



**Unitarian Universalist Church of Annapolis
UUCA Board of Trustees Meeting
UUCA Library: April 9, 2018: 6:51 - 9:20
Minutes Approved**

Board Attendees: Ken Apfel, Linda Rhoads, Maury Marks, Gina Williams, Rob Malone, Dianne Moreau, Rev. Kathleen Rolenz, Heather Millar. Unable to attend; L.E. Gomez. **Additional Attendee:** Rev. John Crestwell; From the New Board: Craig Beyler, Kari Alperovitz-Bichell, Stan Haavik.

Chalice Lighting and Opening Words: Linda

Brief Check-in – All, including new Board Members

Powerful question: What actions could I take to make all persons feel welcomed at UUCA?
Heather

All responded including Jane Carrigan of the new Board who was unable to attend but submitted her response via email.

Approve prior Board meeting minutes: Heather

ACTION: Dianne Moreau moved and Ken Apfel seconded a motion to approve the minutes as distributed April 5. Approved.

Welcome our future Board Members!

Follow-up items:

- **Follow-up on the April Congregational Meeting**
 - Great atmosphere. Such a pleasure to be in that meeting.
 - Follow up with UUA that we have adopted our 8th Principle Resolution has been done via twitter by Linda Rhoads. Heather will formally notify UUA.
 - From Congregational Conversation, Linda distributed comments that were made.
 - Re: 8th Principle: The final meeting of the 8th Principle Task Force will be held on April 23. To be considered--How to communicate with groups about the 8th Principle. Flag stuff for the Board. The Board must determine milestones. What have we done? How have we done? And revisit these on a regular basis.
 - Regarding the vote for the slate, it would be helpful if the candidates and the Nominating Committee members would sit up front and be introduced.
 - Concerns were expressed about money to restart the intern minister.
 - There is discomfort about where the Sanctuary movement is going. Where will the money coming from? What are the roles of the Board and ministers? What are we going to do about providing sanctuary? This item is stirring; people have expectations; the situation is murky. Signs on the Fahs House were changed to make it clearly part of our church property. Sanctuary will be revisited.
- **Gift policy – discussion and possible vote - Ken**

- Discussion resulted in some changes to the wording of the “Gifts Policy” as distributed. **ACTION:** Linda moved and Rob seconded a motion to adopt the UUCA Gifts Policy as revised. Approved. A copy is attached.
- **Abernethy bequest – preliminary discussion – Kathleen**
 - This is the first opportunity to put into practice our Gifts Policy. The Administrative Team has developed 4 options for the Board and Finance Committee to consider.
 - Because of the size of the gift, the congregation should be engaged before the decision is made about how to spend these funds.
 - Whenever there is a one-time amount of money to be distributed, it is best to not commit that money to an on-going expense or project.
 - To be continued.
- **Angebrannt bequest - discussion and vote**
 - We already have \$5000 and more is expected. **ACTION:** Maury moved and Diane seconded a motion for the Board to acknowledge and gratefully accept the Betsy Jo Angebrannt Memorial Gift. Approved.
 - There may be a piano available for purchase. These funds may be used towards this. If not, the funds will be applied to some other music project.

Board reports:

- **Finance Officer report**
 - For March, we have only the pledge information. Pledges indicate what people promise to pay; it is not actual income.
 - 89 pledge units out of 293 have been contacted through March. 70 have responded.
 - So far so good, however, the first quarter is typically the heavy quarter.
- **Senior Minister report**
 - A detailed report was presented at the Annual Meeting.
 - Board members expressed their thanks for these reports. The information and format provided give information that is understandable and useful as Board members fulfill their oversight responsibilities.
 - As the staff hours are being brought into line with their job descriptions and pay, the current proposal is to eliminate Sunday office hours.
 - IAF is an initiative that involves many UUCA members and friends. IAF has implications for the budget. The goal is to provide enough opportunities to educate the congregation about IAF to enable an informed vote about including IAF in our budget at the December 2018 Congregational Meeting.

