

**Unitarian Universalist Church of Annapolis  
Board of Trustees Meeting via Zoom  
November 24, 2020; 6:53 pm – 9:27 pm  
Approved Minutes**

**In Attendance:** Carrie Kotcho, Kari Alperovitz-Bichell, Heather Millar, Jane Carrigan, Peter Morse, Rev. John Crestwell, Rev. Anastassia Zinke, Stan Haavik, Jenn Pollitt Hill, Linda Mundy. Other Attendee: Lois Findlay

**Chalice Lighting and Opening Words: Peter**

**6:53**

**Check-In – Each Trustee shared words to complete the phrase:  
“I love serving on the UUCA Board of Trustees because...” All**

**Approve Board Meeting Minutes: Carrie**

**ACTION:** Motion made by Peter and seconded to approve the Minutes of the October 27, 2020 Board meeting as posted on November 24, 2020. Discussion. 8<sup>th</sup> Principle Considered. **Approved.**

**Board Reports:**

**Finance Officer Report: Kari**

Kari reported that cash available for operating was up from \$38,000 to \$44,000 not including the PPP loan. October pledges were looking good at \$61,000. August and September had been lower.

Of the 35 October pledge units, 9 increased their 2021 pledge, 9 stayed the same, 2 resigned from membership and 2 decreased their pledge. Four pledge units have not yet responded.

Kari noted that Liz Yoder has started as our new investment officer.

Kari provided an update on the 2021 budget in preparation for the upcoming Congregational meeting. A few items had been corrected from last month's version. She noted that the proposed 2021 budget requires an increase of \$325 per pledge unit on average. She noted that she and the Finance Committee feel that this is within our reach and that the end of year appeal letter will focus on generosity and excitement for the work we plan to do together.

Kari reported that there is an opening on the Finance Committee due to Dan Moreau stepping down for health reasons. Kari recommended Lois Findlay be asked to join the Finance Committee.

**ACTION:** Motion made by Jane and seconded that we accept Dan Moreau's resignation and add Lois Findlay to the Finance Committee. Discussion. 8<sup>th</sup> Principle Considered. **Approved.**

**ACTION:** Motion made by Jenn and seconded to accept the 2021 Budget as presented by the Finance Committee and recommend to the Congregation that this budget be adopted. Discussion. 8<sup>th</sup> Principle Considered. **Approved.**

**Ministers Report: John/Anastassia**

Opening in Person/Update Protocols, the Ministers made the decision to stay closed until a vaccine is widely available, likely summer of 2021.

They are keeping our protocols up to date on CDC and local guidance. Three staff and a group of members will work together on plans for the eventual reopening of the church building. We discussed the need to have at least one medical professional on that committee. Board members elevated the importance of transparency and communication with members so that all feel included, cared for, and heard.

Our Stewardship Team met and developed a plan for our end-of-the-year campaign. They developed a key sheet that contains messages for the 2020 end of year campaign as well as messages to support engaged pledging. Discussion focused on the format of the prior end of year campaigns and how this year may be different. Letter including tax information is scheduled to go out next Tuesday. Testimonials in services and other gatherings are also planned. The Team is considering doing a follow up postcard depending on how well it goes. They are implementing a campaign style approach to help them work out how they will do their work on the main campaign.

**BEEC2: Peter**

Peter gave an update on the committee's progress. The Board discussed how we move forward with BEEC2. Rev. Zinke said we have a few items to resolve before we move ahead. The committee worked hard to identify minority owned contractors in the AACO area. None were found who work at our project's scale. They went to the Baltimore/Washington area and received bids, but all were significantly higher than anticipated even after contractors were asked to reconsider their bids. A local, non-minority contractor was contacted as a benchmark, and they asked to provide a formal bid, which BEEC 2 allowed. This bid came in much lower and closer to the anticipated figure. However, this contractor did not have ALL of the supplemental and complete bidding package that the Baltimore/Washington based contractors had received. Rev. Zinke wants to make sure the new bidder gets the full package. BEEC2 is open to reopening the process to local non-minority bidders. Rev. Zinke wants the committee to do some work on making sure we have an "apples to apples" set of bids before we present options to the congregation, but advises we communicate transparently and allow the congregation to discuss whatever options come to light. The Board discussed this issue focusing on our 8<sup>th</sup> principle. Heather summarized the discussion: the Board is not yet ready to decide on specific options to share with the congregation, but we are committed to doing more on finding minority contractors. Board members expressed their appreciation for the work of BEEC2 to find and solicit bids from minority contractors. The Board agrees to extend the

process to both minority and non-minority contractors because all the bids came in higher than anticipated. The Board suggests BEEC2 use a transparent number ranking system to evaluate bids and to give additional points for minority owned contractors and use of minority subcontractors. In all cases fair labor practices (wages and working conditions) must be followed.

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

Linda and Heather led an overview of the BBC/Board Accountability Checklist (attached to the minutes) The Board discussed the checklist and all Board members agreed to carefully read it and help iterate it to keep pushing us further. Linda agreed to be the Accountability Observer for December, our first meeting under this checklist.

**December Congregational Meeting: Heather**

Heather reported that notification went out via e-blast and the agenda was posted and reviewed by the Congregational Meeting Committee. Rev. Crestwell will organize the poll and results for the Share the Plate vote. Pre-registration has been posted and the Right Relations Committee is set to monitor the meeting.

1. Quick Logistics List:
  - a. Sign-in: Pam
  - b. Mics: NA
  - c. Vote Poster and Tabulator: Pam
  - d. Timer: Jane (Co-host)
  - e. Tech support: Pam, Melanie, Julie, Peter,

**Calendar and In The Know: Heather**

1. Calendar:
  - December 6 is our next Congregational Meeting.
  - December 7 is the date for Decolonizing Our Money workshop.
  - Congregational Conversation will be held during 11/29 After Hour.
  - The December Board Meeting will be held on 12/22.
  - Kari will replace Jenn on the Board Executive Committee in January.

**Expectations for December Board Meeting**

- Opening/Closing- Jane
- 8<sup>th</sup> Principle Accountability Observer- Linda
- Congregational Meeting Debrief
- Stewardship Plans
- BEEC2 Plans
- Approve Policies

**Check-out: All**

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

**Closing Words and Extinguishing the Chalice: Peter**  
**Submitted by Carrie Kotcho, Secretary**

**9:27pm**