top twenty church donors to determine their interest in funding the internship, with the understanding that they and the congregation	GC, DK, JB	2017-11-29

as a whole will be asked as well, for a pledge increase of 10% to cover operating expenses for the coming year. If the donors show support for the internship, the Board's objective is to make a decision at the December meeting. Motion passed with 7 Board members' endorsement.

ACTION ITEMS: Script (regarding an announcement from the pulpit) to be written by Rev. Briere and George Cross; Dave Kashdan will compose a letter to the congregation about this issue, to be reviewed by the BoT before he shares it. Dave Kashdan and George Cross will confer about the process of appealing to top church donors on this issue.

Board agreed to the strategy of going to top donors 1st and depending on their response, then addressing the whole congregation.

ACTION ITEMS: Dave Kashdan will inform the congregation in next week or two thru via email: 1st to explain why the Board considers this worth pursuing. Then appeal to larger donors (addressed above) before finally, appealing to the full congregation.

6.	TODO	ACTION ITEMS: Neva Kauffman – proposed task force to discuss church security, given recent shootings at churches nationally. BoT will review the information she supplied (from the FBI, etc.) and Greg Kramer share information he has from Church Mutual.	GK, Board of Trustees	2017- 12-20
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October 19, 2017 Board of Trustees Meeting (approved)

Tuesday, November 14, 2017 9:48am

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Jeff Briere (JB), Peggy Perez (PP), Amy Kinley (AK), George Cross (GC), Brad Helmer (BH), Dave Kashdan (DK), Spencer Conco (SC)
Others	Deanna Richardson (DR)

Topic	Type	Note	Owner	Due
1.	DECISION	Sept. minutes approval –Carried unanimous.		
2.	TODO	Treasurer highlights – Brad Helmer – finances are in good shape at end of 4 months of fiscal year; no problems in cash-flow; grocery card: \$4000 taken-in so far this year (noted that only 10-12 families are taking advantage of that service); ****Rev. Briere will make an announcement about that from the pulpit. ****George Cross and Brad Helmer will get together w/ Richard Boyd to talk about messaging this, how to better promote it.	JB, GC, BH	2017-11-15
3.	DECISION	Cindi Huss (by phone)– advocated for giving a raise for Kate Collingsworth, who's been working for HVUUC for a year the church nursery; very responsible; communicative w/ peers, kids, and parents; goes above & beyond expectations of job. She currently holds an hourly position, 3 ½ hr/week. \$10.50 currently. Motion: increase Ms Collingsworth's pay by \$1.50 effective Nov. 1, 2018; (Brad Helmer made motion; Spencer Conco 2nd'd); unanimously passed. ****Action item: Brad Helmer will send Cindi Huss the amount.	BH	2017-11-15
4.	TODO	Development ministry measures: Peggy Perez presented membership data report 2016-17. She suggested that a series of charts might be more meaningful & useful for ministry and the BoT. (Such data are not the only measure of the minister's effectiveness). 3 audiences need to review the report: BoT (¼ ly); minister; personnel committee, which is a subset of the BoT. Religious Services Committee and the religious education collaborative also need the data. Action item: ****Peggy Perez will organize the data for summary presentation.	PP	2017-11-15
5.	TODO	Peggy Perez gave an update on midweek church service survey questionnaire: 51 people answered in total; increased by 10 from previous month; 6 people desire a midweek service. Not a critical mass by BoT evaluation. Question discussed: What is the next good thing to do to help facilitate growth? ****Peggy will notify Karyn Cross to put BoT's conclusion about this issue in the church bulletin insert (for 1-week) and also in the Newsletter.	PP	2017-11-15
6.	TODO	Kirk Roberts will be sending out an email to the congregation informing: yahoo groups will be discontinued by mid-November, with instructions & new mail chimp, phase-in a new mechanism (it will be moderated by church administrator, Karyn Cross). The new process: submit announcement, etc. to Karyn, who will process it and then send out to subscribers. Noted that Karyn looks at email 5 or 6	GC	2017-11-15

times/week. ****George Cross will ask Karyn about the time-frame for messages to be sent out and send out an email likely this evening. Related information: Kirk needs to know about the image change about postcards. Also the church will be getting new phone and internet service soon.

