



**Unitarian Universalist Church of Annapolis  
Annual Congregational Meeting  
May 17, 2020  
Using Zoom, Following the Morning Worship Service  
Final Minutes  
11:18am-1:12pm**

From our Safe Congregation Covenant - We covenant to affirm and promote: Honesty and authenticity in our relationships; Words that are supportive and caring not belittling or demeaning; A welcoming and non-judgmental attitude; Respect for each person's boundaries of mind, body and spirit; Listening to one another.

Before the meeting began Board of Trustees President Heather Millar went over some administrative information about our meeting today. Basic procedural information was reviewed.

- Meaning of the Asterisks by names in the chat
- How to Raise Zoom hand
- How to use the Chat
- Verifying members whose screen names were unclear
- Three or more voting on one device
- Technical issues

Intern Minister Leika Lewis-Cornwell worked to make sure all members were identified.

**Opening Words: Rev. John Crestwell**

Rev. Crestwell lit the Chalice and provided opening words about UUCA's thinking about reopening of the church building. The Executive Team has decided to keep the building closed through July 24<sup>th</sup> and announced an open conversation about how we will reopen next week. He encouraged members to read Rev. Kathleen Rolenz's report on her 2+ years with our Congregation. He remarked on our historic action to call our first female settled Minister and how our church has been challenged with many difficult and challenging times over the last two years. He called members to keep showing up, keep finding ways to connect and ways to serve and to financially support the work of the church. He called us to the work of the meeting before us.

**11:18 AM**

**Jane Carrigan, Vice President called the meeting to order.** Jane noted that we have a quorum as per the church's by-laws. She introduced the 2019-20 Board of Trustees members Peter Morse, Carrie Kotcho, Rob Malone, Dianne Moreau, Kari Alperovitz-Bichell, Heather Millar, and Stan Haavik as well as the members of the Right Relations Committee (Gina Williams, Erin Snell, and Ken Apfel) who are available during the meeting. She announced that the meeting has a quorum.

## **Reports:**

### **Financial Update: Kari Alperovitz-Bichell, Finance Officer**

Kari reported that if finances keep going the way they are right now; the Congregation will be stable financially. The pandemic has the potential to bring unexpected impacts. Building use is one of our revenue areas that has been negatively impacted. Big, in-person fundraisers are not happening during closure and there are congregation members who are dealing with their own financial issues. To date, members have been fulfilling their pledges and the Share the Plate donations have been going well. Some members have even increased or given additional funds to the church during this time.

Kari recognized Pam Ausiello and the staff for the quick response effort to apply for and be granted \$78,000 from the U.S. Payroll Protection Plan.

Kari's report included updates on the current status of the UUCA Endowment Fund, the Memorial Garden Endowment, and the Capital Fund. She provided background on the genesis of the Capital Fund. In 2007/08 UUCA held a large Capital campaign and then the recession hit. The Congregation used some of the funds to install geothermal, improve RE and office spaces and install an elevator. At present, approximately \$300,000-360,000 remains – depending on the stock market. Our investment manager liquidated \$130,000 in cash and left ~\$190,000 in the stock market. Due to several factors, the church is not in a place where we can undertake a capital campaign, but we have opened a capital account for those who want to help with capital improvements in the near term.

Kari also reported on financial aspects of the ministerial search. When we started our ministerial search, the Ministerial Search Committee (MSC) used the UUA guidelines, and we were in the lower part of the suggest salary range for a church of our size and location. During the search, UUA substantially updated the guidelines and our entire salary range fell below the bottom of the new guidelines. The MSC heard from candidates that they were concerned about a salary below the UUA guidelines. The MSC was concerned that we may end with a failed search due to the issue of salary fairness. The Board of Trustees worked with the Endowment Committee and determined that we will use up to \$24,000 Endowment Funds per year for up to three years to bring our ministers' salary within the lower range of UUA guidelines for a church our size and location. She advised that in the meantime, the Congregation needs to upgrade our stewardship in order to make up that difference in future years. Kari noted, the Board of Trustees agreed this was an appropriate use of Endowment Funds and the Board and Executive Team plan to engage a consultant to help us improve our stewardship and financial situation and that is an exciting prospect.

