



SEPTEMBER 2022 BOARD MEETING
Unitarian Universalist Church of Annapolis
Board of Trustees Meeting via Zoom
September 27; 6:45 pm – 9:08 pm
Approved MINUTES
Join Zoom Meeting: <https://zoom.us/j/92252637488>

In attendance:

Mike Wanhatalo, Carrie Kotcho, Jan Bird, Rev. John, Stan Keeve, Rev AZ
Guests: Patti Patterson & Diane Ratcliff, Margaret Martin

Chalice Lighting/Opening Words

Check In

Items Outstanding

Feedback Policy - Soren and Jenn

Postponed until November Meeting

Executive Evaluation - Finalization (draft process for using tool)

Postponed – Postponed until November Meeting

Approve Minutes of June 2022

ACTION: Carrie moved to approve minutes of June 22, 2022. Seconded.

Approved

Board Reports

Finance Officer Report – Rev. John for Jenn

Rev. John reported that our Endowment money is helping keep us in the black and we will need a big fourth quarter to finish out the year on solid ground. Pledge payments are a little behind where they need to be this month which is not unusual for August. He added that the staff is being mindful about expenses.

Fall Auction Update - Patti Patterson & Diane Ratcliff

Pattie and Diane briefed the Board on Fall Fest 2022. Their goal is to raise funds to support our annual budget, build a program template, and make it fun.



Past Fall Fests brought in \$15k in 2019 and \$11K in 2021. They set a goal of at least \$10k in 2022. An e-Blast will go out this week with a video that will also be in In the Know and the ever-popular sandwich boards will be worn after services!

They are going with a church wide online auction this year due to lingering COVID and construction. They asked for a Board member to join them at services when they are promoting the effort and for Board members to make a donation that shows the face of the Board. Something like hosting a picnic or something that the Board runs. The Auction ends November 6. Donations will be accepted now until 10/16 then auction starts Oct 23.

Construction Update - Margaret Martin

Margaret reports that the utility subcontractor is now putting in water line. There have been some issues with utility coordination, but all is working out. She reports the Project is making good progress. Once the water is fully connected, interior plumbing can go in downstairs and sprinkler connections can go in and the rest of the work can proceed. There were some new requirements from Fire Marshalls that delayed things. Margaret and her team report that our contractors are very responsive and helpful, and they are happy with their work. They plan to keep making the congregational communication videos to keep folks up to date. Worst case scenario at this point is that it would be ready in January 2023. Rev. AZ asked if the team could prioritize reopening the coffee service as soon as possible.

Rev. John reports that we are under \$50k in our construction account and will soon need to use the line of credit amount for the next payment.

Rev. AZ and Rev. John report that we got the Chalice Lighters Grant \$20,000. It will be paying for exterior logo sign, some for art, some for the UV lights.

Ministers/Executive Annual Strategy Interpretations Rev. AZ & Rev. John

Rev AZ reminded the board that it needs to approve the ends statements we created at the retreat. Stan will bring that to a vote at our next Board meeting in October.

Rev. John presented first and laid out the three main areas of focus for the year: building connections, deepening our mission, and stewardship of our resources. He led the Board in an



overview of the Proposed Annual Ministry Plan from the Executive & Ministry Team for July 2022 - June 2023.

Rev. AZ reported that the plan includes no capital campaign this year but that we will assess what we need once the current capitol improvements are done and we learn what is needed to enact the vision we have. She offered the idea that we could hold a congregational meeting just for the fiscal year discussion in addition to the annual budget meeting that we'd normally have which could happen in 2023. Stan asked what the communications plan is for the change. Rev. AZ and finance committee have a presentation. The Finance Committee is leading the effort and working on this. Rev. AZ pointed out that (as per the by-laws) the Board needs to call a meeting that addresses this decision for December – the question for discussion is “shall it be part of the normal December agenda or only focusing on this one issue?”

Discussion – Board members agreed we must have good congregational communications and conversations in Oct/Nov in order for us to be able to do include the shift in fiscal years plan in December as part of our normal Congregational meeting. Jane/Jenn need to be part of this to help set up the communications plan but are not present for tonight's meeting.

