

Unitarian Universalist Church of Annapolis

Board of Trustees Meeting
UUCA Library; September 24, 2019; 6:50pm – 9:45 pm

APPROVED MINUTES 10/22/19

In attendance: Heather Millar, Kari Alperovitz-Bichell, Stan Haavik, Carrie Kotcho, Dianne Moreau, Peter Morse, Jane Carrigan, Rev. John Crestwell, Rev. Kathleen Rolenz **Other Attendees:** Paul Jorgensen

Chalice Lighting and Opening Discussion: All

Each spoke briefly about WHY UUCA exists with a look towards the future.

Brief Check-in: All

Each used two sentences to check-in.

Approve August Board Minutes: Jane

Action: Motion made by Peter and seconded by Kari to approve the Minutes for the August 27, 2019 Board meeting as posted on The Board Google Drive on September 20, 2019. Consideration of the 8th Principle. **Approved**

Governing Policies: Dianne, Peter, Stan, Heather

Detailed review and revision completed by Dianne, Peter, Stan, Heather prior to tonight's meeting. They reported that as they conducted this work, they continually cross-referenced our Bylaws, governance report results, and the David Pyle report. They also benchmarked their work against UUA and Unity Unitarian policies.

All board members received a link to the revised policies for their review prior to tonight's meeting. The board walked through and discussed each of the policies listed below and made additional revisions which were recorded in the revised draft policies and will be reflected in the final policies.

1. Governing Policies—Introduction p. 3
2. Governing Policies—Executive Limitations
 - a. 2.1 Anti-racism, Anti-Oppression Commitment #5: p. 5
 - b. The remaining Executive Limitations pp. 5-9
3. Governing Policies—Governance pp. 9-15
4. Governing Policies—Relationship among the Board of Trustees, Ministers and Executive pp. 15-18

Action: Jane made a motion to accept the Governing Policies as amended at this meeting. Dianne Seconded. Reflection on the impact of this action in light of the 8th principle. **Approved**

The Board took time to consider our work in light of the 8th Principle to accountably dismantle racism and other oppressions in ourselves and our institutions.

Executive Session

Action: Motion by Heather to enter executive session to discuss a confidential issue was seconded. **Approved** at 7:58. Rev. Kathleen and Rev. John were invited to stay.

Action: Motion by Peter to leave executive session was seconded. **Approved** at 8:35.

The Board agreed to assemble the documentation necessary and follow the steps outlined in Article 2 Section 2.1 of UUCA's Disruptive Behavior Policy to address the matter. The Board decided to add a meeting on October 1, 2019 at 7:00 to consider this matter more fully.

Action: Motion by Heather to amend the agenda to add a discussion of the need for the Ministerial Search Committee to know the salary or salary range for the new Called Minister. Motion was seconded. Reflection on the impact of this action in light of the 8th principle. **Approved.**

Board members discussed the phrase "colleagues of equal standing" in light of salary and responsibilities. The Board affirmed that one Called Minister is not the supervisor of the other but that there can be a salary difference based on experience and portfolio. The Board agreed that ministers will be of equal standing and that the Board does not intend to place a premium or additional salary consideration for the role of Executive. The Board agreed that Called Ministers of equal standing should have their workload balanced so that between the two - 100% of the responsibilities of the Executive and Ministers are accomplished and ministers are jointly accountable for achieving the "Ends" or results. The Board generally agreed that given our current UUCA budget, we can explore the UUA guidelines for "co-lead" ministers for a mid-size church.

Kari and Rev. Kathleen to pull together firmer numbers about the 2020 budget for the next Board meeting.

The Board took time to consider our work in light of the 8th Principle to accountably dismantle racism and other oppressions in ourselves and our institutions.

Board Reports:

- **Finance Officer Report: Kari**

August financials: The amount of Cash Available for Operating continues to drop, but remains sufficient for the month ahead at \$90k..

August was a close repeat of July with regard to the bottom line on revenues vs. expenses, which is not out of the ordinary this time of year.

A solid first half going into the summer greatly helped offset losses the past two months.

Per Susan Eckert: "September can be an "iffy" month, as programs and activities ramp back up; hopefully, we'll see an uptick in revenue, in September"

- **Executive/Ministry Team Reports: Kathleen, John**

1. The Team notes that BEEC2 is enthusiastically moving forward with plans for Renovation. The Board subcommittee to work with BEEC2 has not yet met with BEEC2. The ministers noted that needs to happen before the next step of having a consultant run a weekend congregational survey and analysis workshop to determine if the Congregation is ready to undertake a major capital project. They

noted that it is the Congregation that decides on capital campaigns/commitments so knowing where we stand in this regard is essential for the Board to make decisions on next steps.