Kari responded to questions from the Congregation regarding her financial update.

### **Building Expansion Exploration Committee (BEEC2) – Renovation/Expansion:**

Heather Millar introduced Paul Jorgenson (BEEC2 Chair) and praised the outstanding

work of BEEC2. She noted they have deep expertise, a cost-savings mindset, and dedication to improving our church facilities.

**Paul Jorgensen, BEEC2 Chair;**

Paul elaborated on the work the group has done on an analysis of needs, working with an architect and acknowledged that now is not the time for capital campaign. He offered that now might be an opportune time to use some of the existing capital funds on high-priority individual, small projects. He referred to this as Phase 1.

They are proposing moving forward with Phase 1 – The proposed projects for Phase 1 at this time include:

- ADA Ramp and ADA shower
- Expand and renovate the Entrance; Renovate the lobby; Renovate and expand the kitchen according to the current conceptual design as a catering kitchen.
- Install the connection to the county water line and addition of fire sprinklers to the building.

Paul's presentation addressed two primary concerns raised during congregational conversations held over the last few months.

Why now? BEEC says this is a good time to do this despite the pandemic

- We can negotiate lower costs
- The building is empty to ease access to the building for construction
- It will help our local economy

Ethical Issues

- The donations that will be spent were always intended for capital improvement work
- We will identify local and minority contractors as part of our 8<sup>th</sup> principle
- These improvements will enhance our ability to do the important community work we need to do
- Inactive money in the bank does not help us do our important work.

A discussion followed and several members voiced their support for Phase 1 as a way to support our 8<sup>th</sup> Principle work. There was discussion of the need for our process to embody all aspects of the 8<sup>th</sup> Principle and several members asked that BEEC2 be transparent about how they are doing this as the work progresses.

Paul went on to outline the BEEC2's plans and big picture thinking about the work they are proposing to undertake. Heather Millar noted the need for members to volunteer to help with some aspects of the proposed projects and noted ways members can be in touch with BEEC2 on that.

Paul spoke about the methods we might undertake like "design/build" that are appropriate for smaller projects like ours. He noted this will avoid big expenses for

drawings that may not be fully implemented. Heather noted that all pertinent information about the plans will be put on the UUCA website.

A discussion followed and members asked about specific elements of the proposed projects. Members also asked if there might be a way for members to comment and see others' comments to the plans. Heather responded that she will be looking into that. Board of Trustees member Kari Alperovitz-Bichell noted that some homeless, or sanctuary work would be possible once we have that shower in place.

**Heather Millar, President, introduced a motion from the Board to approve the expenditure of available funds from the Capital Fund accounts for construction of Phase 1 of the proposed BEEC 2 building expansion.**

She explained that the priorities will be the addition of an ADA ramp to the stage and the addition of an ADA shower to the family restroom, followed by the extension and revision to the main entrance, renovations to the lobby, and renovation and expansion of the kitchen according to the current conceptual design as a catering kitchen. It also may include connection to the county water line and addition of fire sprinklers to the building. BEEC2 will practice the UU 8th Principle by soliciting minority contractors to perform the work in a concerted effort to "dismantle racism and other oppressions in ourselves and our institutions."

A discussion followed. Members asked is it possible to use the capital fund for other purposes like emergency repairs? Heather answered that the capital fund is not for that purpose. We have other funds that address emergency repairs. Members asked whether we had fire sprinklers in the building and asked that we keep that as a priority. No, we do not currently. We may be required to or chose to do that work at this time depending on cost. It will reduce insurance, but we currently do not have the saving amount right now. Our building has been "grandfathered" to not having to have sprinklers, but our intent is to do so as soon as possible. Several other members supported the prioritization of sprinklers. Members asked whether the kitchen work will make it more accessible for people with disabilities and expressed willingness to be part of further discussion about that. Members also expressed the concern of the addition of public water system connection as an additional upfront and monthly costs. Eventually, UUCA will be required to connect to it as we perform renovations to the building. Members expressed thanks to the BEEC2 and supported the idea of having the 8<sup>th</sup> Principle included in the motion. They also expressed that simply hiring a minority contractor will not be the only way this project can enact the 8<sup>th</sup> Principle. Heather acknowledged this fact. Paul clarified that UUCA is not on public sewer, it is not available to us. We are on a septic. The public water is different than the sewer question. Members asked if we would be required to cap and discontinue use of the well. Paul said he did not know if we would be required but expressed desire to keep it functional for landscaping. Member asked about whether enlarging the lobby was part of the proposed work in Phase 1. No, more gathering space is part of Phase 2 which would require a capital campaign effort. A member commented on the PPP money and noted that it is improper to use taxpayer money for any church related work and requested that we return that money. Heather noted the valid concern and clarified that

