



**Unitarian Universalist Church of Annapolis**  
**UUCA Board of Trustees Meeting**  
**UUCA Library: March 12, 2018: 6:45 - 9:53**  
**MINUTES Approved**

Attendees: Linda Rhoads, Heather Millar, Maury Marks, L.E. Gomez, Rob Malone, Dianne Moreau, Kathleen Rolenz, via phone: Ken Apfel, Gina Williams. Others in attendance: John Crestwell, Alethea Shiplett. Co-Moderators for the Congregational Meeting: Marsha Schachtel and Win Decker.

**Chalice Lighting and Opening Words: Maury**

**Brief Check-in - all**

**Powerful question: LE - *Given the fact that Unitarian Universalism, though a liberal faith, is rooted in white Protestant Christianity, and that our UUCA congregation in particular is overwhelmingly comprised of college educated white European middle and upper class members, how do we find common truth in our institution to become the Beloved Community we say we desire?***

**Approve prior Board meeting minutes: Heather**

**ACTION;** Ken moved and Maury seconded a motion to approve the minutes as distributed on 3/7/18. Approved.

**Follow-up items:**

- **Vote on 8<sup>th</sup> Principle Resolution and the process we will follow for the Congregational Meeting: Dianne**
  - The 8<sup>th</sup> Principle Task Force has had over 160 contacts with individuals and in groups.
  - **ACTION:** Heather moved and Ken seconded a motion to accept the following Resolution and recommend it to the Congregation for adoption. Approved.

**UUCA RESOLUTION FOR SUPPORT OF THE 8TH PRINCIPLE**

WHEREAS: The Unitarian Universalist Church of Annapolis (UUCA) and the Unitarian Universalist Association (UUA) both have long histories of taking significant steps in combating racism; and the UUA in 1997 committed to becoming a multicultural and anti-racist institution; and UUCA in 2012 adopted Bylaw V: "UUCA is committed to becoming and sustaining an anti-racist, anti-oppressive and multicultural religious community where people of all races, ethnicities, and colors see their identities reflected and affirmed in all aspects of congregational life;" and

WHEREAS: There is a growing movement within Unitarian Universalism to go further by modifying UU's Seven Principles through the integration of an 8<sup>th</sup> Principle that goes beyond our current commitments to anti-racism to specifically address oppressions in ourselves and in our institutions; and

WHEREAS: UUA Bylaws state that proposed changes to UU Principles must first be sent to a study commission charged to solicit input from all congregations about change; and during the 2017 UUA General Assembly, a "Responsive Resolution" was adopted calling on the UUA Board to establish a study commission to discuss adding an 8th Principle; and

WHEREAS: UUCA now has an important opportunity to be part of the UUA process as it unfolds in the months ahead;

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THEREFORE, BE IT RESOLVED: We, the members of UUCA, believe that embracing the concepts of the 8th Principle is the next important step in our journey towards wholeness.

THEREFORE, BE IT FURTHER RESOLVED: We, the members of UUCA, resolve to affirm and promote journeying toward spiritual wholeness by building a diverse, multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.

THEREFORE, BE IT FURTHER RESOLVED: We, the members of UUCA, urge the UUCA Board to revise UUCA's governing documents to reflect the 8th Principle concepts.

THEREFORE, BE IT FURTHER RESOLVED: We, the members of UUCA, urge the Unitarian Universalist Association to take steps to incorporate the 8<sup>th</sup> Principle into our UU Principles.

- A proposal to follow the model of the Sanctuary vote last year to have a preliminary vote on whether the members are ready to vote on the Resolution was discussed. This preliminary vote would indicate the strength of support for the Resolution. Because this Resolution represents a significant commitment, overwhelming support is desired. The Board decided to have members show their widespread support with one vote by requiring a large number in favor of the Resolution to consider it adopted.
- **ACTION:** Heather moved and Maury seconded a motion to consider the Resolution adopted only if at least 85% of members present and voting vote yes on the motion to approve the 8<sup>th</sup> Principle Resolution. Approved.

