

Unitarian Universalist Church of Annapolis
Board of Trustees Meeting via Zoom
October 27, 2020; 6:51 pm – 9:25 pm
Approved Minutes

In attendance: Heather Millar, Carrie Kotcho, Rev. John, Peter, Kari Alperovitz-Bichell, Rev. Anastassia, Jane Carrigan, Stan Haavik, Linda Mundy, Jenn Politt Hill

Chalice Lighting and Opening Words: Heather

6:51pm

Check-in: All

Approve Board Meeting Minutes: Carrie

ACTION: Motion made by Jane and seconded to approve the Minutes of the September 22, 2019 Board meeting as amended this evening. Discussion. 8th Principle Considered. **Approved.**

Nominating Committee: Linda

Linda reported that the committee met several times. The Board discussed the length of terms of roles within the bylaws. There are 3 open positions on the Nominating Committee. The Nominating Committee consulted with the Ministers and the current President to hear what they would like to see in future leadership. The Nominating Committee is looking for ways to be more standardized and equitable in the nomination process. They are also looking at UUA guidance and resources to see how other congregations do this. A timeline will come soon. The Committee plans to present at the December Congregational Meeting.

Board Reports:

Finance Officer Report: Kari

Cash available for operating is \$38K (does not include the \$78K PPP loan). Presuming the PPP loan is forgiven (which we expect - but have not yet seen) we would have \$116 K cash available for operating. (Note: It costs about \$60K per month to run the church).

Pledges August/September were low but typical for those months. For the year total so far, contributions have been \$368K. This time last year the amount was \$382K, so we are a bit off from last year. We are \$87K lower in pledge contributions than we had hoped to be at this point in the year.

The pledge report shows that of the 29 pledge "units" assigned to September, 2 were listed as resigned/waived, 2 requested to be moved to a different pledge month, 12 pledged the same amount, 7 increased their pledges, 1 decreased their pledge, and 5 have yet to reply. Pam estimates that about 10 more pledges

have been waived due to economic hardship this year compared to last year (a loss of \$10K-\$15K).

Sunday plate: It was higher than usual in April and May (\$2.2K and \$2.4K, double to previous year). Then in June and July it was \$1.2K and \$1.2K. In August it was \$1.6K, September was \$1.3K.

Overall, while we are considerably behind in contributions from budget, the PPP loan allows us to have sufficient operating cash. The Last 3 months of the year are usually strong months for pledge income. With the PPP we still think finances are acceptable for 2020. We will need to increase contributions in 2021+.

Liz Yoder, our new investment officer, is working with Lee, and we will probably liquidate much of the capital campaign money soon, which will divest us of some of our less "socially responsible" holdings. This amount is about \$305K.

Rev. John and Rev. Anastassia presented a proposed budget for 2021 which has support from the Finance Committee. The Executives and Pam met 3-times to create a budget for 2021. They considered many factors including not being in the building and revenue losses because of the pandemic. Staffing expenditures are higher than 2020 (with ministers of equal standing, more employees utilizing health coverage, the addition of a youth director, and the addition of audio-visual editing) and that revenue could be tight in 2021. They created three versions of the 2021 budget before deciding as a team which one to present to the Finance Committee who were very supportive and thoughtful about what was presented. Questions from the Finance Committee were around the amount of pledge income we project for next year which must be increased significantly to fund the proposed budget.

The Ministers/Executives reported that they made cuts, but also made some strategic investments based on input and feedback from the Congregation. They have assembled a Stewardship Team from UUCA members who are excited and hopeful about increasing pledges. They want to run 2 campaigns. The first is an end of year campaign focused on gratitude and looking forward to a bright future and then later in winter or spring, a month-long campaign focused on increasing pledges. The 2021 budget reflects a need to increase pledges. Board members and Ministers held an in-depth discussion of the proposed 2021 budget. Ministers/Executives asked the Board to find ways to publicly acknowledge the work done by the Stewardship Team and those who pledge, communicate clear stewardship messages to the congregation, and personally model engaged stewardship.

