

**UUCA Board of Trustee Meeting**  
**October 8, 2018**  
**UUCA Library: 6:47 - 9:45 PM**  
**Unitarian Universalist Church of Annapolis**  
**Minutes Approved**

**Board Attendees:** Heather Millar, Caryn Jackson, L.E. Gomez, Kari Alperovitz-Bichell, Craig Beyler, Dianne Moreau, Rob Malone, and Rev. Kathleen Rolenz. **Other Attendees:** Staff: Rev. John Crestwell and Leika Lewis-Cornwell; Congressional Meeting Committee: Win Decker and Phyllis Marsh; Observer: Bob Davis

**Opening Words:** Dianne

**Brief Check in:** All

**Announcements:** Heather

E-mails to the [board@uuannapolis.org](mailto:board@uuannapolis.org) website have gone to Heather but she has asked Maurita Williams-Bowie to send e-mails to all the Board members, unless a member wants to opt out of receiving these e-mails.

**Approve September Board Minutes**

- **ACTION:** Motion made by Craig and seconded by Dianne to approve the Minutes of the September 10, 2018 Board meeting as distributed on October 8. **Approved.**

**Selecting the Search for Settled Ministry:** Heather

- 9.23.18 Middle Hour Report: About 30 people attended and a total of about a dozen questions were asked from the floor and written down for a later response. It was noted that the presence of Board members and others versed in the settled ministry process and new governance documents was helpful to answer questions raised. Heather will respond to the written questions and look into how best to share all questions with congregation
- 10.14.18 Middle Hour Report: The McLean room is reserved but will have to be creative. with space because of the anticipated number of attendees. Dianne, L.E., and Craig volunteered to help facilitate.

**December Congregational Budget Meeting Agenda with Win Decker and Phyllis Marsh**

- Reviewed a draft of the Agenda. Discussion on how to provide "Updates" information (Sanctuary and 8<sup>th</sup> Principle work) differently than lecture style. Recognized that we have a short amount of time and lots of information to provide in the "Planning for our Future" section (facility usage, governance team report, ministerial transition).
- Suggestion that we discuss the 8<sup>th</sup> principle at start of congregational meeting rather than the middle. Discussion about how to facilitate further thought by members about the 8<sup>th</sup> principle.
- Kathleen will find someone besides Win to do Share-the-Plate Ballot.

- Dianne, Heather and L.E. volunteered to participate in a small group meeting with Win, Phyllis and Marsha to further discuss the details of the Agenda.
- Reminder that all Board members should attend the congregational meeting.

#### **Rev. John's Letter of Agreement: Craig**

- Recognition that even though the UUA is in the process of changing guidelines for minister employment contracts, John needs an employment contract and we can update later.
- **ACTION:** Motion made by Heather and seconded by Dianne to approve John's Letter of Agreement as distributed on October 8, with one edit made tonight. **Approved.**

#### **Reports to the Board:**

- **Finance Officer Report: Kari/Kathleen**
- The financial data for September is not yet available. The 2018 pledges to date are roughly \$20,000 under budget but this is not unusual for the start of the Fall.
- Discussion to change Board meetings to the end of the month starting in January 2019 to have more current financial information available for Board meetings.
- Discussion of draft 2019 Budget – Income - look to increase our pledges by \$10,000; recognition that AWAKE ministry has been a source of revenue for our church and hope that those pledges will continue; loss of revenue on concerts so reducing the number of concerts from 12 to 6; discussion about how to raise pledges to meet the \$7,000 matching grant; discussion about how to raise money with service auctions.
- Discussion of draft 2019 Budget - Expenses - intention to meet full share to UUA; utility costs down due to geothermal and LED lights; Lawrence Avenue line explained as not yet getting the waiver from the County; discussion of having music budget accessible for all music programs; possible place holder for ministerial sabbaticals; discussion about funding Lighthouse Shelter and IAF donations from endowment and share the plate offering; recognition that we have not in the past but continue to strive to attain at least midpoint salaries for minister/DRE/business administrator positions as we implement the 8<sup>th</sup> principle to “accountably dismantle racism and other oppressions in ourselves and our institutions”; recognition that we need a facilities manager; discussion on how to share budget with the congregation, including offering a priority cuts budget.
- Discussion of draft 2019 budget – Report “actual figures for 2017”.
- **Senior Minister/Associate Minister Report: Kathleen and John**
- Attendance is high. We are rapidly approaching crisis point of too many people and not enough space – 144 children are registered in RE and 2/3 show up regularly. Discussion of options about our lack of space – two services and two REs; mobile classrooms; change middle hour to after hour; one service at 10:00 with robust before and after service offerings. Contact Kathleen with additional ideas.
- Interpretation of the 8th Principle document by Kathleen - BBC has agreed to help us monitor and develop programs to help keep UUCA accountable to 8<sup>th</sup> principle. We will discuss document at next Board meeting.
- “Telling The Congregations Stories” on November 2 and 3 – Board members should attend and Kathleen may need help with logistics.