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| 7. | INFO | Our Whole Lives (OWL) facilitator training update: very successful event. Made about \$400 per Religious Education Dir. Sarah White. The church religious education collaborative wants to repeat the training with a focus on KG thru 4th graders, next Fall. Feedback from trainees all very positive. We now have 4 new trained facilitators within our congregation. |
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| 8. | DONE | Policy update: Tom Burns reported policies updated on the church website thru Oct. 2017. |
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| 9. | TODO | Joseph Viola has proposed displaying US flag at the church w/ pole, motivated by July 4 church service. ****Action item: David Kashdan will communicate w/ him about BoT's decision not to do so right now because of various ways such a gesture could be interpreted, given current controversy nationally about honoring the flag. The BoT will continue looking at how we might do so in the future. | DK | 2017-11-15 |
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Board meeting Sept. 20, 2017 (approved)

Tuesday, September 26, 2017 2:14pm

Minute taker	Tom Burns (TB)
Attendees	Jeff Briere (JB), Peggy Perez (PP), Amy Kinley (AK), Charlie Stuart (CS), George Cross (GC), Brad Helmer (BH), Greg Kramer (GK), Dave Kashdan (DK), Spencer Conco (SC)
Others	Deanna Richardson (DR), Christine Barger (Christine Barger)

Topic	Type	Note	Owner	Due
1.	TODO	Motion (by GK): **Greg to assess if we have enough people – adults and children – to ask for a Cub Scout charter. Carried unanimously. (GK)	GK	2017-10-18
2.	DECISION	August minutes approved unanimously as presented.		
3.	INFO	Treasurer highlights – (1st 3 months of fiscal year expenses as expected; income \$1200 behind currently); Brad Helmer spoke about norms for contributions throughout the year, etc.		
4.	DONE	Roof repairs: Greg Kramer reported that we were over original budget by small amount because some shingles were stolen from the work-site. \$13,620 was total cost, which was significantly lower than other estimates.		
5.	DONE	Greg Kramer reports that he has a new form ready for use, for reserving rooms that better defines needs of outside groups (ahead of time).		
6.	INFO	Peggy Perez: 51 people answered survey (41 online; 10 paper copies) re: mid-week programs at Holston Valley Unitarian Universalist Church. The deadline for completing the survey is Oct. 1. So far: 10 yes, 41 no to question about conflicts between their work schedules and attending church on Sunday morning. If we had a midweek program, 5 people said that they would be interested in attending.		
7.	INFO	Employee reviews: Charlie Stuart (& personnel committee) – personnel to be evaluated annually via form (1 pg.) with questions regarding: challenges, accomplishments, plans, and requests. Karyn Cross and Sarah White (to have evaluations completed 9/24/17); Kate (babysitter) already evaluated. Minister input to be considered, as well. An effort will be made to talk to people individuals interact with, including the minister. Could distribute evaluations to the Board for further comments in an additional space on the form. The described process will be utilized and re-evaluated after some experience with it.		
8.	TODO	Photographs of Board Members: Rev. Briere & Kim Chaffin. Could do over 2 or 3 Sundays or come to a Board meeting, as per Kim's wishes. Action item: Jeff will pursue with Kim.	JB	2017-10-18

