



Unitarian Universalist Church of Annapolis

Board of Trustees Meeting

Tuesday, May 28, 2024

6:45 pm – 9:30pm Library and Zoom

Approved Minutes

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

Guests: Jamie Harms, Dianne Moreau, Jen Larson

Reading of the Congregational Safety Covenant - Jan

Approve minutes from April meeting

Action: Motion by Jenn to approve the minutes from the April board meeting as presented in the board drive. Seconded. Discussion. **Approved.**

Board Reports

Update from Capital Campaign Exploratory Committee (CCEC) – Diane Moreau/Jamie Harms

The group has spoken with many congregational members. Defining what a Capital Campaign is and what funds might be used for. Number of Congregants met with so far is 55. Here is an example of what has been shared:

“So...it might be time to have a Capital Campaign! A capital campaign is an *occasional, focused* fundraising effort to raise money to invest in the church’s facilities and mission. **Should we?** Well, we have some **necessary building repairs, and we owe money to our Endowment Fund.**

Beyond that, we could come together as a community and do something bold. We want to know what **mission or missions that UUCA could pursue in the next few years excite you.** What are your ideas and dreams for UUCA?

Over the next few months, we will be asking for your ideas. We will start today/tonight, but you will have other opportunities to share your thoughts over the next few months. We want to hear from you! In the fall, we will put together what we have heard from everyone and bring that back to the Board and to you. Finally, we will propose a few detailed plans to the December Congregational Meeting for a vote.”

Timeline for CCEC/Board Work

The timeline for CCEC/Board collaborative work started in January, 2024. Jamie and Dianne were asked by Rev. AZ to continue on to chair the exploratory work and begin formulating a team and process.

By February-March 2024. The team was formed: Jeanne Jehl, Linda Rhoads, Dave Burman, James Hack, and Mickey Goldberg

They met with Mark Ewert, UU Capital Campaign Consultant, and planned the first congregational gathering for April 28, 2024. A brochure was created and distributed.

In April, 2024 Continued planning and met again with Consultant. Created a web page and survey form designed and placed on UUCA Web site.

In May, 2024 Reviewed feedback from April 28 with team and consultant.

By June 23, 2024 Will hold a Congregational gathering with lunch (2 possible after hours in July)

In May-July 31, 2024 They plan to meet with small groups and share info and obtain their ideas.

In August, 2024 Formulate all feed forward information from congregation for Board to discern going further with a Capital Campaign and vote in December.

September, 2024 Share feedback of the idea gathering with the congregation and Board.

Board creates Capital Campaign Fundraising Committee-different from the Exploratory Committee.

December, 2024 Possible Congregational Vote on Capital Campaign

2025 Capital Campaign to run concurrently with Pledge Drive, per Mark Ewert's suggestion.

Upcoming Board Work

Decision making for the campaign, possible meeting with Mark Ewert, and ask congregants to be on a Capital Campaign Committee

Board will need to be fully prepared for a Congregational Vote in December if after fully exploring and reviewing CCEC's recommendations they feel a Capital Campaign is wise and timely.

Wrap up

Board members then discussed how the Board would like to meet with and be updated by the CCEC and with Mark Ewert. The Board is to get back to CCEC with answers.

EPIC Update – Mike Wanhatalo/Nicole Bruno

- EPIC Met last week. BBC and EPIC will meet together to make decisions about the October 19 mini conference. The Board discussed what role EPIC might play in nominating folks for Paula Cole Jones group. It starts in June, so Board and EPIC will need to work out who will join this group very soon. Send any names of interested folks next week. Nicole will reach out to names Board discussed tonight.

Stewardship Update – Jenn Pollitt Hill

- Nothing to add beyond what is in the report on the Board drive. Board discussed a variety of questions about the report.
- Discussed parameters needed to be considered an “active member.” Differences between “contribution of record” and “pledge” noted and both count towards being counted as “active member.” Rev. John recommends reviewing the by-laws language around this for future years.

Survey/Census Update – Jenn Pollitt Hill

- First round of demographics done. Next round is set for fall.

