



## **Unitarian Universalist Church of Annapolis**

### **Board of Trustees Meeting via Zoom**

***December 27, 2022; 6:49 pm – 9:16 pm***

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

**In attendance:** Rev. AZ, Rev. John, Mike Wanhatolo, Jan Bird, Jenn Pollitt Hill, Jane Carrigan, Kari Alperovitz-Bichell, Carrie Kotcho, Stan Keeve. Guest Observer: Chelsea Ihnacik

## **Approved Minutes**

**Chalice Lighting/Opening Words**

6:49

**Check In**

### **Items Outstanding**

**Feedback Policy** - Mike, Jane

Mike led a discussion about picking up where the process was left over the summer. Once Jane and Mike looked over the feedback policy draft as it was left, they judge it quite close to being complete. Jane shared that they compared both the BBC version and the version that Board members worked on and reconciled the differences or made a conscious choice to leave items out in the final policy. They edited for readability. Board members read the document and discussed several sections including the "Before filling out the form" section.

Do you have any ideas about how we should improve/address the situation? Was the change we'd like to see in the form itself. Jane will ask office staff to make this change.

Feedback policy form notifications will come to the Secretary and the President via [feedback@uuca.org](mailto:feedback@uuca.org) forward email account. They will notify the appropriate Board member(s) or Ministers/Executives as appropriate. Board members request an automated email response that acknowledges that we have received the feedback and



will get back to the submitter. Board members revised the timeframe to 14 days for receiving a personal contact.

**ACTION: Motion** by Mike to approve the Feedback Policy dated December 15, 2022 and further revised on 12/27/22. Seconded. Discussion. **Approved.**

### **Executive Evaluation – Jenn Pollitt Hill**

Jenn provided an overview of the finished Executive Evaluation process. This was a follow up to creating the Evaluation form/tool which was approved at a prior Board meeting. Stan reminded us that we still have a number of By-Law updates and clarifications to make and that those changes may impact the Executive Evaluation Tool and Process and require their update as well.

In the Board discussion, we agreed to add “once the evals are scored they will be shared back with full board before scheduling the one on one meetings with each executive.” And add that the “monthly ministerial reports to assist in conducting the evaluation.”

**ACTION: Motion** by Jan to approve the Executive Evaluation process as presented to and revised by the board on 12/27/22. Seconded. Discussion. **Approved.**

### **Approve Minutes** of November 22, 2022

**ACTION: Motion** by Jenn to approve minutes of November 22, 2022. Discussion. Seconded. **Approved**

.

### **Board Reports**

#### **Finance Officer Report - Jenn Pollitt Hill**

Jenn shared the really good news that November’s numbers put us back in the black. December revenue is typically a good month and this year we already have brought in 96k operating budget. About 23k came in through year end appeal. Rev. AZ said staff will be looking over the pledge system to see if there are any technical issues that have caused some pledges to be incorrect or lag behind. She will report back on that investigation.



## Ministers' Report – Revs AZ and John

John let the Board know we need to go to PNC to meet our representative to delete signers and add Jenn Pollitt Hill as Finance Committee Chair as a signer. Need to remove Rev Kathleen and Pam Ausiello. The Head of Faith Formations requests a credit card. Pam's card has been cancelled.

We received \$14,700k bill from IRS. IRS claimed we owed back money from the ERC due to a miscalculation on our side, but when they researched the account, IRS realized they actually owed UUCA 15k. The IRS instructed us to pay the bill and cash the check they sent for 15k.

Rev. John reported that the geothermal is still in need of repair. Still waiting on some parts to heat back in the full building. The Sanctuary does have heat.

We received 85k funds to deposit in the bank to help cover renovation overages, so we don't need to use up our loan. WE ARE TECHNICALLY IN DEFAULT DUE TO LOAN DOCS NOT BEING SIGNED. BUT BANK IS HONORING OUR LOAN.

Fully staffed now and all background checks done. Executives are very happy about the new staff members and look forward to working with the new team.

Rev. AZ walked us through the action items.

She reported great news that a Judge made a prelim ruling that Lawrence Street property is indeed our 5k legal fee. 10-day to appeal. Today was day 10 and we've not hear of any appeal. We will have some flexibility about how we want to pursue the other party over the 5k. Once the



property legal work is done she'll go back to Scott Eden to get estimate on property value so the Congregation can consider possible uses for it.

Rev. AZ thanked the Board for making pledge follow up calls on overdue pledge payments.

Rev. AZ asks that the Board adopts our annual goals.

The Ministers request that the Board greenlight the Ministry Plan for July 2022 – June 2023 as presented at this meeting (dated 12/27/22)

This the document that will guide the Ministers work. If any Board member has a revision they should get those to the Ministers by the end of this week. The Board will formally vote on approval of the document at the January Board meeting.

Rev. John asked for clarification that the Strategic Plan process will be led by the Minsters. Jane agreed that that is the case and stated that the Board needs to be fully aligned with the process. Rev. John asks for a Board member to join the Strategic Planning Team.

## **INFORMATION**

Overages in Construction - FYI

Jane asked Board members to carefully read the document in this meetings folder and share any questions or input before our next meeting.

Nominating Committee – Kari

The open spot on Board can be appointed now or voted at the next Congregational Meeting. What is the Board's preference? Discussion. We agreed that appointing someone for the short term with the understanding that the Nominating Committee is still going to go through the full process



and they may/may not be the one selected for that. Stan and Jane will discuss and then the Board will decide on who to appoint.

Plan B - Stan

We will move this item to “Items Outstanding” on our next agenda.

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

9:16p

Submitted by: Carrie Kotcho, Secretary