9.	DONE	Policy Update – Task Force Reports policy updated without changes Sept. 20, 2017 by consensus.	TB	
10.	TODO	Personnel policies update: Cindy was to do the final copy; incomplete. Action item (Dave Kashdan): put this on October's agenda. Action item: Charlie Stuart to check with Cindy. Action item: Dave Kashdan also to put annual evaluation of minister on Oct. agenda.	DK, CS	2017-10-18
11.	DECISION	The Board of Trustees prioritized these capital projects: Porch: 3-season extended porch w/ roof; no estimate yet. \$10,000 seed available from congregant. This is to be combined w/ acoustics project in the Fred Ball room – needing commitment from church members; Improvements to sanctuary lighting.		
12.	TODO	Paving driveway (seed money available): \$10,000 bid for driveway portion of central parking lot; 4-inch rock w/ 3 inches of blacktop; GK thinks it's not viable. Solution is very much in doubt. (sidewalk alternatives to be considered); Greg Kramer will consult w/ Charlie Matioli re: his aims. Greg to form a task force of 6 or 7 people to help sort things out. He will get a cross-section of congregants to be on the task force.	GK	2017-10-18
13.	DECISION	Discarded projects: --ADA compliant ramp to REZ untenable. --Shower in basement to allow sanctuary people to stay at church. \$500 (placed on hold; taken off the list) --replace all HVAC units with ozone – wait till our current system breaks down.		
14.	TODO	Names of recently deceased church members to be engraved on Memorial Wall. Rev. Briere will announce from pulpit.	JB	2017-10-18
15.	TODO	Peggy Perez has data -- to send to Dave Kashdan - regarding attendance from June of this year onward relevant to goals of Developmental Ministry document, developed with Rev. Briere (including associated measures). George Cross will present data on financial health and growth to the BoT in 2-weeks. (Dave Kashdan will compile data on one form). Note that a document related to Dev. Ministry has been created and will be emailed to the BoT. Each board member will provide written feedback to the Personel Committee, which would summarize those impressions and present to Rev. Briere. These measures should be reviewed quarterly at BoT. meetings.	PP, DK, GC	2017-10-18
16.	INFO	Our Whole Life Training (OWL) training will take place at the church Oct. 13-15. Regional training by two outside teachers certified by the organization. Our church has 4 participants plus Sarah White, plus 16 outsiders. The fee is \$275 per person. Consistent with our mission statement, HVUUC may do this again in another year. An OWL offering next spring is being considered.		

August 16, 2017 Board of Trustee Minutes (approved)

Tuesday, September 5, 2017 1:59pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Tom Burns (TB), Jeff Briere (JB), Peggy Perez (PP), Amy Kinley (AK), Charlie Stuart (CS), George Cross (GC), Brad Helmer (BH), Greg Kramer (GK), Dave Kashdan (DK), Spencer Conco (SC)
Others	Margi Peterson (MP), Deanna Richardson (DR), Christine Barger (Christine Barger), Donald Leah (& Mike)

Topic	Type	Note	Owner	Due
1.	INFO	Margi Peterson, new music director, was introduced to the BoT.		
2.	TODO	Donald Leah sought approval from the Board for a Cub Scout pack to meet at HVUUC; with these goals – to introduce kids to new things, for the pack to be a service to the community, to increase participants self-confidence, and promote ethical decision-making. Various positions will need to be filled – 5 adults from within church (and/or Board). 1st step: determining how many kids within the church are interested. Applications left with the Board, for leadership positions. In response to Board questions it was clarified that there are no limitations on “the Scouting family,” in being member of the troop. Recruitment for members possibly outside the church will occur later. At this stage a person is needed to work within the church. Greg Kramer made the following motion: Greg to set-up a task force to find out if we have enough interested people – adults and children – to ask for a charter. The motion carried unanimous.	GK	2017-09-20
3.	DECISION	June minutes approved unanimously.		
4.	INFO	Brad Helmer presented treasury highlights.		
5.	TODO	Mid-week programs (i.e., some form of church service) questionnaire discussed. Feedback provided by Spencer Conco and David Kashdan; emphasis on getting survey to people who don’t attend on Sunday. Peggy Perez to talk to Karyn Cross, church admin. secretary on how to get survey (circulated) on the HVUUC website, Yahoo, Facebook (Peggy will confer with Ann Livengood in this regard).	PP	2017-09-20
6.	TODO	Rev. Briere wants to regularize the process by which we approve events held at the church generated by outside groups. Ex.: subset of United Religions Initiative (i.e., Appal. Story Bridge to Peace) requested approval recently. Rev. Briere noted that events can require lots of accommodations by the church and/or minister – e.g., a sextant, lighting, the minister, kitchen demands. He asked, do we need a form to investigate what’s needed? How do we administer this type of	JB, GK, DK	2017-09-20

event in the future? Rev. Briere and Greg Kramer will review the existing form & determine any recommended changes. Dave Kashdan will put this issue on next month's agenda. Greg will get with Karyn Cross to review process in recent incident (i.e., Appal. Story Bridge to Peace).