Endowment and Right Relations Committee – Jan Bird

ACTION: Motion by Jan to add Karen Jackson to the Right Relations Committee. Seconded. Discussion. **Approved.**

ACTION: Motion by Jan to add Jeanne Jehl to the Endowment Committee. Seconded. Discussion. **Approved.**

Finance Officer Report – Staff Warren

April 2024 Revenues:	\$47,307
April 2024 Expenses:	\$76,928
Deficit:	(\$29,621)

However, “Cash” available for operations as of 4/30/24: \$182,829 so all bills will be paid.

Staff suggests changing the name of the endowment account to “investment” account and noted that currently there is no way of assessing interest on the operating account. He recommends we develop a plan for where interest goes and how it is accounted for in the budget.

A Board member asked if all donations have been appropriately logged as they come in? Staff responded that Charlie Gross is looking into the ACS system to make sure that these have been properly logged into the operating account. Kari indicated that she has seen that ACS donations are properly logging for the vast majority. There could be an anomaly here or there but overall, the sense was that it is logging. Charlie to verify.

Action: Motion by Staff to use up to 60k operating investment funds at any one time to start the DHS upgrades project. The funds will be reimbursed to the operating investment fund when we are reimbursed by DHS. Seconded. Discussion. **Approved.** 1 abstention.

Questions on Ministers/Executives Report – Revs John and Anastassia

- Rev. John, they are exploring working with ACS to help do the analysis of our books to get things standardized and to give us a shared understanding of where we are with the books. He has lost some confidence in ACS and may look at some other companies to get a proposal and budget for this work.
- Rev. AZ – requested executive session 8:40 pm to 9pm.
- Rev. AZ asks to make sure ALL handouts at Congregational Meeting be delivered to staff prior to meeting so they can make available to online participants. This is required for our inclusion policy.
- Rev. AZ encouraged participation in Pride on June 1.
- Rev. John reported that our chosen intern can only work with us part time 20/hrs. per week which is a change from our original full-time plan . He will work with DRUUM and UUCA to coordinate.

Old Business

- The Board discussed final details to run the June 2 Congregational meeting.
- Adoption of language describing course forward for the \$65K endowment funds earmarked for support of ministers of equal standing – *Kari Alperovitz-Bichell*
 - The proposed language options were discussed and agreed upon.
 - Discussion about how the funds can be used.
 - **Action:** Motion by Kari for the following language to be adopted:
“UUCA Policy regarding unspent endowment funds designated as salary support for ministers of equal standing

This policy references the following situation: Prior to offering a salary package Rev Anastassia Zinke (before she was called in 2020) the board of trustees recognized that we would need support from the endowment - for a limited time - to help cover the salary of two ministers of equal standing (at equal senior minister salary levels.). The plan was for the endowment to make available \$25,000 a year for three years, starting at the time Rev. Zinke arrived, in August of 2020, for a total of \$75,000. Because of financial uncertainty related to the pandemic, the board later extended this to a fourth year, bringing the total available from the endowment to \$100,000. This funding was built into the operating budget for each of the four years, and the operating budgets were approved by both the board and the congregation. The policy has been to not spend this money unless there were no other available funds to cover operating expenses, and our “cash available for operating” dipped down below \$30,000. Since August 2020, \$35,000 of the \$100,000 allotted has been spent.

Each year since 2020 the board and congregation have approved a budget that carries the remainder forward into the following year's operating budget.

The original 4 years now coming to an end Reverend Anastassia Zinke is planning to leave, this policy below clarifies how the remainder of the \$100,000 allocation shall be used going forward. When the books have been closed on the 2023/2024 fiscal year, any unused funds from this \$100,000 allotment will stay with the endowment and **will not be carried over** into future budgets." Seconded. Discussion. **Approved.**

New Business

Executive and Board Evaluations – Nicole Bruno

Nicole went through bylaws and policies in depth. Executive and Board reviews need to be done next year. She also went through annual Executive and Board goals and aggregated them into a document to help the Board evaluate progress.

Nicole will share her documents with the entire Board before the June meeting.

Check-out/Closing/Extinguish Chalice

Submitted By: Carrie Kotcho, Secretary