

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

Date/Time:	Wednesday March 21 st 2018 at 7:30pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Jasmine Faelyn (President), George Harrison, Karyn Marsh (Secretary), Rev. Clare Petersberger, Neil Porter (President-Elect), Sue Walker, Carol Watkins, Luke Williams
Absent:	
Guests:	Jason Braspennickx
Location:	Towson Unitarian Universalist Church
Next meeting:	Wednesday April 18, 2018

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 February 21 Board meeting minutes	All	3/21/18
Review 3 Year Rolling Plan	All	3/21/18

Scheduled Agenda

The meeting convened at 7:45 pm.

CHALICE LIGHTING	7:45 pm	Rev. Clare
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GO-AROUND QUESTION <i>Are you doing anything fun this spring?</i>	7:47 pm	All
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CONSENT AGENDA	7:48 pm	
Approve minutes for February 21 Board Meeting		Karyn Marsh
Accept Minister's Report (Attachment 2)		Rev. Clare Petersberger
Accept O-Team Report (Attachment 3)		Neil Porter
Accept Finance Council Report (Attachment 4)		

DISCUSSION AGENDA	Time	Owner
Jasmine opened the meeting with a motion to approve the Consent agenda and a motion to add two items to the discussion agenda: Nominating Committee and a Ministerial Intern; the Board unanimously approved both motions. Jasmine then yielded the floor to Jason Braspennickx, Chairman of the Governance Task Force.	7:49 pm	

DISCUSSION AGENDA	Time	Owner
<i>Governance Taskforce Update and Discussion</i>	7:50 pm	Jason Braspennickx
<p>Jason gave an update on the GTF's progress in developing governance policies. He reported that the GTF has been drafting policies and should have a set for the Board to review by the next meeting. He further reported that the GTF met with Rev. David Pyle to discuss its progress and implementation, including the approach to testing the model and presenting it to the congregation. Rev. Pyle also provided advice on transitioning to a new governance under the current bylaws.</p> <p>Jason asked raised the issue of whether the nominating committee should be a board committee or remain elected. For many non-profits and churches, the nominating committee is a standing committee of the Board that is appointed by the Board. This offers the advantage of minimizing the number of elected positions in a smaller congregation that does not have a large pool of leaders. The Board discussed the matter and came to the consensus that having the nominating committee a standing committee of the board would be better for TUUC, especially given the increasing challenge of filling elected positions. Under the current structure, TUUC has more than two dozen elected positions. This past year we have been unable to fill the Treasurer's position or keep the Nominating Committee staffed.</p> <p>Jason requested from the Board instructions to give to the Nominating Committee regarding the nominations for next year's O-team. He proposed that the council heads on the O-Team will act like the committee heads on the Program Council. Under the current structure, does the O-Team council heads find new volunteers and committee heads? It is not clear. Karyn Marsh noted that from her experience as Inner Life Council Head that there is an expectation that she would do that, but that expectation is not written down to her knowledge.</p> <p>Jason further noted we have over 30 committees and groups and asked for advice on which of these committees and groups should have a place on the Program Council. Karyn noted that not all of these groups are true committees. Committees generally fulfill functions of the church's operation and hold regular meetings where minutes are kept. For instance, ushers don't have regular meetings. She argued that only those committees and groups that are related to programs should be on the Program Council. Thus, the ushers and the greeters would not be included. Jasmine noted that although the discussion is important, we were running out of time. She suggested that we defer further discussion of which</p>		

