



Unitarian Universalist Church of Annapolis
Board of Trustees Meeting
UUCA Library: January 8, 2018: 6:47 - 9:36
MEETING Minutes Approved

Attendance: Ken Apfel, L.E. Gomez, Maury Marks, Rob Malone, Heather Millar, Dianne Moreau, Linda Rhoads, Rev. Kathleen Rolenz, Gina Williams; Additional Attendees: Rev. John Crestwell, Alethea Shiplett; Representing BBC/8th Principle Linda Mundy

Chalice Lighting and Opening Words: Rev. Kathleen

Brief Check-in - all

Approve prior Board meeting minutes: Heather

ACTION: Maury Marks moved and Dianne Moreau seconded a motion to approve the minutes for December 11, 2017 as distributed on January 7, 2018; adopted.

Rev. Kathleen's first UUCA Board meeting! Collective thoughts about the future (including Kathleen's first Interim Minister Report)

- We read the BOT Covenant.
- The structure of Rev. Kathleen's first Senior Minister's Report was reviewed and accepted as thorough and useful for the BOT as they fulfill their oversight responsibilities.
 - The three End Statements: Progress reviewed with no questions.
 - Other Administrative Information: Provides information about specific actions of and plans for staff.
 - Interim Tasks: Communicates philosophy and initial timetable. The Interim Minister is charged with doing certain things beginning with discovering and articulating our Congregation's history (the highs and the lows) and our identity. The first year is more relaxed and then in 2019 UUA resources will be utilized as the search for a settled Senior Minister is planned and implemented.
 - Goals past and present—keeps Rev. Kathleen on track.
- A Transition Team will be established with the BOT and Rev. Kathleen working together. The Transition Team members cannot be currently on the BOT or an existing Committee on Ministry
- An Organization Chart prepared by Rev. Kathleen provides clarity about whom she supervises. Job descriptions and evaluations will be started. In individual meetings with staff members, their job and goals for the year will be articulated and clarified. Rev. Kathleen will meet with key staff members frequently. A Music summit to coordinate music for rest of year will be held soon. Rev. Kathleen supervises the Acting Director of RE but does not run the program. Any member of the Executive Team can attend and participate in BOT meetings.
- Each Board member responded to our first Powerful Questions: Tell your fellow board members about a time when you experienced your church behaving boldly or compassionately?
- **Follow-up items:**

- **Governance updates: Gina, Dianne, Ken**
 - A chart with the timeline and schedule were reviewed.
 - A process needs to be established involving the Governance Team, BOT and ministers to revise our documents.
 - The plan for conducting a Congregational Survey was reviewed. The questions are being scrutinized.
 - The Board has talked about a Board committee on Governance and Personnel and Strategic Planning as possible next steps on governance..
 - Board members will provide breakfast for Saturday at 9 am. A sign up sheet was passed around.
 - The Board extended thanks to the Governance Team for their extensive work.
- **8th Principle Team: membership and congregational engagement strategy: all**
 - The 8th Principle Task Force current members are: Linda Mundy, Ken Apfel, Linda Rhoads, Dianne Moreau, Heather Millar, Diane Goforth, Thornell Jones with Dianne and Diane serving as co-chairs.
 - The Task Force has held 2 meetings. They have proposed that they focus on 6 goals:
 - Develop a resolution for the UUCA Board to consider for UUCA to adopt.
 - Recommend to the Board that the resolution also include language for UUCA to urge UUA to incorporate the 8th Principle into UU Principles.
 - Develop strategies to integrate the 8th Principle concepts into our UUCA culture.
 - Advertise opportunities to engage congregants in meaningful discussions and listening sessions regarding the 8th Principle to facilitate individual commitment and institutional transformation.
 - Recommend to the Board the inclusion of 8th Principle language into future governing documents.
 - Recommend that the Board include a vote for the resolution at the April Congregational meeting.
 - **ACTION:** L.E. moved and Rob seconded the motion to endorse the above 6 goals to provide direction for the 8th Principle Task Force. Adopted.
 - **ACTION:** Linda Rhoads moved and Gina Williams seconded a motion to approve the addition of members to the Task Force using electronic approval to expedite the process. Adopted.

New reports, announcements, action items:

- **IAF and UUCA: Linda Mundy**
 - IAF is a national organizations started in the 1940's by Saul Alinsky who was the Ware Lecturer at the 1969 UUA GA. Faith communities come together to organize people and money to generate power to solve identified local problems. In August 2015 an Anne Arundel County chapter of IAF was initiated as leaders from several faith communities met to discuss uniting for social action. On September 28, 2017 the first public action was held where 419 individuals representing 15 faith and community organizations gathered. Rev. Fred was one of the Co-Chairs along with Rev. Karen Johnson.
 - The IAF budget is funded from participating communities contributing 1% of their gross budget. For UUCA that would be \$6500. \$4700 has already been collected during the November Share the Plate.
 - Current plans include building relationships to foster effective cooperation as specific actions are implemented down the road. Four mixers are planned with one being held at UUCA on February 9 from 6 to 8 pm. The AAC IAF group needs to decide on a name and vote on its leadership. It will eventually identify a social justice area as

its focus and is expected to launch in the Fall. For now building relationships among these many diverse communities is the immediate task at hand.

- There has been many UUCA congregants involved with the formation of this IAF group which could become the social justice framework for UUCA. Columbia and Cedar Lane UU churches do IAF as their main social justice work.

Board reports:

- **Finance Officer report (including votes on Abernethy bequest, Committee vacancy and check signing authority)**

- The end of year financial information is not yet available as Susan needs time to close the books.
- **ACTION:** Linda Rhoads moved and L.E. seconded a motion to adopt the recommendation of the Finance Committee with the addition of the Endowment Board. The Board approved:

UUCA does not have formal policies in place for the receipt of unrestricted gifts and bequests. Such policies need to be developed and adopted.

The Board temporarily restricts the Abernethy unrestricted bequest until policies on gifts and bequests have been established. The Board, working with the Interim Minister, Finance Committee and Endowment Board, will develop policies for fund disposition; these policies should clarify roles and responsibilities of the Senior Minister, the Finance Committee, the Board and the Endowment Board. The goal of these policies should be to try to honor donor intent regarding use of unrestricted funds to the extent possible.

- **ACTION;** Linda Rhoads moved and Maury Marks seconded a motion to authorize Rev. Kathleen to sign checks. Approved.
- The Finance Committee needs additional members. **ACTION:** Linda Rhoads moved and Dianne Moreau seconded a motion to invite Charlie Gross and Kari Bichell to join the Finance Committee. Adopted.

Wrap up: Ken

- **Calendar and Highlights review**

- Highlights Article: Ken Apfel will write about the 8th Principle being an important priority, due January 15.
- Josh Long will be asked to give advance notice when Board members are requested to attend Membership activities like when there is a New Member signing and welcoming.

- **Checkout – are we living up to our covenants with one another and to our congregation?**

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

- Diane Goforth and Win Decker representing CMC will be invited to the February BOT meeting.
- Evelyn Spurgin and the Governance Team will be invited to the BOT February meeting to give an in depth report.
- The Powerful Question to be answered at the February BOT meeting is #2. What are the gifts that you bring to the leadership team of this congregation? L.E. and Rev. Kathleen will work to develop a Powerful Question about making UUCA truly welcoming to POC.

Closing Words & Extinguishing the Chalice – Rev. Kathleen

Submitted by:

Heather Millar, Secretary