Rev. AZ and Rev. John agreed to work in between meetings with Jane/Jenn to develop the communications plan. Other Board members will need to help facilitate congregational conversations.

Rev. AZ put together a group chaired by Charlie Gross that will lead Stewardship and our transition back to an annual approach vs monthly. She feels they'd be more effective if we had some consulting with Mark Ewert. She asserted that other congregations have done this, and we would be following this best practice.

She suggests taking a some of our unallocated funds to use towards this contract with Mark for 3k. Not a new budget line item.

Rev. John will be attending a Safer Congregations meeting and he will report back to the Board about it next month.



Stan suggested we talk through the 8th principle, engagement with local community, pastoral care, and attendance at GA portions of the Proposed Annual Ministry Plan from the Executive & Ministry Team for July 2022 - June 2023 at our next meeting.

Ministers Report

The focus of this portion of the meeting was to review the “JPH Big expenses” document and make decisions on elements 1, 2, 3, and 6.

ITEM 1 – \$10k is needed over and above the retainer we’ve paid to the attorneys, and it is anticipated that this will cover our case in court and pays for our attorney to follow up to make sure the decrees are followed by neighbor. The \$10k does not include additional costs in the unlikely event we lose the case and must appeal. The proposed plan is to make the payment from the Marlene Browne fund and pay that fund back when/if the land sale is executed. The Board accepted that if for some reason the land sale does not occur, the Marlene Brown account would not get paid back.

ACTION: Motion by Jan to spend \$10k from Marlene Brown bequest to pay for the attorney fees needed to take our legal action with the Lawrence Ave neighbor to resolution in court. Seconded. Discussion. **APPROVED**

ITEM 2. UV lights to allow for safer air flow with windows closed in the sanctuary. The full cost is \$18,800. \$2,500 has been donated by church members to cover electrical installation costs leaving \$16,300. \$12,500 will come from the Chalice Lighters Grant which was recently awarded. The Finance Committee and ministers recommend paying the \$3,800 balance out of the Marlene Brown Bequest.

ACTION: Motion by Stan to spend \$3,800 from Marlene Brown bequest for UV lights. Seconded. Discussion. **APPROVED**

ITEM 3. Stewardship shift. Rev. AZ recommends that UUCA hire a consultant to help the stewardship team’s work to achieve a successful transition to an annual pledge year. The contract would be \$3k. She requests to reallocate unspent funds from Abernathy fund that had been earmarked for outdoor furniture. A member donated deck furniture, so we don’t need to use that money in FY22. We can revisit any supplemental furniture needs next fiscal year.

ACTION: Motion made by Carrie to reallocate \$3,000 Abernathy funds towards hiring a stewardship consultant to help with our transition to an annual pledging model. Seconded. Discussion. **APPROVED**



ITEM 6. The Executives request that the Board authorize the Endowment Committee to approve up to \$6,600 of Memorial Garden maintenance funds to pay for a French drain in the memorial garden.

ACTION: Motion by Carrie to authorize the Endowment Committee to approve up to \$6,600k of Memorial Garden Endowment Maintenance funds to pay for a French drain to protect the memorial garden from water damage. Seconded. **APPROVED.**

Additional items reported by the Ministers:

Pam is taking family leave and Ashley Egan, an extension of our staff as UULM Administrative Assistant, with whom Pam has worked with for many years, will be stepping in temporarily to provide Pam this important time away.

The Executives hired the former Faith Formation Assistant to be the new Director of Faith Formation. Sarah Devlin Tremble begins officially on October 3, 2022. They are confident she is the best candidate for the job. Faith Formation has been without a High School coordinator since spring '22. The DFF's final day was 8/14. This leaves the Faith Formation Assistant coordinating the program for the remainder of August. (Sarah managed to do all three roles, which was a feat!) The Executives will work with Sarah to discuss filling this position and evaluating if we have the budget to fill it at this time.

Check Out/Extinguishing Chalice/Closing Words (Stan) END at 9:08pm

Note: Upcoming Board Meeting Discussion

- 2022 - 2023 Budget Review 18-month budget (October meeting)
- OCTOBER MEETING NEED TO FLESH OUT ALL THE DECEMBER MEETING NOTIFICATION

Submitted by Secretary: Carrie Kotcho