Ministers' Report: John/Anastassia

The Ministers report that though the pandemic presents certain challenges, they feel confident both in how UUCA is doing now and the direction that we are headed. Coming out of a sometimes-rough transition, members are feeling a steadiness, feeling hopeful, and voice appreciation for UUCA. Rev. John has

assumed the executive functions over finance and staff supervision quite seamlessly. Members turn to him regularly for pastoral care, reflecting trust and continuity. Rev. Anastassia has brought a new era of collaboration to UUCA, with her starting a number of minister-member teams that our folks find meaningful and empowering. Worship is getting regular thumbs up. In short, UUCA is happy with our ministers of equal standing model and its ministers.

This is important to share in part because it is what will allow us to have a successful budget year with increased pledging. Our budget for 2021 reflects both vision and sound fiscal management. The Ministers ask that the Board publicly support this budget and our stewardship campaigns.

Our congregational “new minister start up” happened on October 17 & 18 led by UUA Regional Lead Megan Foley. Participants were willing to name some prior pain points for the congregation, though with less intensity. They also shared successes. It seemed harder to name the “lessons learned” from either of these, so it may be helpful to ask regularly, whenever we are debriefing something, “What went well that we would like to do again? What did not work? What should we take away from these observations? Was it the wrong idea, or it about the implementation?” It was also clear that UUCA has done many things well in the past that people would like to return to.

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

1. October 4 and SAE Model discussions – Heather reported that the service went well, and Ministers got positive feedback from the Congregation. BBC was pleased with the Board of Trustees’ collaboration.
2. BBC/Board Accountability Checklist – Members of the Board who serve on the BBC/Board team developed a checklist with guidance from BBC which they will present to full Board at the next meeting.
3. Accountability Observer - A new, rotating role for Board members to help pay close attention to our work through the lens of our accountability checklist.

BEEC2: Peter

Peter reports, Paul Jorgensen is stepping down as chair. BEEC2 is still working towards completion of the approved capital projects.

Best Use of Land Committee: Jane

The report is now posted as its final version on the Board Google Drive. Heather will put a link to it in “In the Know.”

**Proposed Amendments to UUCA Bylaws and Board Policy Review:
Heather**

Sanctuary – Heather sent Board reading materials about Sanctuary. Board members requested a longer, more focused conversation about whether the church will amend its bylaws to include specific language about offering refuge. The Board plans to have this conversation in early 2021 in preparation for the April Congregational meeting.

Board Self-Assessments: Heather

Results are in the October Board Meeting folder. All Board members should read and reflect. Board members can share reactions and reflections at the next Board meeting.

Covenants

Move consideration of the revised Board Covenant to include the use of the SAE Model to November.

Jane and Peter agreed to serve with Heather to develop a covenant for the Board/Ministers/Executives.

December Congregational Meeting: Heather

Heather reports that members who have agreed to serve on the Congregational Meetings Committee are: Phyllis Marsh, Dianne Moreau, Brandon Pace.

The current members of the Right Relations Committee are: Ken Apfel, Gina Williams, Erin Snell. They will be asked to serve again. A draft agenda will be shared soon.

Calendar and In The Know: Heather

1. Calendar:
 - d. December 6: Congregational Meeting
 - b. Congregational Conversations: 11/8 After Hour; 11/10 7:00 pm; 11/21 1:00 pm in person at UUCA; 11/22 After Hour; 11/29 After Hour
 - c. November 19 PowerPoint/Handouts for Congregational Meeting due
2. Publicity re: Congregational Meeting and Congregational Conversations

Expectations for November Board Meeting

- Opening/Closing – Peter
- Finalize December Congregational Meeting agenda with CMC
- Finalize the budget to recommend to the Congregation

Check-out: All

Closing Words and Extinguishing the Chalice: Heather

Meeting Adjourned

9:25pm

Submitted by Carrie Kotcho, Secretary