that payroll protection money does not have impact on what we can spend the capital funds on, so does not relate to the motion at hand. Members commented that BEEC2 has done an excellent job over a long period of time. Right now, there is a real opportunity to get the biggest impact for each dollar spent, so supports the motion. One member thought we could do phase 2 without a capital campaign.

Non-members moved to break out rooms during the vote.

The vote was called. Vote "A" was called for the first or only member voting on a device. Vote "B" was called for the second member sharing a device with a member.

While the Congregation waited for the tabulation of the votes, Heather noted that the Capital Fund is open to accept donations but that it is important that members continue to make their regular pledge payments that fund the daily operation of the church.

Non-members returned from the break-out rooms.

The Motion was approved. 157 Yes. 1 Abstain.

### **Board of Trustees and Nominating Committee Election**

Next, Rob Malone, Chair of the Nominating Committee, presented the slate of candidates for the Board of Trustees and Nominating committee. He noted that our new Bylaws enable rotating terms so that we can maintain continuity. Board of Trustees members Heather Millar (President), Jane Carrigan (Vice-President), Stan Haavik and Peter Morse (At-Large Board Members) are in the middle of their terms.

The slate for the Board of Trustees Up for Election for terms of 2 years are the following:

Secretary – Carrie Kotcho for continuation in office  
Finance Officer – Kari Alperovitz-Bichell for continuation in office  
At-Large Board Member – Jenn Pollitt-Hill

The slate for the Nominating Committee: Up for Election for terms of 2 years are the following:

Carrie Baquie – continuation on Committee for another term  
Dave Burman – continuation on Committee for another term  
Linda Mundy  
Shauntee Daniels  
Jodi Delaney-Yates

Rob noted that Jason Hitchcock, Tracy Gill, Nancy Eaton and Nancy Somers are in the middle of their terms. He also encouraged members to participate in leadership training and that if they want to serve the Congregation, they should contact the Nominating Committee.

Discussion: No questions or comments.

Non-members moved to break out rooms during the vote.

The vote was called. Vote "A" was posted for the first or only member voting on a device. Vote "B" was called for the second member sharing a device with a member.

While the Congregation waited for the tabulation of the votes, Heather recognized Diane Moreau's outstanding service to the church and her dedicated work as a trustee.

Non-members returned from the break-out rooms.  
The Motion was approved. 151 Yes. 2 Abstain.

### **Endowment Committee Report: Jackie Heimbach, Chair**

Jackie supported Kari's earlier remarks about the use of Endowment Committee funds to support salary justice. The Endowment Committee recognized the salary guidelines gap was an important issue and that visionary leadership is at the core of our church. The Endowment Committee also gave to ACT and the Light House in addition to share the plate and operational budget amounts. These organizations reflect our 8<sup>th</sup> Principle and our goal to be a beloved community. In 2018, she noted that they had set aside \$10,000 a year for 3 years, to cover transition costs for finding a new minister and that these funds have not been used.

Discussion.

### **Shining Lights 2019-2020**

Rob Malone, Jason Hitchcock, Tracy Gill, and Nancy Somers presented this year's Shining Lights recognition for 2019-20. Awardees will receive a beautiful pin to mark their contributions. Members recognized were: Ken Apfel, Kateri Payne, Deb Boudra, and Max Ochs. Congratulations and thank you to all our Shining Lights!

### **Right Relations Committee Report:**

Gina Williams, Erin Snell and Ken Apfel of the Right Relations Committee reported that they have nothing but warmth and respect to share with the Congregation in how we interacted with each other during this meeting.

