



Unitarian Universalist Church of Annapolis

Board of Trustees Meeting via Zoom

Reconvened May meeting 6:52pm – 7:13pm

June 28, 2022; 7:14pm pm – 9:00 pm

Zoom Link: <https://zoom.us/j/92252637488>

Approved Minutes

In attendance: Jenn Pollitt Hill, Mike Wanhatolo, Stan Keeves, Soren Byrd,
Jan Bird, Carrie Kotcho, Kari Alperovitz-Bichell, Jane Carrigan

Chalice Lighting/Opening Words

6:52p

Check In: All

Reconvene the May Board meeting

The reconstituted Endowment committee discussed the use of endowment funds to hold in the Harbor Bank account to meet the requirements of our construction loan. \$100k will be returned to the Endowment account once the requirements of the loan are complete.

ACTION: Motion by Stan that up to 100k be transferred from the Endowment brokerage account to a savings account at Harbor Bank. This money, although held at Harbor bank as required for our loan, will still be part of the endowment. Seconded. Discussion. **Approved.**

May meeting Adjourned

7:13



June meeting begins

7:14pm

Items Outstanding

1. Feedback Policy - Soren and Jenn

Delayed

2. Kari reports that she did reach out to Caroline Hadley to see if she would be interested in serving on the Endowment committee as Chair.

ACTION: Motion by Jan to appoint Caroline Hadley as Interim Endowment Committee Chair (not to exceed) 12 months and likely shorter. Discussion. All agreed that she would make an excellent choice and is qualified.

Approved.

The Board decided to postpone a vote on longer term chair pending further exploration and updated methods of selection for this type of position.

Executive Evaluation Tool – Jenn Pollitt-Hill

ACTION: Motion by Jan to adopt the Executive Evaluation Tool as presented to the Board 6/28/22. Seconded. Discussion. **Approved.**

The next step will be for the Evaluation Committee to determine the process for using the tool (when, convening an evaluation subcommittee, scoring, discussion, feedback delivery, executive self-eval use). The Evaluation Committee will come to the July meeting with a draft process for adoption.



Approve Minutes of May 24th, 2022

ACTION: Motion by Jane to approve Board meeting minutes of May 24, 2022. Seconded. Discussion. **Approved.**

BOARD REPORTS

Finance Officer Report - *Jenn Pollitt Hill*

Key Highlights from Jenn's written report:

- Contributions are at 43% of budget - estimate for May should be 42% so we're on target
- We have \$73,269 available for operating, which supports about 5 weeks of expenses
- May expenses exceeded revenue by \$28,069
- Cumulative revenue from all sources without endowment grant is higher Jan - April than year prior

The next Finance Committee meeting will examine the current budget in depth and determine if any adjustments will be needed at this point in the year.

The Finance Committee worked with Pam to use only designated funds that are held in PNC bank to help us keep our small vendor's cashflow positive during the next few weeks of construction. The committee expects this to be a short period of time when we'll need to refrain from using those



designated funds while they are used to back up the Harbor Bank construction loan.

Jenn reported that financial requests are coming into the committee. There seems to be a number of ways these requests are submitted, reviewed, and approved. Jenn recommends some standardization there. We may need to defer requests that require use of designated funds until after we have concluded our Harbor Bank obligation to hold funds in reserve.

The Board supports the expense of UV light requested for all-season health and safety by the Reopening Committee. The Board will defer approval of the funds until we have the costs documented in a written estimate.

The Executive requests funds source to pay for an attorney retainer to handle ongoing Lawrence Ave. property concerns. Evelyn Spurgin will perform services pro bono, but her firm will need a small retainer fee. The retainer is \$650 (a reduced rate incurred by Evelyn's firms in support of this legal work.) The legal firm will provide a full estimate for legal fees to handle this case. The Board asks the Executives to first use funds they have full control of to pay the retainer and come back to the Board with a request to use specific Designated funds once they receive the full estimate for legal fees beyond the retainer.

The Green Sanctuary Committee has \$2k in their budget and want to spend some of their funds to participate in the Tree Troopers program to



plant trees within UUCA property. The Committee does not want to use those funds to pay for the Memorial Rain Garden ongoing maintenance payment. There is currently no maintenance funding for this \$3k maintenance need – the Board agrees it appropriate to use Memorial Garden funds to pay for those maintenance fees for the remainder of this year. Next year's budget will need to have a line item for this expense.

8th Principle Implementation Committee – Soren Byrd

Our UUCA 8th Principle Committee collaborated with UU West Shore in Rocky River Ohio. The committee created a video to share our 8th Principle experiences with their congregation to help inform their vote. The video is now [posted to their site](#). To my knowledge, UU West Shore passed the 8th Principle and our groups will continue collaborating.

8th Principle Mini Conferences

Our first mini conference is tentatively scheduled for October 2022 around Indigenous People's Day with relevant programming. Our mini conferences are based on the concept of microlearning that has [proven advantages like enhanced retention and increased engagement](#).

BBC - Stan

Stan reported that the 8th principle practice series recently concluded and that folks from other congregations have attended training. The BBC will take a break, do a book reading and will reconvene in the fall.

8th principle practice sessions (new ones) will return in the fall. Topical, fresh content will be explored. BBC members and other members of UUCA



went to local Juneteenth activities. The Board discussed that the request for congregational participation for community Juneteenth activities came late resulting in a lower than ideal level of participation. The Board agreed that this communication should be done earlier next year.

Ministers report is in the Board drive but came too late to be read by all before this meeting. Jane gave a brief overview and requested all BOT members read it before our next meeting. Connection cards are starting to take off as a form of congregational dialog/communication.

Discussion of Committee Management

The Board discussed that each member should have a commitment to a committee. As a result of reading Governance and Ministries there was general consensus that all UUCA committees should be listed on the website and regular reports should come to the Board (timing unique to each committee). The Board also agree that how we select members of each committee, add members, or rotate out members, or have member of BOT on particular committees of the board needs to be documented. We also discussed the need to formalize oversight of committees and their work, progress, challenges etc. Non-Board committees are the purview of the Ministers, and they can highlight the work of various committees for the Board on an ongoing basis. We agreed this would be an appropriate item to add to the agenda for the Board Retreat.



Planning for Board Retreat/On-Boarding -

Jane recommends a new Board Binder for every member. Jane will work with Janina on that. Carrie suggests setting a digital access folder and workflow for communication as well as designation of who (presumably the Secretary) will ensure that that folder is regularly updated.

Discuss about following subjects:

- The importance of having both ministers attend our retreat
- Agreed to shorten our retreat to one day on a Saturday, possibly 9-5pm
- Develop a tight itinerary that makes best use of our time to have fun with each other, have in depth discussion and get things done.
- During our retreat we want to talk about where we want our congregation to be in the future, our strategic plan, what people are included in developing that plan.
- Hoping to have a conversation about the Board Committees book and having that inform our retreat (3 Chapters)

Check Out/Extinguishing Chalice/Closing Words

9:00 pm

Submitted by: Carrie Kotcho, Secretary

Commented [CK1]: Dear reader. At this point my computer crashed so the final bullets are reconstructed from an email from Board Member Soren Byrd.