

**Towson Unitarian Universalist Church
Board of Trustees
February 21, 2018 Meeting Minutes**

Date/Time:	Wednesday February 21, 2018 at 7:30pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Jasmine Faelyn (President), Karyn Marsh (Secretary), Rev. Clare Petersberger, Neil Porter (President-Elect), Sue Walker, Carol Watkins, Luke Williams
Absent:	George Harrison
Guests:	Emily Tarsell
Location:	Towson Unitarian Universalist Church
Next meeting:	Wednesday, March 21, 2018 at 7:30pm

Pre-meeting Action Items:

Activity	Owner	Target Date
[These action items are to be completed before the meeting. Often, they are related to consent agenda items, which are items for which there is no discussion unless a member has a question concerning them]		
Read and provide revisions for January 17, 2018 meeting minutes	All	2/21/18
Review 3 Year Rolling Plan	All	2/21/18

Scheduled Agenda

Meeting convened at 7:35 pm

CHALICE LIGHTING	7:40 pm	Clare Petersberger
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GO-AROUND	7:42 pm	All
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CONSENT AGENDA	Time	Owner
Approve minutes from January Board Meeting		Karyn Marsh
Accept President's Report (Attachment 1)		Jasmine Faelyn
Accept Minister's Report (Attachment 2)		Rev. Clare Petersberger
Accept O-Team Report (Attachment 3)		Neil Porter
Accept Finance Council Report (Attachment 4)		Monica Sweidel

DISCUSSION AGENDA	<i>Time</i>	<i>Owner</i>
Because not all the Board members were present, Karyn opened the meeting with a discussion of the minutes from January. When all members were assembled the chalice lighting occurred at 7:40 pm. After the Go-Around question, Jasmine Faelyn asked if anyone wanted move any items from the Consent Agenda to the Discussion Agenda. Neil asked to remove the O-Team Minutes to	7:35 pm	

DISCUSSION AGENDA	Time	Owner
<p>give an oral report for O-Team. The Board voted in favor of moving the O-Team report to the discussion agenda. After Neil gave the report, Jasmine moved to the Discussion Agenda. Karyn moved to add General Assembly to the Discussion Agenda. Jasmine seconded it and the Board agreed unanimously.</p> <p>Jasmine then moved to allow the guest speaker to be first in the Discussion Agenda.</p>	7:45 pm	
<p><i>Stipend for Gallery Unicorn Director</i></p> <p>Emily Tarsell, who coordinates the Gallery Unicorn, is planning to step down in June. She has been seeking a replacement, but so far has not received any serious interest in the position. Those who have expressed interest expect to be paid. The Gallery Unicorn Committee is down to only a couple of people. So, they are considering hiring someone. (See attached job description.) Organizing a show takes about 35 hours with seven to eight shows per year. Their baseline budget is \$2000, which is used for food, equipment, etc. The Gallery gives \$1000-5000 per year to the Church. If they hired someone, it would likely wipe out the money given to the church. Emily has spoken to the Baltimore County Arts Council to see if they would be interested in a possible partnership. They said might be interested, but won't be available for that discussion until March. Emily will give us an update on her discussion with Baltimore County Arts Council contact in March.</p>	7:48 pm	Emily Tarsell
<p><i>Open Question</i></p> <p><i>In your experience, to what extent do differences of opinion about ministry and authority contribute to congregational stresses and strains?</i></p> <p>Everyone agreed that differences of opinion about ministry and authority do contribute congregational stresses and strains.</p> <p><i>What ideas do you have about how to overcome stresses and strains due to differences of opinion about ministry and authority?</i></p> <p>It was suggested that addressing concerns early on was critical. However, the question was asked of "How can we become aware of concerns?" Often times, people do not express their concerns directly to the Board or lay leaders. Clare acknowledged that anxiety is a part of the DNA of any congregation, but we can deal with it by having very clear policies. Karyn agreed and added that the Board should actively communicate with the congregation; engage in continual self-learning; manage one's own anxiety; and</p>	8:03 pm	Jasmine Faelyn

