



**Unitarian Universalist Church of Annapolis  
Board of Trustees Meeting via Zoom**

***January 24, 2022; 6:51 pm – 9:10 pm***

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

**In attendance:** Mike Wanhatalo, Jane Carrigan, Carrie Kotcho, Kari Alperovitz-Bichell, Jenn Pollitt Hill, Rev. John, Rev AZ, Stan Keeve

**Approved Minutes**

**Chalice Lighting/Opening Words**

6:51

**Check In**

**Items Outstanding**

-Executive Evaluation

Jenn reminded us that the tool and process are agreed upon. Now we need to empanel the Executive Evaluation Team for 2023 to do the actual evaluation of Executives for this year. Stan, Jane, and Jenn volunteered.

-Feedback Policy

Jane updated us that although we'd hoped to implement the new policy right after the last meeting, the form needed additional edits and we reached out to the person who developed the form and did not hear back. None of us are able to edit it, so we will ask Janina to recreate it. Jane hopes to get that out next week.

**Approval of Minutes** for December 27<sup>th</sup>, 2022, will be done at February meeting.



## **Board Reports**

-Finance Officer Report - *Jenn Pollitt Hill*

*Update on Harbor Bank Loan and Docs*

December was a great month (124k). We made our pledge goal minus 3k indicating a strong end of year. We ended about 46k in the black. There will be some 2022 bills to arrive that will post against the 2022 budget, but Jenn estimates we'll still be in the black. This bodes well for us being able to make our 2023 pledge goal.

Jenn, Kari, Rev. John, and Jane went to Harbor Bank to meet with our banker and discuss some technical issues we have with the language of our loan agreement. They walked through all the issues. After tonight's meeting Jenn will get back to the bank with our decisions. We can either start paying back the original agreement loan, or we could extend the interest only period until actual construction is completed. The Finance Committee strongly recommends that we begin repaying now. The difference is about \$400/month. Kari mentioned that the Church did make a January payment prior to the Board's decision so that we would not be in default. As of today, we are likely to finish construction in March so there's no advantage to delaying payment. Stan recommends that next time the Church have a legal person review future banking legal documents before we sign anything.

We received 85k funds to deposit in Harbor bank to help cover renovation overages, so we don't need to use up our loan.

We agreed to give some feedback about our experience to Harbor Bank management (via Rev. John or Stan) with the hopes that they will improve their communication and attention to detail in future.



**ACTION:** Motion by Jenn to approve the Finance Committee recommendation to begin paying interest and principle on the Harbor Bank Construction loan immediately. Seconded. Discussion. **Approved.**

-Another PNC Bank Approval of Signatories - Rev. John  
Rev. John requests that the Board add Jenn Pollitt-Hill as an emergency signatory and asks for approval of Mary Ann Stein to be a signatory on the bank account. The Executives also request that UUCA credit cards be issued to Mary Ann Stein and Sarah Devlin Tremble (Faith Formation). We also need to remove Kathy Rolenz and Pam Ausiello as signatories. Rev. John and Rev. AZ will remain signatories.

**ACTION:** Motion by Mike to add Jenn Pollitt Hill and Mary Ann Stein as signatories on our bank account, issue UUCA credit cards to Mary Ann Stein and Sarah Devlin Tremble. Additionally, remove Rev. Kathleen Rolenz and Pam Ausiello as signatories on our bank account. Seconded. Discussion. **Approved.**

The Board agrees to review signatories and credit card holders annually July 1. Changes should be made whenever there is a change in personnel or their roles.

-Stewardship Drive Update - Rev. Anastassia  
Rev. AZ had high praise for the Stewardship team. They've already achieved some of our goals. We had great engagement with early efforts. Over 50 people stepped forward to play a role in our stewardship drive. They are now gearing up to hold training for visiting stewards on February 4, 2023. Mark Ewert is running it. A week later mail and email invitations will go out for a private event for some of our larger donors and Board Feb 11, 2023, from 4-6pm. On March 5<sup>th</sup> there will be a gathering of volunteers and then a celebration event. (See Minister's report for details).



