



Unitarian Universalist Church of Annapolis
Board of Trustees Meeting via Zoom
February 22, 2022; 6:45 pm – 9: 43pm
Zoom Link: <https://zoom.us/j/92252637488>

Approved Minutes

In attendance: Stan Keeve, Jenn Pollitt Hill, Jane Carrigan, Mike Wanhatalo, Kari Alperovitz-Bichell, Rev. John, Jan Bird, Linda Mundy, Carrie Kotcho

Chalice Lighting and Opening Words

6:45

Check In

Approve Consent Agenda of February 17, 2022

Action: Motion made by Jenn and seconded to approve the consent agenda (January Minutes) of February 17, 2022. **Approved.**

BOARD REPORTS

Finance Office Report - Kari Alperovitz-Bichell

Kari reports that we don't yet have final data for 2021 (December outstanding). What is in the Board Drive today is preliminary pending the final data. Pledges were 61k in January, the best January in 6 years. 600 was collected at the installation service. Pam is working on an employee retention grant for 20k. The 35k we received from the Endowment was not used for 2021 and is being held for future use for Ministers' salary.

Kari gave the Board a Harbor Bank update. There were some closing costs on the loan that the Board was not aware of. It has been financed into the loan and is total unanticipated cost of 18k. UUCA did not receive a good faith estimate prior to closing, but apparently it was not required for our type of loan. Our Finance Committee is drafting some policies to submit to the Board that will prevent this from happening in the future. UUCA has been treating this financing as a line of credit, but it is actually a

commercial building loan and that made a difference in how the closing costs were calculated and communicated to us by Harbor Bank.

Ministers' Report - Rev. John

Rev. John reports that the Ends statements have been revised and requests more direction from the Board on how we'll use the current Ends Statement (shared with the Board in August). He suggested a BOT retreat to work through what needs to be done.

The Ministers canceled the Leadership series that was planned due to lack of participation. Rev. John suggests that the timing may be off as we see the potential end of pandemic and people are trying to make personal plans. He also reported that we currently have a large Roots & Wings class.

Rev. John updated the Board on the news that AACT has broken away from IAF. The reasons for the split are shared in a letter included in the full Ministers' Report. The UUCA Strategy Team advised the ministers on the decision to agree to continue our work with AACT in its new form.

In March, the employee manual will be finished – to include hiring practices. UUCA got 20+ application for each of the 2 open positions. Interviews to come soon. The Personnel Committee evaluated the position of the Faith Formation Assistant to include the duties of acting as Admiral for Camp Beagle and that is how we are proceeding. Rev. John expects a full camp and revenue generation in addition to great children's programming.

The Green Family Foundation will give another grant to UUCA for 2022. Rev. John has begun collecting data to begin the grant application process with the UU Funding Panel due in March or September.

Rev. John asked for the Board's help to set up a committee that will handle large capital decisions that need to be made and to help make a plan about Fahs house. **Discussion.** The BOT Agreed that we need to get a housing inspection to determine issues that must be addressed.

Rev. John asks the Board to approve BEEC2's application for a 40k Chalice Lighters construction grant. It requires a strategic plan. Due in Sept. Jeanne Jehl will lead and get folks to assist her. General consensus

from Board members was that we need more information before the application is submitted and that the BOT is more interested in directing funds to further our current goals and BEEC2 work and not a brand new project.

BEEC2 - Jan

Jan reports that there is a Public Works agreement request pending. We discovered some underlying structural issues that need to be repaired in the course of doing the approved project. We are within budgeted contingency at this point. Jan and Rev. John will speak with Use of Land Committee. Rev. John shared that a UUCA member plans to make a donation towards use of land matters he will discuss their ideas about use of land with them in addition to the Committee.

Nominating Committee – Linda Mundy : The Nominating Committee is having trouble getting nominees. Asking the Board for more help in identifying candidates.

Ends Statements & Strategic Planning -- Linda & Stan

Stan presented an executive summary of a recommended strategic planning process. The Board is responsible for developing a strategic plan. He observed that goals as they exist now are not specific or very measurable and not aligned to the budget. He also pointed out that the Board has wide latitude to make Governance language more accessible and actionable vs narratives. The Board is responsible to develop the Ends Statements with members.

Linda and Stan did work on the Ends Statements Interpretation Document and cleaned it up to be more about the goals.

Discussion. The Board asks the Ministers/Executives to prioritize the current Ends Statements Interpretations goals for 2022. Three to five priorities. All agreed that the Ministers/Executives would have cleaned up document to re-present to Board in March. That will take us through August and at that time we begin the new recommended strategic planning process.

Strategic Planning Committee Recommendations (2/22/2022):

- The “Global End Statement” routinely gets mixed in with the “Regular” End Statements. This language is not helping. It needs to have clearer, simpler language.
- We should call the **Global End Statement what it really is...our “Mission Statement.”** Since we are not changing By-laws (this is Governance) the board can do this.
- We should call our **End Statements what they really are... Annual Church Goals.** The board can do this.
- The End Statements as currently constructed, **do not cover all the important areas** of the Church
 - a. We need a **fourth (4th) End Statement** (or Annual Church Goal) called “Church Operations and Support Systems”. Since we are not changing By-laws (this is Governance) the board can do this.
- We need a **regular annual planning process** (July - Dec) to be used:
 - a. July/Aug - Board: **Create Actionable, Specific Goals.** The board sets the End Statements (Annual Goals)
 - b. Aug - Board & Executives: **Organize goals into Priorities** (1 through X)
 - c. Sept - Board & Executives: Board provides the preliminary Priorities to the congregations. The Executives provide their interpretation of the End statements (Annual Goals) **NOT as a story narrative but as clear strategies** in support of the End Statements (Goals)

- d. Sept - Executives: These strategies should have accompanying metrics (this is a Bylaw requirement) to meet them (see attachment we created, “**UUCA Annual Goal Setting Document (End/Ways/Means)**”) as an example of what should be used
- e. Oct - Board & Executives: The agreed **Priorities should be given to the Financial committee** to shape the UUCA Budget.
- f. Oct/Nov - Board: **Posts the upcoming year’s Priorities for the congregation** (before the Congregational meeting). Transparency is important.
- g. Dec - Board: The Congregation **votes on the budget**
- h. Quarterly - Board & Executives: the **End statements (Goals) and their associated metrics should be reviewed every quarter** to ensure we are on track to meeting our goals.
- Create a real **Strategic Plan (it's a Bylaw requirement)**. The plan should cover at a minimum the next 5 years (10 years may be preferable).

Executive Session for Personnel Issue - Jane

Motion by Kari to enter executive session and seconded at 8:36

Returned from Executive Session at 9:43

Check Out

All

9:43pm

Submitted By: Carrie Kotcho, Secretary