- **Vote on budgeting the 2017 end-of-year balance: Rev. Kathleen**

- There is \$27,549 balance from the 2017. Rev. Kathleen and the Administrative Team recommend fully funding the three priorities expressed during the December 2017 Congregational Meeting: Hire a fulltime DRE, increase our contribution to our UUA Fair Share and hire an Intern. We expect to hire the fulltime DRE in August; this aligns with the typical timeframe and thus maximizes the availability of qualified candidates. The UUA Fair Share is now called the Annual Program Fund, APF. There is confusion about what is the actual amount owed by UUCA because UUA and UUCA have different fiscal years and because UUA is changing how they determine the APF. 75% of UUCA's APF is calculated to be \$17,549. If we also begin to pay a part time intern for 30 months beginning in September, the total expenditure for these three areas will be \$549 over the expected 2017 year end balance. The downside of committing these funds is the uncertainty of actual figures. However, the Board said in their 2018 budget proposal and the congregation and the Finance Committee have approved these priorities.
- **ACTION:** Ken moved and Linda seconded a motion to endorse the expenditure recommendations of Rev. Kathleen and the Administrative Team for allocation of the 2017 surplus: hire full time DRE in August, Pay 75% of UUA APF and hire a part time intern beginning in September. Approved.

- **Planning the April Congregational Meeting: Ken, CMC and Moderators**

- 150 printed copies for all handouts must be available Sunday, April 1. If Susan and the office staff are expected to make copies, originals are due in the office Thursday, March 29. Send electronic copies of materials to Susan and she will delegate this task. Evelyn and Jackie have been informed of this schedule.
- Dianne and Linda will handle check in for the meeting. Marsha Schachtel and Win Decker will serve as Co-Moderators for this meeting.
- Voting Procedures:
  - Dianne and Win will count to determine if the 85% threshold has been reached for the 8<sup>th</sup> Principle Resolution vote that will be done by show of

hands. The Parliamentarian will be consulted before the meeting about the procedure to be followed if someone requests a secret ballot.

- If there are nominations from floor, after the nominee indicates a willingness to serve, a vote for that position will be held and the winner will be the new Board member for that position. After any votes for individual positions have been completed, the rest of the slate will be voted on during one vote. Majority of members present and voting will determine the outcome for all positions.

- A financial summary about the end of year figures will be prepared by Rev. Kathleen and Maury using 1 or 2 slides.

- **Gift policy: discussion only - Ken**

- The proposed Gift Policy that was prepared by Ken, Rev. Kathleen, Maury and Jackie Heimbuch was discussed and will be on the Board's April agenda for a vote.
- The Finance Committee recommends adoption of this policy.
- The \$3000 figure to trigger the Board in consultation with the Senior Minister and Finance Committee being responsible for use of the funds was discussed. Because this is an arbitrary threshold and not tied to anything, the Board suggested changing this figure to \$5000.
- A Gifts Policy like this is used in Policy Governance.
- "Shall not fail" and "must not fail" language is appropriate for Policy Governance.

- **Vote on Governance Committee revised charter: Ken**

- During discussion the only change suggested was to clarify the time for the Team's work to explicitly extend into 2019.
- **ACTION:** L.E. moved and Rob seconded a motion to accept the Updated Charter for the Governance Team. Approved. Document reproduced below.

## **Board reports:**

- **Finance Officer report**

- The cash flow at the end of February is good at 89K.
- The year round pledge system seems to be working. There are dips in pledges but these are followed by increases and reflect what happens year to year.
- The Canvass details for February show 59 contacts have been made with 43 responses.
- The money pledged for January and February is 127K; this is high for a 2 month period. The total amount pledged in January and February is typically higher than for any other 2 month period. Reassigning who pledges when could be done to present a more balanced distribution.
- The difference between revenue and expenses is small.
- The Minister's Discretionary Fund appears as a negative number because this is the amount in the fund that has not yet been spent. It is actually a credit not a debit. Because this is an expense sheet a credit appears as a negative number.

- **Senior Minister report**

- Rev. Kathleen is trying to find a format for her report to the Board to provide the information needed. Board members expressed that the current format and details are clear and informative. The Look from the Balcony is especially helpful.
- Rev. Kathleen drew attention to staffing changes. A new Administrative Assistant has been hired. The Bookkeeper will be leaving at end of March. We are currently looking for another bookkeeper and DRE.
- **ACTION:** At 9:03 pm L.E. moved and Heather seconded a motion to go into executive session to discuss a personnel matter with Rev. John invited to stay. Approved.
- **ACTION:** At 9:14 pm Linda moved and L.E. seconded a motion to end the executive session. Approved

