

UUTC Board Meeting Minutes  
October 24, 2017 @ 5:00pm

**Present:** Carol Moore, Peter Mockridge, Dave Roberts, Kay Webb, Cantey Carpenter, Brigid Fox, Wayne Smith, and Rev. Ilene.

**Welcome, Check-In, and Opening Words:** The meeting opened with a check-in, highlights of the Board Covenant by Carol, and a reading of John Rutter's "Look to the Day" by Cantey.

**Approval of the Minutes:** A draft of the Board Minutes 17.09.26 was distributed to Board members prior to the October meeting. With one correction noted, a motion was made and seconded to accept the revised minutes. The September minutes were approved as revised.

**Minister's Report:** The Minister's Report for October was emailed to members prior to the meeting. The report was accepted. The report highlighted meetings Rev. Ilene has had with staff members, ministry teams, individual congregants, as well as individuals and groups in the wider community during the past month. Rev. Ilene shared the current plan for UUTC's December 24 services; on-going plans for her formal installation in April; plans to attend the winter meeting of the UUA Ministerial Fellowship Committee (Nov 30-Dec 3) and a UUA regional worship service in Knoxville in January.

**Treasurer's Report:** The Treasurer's Report for September 2017 was emailed to members prior to the meeting. A motion was made and seconded to accept the report; the report was discussed and accepted as presented.

During discussion, Dave reported that he has an appointment scheduled with Terry Andersen on November 7<sup>th</sup> to discuss the scope and timing of an outside financial review of UUTC's finances.

Dave shared that pledge giving was down in September; he advised that we watch the trend for the next few months.

**Administration Committee:** A report from the committee was emailed to members prior to the meeting. A motion to accept the report was made and seconded; the report was accepted. The committee was commended for their work on issues they are currently addressing: clarification of policy statements in Policy Manual; policy related to website environment; need for a strategic planning initiative for UUTC; and review of UUTC Scholarship Program proposal.

Kay reported that the committee's recommendations for non-substantive revisions for clarification to the current 2017 Edition of the Policy Manual will be sent to Board members for consideration and an email vote.

It was noted in the report that the committee continues to review the proposed UUTC Scholarship Program. Carol will clarify with the committee that any work done on this issue is for future implementation; there will be no scholarship monies collected or dispersed for the remainder of the 2017-2018 fiscal year.

**Finance Committee:** The committee's report was emailed to members prior to the meeting. A motion to accept the report was made and seconded; the report was accepted. Highlights from the report included:

1. suggestions for introducing the "Wake Now Our Vision Legacy Challenge," in the absence of a functioning Stewardship Team;
2. temporarily putting recruitment of new Chalice Lighters on hold;
3. recommendations regarding the underpayment of pledges, should the trend continue;
4. recommended addition to the Membership Team budget for "Muffins with the Minister" program;
5. recommendations regarding #52 Varsity house

**Property Committee:** There was no report from the committee. Brigid, de facto Board liaison to Property, reported that the committee is working on parking issues and memorial garden policy recommendations.

**The Advisory Council:** There was no report from the Council. Rev. Ilene reported that Council member Susan Slocum is investigating leadership recruitment and training materials for the Council. She reported that the Council is discussing the continued need for a Hospitality/Fellowship Team to coordinate various fellowship activities at UUTC.

**Stewardship Team Discussion:** During discussion, there was consensus that a year-round Stewardship Team needs to replace the annual pledge drive Task Force. It was clarified that the Board's President-Elect will serve as Board liaison to the Stewardship Team not as the team leader. The Team will include the UUTC Treasurer and a member from the Finance Committee.

Rev. Ilene shared that she plans to speak on "scarcity" and "wealth" from the pulpit in the coming months.

**Board Calendar Review:**

- Oct: Application for tax-exempt status – Treasurer obtained application forms; due before end of January for 2018 exemption
- Nov: Annual application to County Commission for use of parking lots – Board Secretary  
Update snow removal contract – Facilities leader  
Update Cancellation Notification Plan – Board Secretary

**Membership Team Request for Funds:** A request for additional funds for the Membership Team was withdrawn. A donor has offered to fund the monthly "Muffins with the Minister" program for the next 12 months.

**Facilities Team Recommendations for Property Use:** An October 5, 2017, Memo to the Board (and to the Property Committee) was emailed to Board members prior to the meeting. The memo stated the recommendations from the Facilities Team regarding UUTC properties, #52 Varsity and #46 Varsity. Based upon all information received (including from the Finance Committee, the Property Committee, and the Facilities Team) and previous discussions, Peter made the motion to raze the house at #52 Varsity Street; Brigid seconded the motion. Due to the fact that a Webinar on Stewardship that Board members were scheduled to watch was beginning, the motion was tabled until the November Board meeting.

**Memorial Garden Discussion:** Due to the scheduled Webinar, the discussion on Memorial Garden issues was tabled until the November Board meeting.

**Adjournment:** The meeting adjourned at 7:00pm.

**Next Board Meeting: November 28 @5pm**

Respectfully submitted,  
Kay Webb,  
Secretary

Addendum:

After the Board meeting adjourned, all Board members, Finance Committee member, Lelia Graham, and Rev. Ilene watched the streaming UUA Webinar on stewardship from 7:00-8:30pm.