### **Closing Words**

Heather Millar closed out the meeting with these words: I LOVE US!  
Rev. John Crestwell proclaimed that Love will guide us. It is who we are. We can accomplish all if we lead with love. He thanked all who ran and participated in today's meeting.

**Adjourned meeting at 1:12pm**

**Rules to use for the May 17, 2020, using Zoom.**

1. We want to work towards **consensus**. As we did on May 3<sup>rd</sup>, we will not use Robert's Rules. We will vote to make decisions official, but hopefully not until all or almost all understand the proposal and fully support it or at least do not have any new additional information to add.
2. How to participate in **discussions** using **Zoom on the internet**: All will be on mute except for staff and the moderator. To be recognized, raise your Zoom hand and staff will announce when it is your turn and unmute you for up to 1 minute. If you have a follow up question or comment, you will be given up to an additional 30 seconds. No one should speak more than once until all who wish to speak have spoken and time remains.
3. How to participate in **discussions using a phone**: Periodically during the discussion, the moderator will ask if you have comments or questions. Staff will unmute all on the phone and you will be given the opportunity to speak for up to 1 minute with an opportunity for up to 30 seconds for a follow up question or comment.
4. **Technical issues on the internet**: private chat Leika or text or call 443 422-2870.
5. **Technical issues on the phone**: text or call 443 422-2870.
6. **Voting using Zoom**: We will vote using the Zoom poll as we did on May 3<sup>rd</sup>. Motions will be posted on the screen twice. Most members will vote the first time the motion is posted. One member using one device will vote as member A the first time the motion appears on the screen. If two members are using one device, one member will vote as member A the first time the motion appears on the screen and the other member will wait and vote as member B the second time the motion appears on the screen. Motions will be put in "yes, no or abstain" format.
7. **Voting by phone**: Members on the phone have a choice to vote publicly or they may text or call 443 422-2870 and give their name and yes, no or abstain. The name is so we can check eligibility to vote. Only the staff member who takes your text or call will know your name. Your name will not be communicated with your vote to the administrator who calculates the results of the vote.
8. The amount of time scheduled is adhered to, unless there is a motion to extend.
9. In accordance with our Bylaws, no nominations from the floor will be accepted.
10. We once again have a **Right Relations Committee** who will be available throughout the meeting for you to contact if you want to report something that makes you uncomfortable or that you feel should come to the attention of the Board or staff. Process, attitude or content that you feel should not be ignored are appropriate to report to them. Also, we welcome positive comments and feelings. Serving us again are Erin Snell, Ken Apfel and Gina Williams. To contact them text or call 240 424-0659 or email at [rightrelations@uuannapolis.org](mailto:rightrelations@uuannapolis.org). They will make a brief report at the end of the meeting.

### **UUCA Vision Statement**

At UUCA we developed a Vision Statement that we approved during our 2017 December Congregational Meeting.

At UUCA we value and aspire to:

- Courageously seek authentic relationships across differences

- Move ourselves, our church, and our Earth toward justice, wholeness, connection and love!
- Engage in a lifelong journey of learning and spiritual growth.
- Practice radical hospitality, acceptance and inclusivity
- Provide a haven for all beliefs and identities that align with UU Principles

### **UUCA Ends Statements**

We have a Global Ends Statement followed by Three Ends Statements. They are:

**Global Ends Statement** - The UUCA exists to create the Beloved Community by inspiring and empowering all souls to live bold and compassionate lives.

**1. Faith Development** - UUCA creates meaningful opportunities for deepening spirituality for all persons within a safe and challenging environment.

**2. Social and Environmental Justice** - UUCA's theological and spiritual culture calls us to put our principles into action by creating and supporting systems that address environmental and social injustices.

**3. Larger UU Movement** - UUCA creates meaningful opportunities that encourage participation and leadership in the larger UU community to promote the growth of Unitarian Universalism.

### **UUA 7 Principles plus Resolution to Support the 8<sup>th</sup> Principle**

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

Resolution: In April 2018 we voted to support the 8<sup>th</sup> Principle to accountably dismantle racism and other oppressions in ourselves and our institutions.