DISCUSSION AGENDA	<i>Time</i>	<i>Owner</i>
<p>avoid transmitting one's anxiety throughout the congregation by engaging in negative triangulation. Perhaps this is ministry: learning how to help people work through their anxiety arising from change. Those who hold informal power will resist any change because they get identity from the roles they play in this church. That is why we need to practice deep listening especially with these people and to seek their feedback and comments/ideas. It was also suggested that we find a way to provide checks on power to help allay people's anxiety over the abuse of power.</p>		
<p><i>Brainstorm/Follow up/Approve Nominations for Treasurer</i></p> <p>Jasmine suggested that we table this for the rest of the year.</p> <p>There are some new members that might be interested for next year. These potential candidates' names will be forwarded to the nominating committee.</p>	8:20 pm	Jasmine Faelyn
<p><i>Discuss Process for Determining Levels of Staffing</i></p>	8:26 pm	Rev. Clare Petersberger
<p>Rev. Clare made the following statement:</p> <p>“Last August, it was my understanding that the Board set a goal for itself to conduct a visioning process for our religious education ministry for the next 1-3 years and set a goal of reviewing the job description of the Director of Religious Education position. Last I heard, Neil was in communication with David Pyle about both.</p> <p>“Then in early February, I received an e-mail from the Personnel Committee requesting my input on the number of hours I thought each staff position I supervise should have. The input of committee chairs for committees that work closely with the staff was also sought. In response to the invitation from the Personnel Committee to suggest number of hours, the YRE Committee responded with a request for 40 hours for the DRE.</p> <p>“However, the RE Committee was informed through an e-mail from Monica Sweidel that the Board is NOT considering increasing the DRE's hours. Process wise, this is all very murky and confusing and does not foster goodwill or build trust among members of the congregation.</p> <p>“The Chair of the Personnel Committee sent an additional e-mail saying, “I believe that the Board did intend to work on the DRE job description, but then decided to allow the established procedure identified in the Personnel Manual to continue. That procedure calls for the supervisor, employee, and Personnel Committee to review each position description for currency during the performance review process (January 1 - March 15)</p>		

DISCUSSION AGENDA	<i>Time</i>	<i>Owner</i>
<p>and then to recommend any updates or changes to the Board at its April meeting.”</p> <p>“I appreciate the Chair of the Personnel Committee wanting to do a good job! But did the Board decide this? I’m wondering, how the Board wants to address this apparent disconnect between the process the Board had committed to in August and the process the Personnel Committee initiated in the first week of February based on the Personnel Manual?</p> <p>“My concern is that, currently, with one 35 hour position and four part time positions, we are too small a staff to get into a competition for hours operating out of an historic culture of scarcity. This is not the way to build staff morale, congregational morale, or to live out our Unitarian Universalist principles.</p> <p>“My understanding, from the Alban Personnel Handbook, is that changing levels of staffing should be done proactively in the context of strategic planning to fulfill the mission and vision of the congregation--and that the Board needs to be steering this visioning process. So I’m wondering how the Board would like to proceed?”</p> <p>There was general discussion over the need to evaluate hours. The Personnel Manual does have a provision regarding Annual Compensation Review, which includes “recommendations about adjustments to hours for the coming year” that are made to the Board. The Board was concerned about setting staff hours for the next year without considering strategic goals. Religious Education/Exploration is a draw for the church. If we wish to attract young families, maintain a multi-generational congregation, and create a vibrant community, we need to consider how changes in the hours, particularly for the DRE, will impact programs that attract new members.</p> <p>Board agreed that Luke would speak with Personnel about the situation re looking at hours. The Board would prefer to include discussion of staff hours in the context of strategic plan.</p>		
<i>General Assembly</i>	8:50 pm	Karyn
<p>Every year in June, the Unitarian Universalist Association convenes a General Assembly to pass resolutions and provide direction on use of UUA resources in matters of social action.</p> <p>This year, GA will be in Kansas City, Missouri from June 20 until 24. Registration opens on March 1. There is a cost for registration, which is higher if you attend in person. Participation online is possible for a lower fee.</p> <p>Delegates vote in the general sessions on Actions of Immediate Witness, Congregational Study Issues, and Bylaws changes. TUUC has been allotted five delegates. Selection of delegates for</p>		

