



**Unitarian Universalist Church of Annapolis
Board of Trustees Meeting
Zoom; August 25, 2020; 6:53 pm – 9:15 pm
Approved Minutes 09/22/20**

In Attendance: Carrie Kotcho, Kari Alperovitz-Bichell, Heather Millar, Jane Carrigan, Peter Morse, Rev. John Crestwell, Stan Haavik, Rev. Anastassia Zinke, Jenn Pollitt Hill, Linda Mundy. Guest: Diane Ratcliff, Best Use of Land Committee

Chalice Lighting and Opening Words: Jane

Brief Check-in: All

Approve Minutes for July 28 Board Meeting

ACTION: Motion made by Peter and seconded to approve the minutes for the July 28, 2020 Board meeting as adjusted this evening. Discussion. 8th Principle considered.
Approved.

Best Use of Land Committee (BUOLC): Jane, Diane Ratcliff

Diane and Jane reported on progress and plans of the BUOLC. They've met 3 times over the last month and a half. They developed a background information script about best use of land and a series of survey questions to ask identifies groups and congregants.

They identified 13 groups within the Congregation to share the survey with. BUOLC members are meeting with these groups and asking the questions during the conversation. The BUOLC did not discuss what any resulting revenue from the sale would be used for since that is not yet determined. They are working diligently, but currently do not have a deadline for finishing conversations with the 13 groups. Deadlines were then discussed by the Board.

The BUOLC will work up a report based the results of the conversations and of history of UUCA land use as well as documentation of the process they are following. Diane responded that the BUOLC could have a draft by the end of September.

Kari suggested that we share information via *In the Know* to inform the rest of the Congregation. Heather added that we have published the information about the potential sale in an earlier *In the Know*. She asked if the BUOLC had considered holding conversations with combined groups. Jane explained that the BUOLC considered and decided not to do this to allow for each group to share their needs directly. Other Board members agreed that another notification and request for input in *In the Know* would be a good idea – including a link to the survey for individual Congregation members to share their perspectives. Jane shared that the BUOLC felt it important to get all Congregational input before spending money on determining the actual assessed value of the land. Heather suggested we use existing public domain information to estimate valuation until we finish our Congregational surveys/discussions. There was a discussion

about the order of questions on the survey. Rev. Zinke recommended that the survey results can be tracked as "individual" vs specific "group name." and that we do this via an eblast with a deadline for response in addition to *In the Know*.

Heather recommends that the BUOLC have their report on survey results (both conversation based and online survey) to the Board on 9/20 before the September Board meeting. At that meeting, the Board will need to see a significant response rate and support for this land sale via the Committee's survey results in order to continue the conversation. Rev. Zinke suggests that after the results of this "temperature check" survey are published to the Congregation, we then hold a Congregational Conversation.

The Board agreed that Heather will write a notification about the upcoming eblast survey and submit for *In the Know* tomorrow and then the BUOLC will follow up with an eblast with the survey link to all members soon after.

Jane asked for clarification that this potential sale revenue is not yet earmarked for any particular use. Heather confirmed that is the case.

ACTION: Motion made by Peter and seconded to approve the Revised Charge for the Best Use of Land Committee as adjusted this evening. Discussion. 8th Principle considered. **Approved** The Revised Charter is attached to these Minutes.

Board and BBC: Kari, Jenn, Linda, Heather

Linda reported on the meeting held between BOT and BBC. Kari, Jenn, Heather, Linda, Caroline Hadley, Gwen Schindler, Darryl Nash attended on August 13. At the meeting they discussed personal, interpersonal, and organizational suggested actions that the BOT and BBC could undertake to develop a strong working relationship.

They also discussed the 8th Principle Practice Series (8 Session Series) and proposed to create 2 compact sessions for the BOT to go through this entire series together. Linda suggested the BBC have some time at the Board Retreat and Board members agreed. At their next meeting the Board/BBC Sub-Committee will draft an Accountability Checklist for the Board. The BBC recommends that the Board co-lead the SAE book discussions on October 4th and attend a pre-meeting to discuss SAE and how we can do facilitation. Discussion of these items. Several Board members stepped forward to co-facilitate.

Authorize Check Signing to Anastassia: Jane

ACTION: Motion made by Kari and seconded to authorize Rev. Anastassia Zinke to sign checks on behalf of UUCA. Discussion. 8th Principle considered. **Approved**.

Board Reports:

Finance Officer Report: Kari

Cash available for operating is \$87K (does not include the \$78K PPP loan). This is quite good, especially for summer. The pledge dollars ("commitments") coming in for May and June were quite low, approximately \$32K. July was much better: \$53K.

For the year total so far, contributions have been \$307K; last year at this time they were at \$310K. This is good, although last year we came in lower than planned at the end of the year. This year expenses are higher and will be higher still in 2021. Eventually we will need to do better than 2019.

In July income exceeded expenses by approximately \$5K.

The pledge report shows that of the 16 pledge “units” assigned to July, 4 were listed as resigned, 2 requested to be moved to a different pledge month, 4 pledged the same amount, 3 increased their pledges, 2 decreased their pledges, and one couldn’t be reached.