- The Admin Team is working on recommendations for the Darrell Abernethy and Betsy Jo Angebrannndt gifts. There is a proposal to designate \$25,500 to purchase a piano in memory of Betsy Jo. A precedent exists with gifts that were donated in memory of Pete Peterson and were used to purchase a new sound system.
- Current view from the Balcony is that UUCA has a culture of “yes.” While this is a good characteristic, the downside is staff overload. The interim time provides opportunities to examine all programs to determine which ones are well supported and staffed with volunteers and are essential to the operation of the church and which ones rely heavily on staff and continue only out of habit.
- One goal is to be transparent, to make sure people know what is happening and the role of the Board independent of our governance system: Carver or Hotchkiss or a hybrid.
- A concern is that a percentage of the budget has been funded by grants. After Susan became Administrator, the position of Membership was not filled until Josh was hired part time last year using grant money. Josh brings energy to the position. Last year 54 members joined. Membership is crucial and holds us back if lacking. The church will have to invest in this position at some time. The congregation needs to own what we are doing with diversity of leadership including staff.
- Adopting the 8<sup>th</sup> Principle Resolution will change budget and staff priorities.

### **New reports, announcements, and action items: Linda**

- **The slate – Rob**

- Slate presented:

Board of Trustees:

President (1-year term): Heather Millar

Vice President (1-year term): Craig Beyler

Secretary (1-year term): Jane Carrigan

Finance Officer (1-year term): Kari Alperovitz-Bichell

Trustee At-Large (3-year term): Stan Haavik

Co-Moderators: Marsha Schachtel, Phyllis Marsh

Nominating Committee: Rob Malone, Al Pulsifer, Carrie Baquie, Tony Hipszer

- The Board expressed its thanks to the Nominating Committee for their hard work and dedication.

### **Wrap up: Linda**

- **Calendar and Highlights review**

- Highlights due March 15 Ken re: April Meeting
- Calendar dates to note: June 9 Board, Governance Team and David Pyle, May 11 and 12 for Board Retreat.
- June 9 is the last opportunity for the Board and Governance Team to meet with David Pyle about the implementation of decisions and changes to our governance structure and documents. This is the last opportunity for David to meet with us about where we are going. We will key up 3 or 4 or 5 items for this meeting and get the new Board members on board with what is being done with governance.
- The Board provides refreshments for April 8. Dianne will coordinate.

- **Checkout – are we living up to our covenants with one another and to our congregation? How are we living up to our commitments as an anti-racist institution?**

- **Expectations for next Board meeting (agenda items, new action items/expectations, timelines).**

- Follow up on the Congregational Meeting.
- Linda open; Ken close.
- Powerful Question include new members.

## **Closing Words & Extinguishing the Chalice – Maury**

### **Submitted by:**

Heather Millar, Secretary

## **Unitarian Universalist Church of Annapolis Charter of Governance Team**

**How do we best govern ourselves at UUCA? What form of governance will enable UUCA to prosper, meet the needs of the congregation and fulfill its mission/vision?** To explore these questions, the UUCA Board of Trustees has formed a Board Governance Team to plan and lead a governance process for our beloved community.

### Team Purpose

The purpose of the UUCA Governance Team is to research and design options for an appropriate form of governance for UUCA. By fall 2018, the Team will present recommendations for specific changes to UUCA's Constitution and By-laws to the Board for review, possible revision and presentation to the congregation in 2019. The Team will provide the Board with recommendations on areas to address in the Board's governing and operating policies and provide examples from other congregations. The Team will also assist as needed in presenting recommended changes to the congregation in order to reach the ultimate goal of finding widespread agreement on a model of governance that will be embraced by the congregation that meets the needs of UUCA for the foreseeable future and helps to guide UUCA's search for the next Senior Minister.

### Duration and Time Commitment

Governance Team volunteers will participate in regular meetings and carry out team tasks and activities as identified by the Board and the Team. Tasks will extend into 2019 in order to provide sufficient time for congregational input into possible modifications.

### Scope

The scope of the Governance Team work will encompass designing and leading a process to engage all UUCA members, key groups and stakeholders in governance deliberations. Communication with the congregation will be open, inclusive, and transparent.

### Members

A representative team of 10-15 UUCA members, including UUCA Board Members, makes up the Governance Team. The Board may add future members as emerging tasks unfold.

### Resources

Supporting resources for the Governance Team include: UUA Headquarter and regional staff, UUCA staff, UUCA Board members and UUCA lay leadership.

### Process Guidelines

- UUCA Governance Team will recommend roles and responsibilities for UUCA Board and management
- UUCA Governance Team will recommend guidelines for decision making with built-in flexibility
- The governance process will be designed so that the congregation “owns” the final product
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- The process to establish UUCA governance policy will move us closer to the Beloved Community.