DISCUSSION AGENDA	<i>Time</i>	<i>Owner</i>
TUUC is not formal. Generally, those who plan to go to GA are asked to be delegates but only if they inform the Board. Karyn will be going to GA, but she doesn't know if anyone else will be going. Perhaps, we would get more interest in GA participation (onsite or offsite) if we advertised it in the Threshold well in advance of GA. Karyn proposed putting a notice in the Threshold as soon as possible. She asked for the Board's approval to put a notice in under the Board section. The Board unanimously approved.		
<i>Review 3 Year Rolling Plan</i>	8:55 pm	Jasmine Faelyn
The Board agreed to forgo discussion of the 3 Year Rolling Plan until the March Board Meeting.		
<i>Board Meetings in April and May</i>	9:00 pm	Karyn Marsh
Karyn noted with regret that the regular April and May Board Meeting dates (April 18 and May 16) conflict with one of her classes. She asked if the Board might be amenable to moving these board meetings to the Monday of those weeks. After discussion, the Board agreed to move the April Board meeting to April 16 and the May Board meeting to May 7. Jasmine also reminded the Board that May 11 is the Board Games with the Board night.		
PROCESS OBSERVATION REPORT (attached)	9:05 pm	Carol Watkins

Having no further business before it, the meeting adjourned at 9:07 pm.

HOMEWORK: None	Board of Trustees
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Responsibilities for Upcoming Board Meetings

	Chalice Lighter	Threshold Article	Process Observer
November 2017	Sue	Sue	Sue
December 2017	Karyn	Luke	Jasmine
January 2018	Carol	Karyn	Luke
February 2018	George	Neil	Carol
March 2018	Luke	George	George
April 2018	Clare	Luke	Carol
May 2018	Jasmine	Karyn	Karyn
June 2018	Neil	Jasmine	Clare

TUUC Town Halls and Congregational Meetings 2017-2018

November 26th 2017

Sunday February 4th 2018 (CANCELLED)

Sunday April 15th 2018

Sunday May 6th 2018

Sunday June 3rd 2018 Annual Congregational Meeting

ATTACHMENT 1
PRESIDENT'S REPORT

I continue to be in contact with Nominating Committee to assist with confirming which positions need nominations on the slate for next year.

Respectfully submitted,
Jasmine Faelyn

ATTACHMENT 2 MINISTER'S REPORT

WORSHIP

January 14, we conducted our “The Promise and The Practice” Sunday for the Unitarian Universalist Association. Many members of TUUC ADORE participated. I believe we raised \$1,300—not enough to get the matching grant for Black Lives UU—but still a generous contribution.

January 21, we explored beginning our day with intention. Several people asked for ways to start one’s day that had been included in the Soul Matter packet. Joyce shared the story of Melena’s Jubilee which she had ordered as part of the good multi-cultural work and curriculum building she is doing for our RE ministry.

Unfortunately, I missed Andrew Hager’s service in order to see my nephews (one of whom now has basketball on Saturdays.)

I have been worked with Anita and Tracy for the wonderful kick-off to our Stewardship campaign on February 4—with the participation of our fabulous Stewardship team.

