



Unitarian Universalist Church of Annapolis

Board of Trustees Meeting

Tuesday, November 28th, 2023

6:45pm- 9:20pm

Zoom Link: Meeting ID: 922 5263 7488

Draft Minutes

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

Guests: Graham Smith, Caroline Hadley (Nom Com Members)

Check-in, Chalice Lighting, Read Board Covenant

Action: Motion by Carrie to approve the October Board of Trustees meeting. minutes. Discussion. **Approved.**

Board Reports

Ministers' report - *Revs John and Anastassia*

Rev. John reported that UUA President Sophia Betancourt will be recording a service in our sanctuary this week to honor UUCA as a 25-year member congregation and that service will be available on the UUA website.

The third week in January UUCA will return to two services.

The shift to our 18-month budget and pledge system is looking positive and we are on track for pledges.

Rev. John shared news about an unexpected IRS tax bill. The Employee retention funds from government were taxable and we now have a ~15k tax bill that must be paid on those funds. There was an oversight on the payment when we had some staffing changes and inconsistent information from the IRS. Rev. John requests Board approval to use Abernathy funds to pay that tax bill.

We have a number of staff leaving UUCA. We are losing our bookkeeper and we will need to find a new bookkeeper. Both music directors and accompanist have indicated that they will be ending their employment at UUCA. June is the end date for both. The move to two services, increased needs for collaboration as well as personal goals were reasons for moving on. Both music directors recommend that we combine the roles into a single music director. We will be recruiting for this position this winter/spring before Rev. AZ goes on sabbatical and they all report to Rev. John. Board members shared concerns about these changes and how we will communicate this to the congregation. Our Church Administrator will be leaving in June as well.

Rev. AZ reports that we have begun our year end appeal. The mailings have gone out and we announced at services.

She updated the Board on her meeting with Jamie Harms and Diane Moreau about the upcoming Capital Campaign and their interest in leading that work. We have to address feelings that the last Campaign was “unsuccessful” when we were actually able to put those funds to the purposes we had hoped to. The typical pool of Capital Campaign households is smaller than the total number of pledge units. She feels that our Campaign goals are reasonable and noted we will need a passionate team to lead it and the Board will need to enthusiastically endorse and communicate the plans for the Campaign. Rev. AZ drafted a charter for the Board to consider. Several Board members expressed concerns about the timing given that our current BEEC2 work is still not complete. Board members agreed that planning and prep can begin but that we cannot work directly with the Campaign until our current BEEC2 project is done. Rev. AZ agrees that there can be a “silent” phase but if the Board wants to engage in this Campaign in 2025, we will need to start very soon – and for sure need to communicate the basics about the Campaign to the Congregation before the June Congregational Meeting. Rev. AZ explained that some of the reason for the timing is 1) the roof will not last until 2026 2) there are some proven benefits to integrating the pledge drive and Capital Campaign. Board members discussed the concept of doing a much smaller, project specific (roof) drive vs a larger Capital Campaign. Rev. AZ explained that that approach can drain enthusiasm and decouples the drive from the mission and the work of the UUCA. Rev. AZ is asking to empanel a Capital Campaign Exploratory Committee and get conversations started via the charter that she drafted.

Action: Motion to empanel a Capital Campaign Exploratory Committee. Seconded. Discussion. **Approved** two abstentions.

Finance Officer report – *Staff*

See Finance Officer report in November Board folder. Staff's update was primarily the two actions below and discussion of the MOU with Endowment Committee.

Action: Motion by to accept Endowment Committee's recommendation to use a loan of \$45,752 of Endowment funds to complete construction work on BEEC2. Seconded. Discussion. **Approved**. One abstention.

Action: Motion by Jenn for UUCA to use \$5k of Ministers Discretionary funds and the up to 10kout of Brown/Abernathy funds to pay UUCA's IRS employee retention credit tax bill. Seconded. Discussion. **Approved**.

The UUCA endowment payback MOU was presented to the Board by Rev. John and Staff. The MOU memorializes the discussions and understandings between the Board and Endowment committee. The MOU is a historical document to clearly record the agreement for future Boards.

We have an offer of a donated induction stove. Staff was directed to talk with Diane Moreau about that.

Staff reported that he is continuing to pursue getting 27k+ back from Harbor Bank. The bank needs some original paperwork from us to release the funds to us.

Our credit cards have earned cash back awards that we are owed totaling about 5k. We need one of the card signatories to call the PNC bank to get those funds deposited into our checking account. Rev. John will do that.

Right Relations Committee Presentation --- *Terri Werner, Jim Shettel, Jamie Harms and Rev. AZ*. The group has been learning from other Congregations about how we can better handle and resolve conflict within our church. Sarah Moulton and Meredith Braden are also involved with the Right Relations work but not present at tonight's meeting. The group presented materials from the UUinstitute.org that outlined how the purpose of a Right Relations Committee is

to tend to our covenant and support covenantal work. It can support members in conflict and educate the Congregation about restorative practices and the importance of productive conflict. See the group's slide deck in the November Board meeting folder.

Greenlight requested and granted to continue work and come back with a charter and motion to empanel a Right Relations Committee of the Board with initial members: Jamie Harms, Terri Werner, Jim Shettel, Sarah Moulton, and Meredith Braden. Board members expressed concern that to be fully chartered, the committee must be more diverse and representative of the Congregation at large.

EPIC – *Nicole*

Nicole reported that she and Olga will be presenting on EPIC and BBC at the Dec 3 Board meeting. Angelique is leaving EPIC.

Congregational Meeting Agenda Walk through – *Jan*

Jan proposed and the Board agreed to cancel the December 2023 meeting and give committees time to work. The next meeting January 23, 2024.

Check-out/Closing/Extinguish Chalice 9:20pm

Submitted by: Carrie Kotcho, Secretary