Sunday Share the Plate: In April and May was (\$2.2K and \$2.4K) double the amounts for those months in 2019. In June it was down to \$1.2K, and stayed down in July at \$1.1K.

With the PPP we still are fairly confident that our finances are good for 2020. Pam and the team are continuing to work on how to cut expenses so that we can save as much as possible and have a significant surplus to carry into 2021.

The Finance Committee discussed socially responsible investing and noted that 1/3 of our investments are already invested this way. The Committee wants to investigate moving to 100% socially responsible investments going forward. The appointed Investment Officer is authorized to talk with our Investment Advisor to develop the plan to move to 100% socially responsible investments.

Ministers/Executives Report: John, Anastassia

Rev. Zinke stated that she is focusing on building relationships with staff, Board, Rev. Crestwell, key UUCA teams, and Congregants. She’s been doing some team building with staff and key UUCA teams. She feels a strong commitment to our work from all she’s met with.

The Ministers met with Mark Ewert (Stewardship Consultant) around Stewardship planning and his work with UUCA. They recommend focusing Mark’s contract on implementing Stewardship best practices and training our UUCA Stewards to enact them.

The Ministers reported that they had a great retreat with a coach. They feel excited to work together and really appreciate the opportunity to work with their coach who has deep knowledge in anti-racism work.

They have established a covenant with each other published in *In the Know* and described how they will co-lead in the practical sense. It is a framework of equality in visibility, workload, and power. One example is that Rev. Crestwell is supervising staff and Rev. Zinke is responsible for staff development. They’ve created a document of who to go to for what.

The Ministers met with staff to help deal with work/life balance issues during Covid-19 and is allowing them to use FMLA and reduced hours to accommodate family and work commitments. There will be some budget impacts, however there is some tax relief expected. The staff member(s) taking FMLA/reduced hours will meet with members and Ministers to determine what member needs really are during Covid-19 and focus their workload on the most important needs.

Pam Ausiello’s title is now, Director of Finance and Operations.

The Fahs House is now unoccupied.

The Ministers ask the Board to carefully read the documents on division and sharing of duties.

The Ministers will meet with Minister Emeritus Fred Muir to determine his ongoing relationship with our new Ministry team and Congregation.

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.

Plans for Retreat September 8, 12: Heather, John, Anastassia

Heather, Rev. Crestwell, and Rev. Zinke will be responsible for setting the agenda. Peter volunteered to assist. Topics being considered:

- Informal getting to know each other time
- Inspiration/Spiritual connections
- Policy Governance
- Covenants
- BBC
- Best Use of Land Plans
- Ends statements

Third Member of Board Executive Committee: Heather

It's time for a new member of the Board Executive Committee

- Jenn volunteered to do another 3 months
- Kari volunteered for 6 months from now

BEEC2: Peter

Peter reviewed the monthly BEEC2 report dated August 21, 2020.

Key points: they are preparing construction drawings and will be ready to proceed soon. They will need to get a contractor and contract in place. The Board discussed finding a diverse pool of contractors to work with. Linda volunteered to do some follow up work on that.

Calendar Review: Heather

1. September 8: Board Retreat Part 1, 7 to 9 PM
2. September 12: Board Retreat Part 2, 10 AM to Noon
3. September 13 In-Gathering plus
4. October 4: SAE Book discussions after service.
5. September 22: Board Meeting

Expectations for September Board Meeting

1. Opening and Closing - Linda
2. Budget
3. BEEC2
4. Best Use of Land Committee survey results review
5. Board and BBC
6. Board Self-Evaluation

Check-out: All

Closing Words and Extinguishing the Chalice: Jane

9:30

**Unitarian Universalist Church of Annapolis
Revised Board Charge to The Best Use of Land Committee
August 25, 2020**

Committee Purpose

An offer has been received to purchase a significant section of UUCA property. The use of UUCA land requires careful deliberation and input by the membership. The purpose of the Best Use of Land Committee is to gather information to inform the Congregation's discussion and ultimate decision.

Duration and Time Commitment

The Committee is convened by the Board for the purpose of gathering information about land use and this offer to purchase and is not intended to exist in perpetuity to make determinations of land use not yet foreseen. The Committee will Offer a report to the Board by September 20 of this year.

Scope

The Committee is convened by the Board for the purpose of gathering information about the land and will not make a recommendation of whether or not to sell the land but will research options and discover the input of the stakeholders. Their investigation will inform the determination if UUCA should consider the offer to purchase a significant parcel of land. The Committee will determine the exigencies of making said sale with respect to the Congregation's needs and plans, the valuation and market value and the county and state regulations which may apply.

Members

The Committee will be comprised of Jane Carrigan and Diane Ratcliff (serving as Co-chairs), Joi Howard, Scott Eden, Evelyn Spurgin, Jackie Heimbuch and Earl Wise.

Process Guidelines

The Committee will research the history, current and anticipated future uses and value of the land as well as zoning issues that may apply. The Committee will also investigate the impact of the sale of the land on various constituencies within the UUCA congregation as well as the larger community.