February 11, we looked at the theme of perseverance from the perspective of Marge Wheatley and political change. Joyce shared the story of Sit In: How Four Friends Stood Up by Sitting Down by Andrea Davis Pinkney and Brian Pinkney. Senator Jim Brochin came to speak in the second service. Nancy Seligson delivered her stewardship testimonial. I received this e-mail from Joe Tumbler:

“Kathy and I thought today's service was really special (from the children's lunch counter presentation to Karen's and Jim's presentations and especially your sermon. By any chance do you have a copy of it you could email?”

This Sunday we will be looking at the relationship of perseverance and beauty.

On January 13, we celebrated the life of Marilyn Ham. It was a beautiful service and Tracy arranged for Gregory Kuperstein to play the meditation from Thais which Marilyn had requested.

On February 11, we celebrated the life of Joe Whitehill. Sue Walker, Judi Clague, Len Proctor, and Rick Zapf helped to organize the service and reception. Sue reports that several people told her it was the best memorial service they had ever attended!

We are preparing to celebrate the life of Ellen Culbertson this coming Sunday afternoon—six weeks after celebrating Charlie’s life.

I officiated at a renewal of vows ceremony for Anastasia and Bethany Ward on January 21.

I have been working, via e-mail, with David Mattingly and his fiancé, Balil, on their March wedding.

I wrote descriptions of worship for three February worship services (after learning in early February that TUUC is NOT needed as a neutral pulpit this coming Sunday!)

PASTORAL CARE

I have made 14 pastoral visits since our last meeting. Lay Pastoral Associates met January 21. Caring Committee met on February 8.

EDUCATION

I met with six local colleagues on Feb. 5 for our third session of spiritual deepening (a retreat really) around the theme of Mary Oliver's poetry.

I have written a description for the four-session exploration of Celtic Spirituality which I will be conducting on the first four Thursdays in March.

INNER LIFE

I attended the February O-Team meeting.

I met with the Governance Task Force on January 31 to continue work on the structure we envision after receiving feedback from the Board in January.

I met with the Committee on Ministries on Feb. 4.

The meeting of the Sunday Morning Structure Task Force was rescheduled to early March.

OUTREACH

The TUUC Adore Group is discussing "Growing Up White In America" with over 30 participants! I met with Mimi on Thursday to plan to the second session. I will be facilitating a repeat of this session on Feb. 20.

On January 29, I delivered an invocation to the Maryland State Senate at the invitation of Senator Jim Brochin. I have been doing this for many years. My finale invocation is below. Two senators asked for copies.

I attended the pastor's breakfast hosted by The Assistance Center of Towson Churches.

I regret missing the Muslim dialogue TUUC hosted. While it was going on, I was tethered to an IV at Patient First for dehydration from a kidney stone. I was also sorry to miss Annie Patterson's concert at TUUC.

DENOMINATION

Our observance of "The Promise and The Practice Sunday" is part of our connection to the Unitarian Universalist Association.

I participated in the February Zoom meeting for ministers who are using Soul Matters.

I continue to deposit and write checks for the Chesapeake Unitarian Universalist Association.

TUUC hosted the Baltimore chapter of UU clergy on January 31.

Respectfully submitted,
Clare

INVOCATION MARYLAND SENATE

January 29, 2018

Rev. Clare L. Petersberger

President Miller, Senators, it is an honor to be here tonight.

My special thanks to Senator Brochin for inviting me.

Let us pray:

*God of truth, love, and justice, some say that on this day in 1820 a woman was born in
Dorchester, Maryland,*

*Who would grow up to listen for your still small voice and the truth that slavery was wrong and
all people are created equal.*

*This woman offered You her prayer, "I'm going to hold steady on You, an' You've got to see me
through."*

*This leader courageously followed the North Star for years to accompany more than 300 fugitive
slaves to freedom—until a law was written and passed in our country that never again could any
person own another person.*

*Tonight, like Harriet Tubman, may we listen for your voice calling us to name wrongs and
envision a better way.*

May we also affirm "I'm going to hold steady on You, and You've got to see me through."