New reports, announcements, action items:

- All but \$80 of the cost of the Congregational Conversation was covered by donations. **ACTION:** Heather moved and Linda seconded a motion to use \$80 of the Board’s Discretionary Fund to cover this \$80 expense. Approved.
- Linda and Josh Long will work on a Social Media Policy.

Final thoughts from departing Board members:

Linda Rhoads, Gina Williams, Maury Marks and Ken Apfel

Wrap up: Heather –

- **Calendar and Highlights review**
 - Heather will write the Board’s May Highlights article about the Congregational Meeting and Looking Ahead.
 - The Calendar has important entries for May and June: New Board Retreat, First regular meeting of the new Board, a joint meeting of the Board and Governance Team with David Pyle and the June Board meeting.

- **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).**
 - Committee assignments
 - 8th Principle Task Force Recommendations

Closing Words & Extinguishing the Chalice – Ken

Submitted by:

Heather Millar, Secretary

UUCA GIFTS POLICY April 9,2018

Tangible Gifts

Tangible gifts to the church are most welcome and greatly appreciated. Gifts are received for the benefit of the church and will always be used in ways consistent with the UUCA Ends Statements.

It is the goal of the UUCA to try to honor donor intent regarding use of funds when receiving gifts. When the intent is designated, UUCA will attempt to honor it subject to the approval of the Board of Trustees after the recommendation of the Finance Committee and the Senior Minister.

Accordingly,

1. Tangible Gifts can include, but are not limited to, fine arts, real estate, and other property.
2. All tangible gifts become the property of the Church once accepted.
3. Except in cases of gifts to the UUCA Endowment, the decisions regarding the use, placement, maintenance, repair, restoration or disposal of tangible gifts with a value of \$5000 or less are vested with the Senior Minister; decisions regarding the use, placement, maintenance, repair, restoration or disposal of tangible gifts with a value of more than \$5000 are vested with the Board after recommendation by the Senior Minister and the Finance Committee.
4. The Senior Minister shall not fail to notify the Finance Committee and the Board of Trustees of the offers of tangible gifts. The Board may vote the acceptance and disposal of these tangible gifts and it may create additional policies to further describe the use of these tangible gifts.
5. The Senior Minister shall not fail to have any official documents relating to the transfer of real or personal property signed by a designated officer of the church determined by the Board.
6. The Senior Minister shall not fail to express appreciation on behalf of the Congregation to the donor of any tangible gift, and when appropriate, request that the Board contributes to the show of appreciation.

Unpledged Monetary Gifts

Unpledged monetary gifts are received for the benefit of the church and will be used in accordance with the End Statements.

Accordingly,

1. The Senior Minister shall move to temporarily restrict unrestricted bequests until decisions on the use of the gifts and bequests have been established.
2. Undesignated monetary gifts of \$5000 or less may be received by the Senior Minister and allocated by the Executive, taking into account the donor's wishes.
3. Undesignated monetary gifts of more than \$5000 may be received by the Senior Minister. The Board of Trustees will determine the use of funds, after taking into account the donor's wishes and consultation with the Senior Minister and the Finance Committee. The Board of Trustees may choose to allocate the funds to any church activity, including the Endowment Fund, the Building fund, any other restricted fund of the church or the operating fund.

Gifts made to the UUCA Endowment

When a gift is intended by the donor for the Endowment, it will be honored subject to the pro-forma approval of the Board of Trustees after the recommendation of the Senior Minister.

Accordingly,

1. If the donor describes the gift as intended for the Church's Endowment, the Senior Minister shall not fail to assign the gift to the Endowment Fund.
2. Monetary gifts received for the benefit of the Endowment will be used in accordance with the Endowment Board's policies and actions.
3. Monetary gifts to the Church's Endowment can include, but are not limited to, cash gifts, memorial gifts, and planned gifts including bequests.
4. Monetary gifts once accepted become the property of the Church.