

Unitarian Universalist Church of Annapolis
UUCA Board of Trustees Meeting
UUCA Library: August 13, 2018: 6:58 PM - 9:22
Minutes Approved

Board Attendees: Heather Millar, Craig Beyler, Dianne Moreau, Kari Alperovitz-Bichell, Rob Malone, Stan Haavik, Kathleen Rolenz (by phone), **Unable to attend:** L.E. Gomez.
Other Attendees: None

Chalice Lighting and Opening Words: Heather

Brief Check-in – All

Powerful Question: Heather

On Sunday, August 5, Thornell Jones presented his vision for UUCA in 2025. If you did not hear his remarks, you may listen to the podcast. Whether you hear his ideas or not, please respond: What is my vision for UUCA in 2025?

Approve May and July Board Meeting Minutes: Heather

ACTION: Motion made by Dianne and seconded by Rob to approve the Minutes of the July 9, 2018 Board Meeting as distributed on July 21. Approved.

ACTION: Motion made by Dianne and seconded by Kari to approve the Minutes of the May 14, 2018 Board meeting as distributed on August 13 with the revision of the 8th Principle section. Approved.

Filling Board Vacancy: Heather

ACTION: Dianne moved and Rob seconded the motion to ask Caryn Jackson to join the Board as secretary. Approved.

NOTE: When a vacancy occurs on the Board, the Board has the authority to appoint a person to the position until the next Congregational meeting when the Congregation will vote on the position.

Selecting The Search Committee For Settled Ministry, A First Look: Heather

To prepare the Board to participate in this process, Keith Kron, UUA Director of the Transitions Office, will video/audio conference at our September Board meeting and meet with the Board and others on 9/17. Heather will ask Keith to suggest who should attend the meeting with him and the Board on 9/17.

Kathleen announced that Kate Walker will be our liaison with UUA during this period of transition to settled ministry.

Financial Officer's Report: Kari

- The operating cash flow for the month was \$57.7K which is OK for the summer months.
- \$540,000 has been pledged for the twelve months rolling pledge cycle.

Senior Minister's Report: Kathleen

- The website will not be up and operational by September 1 as planned. The designer is bogged down on this and other work. Rev. Kathleen and staff will continue to work on preparing a new launch date.
- The piano fund is now at \$19,000 towards the purchase of a used and very good piano that costs \$25,500. Some Board members were unaware of dissatisfaction with the current instrument. Fund raising is on-going.
- Building renovations: Paul Jorgenson has provided a proposal in preparation of a plan for building renovations. He has projected that \$10,000 be budgeted to get started on this planning process. It was recalled and discussed that \$300,000 was spent prior to 2005 on building renovation/improvement plans. It is hoped that some of this planning can be used as we continue to plan for future building needs. Craig, Dianne and Kathleen will meet with Paul to get additional information about his proposal.
- Laura Park is available to provide a workshop on policy governance. She has requested \$150 per participant rather than that amount for all to participate as originally understood. This is more than we can afford at this time.
- New organization chart: The new organization chart clarifies all reporting relationships. Three positions are indicated for Religious Exploration (RE) staff. Funding for these three positions is available within the approved budget for RE and this funding will be allocated among the three positions.
- "Tell Your Own UUCA Story": This new event is part of our work to be done in the interim; it is scheduled for Friday evening, November 2nd and Saturday morning, November 3rd.
- Available grants: Three grants have been received. These will be discussed in next month's meeting.
- The Sanctuary Team has received a bid of \$15,000 to install a shower in the Fahs House to prepare that space for an individual or family in need of sanctuary. In a lengthy discussion that included the findings of the BEEC investigation and a 2015 engineer's report on the condition of the Fah's house, the Board agreed that it would be irresponsible to invest the requested funds in a building that is in a condition requiring much more to bring to a generally acceptable condition. The board agreed not to grant the funding request of the Sanctuary Team and requested Heather to write to the Sanctuary Team stating this conclusion. The Board requested that the Sanctuary Team

contact other churches that are offering sanctuary to answer a range of questions related to in-building renovations, permits, etc.