## -Ministers' Report - Ministers

### Lawyers' Fees, Lawrence Ave, Ministerial Goals, Strategic Plan

Rev. John requested review and feedback to Ministers on the Ministerial Goals by today, so ministers are proceeding forward with what was submitted. He asked the Board to approve the July 1, 2022 to June 2023 Ministerial Goals as submitted. Stan shared feedback from the BBC that the Goals for 8<sup>th</sup> principle may be overly ambitious to accomplish in the year. The Rev's committed to work at a pace that is comfortable for BBC, stakeholders, and members.

**ACTION:** Motion by Jenn to adopt the Ministerial Goals July 1, 2022-June 30, 2023. Seconded. Discussion. **Approved.**

The Lawrence Ave. neighbors did not appeal the decision. We are in contact with the Deputy Sheriff and are searching for a towing company that can come to remove the neighbor's items from our property. Margaret Martin will help us install a fence to delineate the properties once that is done. Scott Eden and Margaret Martin are beginning to search for realtors to advise us on possible sale of the property. We are currently over budget (due to needs for extra legal research and 3 full days in court) \$10k was our estimated budget. It is now \$15k+ for legal plus costs for the fence and towing. The court awarded us \$5k plus towing fees. There will be a lien on the neighbor's property and only collectable when they want to clear the lien (to get a new loan or sell the property). If the neighbor moves their items, we won't have to tow and can save that cost. So far funds have been taken from a Board designated fund (M. Brown) fund with the agreement that that fund would be paid back upon future sale of the property. Rev. AZ asks for authorization to do so up to 10k.

**ACTION:** Motion by Jane to approve use of up to \$10k of funds from the Marlene Brown designated fund to cover additional legal fees, fence, and towing costs for the Lawrence Ave. property case. With the understanding that these funds would be returned to the Marlene Brown fund upon any future sale of the Lawrence Ave. property. Seconded. Discussion. **Approved.** 1 Abstention.



Rev. AZ reminds the Board that the Congregational Meeting in spring can happen whenever the Board designates. Rev.'s recommend that the Board call that meeting on May 21, 2023, to better time with our new church calendar. In future years, they recommend the first Sunday of each June for this meeting. Board members agree to May 21. Board will need to reschedule the Town Halls that lead up to it.

Rev. John reports membership is ROCKING! The connection cards are really helping the membership team reach out to everyone. We now have 427 current members! 72 joined in the last 13 months. He thinks we can do better with attracting members of color. He also offered kudos to the current staff and their high level of effectiveness.

Security enhancements will be implemented in the next few months according to Rev. John. We are applying for a security grant to help with costs. May is the deadline for that grant.

A Strategic Planning group is being assembled and will start meeting soon. Rev. John is looking for another couple of folks to serve.

Jane suggests that Ministers develop an exit interview sheet to ask folks leaving the church to help us do better. Rev. AZ let us know the staff is developing one already and she will share this with the Board in draft form.

-Nominating Committee/ New Board Member - Kari

Kari reminded the Board that it can select someone to serve out the term of the departed Board member and it is not a Nominating Committee task. She shared the names of a couple folks that were looking for short term service opportunities. Jane will talk with these folks to see if they are interested.

-8th Principle Implementation Committee Accountability Check – Stan  
Stan noted that the goals of the Committee look good, but it needs to take actions and/or identify who is to act on the goals. Jenn related that the Committee was really set back when they had a key member leave the group. She was a major driving force. They lost momentum and had to back track to see where things stood and now have selected a new lead, Angelique Berry. They also had another member resign. They need 2



more members join the Committee via an open call they are planning for “In the Know.” Mike reminded the Board that Stan is not on the 8<sup>th</sup> Principle Implementation Committee (EPIC) and there is often confusion about what BBC does v EPIC. Mike, Angelique, or Jenn should be doing this Board report in future. Jenn and Mike noted that this Committee needs to keep to their scope focused on policy and change vs programmatic work. Board members committed to talk to others to find people who might want to join EPIC.

## **Check Out/Extinguishing Chalice/Closing Words**

9:10p

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### **Upcoming Board Business**

- **February 28 - Board Meeting**
- **March 28 - Board Meeting**
- **April 25 - Board Meeting**
- **April ??- Town Hall (tentative)**
- **May 23 - Board Meeting**
- **May 14? - Town Hall (tentative)**
- **May 21 Congregational Meeting**
- **June 27 - Board Meeting**

Submitted by: Carrie Kotcho, Secretary