2. Volunteer Training for leadership development will happen at UUCA on October 5, 2019 from 10am-12pm.
3. Rev. John initiated "Coffee with the Revs" which began on Wednesday, September 18th. This an effort to living "compassionate" lives by listening, connecting and spending one-on-one time with church members.
4. The ministry team is now offering PUURL - "Practicing a Unitarian Universalist Religious Life," a way of framing the Middle Hour and Evening course offerings. This is an experiment for 2019 - 2020 to see if it catches on and is worth continuing. A booklet was created, as was on-line sign ups and on-line postings.
5. UUCA Mixers are continuing. The mixers were inspired by UUCA's involvement in ACT. The monthly mixers are an opportunity for members to know each other better through the practice and sharing of one-on-one's and to deepen in their understanding of what motivates and compels them. Rev. John is the minister who oversees the mixers.
6. Rev. Kathleen is soliciting resumes for choir director and accompanist. The intended start date for both is October 1, 2019.
7. Jannina Ortiz & Betsy Owens have been hired.
8. Budget Issue - Personnel salaries and COLA increases considered for 2020 budget: Several meetings of the Executive Team regarding salaries and budget for 2020 resulted in identification of a fair salary formula to help in developing an equitable pay system for the ministers and staff.

Board Self-Assessment Survey: Heather

Board members have completed the survey; results are similar to a previous Board's Self-Assessment results. Heather noted that this version of the Survey did not have any 8th Principle references and she reported this will be corrected in future versions. She will share the results via email and Google Drive.

Quick Calendar Review:

1. September 29: Volunteer Fair
2. October 5: Volunteer Training 9:30 to 12:30 includes lunch
3. November 2: Beyond Categorical Thinking
4. November 3: Keith Kron Preaches
5. November 21: Materials for Congregational Meeting Due
6. December 8: Congregational Meeting

Auction Item: Jane

We briefly considered the suggestion to have Board members host an upscale dinner for up to 10 with Dale Carrigan providing the music.

Expectations for next Board Meeting

1. Opening and Closing – Carrie will do these for Oct 22 meeting.
2. Over-arching Goal for Board for 2019-2020

Check-out: All

Are we living up to our commitments to the Congregation and to each other?

Closing Words and Extinguishing the Chalice: Kathleen

Submitted by: Carrie Kotcho, Secretary

UUCA Board of Trustees Calendar

October 20, 2019 – White Fragility Service and Teach-In	9:00-1:30
October 22, 2019 – Board Meeting	6:45-9:15
November 2, 2019 – Beyond Categorical Thinking	8:30-12:00
November 3, 2019 – Keith Kron to preach	9:00-12:15
November 8, 2019 – Publish Proposed Bylaw Amendments	
November 9, 2019 – FUNd Raising Event	5:00-8:00
November 10, 2019 – Congregational Conversation Middle Hour	10:15-11:05
November 10, 2019 – Congregational Conversation After Hour	12:30-1:30
November 20, 2019 – Congregational Conversation	7:30-8:30 plus Zoom
November 21, 2019 – Materials to be published for Congregational Meeting Due	
November 23, 2019 – Congregational Conversation	1:00-2:00 plus Zoom
November 24, 2019 – Congregational Conversation After Hour	12:30-1:30
November 24, 2019 – Notice to Members about the Congregational Meeting	
November 24, 2019 – Materials Published about the Congregational Meeting	
November 26, 2019 – Board Meeting	6:45-9:15
December 1, 2019 – Congregational Conversation After Hour	12:30-1:30
December 8 or 15, 2019? – Congregational Meeting	10:30-12:15
December 10, 2019 – Board Meeting	6:45-9:15
January 28, 2020 – Board Meeting	6:45-9:15
February 25, 2020 – Board Meeting	6:45-9:15
March 24, 2020 – Board Meeting	6:45-9:15
April 5, 2020 – Congregational Meeting	10:30-12:15
April 24 through May 3, 2020 – Candidating Week	
April 28, 2020 – Board Meeting	6:45-9:15
May 3, 2020 – Congregational Meeting	