7.	TODO	Greg Kramer reviewed bids for roofing the church. 3 bids being considered for full shingle & total roof replacement. Greg will talk to Pro Choice Aug. 17 to answer all questions. Capital budget: \$20, 600; Greg made a motion – the Board gives Greg Kramer authorization to sign a contract to repair whole roof for \$20,000 or less. Carried unanimously.	GK	2017-08-17
8.	INFO	No policy updates were offered.		
9.	TODO	Board focus – prioritizing capital items and defining a path forward; Greg Kramer reviewed the following: 1. rout the front BRs and find septic tank under the brick area; Greg is finding the drain line. The goal is to be in compliance with certification. 2. sound insulation for Fred Ball Room: need 16 sound clouds 4X8X 2 inch (hanging horizontal). 3. pave the driveway- Charlie Matioli got the bid \$10,000 for nonporous pavement; Greg Kramer would recommend porous pavement to solve drainage issue. 4. Other possible projects: Ramp from REZ to Sanctuary? Shower in the basement to allow sanctuary people to stay at the church, HVAC units use R22 refrigerant, replace? Lift on the REZ up to the 2nd floor. Fix sanctuary porch roof. Greg Kramer will send out list via e-mail to BoT, allowing trustees to identify a project as a cap repair, cap improvement or as a project not to be pursued currently.	GK	2017-09-20
10.	INFO	There was discussion about the availability of money to pay guest musicians. It was noted that there is a line item in the annual budget \$830 for music; designated fund (1X only) for music \$1576. Amy Kinley, as trustee, decides if the expense is money used wisely.		
11.	TODO	Other new business: Spencer Conco informing BoT about the Memorial Wall – 3 new names of individuals (Sam Jones, Dick Goodman, and Bob Barker) who have recently passed away: Sam Jones (Michael to get official form back to Spencer); Cynthia Goodman re: Dick Goodman: waiting for Ellen Barker response re: Bob Barker. Attempt to get it done in September. Spencer Conco: ultimately an announcement will be made from the pulpit on the Memorial Wall, etc.; \$300 from Memorial Wall designated fund.	SC	2017-09-20

July 19, 2017 Board of Trustee minutes (approved)

Thursday, August 3, 2017 2:28pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Brad Helmer (BH), Spencer Conco (SC), Amy Kinley (AK), Peggy Perez (PP), George Cross (GC), Charlie Stuart (CS), Dave Kashdan (DK), Cindi Huss (CH), Deanna Richardson (DR), Joseph Viola (JV)
About this meeting	Not in attendance (Rev. Briere, Greg Kramer)

Topic	Type	Note	Owner	Due
1.	DECISION	June minutes approved.		
2.	TODO	Charlie Stuart will follow-up with Cindi Huss (& Karyn Cross) re: job offer letters for the new music director, Margi Peterson and for Sarah White, Religious Education Director. Note that Brad Helmer requested copies of both letters.	CS, CH	2017-08-16
3.	INFO	Brad Helmer provided a summary of the Treasurer's Report noting that income in the past month was favorable, consistent with past years.		
4.	TODO	BoT discussed mid-week church services to accommodate those who cannot attend on Sunday mornings, often because of their work schedules. Rev. Briere, after an initial conversation with the congregant interested in promoting this idea, contacted Peggy Perez, who had further conversation with her. Peggy will continue the dialogue. She will also design a preliminary survey trying to assess how compelling this idea is with other congregants. Peggy will share an initial draft of the survey with the Board before implementing it.	PP	2017-08-16
5.	INFO	As a result of efforts by Dave Kashdan and Greg Kramer, the audio-visual system in the sanctuary is fully functional now.		
6.	TODO	Tom Burns to send-out action items identified in notes from the recent Board retreat.	TB	2017-07-25
7.	DONE	Joseph Viola reported on his experience at the General Assembly.		
8.	TODO	Dave Kashdan lead a discussion regarding what the current BoT focus should be. Reference was made to the leadership retreat which Cindi Huss conducted two years ago. There was also discussion of capital projects (facilities) as a focus or possibly other items, with each trustee addressing & leading a discussion of a specific topic. The BoT decided to proceed with the capital projects focus next month. It was anticipated that should take ~ 30 min.	BoT, DK	2017-08-16

