

**Unitarian Universalist Church of Annapolis**  
**Board of Trustee Meeting**  
**May 28, 2019 6:50 - 9:50 PM**  
**Minutes Approved July 23, 2019**

**Attendees:** Heather Millar, Jane Carrigan, Kari Alperovitz-Bichell, Dianne Moreau, Rob Malone, Peter Morse, Kathleen Rolenz, John Crestwell.

**Agenda Item 0:** Heather brought to the Board's attention that Rev. Kathleen is attending Board meetings but is not a "called" minister, she is Interim. Called ministers are expected to attend and speak although not vote as per the Bylaws. There was no provision for Interim.

**ACTION:** JANE: Motion to invite Rev. Kathleen to attend and speak at Board meetings.

CARRIE: Second

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

**Agenda item 1: Approval of April 8<sup>th</sup> Board Meeting Minutes**

The notes are corrected to read: After executive session, "Dianne moved that the three candidates with the next highest number of votes will be added to complete the Ministerial Search Committee." The motion was seconded and approved."

**ACTION:** KARI: moved we approve these corrected minutes from the April 8<sup>th</sup> Board Meeting.

PETER: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

**Agenda item 2: Board Covenant & Agreement**

All board members present showed their support of these documents by signing the Covenant and Agreement.

**Agenda Item 3: Board Assignments**

**Finance** – Kari Alperovitz-Bichell, Rob Malone

**Endowment Board** – Heather Millar

**Personnel Advisory Team**--Jane Carrigan

**ACTION:** PETER: moved to add Jane to the Personnel Advisory Team.

DIANNE: seconded.

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

We still need two more members. We discussed possible candidates. The Board will contact candidates and plans to vote on the additional two members at its regularly scheduled June meeting.

**Board Executive Committee**--Heather, Jane,

During discussion, members decided to add a third person to the Executive Committee on a rotating basis, each serving 3 months.

**ACTION:**

PETER: moved that we change policy to say: "The Board's Executive Committee shall consist of the President, Vice President and a third member who will serve as a rotating quarterly member of the Executive Committee of the Board."

DIANNE: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

**ACTION:** DIANNE: moved to add Peter Morse to the Board Executive Committee

JANE: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

**Agenda Item 4: Appoint GA delegates**

The Board reviewed the proposed delegate slate: Heather Millar, Robert Ertman, Thornell Jones, Jane Carrigan, Leika Lewis-Cornwell, Phyllis Culham

**ACTION:** DIANNE moved to accept

PETER: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

**Agenda item 5: Plan for Charge to Search Committee**

Heather walked through the plan for communicating the Charge to the Ministerial Search Committee. The Board agrees this is the plan we will follow.

1. Information on UUCA website under “Search” slider
  - a. Information Sheet
  - b. FAQ
1. Congregational Conversations June 2
  - a. 8:00 am, Young Room with breakfast, especially for COA parents but all are welcome
  - b. 11:30 am, Sanctuary
3. Board will meet at 6:30pm on June 11 to vote either via zoom or in person on the final charge to MSC.

**Agenda item 6: Kathleen’s Contract Discussion and Review**

Rev. Kathleen presented possible revisions to her current contract which will be reviewed and discussed by the Board at its next regular meeting, June 25th, 2019.

**Agenda item 7: Discuss Draft policy for Anti-Racism, Anti-Oppression Commitment**

The Board reviewed and discussed the following draft policy.

The Administrative Team shall not take actions or otherwise conduct the affairs of the Unitarian Universalist Church of Annapolis (UUCA) in any manner that does not comport with its commitment to becoming an actively anti-racist institution. The Administrative Team shall not:

1. Allow the Board to be uninformed about diversity of staff on payroll, including the percentage of positions and salary paid to people of color.
2. Allow staff members to be uninformed about how to conduct their duties in alignment with the anti-racism, anti-oppression, multiculturalism and class inclusion values of UUCA;
3. Interpret the Ends statements without consideration of the anti-racism commitment of UUCA and how that commitment is implemented in covenant with local communities of color;
4. Allow the congregation to be uninformed about the work being done to live out the antiracism, anti-oppression, multicultural and class inclusive values of UUCA and the

measurable outcomes of that work, including the percentage of Sunday Offerings that go to organizations with an anti-racist agenda and/or that serve communities of color.

