



Unitarian Universalist Church of Annapolis

Board of Trustees Meeting

Tuesday, September 26, 2023

6:45-9:34pm ZOOM ONLY

Zoom Link: Meeting ID: 922 5263 7488

Approved Minutes

In attendance: Carrie Kotcho, Jenn Pollitt-Hill, Jan Bird, Rev. John, Nicole Bruno, Mike Wanhatalo, Staff Warren, Laticia Hicks, Rev. AZ
GUEST: Chelsea Ihnacik

Read Board Covenant

Several Board members suggested, and it was agreed that a link to the Board Covenant should be in every Board of Trustees meeting agenda.

Approve minutes from August 23, 2023

Action: Motion by Carrie to approve the minutes of August 23, 2023, shared in the September 2023 meeting folder. **Approved** by affirmation.

Board Reports

Finance Officer report – Staff

Staff noted that UUCA has expended about 25% of budget even though 16% through the year. We are a little ahead of our projected spending. He advises we keep an eye on spending.

Action: Motion by Staff to accept the Endowment Committee's recommendation to borrow funds from the Endowment to pay off UUCA's Harbor Bank loan.

- 1. Pay off the loan to Harbor Bank (~245K), eliminating the monthly interest paid to the Bank (~\$900), by borrowing the amount of ~245k from the Endowment Investment money market account (TPA105117).
- 2. The Church would begin paying back the Endowment Investment money market \$1450/month which is 5% interest on the borrowed money (245K +

103K or 348K total). This is slightly less than the Church is now paying the Bank monthly (\$1635).

- 3. When the N. Lawrence property is sold, that entire amount will be put back into the Endowment Investment Money market fund.
- 4. The interest on the loan will be determined on a yearly basis and in accordance with the then current money market interest rate. The principal repayment schedule will be determined in one year in light of the Church finances at that time.

Seconded. Discussion. **Approved.**

Action: Motion by Staff to create a UUCA policy to annually review the list of designated/restricted church funds. During this review, the finance committee and UUCA staff will identify funds that have at least 2 years of inactivity and/or a balance of less than \$250. Once identified, every effort will be made to consult with the point of contact for these funds to determine if remaining amounts can be reverted back to the general operating budget or to be transferred into another designated fund, of similar scope & purpose. Once permission is granted or no contact can be made with the point of contact, all designated funds that have had no activity for at least 2 years and/or a remaining balance of \$250 or less will be reverted back to the general UUCA operating budget or transferred into another designated fund.

Seconded. Discussion. **Approved.**

Ministers' report - Revs John and Anastassia

Rev. John reviewed highlights from page six of the report. Three BiPoc community organizations will be provided with funds from our Endowment Fund.

He also reported that twenty-five UUCA members attended the AACT meeting. Rev. John wants to see that double for the next meeting on November 2. It will be AACT's 5-year anniversary.

Rev. AZ reported that we did not do the solar project. The flat roof needs to be replaced (Look at his report for more detail about the reasons behind this). We may need to do another campaign to raise additional maintenance funds later in 2024 along with our pledge drive. This will need to be addressed. We have some flooding in the lower level – may or may not be related to roof. It could be a gutter cleaning issue. Rev. AZ reminded us that our building's maintenance costs

will be higher due each year due to its age and that we increase our contingency funds for emergencies to match those needs.

Rev. John noted that staff members Marguerite and Maryann have been working very well as a team and the Revs. have adjusted their hours to 20 hours each to better balance their duties. Staff W. mentioned that we will need to ensure their pay and is commensurate their duties.

Laticia asked if Revs. have set a date on the radical inclusion training. Nicole will look it up and reply back to the BOT by the October meeting. She also asked about when the Assistive Listening technology will be implemented. Revs. do not have a roll out plan now, but agreed it is something they will make every effort to get done this year. Rev. John will report back to BOT on that. Laticia recommends that timelines for items like this go into the reports themselves and are updated in subsequent reports to show progress or delay. Board members agreed with this recommendation.

Rev. AZ noted that most of the updates about the Right Relations Team are in their report, but that a variety of different groups holds responsibility for right relations. Breaking down who is responsible for what (in the report) reflects UUA's recommendations about where accountability rests for different aspects of this work. Laticia asked how the members of the Right Relations Team were selected. Rev. AZ stated a combination of personal referrals and advertising. Laticia recommended that the criteria for these positions and time commitment need to be written out, advertised in all our publications, and announced at church plus individual outreach efforts. This will broaden our participation.

Information about Rev. Anastassia's sabbatical is noted and shared in the report. Rev. AZ requests discussion about it at the next meeting.

Eighth Principle Implementation Committee Update - Mike, Nicole, and Laticia

- Mike reported that Evelyn Spurgin joined EPIC. The committee discussed UUCA's feedback policy and connection cards. Folks have been using the connection cards for feedback despite having a feedback policy form online. EPIC members noted it is hard to find the feedback web form and this is a barrier to communication. Web updates need to be made so it is easier to find.
- Mike also noted that the UUCA website urgently needs to update all the references to "7 principles and purposes" or "7 plus 1 principles" to say

eight principles everywhere. Both Revs will take action on these two web update needs.

- Nicole emphasized a full website review is needed and a deep level of updating of content is needed. She suggested a clean-up first, then possibly consider redesign.

The Following Updates skipped in order to go into Executive Session at 8:05pm

- Congregational census/survey-Jenn
- Endowment committee-Jan
- Governance committee-Jan

Ended Executive Session at 9:25pm

Discussion of Ministerial Plan – All comments due by Friday 9/29. Once all comments will then be incorporated into the plan including benchmarks and target dates. The final copy will be uploaded by the following Friday. Draft Annual Ministry Plan discussion and approval will then happen at the October Board meeting.

Retuned to Executive session 9:27pm

Exited Executive Session and Closed out meeting at 9:34pm

Submitted by: Carrie Kotcho, Secretary