

Unitarian Universalist Church of Annapolis
Board of Trustees Meeting
UUCA Library; January 28, 2020
6:45 pm – 9:15 pm
Minutes Approved February 25, 2020

Chalice Lighting and Opening Words: Sing Along

6:45

Check-in: All

Perpetual Calendar: Kathleen

Rev. Kathleen reviewed the process of creating a perpetual calendar of recurring Board activities and provided some examples from other UU churches. This way of calendaring structures meetings so that policies may be reviewed and engaged with over the course of each year. This type of calendar lists key required meetings and date-based commitments from Policies and Bylaws etc. It allows for intentional review of policy to keep them up to date and in service of the ends. She recommended for the Board assemble a working group and develop a perpetual calendar this summer with the new ministry team.

The Board discussed the example calendars and ideas for UUCA perpetual calendar.

Rev. Kathleen shared examples of three different ways of wording ends statements to benchmark our own. She encourages the Board to work on developing a new set of ends statements with our new ministry and executive team. The Board discussed the importance of focusing time and effort on developing these types of ends so that our ministers, staff, and members can work towards achieving them. (handout with examples -get electronically)

The Board discussed the possibility of starting each Board meeting with a mini-policy governance session.

Approve November and December Board Meeting Minutes and Discuss December Congregational Budget Meeting Minutes: Carrie

Action: Motion made by Dianne and seconded to approve the Minutes of the November 26, 2019 Board Meeting as revised 1/28/20. **Approved.**

Action: Motion made by Kari and seconded to approve the Minutes of the December 10, 2019 Board Meeting as revised 1/28/20. **Approved.**

Plan: Minutes of the December 8, 2019 Congregational Budget Meeting as revised 1/28/20 will be posted to the church website.

Finance Officer Report: Kari

Kari reports that the Operational budget shows a surplus of about 10k for 2019 and a bit from 2018 will allow us to pay our UUA dues in full. The surplus was due to lower costs than anticipated for a few budget items and not due to pledge increases. Discussion: This a challenge the Board will need to address in our ongoing stewardship. The executive team will meet to discuss as well. There was agreement

that the church needs a more effective pledge tracking system/process and the stewardship process needs attention and emphasis from the Board, Ministry team and Executive. Church staff members are currently working on outreach regarding member autopay plans.

Kari asked the Board to help provide continuity and reduce turnover on the Finance Committee by developing a transition plan for the current Finance Committee members (first to serve under our new bylaws). The Board discussed setting half the committee members' terms to 1-year terms and half for 2 year terms. The Bylaws allow for three two-year terms. Kari will discuss with the Finance Committee and bring a proposal to the Board.

Plan: Set agenda item for next Board meeting

Next Steps Weekend: All

The Board discussed their impressions of our consultant and the Next Steps Weekend process. Board members agreed that their Friday night conversation with the consultant was very productive and that he asked revelatory questions. Board members are pleased with the consultant, the process, and work so far and was impressed with the consultant's depth of experience in UU stewardship issues.

Plan: All Board members should read notes from the Sunday wrap-up of Next Steps Weekend to help determine the key questions we need to answer to address our stewardship process.

Plan: The Board charge to the Executive Team is to review and report on our current stewardship process in light of the Next Steps Weekend. When the Next Steps report is delivered, the Board will review and revise processes accordingly.

Communication to BEEC2 - Heather

Considering the preliminary findings and wrap-up discussions from the Next Steps Weekend, Heather asked the Board to discuss and make decisions on how we will proceed. Discussion.

Action: Motion made by Peter; the Board resolves not to propose a Capital Campaign for 2020. Seconded. Discussion. 8th principle was considered and discussed. **Approved.**

Action: Motion made by Peter; In anticipation of future capital projects, the Board resolves to open the capital project fund for unsolicited donations. Seconded. Discussion. 8th principle was considered and discussed. **Approved.**

Action: Motion made by Heather that the Board directs the Executive Team to consider the recommendations of our Next Steps consultant to identify capital projects that can be accomplished using existing capital projects funds to support UUCA's ends statements. Seconded. Discussion. 8th Principle was considered and discussed. **Approved.**

Ministers' Monthly Report: John

1. In order to accommodate Candidating week activities, the Ministers plan to make the May 3rd a one-service Sunday and keep one service for all of May bridging us to the normal summer single-service calendar. Discussion.
2. See full Ministers' Report for more detail.

As we continued our meeting, the Board took time to consider our work in light of the 8th Principle to accountably dismantle racism and other oppressions in ourselves and our institutions:

Plan: Peter reports that he attended a recent BBC meeting as an observer and would like to report out in more detail on this at the February Board meeting.

Endowment Committee: Heather

1. Committee recommends that the Lighthouse and ACT each receive a guaranteed \$7100 from the church's Endowment Fund in 2020.

Action: Motion made by Heather and seconded to authorize funds from the Endowment Fund to be spent to guarantee \$7100 total from UUCA to the Lighthouse Shelter for 2020 and to guarantee \$7100 total from UUCA to ACT for 2020. Discussion. 8th principle. **Approved.**

2. The balance in the Endowment Fund improved by more than \$200,000 from \$758,302 on 2/22/19 to over \$1,000,000 on by the end of 2019. The Executive Team will explore ways to celebrate/recognize this.
3. It was reported that Dan and Jackie will investigate how members can leave money to the church.

Expectations for February Board Meeting

- Opening/Closing: Carrie
- Finalize Recommendations on Bylaws Amendments
- Congregational Conversations

Check-out: All

Are we living up to our commitments to the Congregation and to each other?

Closing Words and Extinguishing the Chalice: Peter

9:15

Submitted by: Carrie Kotcho, Secretary