

**Unitarian Universalist Church of Annapolis**  
**Board of Trustees Meeting**  
**UUCA Library; October 22, 2019; 6:45 pm – 9:56 pm**  
**Approved Minutes 11/26/19**

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

**Chalice Lighting and Opening Words: Carrie**

**Check-in: All**

Board members checked in on the question of “How can we help the Congregation live bold and compassionate lives and how do/can we embody the Beloved Community?”

**Hearing: Heather**

**7:00**

The hearing is regarding the behavior of a UUCA member which has been reported by congregants and witnessed by Board members that violates our Disruptive Behavior Policy. The behavior is also in conflict with UUCA’s Safe Congregation Covenant. The behavior included: belittling, demeaning language that is destructive to church activities and diminishes the appeal of those activities. The Ministry team recommends that the individual who violated the Policy should be removed from membership. The Board sent a certified letter mailed 10/5/19 and received by the individual 10/15/19 at 2:14 pm.

The individual sent a letter and an email reply indicating they would not attend this hearing. The individual is not present at this meeting.

The Board agreed to continue with the remaining meeting agenda and return to the hearing if the individual arrives.

**Approve Board Meeting Minutes: Carrie**

**7:05**

**ACTION:** Motion made by Jane and seconded to approve the Minutes of the September 24, 2019 Board meeting as dated October 17, 2019 and posted 10/19/19. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved**

**ACTION:** Motion made by Heather and seconded to approve the revised Minutes for the February 11, 2019 Board Meeting as corrected tonight to change “January 8” to “February 8” in the section “Approve January Board Minutes.” Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved**

**ACTION:** Motion made by Heather and seconded to accept the corrections noted and approve the minutes of the October 1, 2019 Board meeting as dated and posted 10/21/19. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved**

**Board Reports:**

**Finance Officer Report: Kari**

**Current Figures**

- Cash available is now 70k which is better than this time last year.

- Pledges dropped in August, but now back on upward trend.
- Revenue is 20k lower than expected, however expenses are down even more, so all seems well.

#### 2020 Budget—Draft

- Noted and discussed Fundraising-Concerts item: estimates 4 concerts for 2020.
- Fundraising – Piano: expect to sell the piano for 8k.
- Other Income- Camp, etc. – slightly increased Camp Beagle fees this year. The Board discussed the successes of the camp and potential for increasing fees in future to be more in line with other comparable local camps.
- Endowment Fund – Endowment Fund – discussed that this line is only “if needed” and is only authorized through 2020 when it must be revisited by the Board to decide whether or not to continue this revenue source for the budget.
- Music Program – Musicians for Ensembles – discussed that the budget now splits out musicians for the choir and musicians for non-choir uses to help Choir Director and Ensembles Director to easily identify and work within their allotted budgets.
- UUCA Ministry Programs – Corrected “Sr Minister” to “Called Minister.”
- Social Justice Outreach Ministry- Light House - discussed the history behind including the Light House as a line item in our budget, noting that UUCA’s commitment is lower than many of the other congregations who support the organization.
- Social Justice Outreach Ministry – Outreach Contributions – Noted that this includes the Ministers’ Emergency Fund (formerly the Ministers’ Discretionary Fund).
- Social Justice Outreach Ministry- IAF/ACT - discussed that this level of support is in balance with the Light House amount and that both are low in comparison to other congregations of equal or smaller size. Board will take this up at the next meeting with the Endowment Committee.
- Children & Youth Ministry – Faith Formation Assistant – Corrected the math on the hourly rate.
- The Board recognizes and compliments the Finance Committee for doing an outstanding job on the 2020 Budget.
- **Follow Up:** Kari to make the corrections discussed and submit for Board approval at November meeting. The corrected budget can be used in Congregational Conversations discussions before Board approval.

**ACTION:** Motion made by Kari and seconded to establish the policy that UUCA will maintain \$10K designated funds to provide emergency health care for a 20+ hour a week employee should they lose their insurance and are in immediate need of coverage. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved**

**POSTPONED** UUCA Board of Trustees postponed the review/approval of the use of Marlene Browne's unrestricted gift for one-time expenses related to the 2020 ministerial search to a future meeting.