Church Dashboard and Metrics Reporting: Craig

While reporting about the church is on the whole good, there is a need for a concise set of measurements to be identified and used as key metrics for identifying the church's quality of performance on goals and organizational health. Kari, Craig and Rob volunteered to brainstorm possible metrics and report during the September Board meeting.

Disruptive Behavior Policy: Heather

ACTION: Motion made by Rob and seconded by Dianne to approve The Disruptive Behavior Policy dated June 13, 2018. A copy is attached at the end of these minutes.

John Crestwell's Letter of Agreement

This agreement needs further work. A second round of edits is ongoing. Guidelines from UUMA will be considered.

As we continue our meeting, let us take time to consider our work in light of the 8th Principle to accountably dismantle racism and other oppressions in ourselves and our institutions.

Calendar and Highlights: Heather

- It was once again emphasized that the August 27th meeting on Governance was important for all Board members to attend.
- Board members to meet with Keith Kron on September 17 about the Search Process.
- Board Middle Hours are being scheduled for September, October and November.
- Heather will write the Highlights article to report on GA highlights that are especially relevant to UUCA.

Expectations for Next Board Meeting: Heather

Keith Kron; John's Letter of Agreement; Paul's Proposal: 3 Grants: Metrics: Sanctuary Team

Closing Words: Heather

Submitted by:

Stan Haavik, At-Large Member and Heather Millar, President

UUCA DISRUPTIVE BEHAVIOR POLICY

Approved

August 13, 2018

The Unitarian Universalist Church of Annapolis strives to be an inclusive community, celebrating diversity and individual freedom of belief as stated in our Association's "Statement of Principles and Purposes." We encourage free expression of ideas and opinions consistent with our "Safe Congregation Covenant" which states:

The Unitarian Universalist Church of Annapolis is a place of safety and integrity for each person's mind, body, and spirit. We are a supportive and nurturing faith community, honoring and respecting the rich diversity of those gathered here. Recognizing that warmth, kindness, and passion will shape us as a congregation of goodwill, generosity, and presence, we covenant to affirm and promote:

*Honesty and authenticity in our relationships;
Words that are supportive and caring, not belittling or demeaning;
A welcoming and non-judgmental attitude;
Respect for each person's boundaries of mind, body, and spirit;
Listening to one another.*

As we continue on our spiritual paths, honoring the gifts, blessings and commitments each person brings to our congregation, let us be gentle with each other, for we do not know what is in another person's heart.

In spite of the "Principles" and our "Covenant," we recognize that exchanges and situations will arise that threaten the well-being of a person or the well-being of the congregation as a whole (the church), or the safe expression of beliefs or opinions. These situations must be dealt with firmly and promptly. Respecting the worth and dignity of each individual includes compassionately holding individuals responsible and accountable for their behavior.

There have been times when the disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. The disruption of church activities;
3. Diminishment of the appeal of the church to its potential and existing membership.

The following shall be the "Disruptive Behavior Policy" of the Unitarian Universalist Church of Annapolis:

I. Initial Responses

A. Regarding conflicted behavior:

1. **Conflicted behavior** is when individuals are dishonest, belittling, demeaning or fail to respect boundaries of mind, body and spirit.
2. **Response:** Individuals and leaders bear the responsibility to recognize and name conflicts and address them under the guidelines of our "Covenant." They must acknowledge the conflict and deal with it directly and positively by talking to the other party involved with the intention of solving the problem (which could result in agreeing to disagree with civility). If the conflict cannot be resolved to each individual's satisfaction, then it can be considered as disruptive behavior (see below).

3. **Notification:** Timely notification of the incident can be made to the ministerial staff if it remains unresolved or repeated.

B. Regarding disruptive behavior:

1. **Disruptive behavior** is when an individual's behavior disrupts church activities or diminishes the appeal of those activities, threatens person(s) and/or property, or violates church policy.

