



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

February 28, 2022; 6:49 pm – 9:20 pm

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

Approved Minutes

In attendance: Carrie Kotcho, Jane Carrigan, Rev. John, Rev. AZ, *Stan* Keeve, Mike Wanhatalo, Jan Bird, Kari Alperovitz-Bichell, Jenn Pollitt Hill, Laticia Hicks. Guests: Diane Ratcliff (Strategic Planning Committee) Caroline Hadley, (Endowment Committee.)

**Chalice Lighting/Opening Words
Check In**

6:49

ACTION: Motion by Mike to vote Laticia Hicks onto the UUCA Board of Trustees as an at-large member to fill the vacancy left by departing Trustee Soren Byrd Seconded. Discussion. **Approved.**

Approval of Minutes 12.27.2022 & 1.24.2023 - Carrie

Action: Motion by Jenn to approve the December 2022 minutes as presented in the February Board drive. Seconded. Discussion. **Approved** with 1 abstention.

Action: Motion Mike to approve the January 2023 minutes as presented in the February Board drive. Seconded. Discussion. **Approved** with 1 abstention.

Eighth Principle Leadership - Rev. John

Rev. John led a discussion noting that Mike and Stan had some differences in perspectives on 8th Principle Leadership. We all agreed that productive



conflict is part and parcel of our work. Stan encourages us not to be conflict avoidant.

Review & Discussion of Diane Moreau's Letter - Jane

Jane led a discussion of a letter sent to each Board member by member Diane Moreau. In her letter she describes her observations that members of color seem not to be present on Sundays and her concerns relating to implementation of our 8th Principle. She also noted that she had communicated her concerns over several weeks via the Sunday morning Connection Cards. Board members discussed all aspects of Diane's letter as well as how the concerns were handled by Ministers.

Board members first expressed concern that a member didn't feel heard, and discussed ways we can improve our process to make sure that does not happen in future. It was noted that we do have a well thought out feedback policy that has yet to be robustly communicated with the congregation. Board members continued previous discussions about what appears to be dropping attendance by members of color.

In the past ,the Board has discussed proactively reaching out to check in with BIPOC members to see if the church is meeting their needs and also asking efforts who may have disengaged to better understand what we can do better. Rev. John noted that the Ministers have already scheduled a BIPOC lunch to hear from members how the church can better serve them. Another issue discussed was communications with the congregation about what leadership (Board, committees, and Ministers) is doing regarding 8th Principle implementation. Laticia recommended we make clear how the comment cards are used and republish that information as well as develop a tracking spreadsheet to ensure we do follow up to issues. Rev. John confirms that this tracking exists but may need some refinement. Stan advises that the Board take up the issues Dianne brings up very soon and very directly possibly as a special session. Laticia recommends that the BIPOC members are the ones to suggest solutions – we need to talk with



them not impose any unilateral solution. There was agreement among Board members on both Stan and Laticia's guidance.

The lunch and listening session is scheduled for March 19 to do deep listening and get at the heart of the issues. Some Board members will be there to join the Ministers. Board members discussed that it will be important for the Board members attending the lunch to listen carefully to identify what actions the Board can take to support or lead addressing the issues identified.

Mike noted that Connection cards are only 1 way to share feedback or concerns. We now have a feedback policy that needs to be better communicated.

The Board decided to hold a focused meeting on just this topic on March 20, 2023, in person at UUCA. This will need to be published as per the by-laws.