#### Hearing: ALL

8:36

The Board notes that the individual requested to attend the hearing has not appeared. The Board discussed the relevant policies and procedures to resolve this matter. The Board discussed the behavior of the UUCA member which has been reported by congregants and witnessed by Board members that violates our Disruptive Behavior Policy. The behavior is also in conflict with UUCA’s Safe Congregation Covenant. The behavior included: belittling, demeaning language that is destructive to church activities and diminishes the appeal of those activities. The Ministry team recommends that the individual who violated the Policy should be removed from membership.

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

**ACTION:** Motion by Jane, that the Board enacts the recommendation of the Ministry Team to remove the individual, from membership in Unitarian Universalist Church of Annapolis. This action is effective immediately and continues until she expresses a desire to return to membership by meeting with the Ministry Team and the president and vice president of the Board of Trustees to plan appropriate steps to bring her back into covenant. Seconded by Peter. After additional discussion of the motion, the Board took time to consider our work in light of the 8<sup>th</sup> Principle to accountably dismantle racism and other oppressions in ourselves and our institutions.

**Motion Approved (unanimously)**

**8:55**

**Follow Up:** Heather, Jane, Kari will draft the notification letter to individual, to be sent by certified mail.

#### **Report from the Executive Team**

- P3 – Executive Team is creating a policy notebook that documents policies that to date have been unwritten.
- P3 – Contracts – The Board recommends removal of language that “removes highest price bid automatically” in order to allow the Executive to execute contracts that are “best value” to the church.
- Emergency Response Fund (Formerly Ministers’ Discretionary Fund) – Executive team documents how this is administered, acceptable exemptions, and reporting.

#### **Ministers Report: Revs. Kathleen/John**

- P7 – Stone Soup – Ministers plan to make the event part of the December 15 Service. On that date there will be one service and the event. It is expected that this will increase impact of the program and foster community.
- Our Intern Minister will be taking medical leave this fall and hopes to return to their internship in January of 2020. The Ministry Team is planning for coverage for sermons and other responsibilities usually performed by the Intern.
- The Ministry Team presented and the Board discussed a schedule change that will offer a single service starting on December 8<sup>th</sup> (Congregational Meeting) and runs through January 5, 2020. The plan includes returning to two services on January 12, 2020.
- Many fall pledge forms were not returned, however upon follow up from the Ministry Team most either had already continued/increased their automatic pledge or agreed to do so. The staggered pledge month system is working as expected.
- Discussion of the Perpetual Calendar (Postponed to Next Meeting)
- **Follow Up:** Carrie to follow up with Ministers and Admin to address website bugs.

#### **Proposed Amendments to the Bylaws: Heather**

All changes must be published to the Congregation by Nov 8.

The Board discussed the proposed amendments document Draft 10/21/19

As posted to the Board’s folder.

**ACTION:** Motion by Carrie to authorize the Executive Team of the Board to meet and revise complex language changes regarding disability to address congregant's concerns expressed during the last Congregational Meeting. Seconded. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. This action specifically addresses the "other oppressions" phrase in the 8<sup>th</sup> Principle. **Approved**

**ACTION:** Motion by Dianne to present the bylaw amendments #3,4,5 from the document Draft 10/21/19 to the Congregation for a vote at the next Congregational Meeting in December 2019. Seconded. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved**

#### **BEEC2: Heather**

Heather started by recognizing the inspiring and outstanding work of the BEEC2 members. BEEC2 has developed a plan that can be enacted in phases. They have explored the idea and impact of selling off some of UUCA's property to offset costs of capital improvements and renovation.

BEEC2 has asked to hold a "Next Steps Weekend" by hiring a consultant to come to UUCA and examine records, accounts, plans, and other documents as well as interview members, staff, and ministers to assess the Congregation's readiness for a capital campaign to fund a transformational renovation plan. They ask the Board to authorize BEEC2 to spend \$2,500 to do so.

**ACTION:** Motion by Dianne, to authorize BEEC2 to spend \$2,500 of the BEEC2 budget to hold a "Next Steps Weekend" in January or February. Seconded. Discussion included reflection on the impact of this action in light of the 8<sup>th</sup> Principle. **Approved.**

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

#### **December Congregational Meeting:**

Board members suggested a number of members for the Congregational Meetings Committee. Heather will contact them. The Board discussed the Draft of the Congregational Meeting Agenda for December 8, 2019.

**Follow Up:** Jane and Heather will work on the agenda with the Congregational Meeting Committee (CMC).

**Closing Words and Extinguishing the Chalice: Carrie**

**9:56**