- Grievance policy – Kathleen recommends that we have a process for administrative grievances and she will form an ad hoc committee with a person from the Board to work on a policy for Board approval.
- Website – Kathleen is in the process of transferring information from old website to new website.
- Piano – a potential donor has offered to donate \$10,000 toward purchase price.

**Discussion of how our meeting has considered the 8<sup>th</sup> Principle to dismantle racism and other oppressions in our work on the Board and noting, among other things, that we should not pay people less than moderate guidelines recommend, designing a different experience/format of material for the congregational meeting, and including in the agenda for the congregational meeting consideration of the 8<sup>th</sup> principle.**

#### **Governance Team 2: Heather**

- **ACTION:** Motion made by Rob and seconded by Kari to approve the Charter of Governance Team 2 as distributed on 10.7.18. Copy attached. **Approved.**
- Discussion about the makeup of this new committee. Recognizing that the subject is complex and requires structural knowledge of what has occurred. Craig and Dianne agreed to continue as Board members on the new committee.
- Discussion of how the Governance Team 2 reflects the 8<sup>th</sup> Principle to dismantle racism and other oppressions in our work on the Board.

#### **Sanctuary team responses: Heather**

- Board reviewed responses by the Sanctuary team to several questions proposed by Craig and summary of how other UU sanctuary churches have responded to the possibility of housing immigrants.
- Dianne, Kari, and Heather will speak with sanctuary team to discuss further.

#### **Closing Words - Dianne**

#### **Expectations for next Board meeting**

Powerful question at next meeting is to interpret 8<sup>th</sup> principle document created by Kathleen; finalize December Congregational Meeting Agenda; finalize budget to recommend to the congregation; introduce “Ends” work for later discussion; grievance policy; sanctuary report; metrics; Rob to open/close.

**Submitted by:** Caryn Jackson, Secretary



## **Unitarian Universalist Church of Annapolis**

### **Charter of Governance Team 2**

**Approved 10 8 18**

**The Governance Team completes its work and presents its findings and proposed Articles of Incorporation and Bylaws to the Board by the end of October 2018. The Governance Team 2 will assist the Board when presenting information to the congregation and revising the Governing Policies.**

#### Team 2 Purposes

The UUCA Governance Team 2 has two purposes. First, Team 2 will assist the Board as we present to the congregation the output of the Governance Team's extensive research which has resulted in a proposed new set of Bylaws and amendments to the Articles of Incorporation. Second, Team 2 will assist the Board in re-writing the UUCA Governing Policies and other related documents and coordinating these with the proposed Articles of Incorporation and Bylaws.

#### Duration and Time Commitment

Governance Team 2 volunteers will participate in planning and conducting meetings for congregants to understand the decisions made and documents proposed and to seek their input for possible modifications. These meetings will be scheduled during Middle Hour, After Hour, evenings and Saturdays. The hope is to have at least some meetings available electronically. Meetings will take place during January and February 2019. The work on the documents will take place in December 2018 through March 2019. The final proposed Articles of Incorporation and Bylaws shall be presented to the congregation during the Annual Meeting in April.

#### Members

A representative team of about 6 UUCA members, including at least some members of the Governance Team and UUCA Board members will form Governance Team 2. The Board may add future members.