*May we follow our true north in our deliberations and decisions remembering those in our
communities who have placed their faith and confidence in us.*

*May we be grateful for the opportunity to draft, amend, and pass legislation that reflects our
deepest values; makes a difference in the lives of citizens; and becomes part of our legacy.*

All this, we pray in the name of all that is holy.

Amen.

**ATTACHMENT 3:
OPERATIONS TEAM REPORT**

Please see the Operations Team Report that is posted separately.

**ATTACHMENT 4:
FINANCE COUNCIL HEAD REPORT**

Monica Sweidel, Finance Council Head, reported to the Operations Team that as of February 28, 2018, TUUC's pledge income is at \$240K or 80%, our plate collections are at 58% and our cash reserves are holding at 83K. Expenses above expected are limited to House and Grounds, mostly due to tree removal, and our service contracts, but overall expenses are tracking as expected at 58%.

Three Year Rolling Plan
Developed 8/26/2017
Updated 11/23/2017

Our Vision is to be an intentionally inclusive community engaging with each other and the world in a heartfelt search for truth and meaning.

Our Mission is to deepen our ethical and spiritual lives together as we work for racial, social, and environmental justice.

Goal	Task	Point Person	Rep. Date	Status/ Update
Congregational Vision for Lifespan Religious Education	Understand/develop process to track accurate data for YRE attendance numbers	Neil & Clare	Dec.	A
	Initiate visioning process for Religious Education ministry for 1-3 years. (Bring in Pat Infante) support/teaching & volunteering	Neil	Jan 2018	E
	Adult RE promoted	Carol	Dec	E
	Request DRE Position Review	Luke & George	Q1 2018	E
Address Governance Structure	Develop new structure and related bylaws/procedures	Karyn Jason	2019	E
	Appoint preliminary executive team	Karyn Jason	June 2018	E
	Communicate with congregation through iterative process	Karyn Jason	2019	E
Cultivate shared understanding of fiscal responsibility and attitude of abundance	Capital Campaign for funds in Building Maintenance	Neil & Sue	2019	E
	Build cash reserves	Sue	Feb	E
	Gather information and educate re: policies regarding endowment	CoM Jasmine Jason	2018	E
	Ensure fair share dues and fair compensation for staff	Luke Monica	Jan 2018	E
	Review financial process assessment from Rev. David Pyle	Jasmine	Q1 2018	E
	Congregational conversation regarding outcomes of fiscal anxiety and disagreements including addressing withholding pledges	Karyn (get someone from region)	Feb 2018	E
	Build on success of last year's Stewardship Campaign	Sue Anita, Monica	Mar 2018	E

Goal	Task	Point Person	Rep. Date	Status/ Update
Increase community engagement	Focus congregation on potential new members	Karyn Carol	Jan 2018	E
	More intentionally fun activities/ Possibility of open events to community & better promotion of such events.	Neil Carol	Dec 2017	R
	March together!	George	Feb 2018	E
Become known for Racial Justice efforts	Reinvigorating and promoting racial justice group (ADORE Action Group)	Sue	Dec 2017	E
	Rededicating ourselves to Black Lives Matter	Clare Sheila, Darla, Monica	Nov 2017	A
	Install cameras and card key system for safer facilities.	Carol Kai & Neil	Jan 2018	R
Growing Spirituality and Worship	Incorporate more theistic language in worship	Clare Andrew	Jan 2018	E
	Develop process to address structure of Sunday morning services and programs	Sue Karyn	Feb 2018	E
	Evaluate opportunities for personal spiritual growth	Neil Carol Luke	June 2018	E
	Evaluate theme based ministry	Clare Luke	April 2018	E

Status Key:

- E- Established
- C- Continued
- R- Revised
- D- Discontinued
- A- Achieved

Additional idea and questions to consider at future updates:

Look at goal regarding membership (what does it mean to grow) in year 2.