June 21, 2017 Board of Trustees Minutes (approved)

Tuesday, July 11, 2017 2:27pm

Minute taker	Tom Burns (TB)
Attendees	Board of Trustees (BoT), Jeff Briere (JB), Dave Kashdan (DK), Brad Helmer (BH), Greg Kramer (GK), Amy Kinley (AK), George Cross (GC), Spencer Conco (SC), Charlie Stuart (CS), Lyle Eagan (LE)
Others	Cindi Huss (CH), Christine Barger (CB)
About this meeting	Peggy Perez was not in attendance.

Topic	Type	Note	Owner	Due
1.	TODO	Board of Trustees will help with clean-up & set-up for pot-luck on January 14, 2018	BoT	2018-01-14
2.	DECISION	Minutes for May meeting approved with minor changes.		
3.	TODO	Brad Helmer gave a brief treasurer's report. Action item: in next year's budget George Cross will budget both DRE & Music Director as 12-month employees. Amy K. will find written contract (document/email agreement) for DRE and get it to Brad Helmer, who wants copies of contracts for all employees. David K. to give Brad a copy of childcare related contracts.	DK	2017-07-18
4.	INFO	Charlie Stuart is organizing a drop box with documents related to employment.		
5.	INFO	Music Director job candidate, Margi Peterson, has accepted the job and starts Aug. 14, 2017. She's looking for a place to live.		
6.	INFO	David K. reports that 3 people have been hired, 2 will be regular employees, while a 3rd will fill-in if one of the others gets sick. Cindi Huss will manage these people for the next year. Background checks are in progress.		
7.	INFO	Charlie Stuart reports that three individuals will attend the Southern Region's Leadership Experience (SUULE): Wendy Hearl, Spencer Conco, and Amy Kinley. SUULE takes place the week of August 7, 2017. Three people are in attendance at General Assembly in New Orleans: Brian Kleske, Joseph Viola, and Phyllis Carnes.		

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| 8. | TODO | Greg Kramer will get HVUUC's most recent Mission & Vision statements and bring it to the next BoT meeting for review & discussion. (Note that the Vision statement was updated and approved by the congregation within the last year). Dave Kashdan will add this item to the July agenda. | GK,
DK | 2017-
07-18 |
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| 9. | INFO | Rev. Briere reported that the Covenant Task Force met once in May and will meet again July 23. Their goals include: 1. shortening the current version and giving the congregation the opportunity to review it and then vote on it at the next congregational meeting. 2. promoting general consensus in the congregation regarding the Covenant. 3. involving the congregation in the re-covenanting process. | | |
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| 10. | DECISION | Cindi Huss discussed church sponsorship for a new project. She spoke about last year's youth group involvement in the Appalachian Service Project (ASP). Recently, church member Skip Jones created a non-profit "Good Neighbors" which will provide ancillary services to ASP. There will be no cost to sponsors. A block grant from Johnson City funds the organization. A motion was made and passed unanimously, that "Consistent with our church mission, HVUUC will sponsor for one year Good Neighbors, using funds raised by the youth group, and labor of the youth and adults of the church." | | |
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| 11. | INFO | Dave Kashdan notes that the Board retreat has been scheduled for July 8, 2017. More information will be forthcoming.

He also described his ongoing efforts to resolve problems with the new church video system via Technical Solutions of Northeast Tennessee. | | |
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| 12. | TODO | Rev. Briere led a discussion of mid-week services at HVUUC, triggered by a request from a person, who recently started attending the church. He will discuss the issue with Peggy Perez, who will in turn reach out to the person requesting such services in order to describe our current fellowship and worship opportunities and to find out in more detail the expectations of that person. | JB | 2017-
07-18 |
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