2. **Response:** Members present may notify the ministerial staff, get help from a church leader, ask for a cool off/time out period, adjourn, have a one-to-one discussion, or as a last resort request that the disruptor leave the premises.

3. **Notification:** Timely notification of the incident shall be made to ministerial staff if it remains unresolved or repeated.

C. Regarding threatening behavior:

1. **Threatening behavior** is when an individual's behavior poses an immediate threat by being destructive, creating disorder or threatening destructive actions against persons or property.

2. **Response:** Members who are threatened or witness disruption or threat may ask others for help, request that the disruptor leave, and/or call 911 for police help. If it is suspected a crime has been committed, the police must be called.

3. **Notification:** Ministerial staff, Management Team members or the President of the Board, his or her designee, shall be immediately notified.

II. *Processing inappropriate behavior*

A. In the case of a non-member, the President of the Board, his or her designee, or one of the ministers may take action without prior notice to the offending person to address and resolve the problem.

B. In the case of a member, at each level described below the complaint will be heard, information collected/reviewed from involved parties, consideration given to how dangerous, disruptive, or offensive the behavior was, and a resolution developed, all of which shall be documented with a report filed with the Administrator. At each step, involved parties are charged to act in good faith, with compassion, and with confidentiality as appropriate.

1. Instances of inappropriate behavior may be processed through any one or more of the following levels. Should the resolution not be satisfactory to any of the parties involved, the matter will be referred to a higher level.

a. **Level 1** (generally for less inappropriate behaviors): A minister or lay leader will consult with the member and explore plans to resolve the problem. If no resolution is found or if the inappropriate behavior continues, a written report (see section III) will be filed by a minister with the Church Administrator and the case will be referred to a higher level.

b. **Level 2:** A hearing with a member of the Board and a member of the Administrative Team (consisting of Senior Minister/ Associate Minister, Church Administrator and Director of Religious Exploration.) This team will confer with the member, collect relevant information relating to the incident, including interviews if necessary, and adopt a plan for resolution of the problem. The offending person(s) and complainant will be informed of the plan. If no resolution

is found or if the disruption continues, the case will be referred to the Board of Trustees for possible disciplinary action.

- c. **Level 3:** A hearing with the Board of Trustees. If there is still not resolution to the conflict/disruption at Level 2, then the UUCA Board of Trustees may wish to resolve the matter at a regular or specially called Board meeting. The member(s) involved will be provided written notice by certified mail to the address of record at least 30 days prior to the hearing before the Board of Trustees. If deemed necessary, the Board may exclude the individual(s) from specific church activities or property for a limited time (no more than 12 months). . Reasons for the action will be given and the conditions for return specified. Following an adverse Board action, should the member(s) wish to resume attendance at church activities earlier, he or she may ask for a meeting with the Senior Minister and Board President to discuss the request. The Senior Minister and Board President, if in agreement to support the request for resumption of attendance, will submit the request to the Board for a decision. A written report of proceedings will be filed by the Board President with the Church Administrator.
2. Failure by individuals to honor this policy process could result in expulsion from UUCA and/or loss of membership.
3. Upon the recommendation of the Senior Minister or Ministry Team to the Board that a member be banned from church property and/or removed from membership because of inappropriate behavior, the Board must follow the steps as outlined in Level 3.
4. Having been removed from church membership, an individual who wishes to be reinstated may present this request to the Senior Minister and Board President, who, if in agreement, will place the request on the agenda of a Board meeting no sooner than six months after the individual's loss of membership.

III. Reports of Disruptions

Report of disruptions and actions taken will be kept in the church office. This file shall be kept by the church administrator with access restricted to the ministers and those they deem have a need to know. The information in the report shall include:

- A. Date
- B. Name, address, phone number of person reporting
- C. Description of the incident (what, when, where, who)
- D. Injuries, if any
- E. Missing/destroyed items
- F. Witnesses: names, phone numbers
- G. Immediate action, if any
- H. Police report, court order or other official documents attached, if applicable
- I. Subsequent actions taken (follow-up to persons involved, investigation results, actions taken and at what level)