8th Principle Implementation Committee (EPIC) Report – Mike

Mike reports they had a great meeting last night. There are 3 members of the Board on the committee. The high-level goals document was shared. They have a large set of tasks and are creating phases to make the plans more actionable. They are now focusing on a Phase 1 set of tasks to get started. A key item is to get the approved Feedback policy onto the website and communicated out immediately. They want to improve the way our website communicates our 8th principle work by revamping the page on our website and making sure it gets updated regularly. The Board discussed and agreed that UUCA likely will need this committee to exist for a long time although current members will cycle off. EPIC recommends that we do a census and survey of membership. They feel this can be done in 90 days. EPIC also plans to help reboot as a church around the 8th principle – a reinvigoration around why we adopted it. Two sessions are being



developed to do that. Paula Cole Jones has been engaged to speak on May 12th/13th. There are also plans for a conference on antiracism work in the fall in partnership with BBC. EPIC recommends we send more BIPOC members to General Assembly this year. All members of the Board expressed appreciation for the work of EPIC and green lighted the proposed list of goals and for EPIC.

Minister Salary Funding Plan B - Stan

Stan reminded the Board that we still face the issue of how we pay for our commitment to have 2 Ministers of equal standing for the long term after our Endowment supplemental funds run out. Due to a great end of year budget with a modest surplus it is not as urgent but should be addressed this year. Jenn suggests we see how our pledge drive goes and make sure this issue is a part of that drive. Rev. AZ pointed out that there are both issues of whether members believe in the two-minister model and the financial issues. Jane suggested we hold a more in-depth conversation about this at our March or April meeting. We will make decisions then that we can report at the Congregational meeting.

Strategic Planning Committee – Rev. John + Diane Ratcliff Rev. John said there was a general lack of awareness of the Ends Statements by members on the Committee. Diane proposed that the Board add a discussion of the Ends Statements and the fact that there is a Strategic Planning underway to the Town Hall meetings already planned ahead of our next Congregational Meeting. The Board supports this addition to the agendas. The Board agrees not to change Ends Statements while the Strategic Planning process has been done. Board members endorsed the plan of the SPC.



Endowment Committee Report – Caroline Hadley

Action: Motion by Jane to strike the following statement from the Endowment Committee Policy item 6 dispersal policy:

"Additionally, if at any time the total market value on the last business day of the prior year is less than the market value of the last business day of the previous year, disbursement will not be considered until there is 5% growth from the previous year. " Seconded. Discussion. **Approved.**

A discussion that followed centered on how we preserve our Endowment Principle while continuing to disburse funds. The Endowment Committee believes the stock market value will rise again and our principle will increase as well. They feel skipping a granting season due to the old policy language would result in less community impact for UUCA. The policy still limits the disbursements at 5% so the principle is protected.

Finance Officer Report - Jenn Pollitt Hill

See written report for details. There was about a 45k surplus for the 2022 budget. The Finance Committee asks to replace the funds requested from Endowment for operating with this surplus.

ACTION: Motion by Jenn to use the FY22 surplus to be applied to offset the Endowment fund commitment to the FY23 operating budget thereby reducing the need to disburse Endowment funds. Seconded. Discussion. **Approved.**

Jenn also reported that not all Employee Retention Credit funds were used in 2022 and some remain in an account. The Finance Committee is asking to move these remaining funds into the operating budget for 2023. The Board greenlights this move. No reservations.



In the past, we have had a designated account for pledges that are paid 100% upfront that then pays into operating month by month. The Finance Committee recommends that we simply recognize the funds as they come in vs holding them in a separate account like this. The Board greenlights this move. No reservations.

Ministers' Report - Ministers

Rev. AZ reported with gratitude that all of our Lawrence Ave. neighbor's property has been removed! Rev AZ will report on the close out of this process and related final expenses for that effort at our next meeting.

Rev. John reported that our HVAC is working for heat right now and there were additional costs to finish that repair for that and the water heater that also stopped working. \$2900 was budgeted but the total costs were \$6100. Rev. John informed the Board he plans to use the Major Repairs Escrow Fund to cover the overages. Board members agreed this was a proper use of those funds.

REMINDER: All documents related to upcoming meetings should be distributed via email and placed into the month's Board folder at least 5 days prior to give all Board members time to carefully review. It is 3.1.4.3 in our Governance Policy.

Check Out/Extinguishing Chalice/Closing Words 9:20pm

Submitted by: Carrie Kotcho, Secretary