**ACTION:** JANE: Moved to approve “Anti-Racism, Anti-Oppression Commitment” items 1-4. This will be placed into the Executive Limitations section in the Governing Policies.

HEATHER: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

Item 5 of this document:

Engage vendors in an amount greater than \$2,500 annually without assessing and educating any such vendor using a matrix of values which includes, but is not limited to anti-racism, anti-oppression, multiculturalism and class inclusion.

will be discussed further by the Board’s Executive Committee who will make a recommendation at the Board’s regular June meeting. Jane and Carrie to provide examples of government language around this.

**Agenda item 8: Are we living up to our commitment to 8<sup>th</sup> Principle?**

The Board took time to consider and reflect on whether we are living and working up to our 8<sup>th</sup> principle.

**Agenda item 9: Board reports:**

**Finance:**

- A. Overview: Nothing significantly different, or of note from last month, including that income from Current Year’s Commitments continues to lag behind projected income by \$20k. Most other sources of revenue continue on target or ahead of budget, which is helpful. Although revenue is less than budget, lower expenses are offsetting this shortfall, resulting in a positive to budget bottom line of \$2,447. Cash available for operating at \$120,604.
- B. Pledges:
  - 1. Initial number of pledge units: 295
  - 2. Number of new pledge units YTD: 5
  - 3. Number of pledge units who left YTD: (22)
  - 4. Current number of pledge units: 278
  - 5. Pledge target (in budget): 560,000
  - 6. Total Pledges through current month: 433,928 Percentage of target: 77.5%
- C. Fundraising/The auction: Current plan is to expand the basket auction to include a larger selection of items, more time for review of what is available, more space for exhibiting and an opportunity at the closing to have more competitive bidding, possibly an event on the last day, and possibly online/app bidding.
- D. Endowment Committee/Investment Officer: The Finance Committee met with Lee Derrick, our financial advisor. We have asked him for advice maintaining growth in the Endowment and Memorial Garden Fund while converting to Socially Responsible Investments (SRI). We would use UUA 7 Principles and 8th Principle as a general guide for investing. The Finance Committee voted to recommend to the Board that we direct Lee to move one third of the current Endowment Fund and Memorial Garden Fund to SRI which Lee feels will likely perform at the same level as current investments. Lee gave advice to switch to SRI with the caveat that it slightly worries him that a large amount of our money would be in a single fund, Calvert Emerging Markets.

The Board discussed the Finance Committee’s proposal to move 1/3 of the Endowment Fund investments and 1/3 of Memorial Garden Fund investments to social responsible funds identified by our

financial advisor, Lee Derrick. We must wait until the Endowment Committee appoints an Investment Officer to receive their official recommendation.

#### **Minister's Report**

- A. We discussed dates for Board training by Laura Park. It will need to be earlier in the fall. Likely will be September. Board members to send Rev. Kathleen their availability for September.
- B. The board is to review the metrics for Ends statements as proposed and be prepared to discuss next month.
- C. On June 28, Friday at Maryland Hall, we will hold a service of remembrance of Wendi Winters and the other victims of the Capital-Gazette shooting.
- D. The Board discussed the curtains in sanctuary. After hearing the Minister's report and committee recommendations...

**ACTION:** HEATHER: moved to use up to 13k of Abernathy funds to remove, replace the sanctuary curtains as per Keeping Our Space Beautiful Committee recommendation with mechanized roller shades.

JANE: 2<sup>nd</sup>

The Finance Committee supports this. Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

#### **Agenda item 10: Policy review/approvals**

The Board reviewed revised versions of the: Child Protection Policy, Administrative Grievance Policy for Staff and Ministers and Conflict of Interest Policy.

**ACTION:** CARRIE: Moved to approve the revised versions of these policies dated May 28, 2019.

PETER: 2<sup>nd</sup>

Discussion included reflection of the impact of this action in light of the 8<sup>th</sup> Principle.

**APPROVED**

The Disruptive Behavior Policy was returned to subcommittee for further review and resubmittal.

The Change Process for Governing Docs policy was distributed for review by the Board for vote at the regular June meeting.

#### **Submitted by:**

Carrie Kotcho, Secretary