DISCUSSION AGENDA	Time	Owner
committees should be on the Program Council to the next Board meeting.		
<i>Nominating Committee</i>	8:10 pm	Jasmine Faelyn
<p>Jasmine raised the matter of the Nominating Committee. Although it appears to be fully staffed (Karin Symonds, Nancy Mears, Janet Kuperstein, Ben Gitelson, Patty Barry), it has not met to her knowledge and appears to be non-functional. By this time of year, the committee should have already met several times and begun the process of recruiting new leaders to fill the open elected positions. Jasmine asked for suggestions on what to do. After discussion, the Board agreed that Jasmine will ask Ben Gitelson to call a meeting. If he can't do it, then she will ask Janet Kuperstein.</p> <p>Board members also suggested forwarding the names of individuals whom they knew were interested in being on either the Board or the O-Team next year. Sue Walker stated that one of the Nominating Committee members told her she would like to be on the board next year. According to the Bylaws, she needs to step off the committee to be nominated.</p> <p>There was a brief discussion of which positions will be open next year and potential candidates for those seats.</p> <p>Treasurer Secretary President Elect Communications Finance Council Outreach Council Religious Education</p>		
<i>Review and update 3 year plan</i>	8:29 pm	Jasmine Faelyn
<p>Jasmine asked for updates to the Rolling Three-Year Plan.</p> <p>Adult Religious Education (Carol) – Carol reported that there is a plan to have a party with those retiring etc.</p> <p>George asked about the status of the DRE description and visioning process. Clare stated that the DRE job description was provided to the Board president along with an article on “the death of Sunday School”; Neil reported that he has not been able to initiate the visioning process.</p>		

DISCUSSION AGENDA	Time	Owner
<p>Jasmine noted that cash reserves are healthy right now because of advance payment of pledges for next year. However, that may be a temporary phenomenon owing to the tax law.</p> <p>Luke reported on Fair Compensation assessment. Clare met with the Personnel Committee. All staff are at or above midpoint of the salary range recommended by the UUA, except the office administrator, who is under by 10 percent. The recommendation is to increase the salary for the office administrator. The Personnel Committee Chair will present the matter to the congregation at the April Town Hall, which is April 15.</p> <p>George asked about Endowment Research Task Force progress. Jasmine noted that they are not required to report their findings until fall.</p> <p>With regard to Congregational Conversation about anxiety and withholding pledges, Karyn hasn't contacted the Central East Region of the UUA, but will do so before the May town hall meeting. It is not likely she can get someone to present on the topic at that meeting, but she will see what can be done.</p> <p>George reported that he has eight marchers signed up for the April 4 rally in Washington, DC.</p> <p>With regard to Sunday Morning Structure, Karyn reported that the discussion group has met twice and is developing a survey that should be ready next month.</p> <p>Jasmine thanked the Board for their input on the Rolling Three Year Plan. She reminded the Board that we won't go over this plan during the April and May Board meetings, but will do so in June in preparation for the new church year and Board.</p>		
<i>Discuss Agenda for April 15 Town Hall Meeting</i>	8:46 pm	Jasmine Faelyn
<p>Jasmine reminded the Board about the April 15 Town Hall. She noted that Monica Sweidel would be giving a report on the Stewardship Campaign. Paul Konka would give a presentation on fair compensation for the staff. Jasmine would present an update on the Board's Three-Year Rolling Plan. There will also be a call for nomination for the Board and O-Team.</p> <p>For the May Town Hall, Jason will present the proposed governance model on behalf of the GTF. Karyn will see if she can line up someone from UUA to discuss anxiety over finances.</p>		

DISCUSSION AGENDA	Time	Owner
<i>Plan Board Games with the Board May 11th Auction Event</i>	8:48 pm	Carol Watkins
Carol reported on the plan for the Board Games with the Board Auction event. It will occur at 6:00 pm on May 11 (Saturday). Jasmine asked what people will bring. Karyn will bring pie. Jasmine will order pizza. George, Luke, Sue will bring beverages.		
<i>Ministerial Intern Inquiry</i>	8:56 pm	Rev. Clare Petersberger
Rev. Clare reported that she had been contacted by Laura Powell Haney, a seminarian at Meadville-Lombard. She was formerly the DRE at the Frederick UU church. Per her program requirements, she is seeking a 20 hour/week internship. She was wondering if TUUC is a teaching congregation and if so, whether TUUC would have an opening. Clare asked the Board for guidance on the response. Sue asked about the load upon Clare, who responded that it would require some of her time, but that it is a worthy effort. There was a question of whether the intern would be paid. Clare responded in the affirmative. She further noted that fewer congregations are teaching congregations these days because of this. In the past, Clare has put proposals forward to past Boards. However, such efforts have not been approved. The Board advised Clare to ask Ms. Haney for a proposal.		
PROCESS OBSERVATION REPORT	8:59 pm	George Harrison

Having no further business before it, the meeting adjourned at 9:02 pm.

HOMEWORK: None	Board of Trustees
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Upcoming Assignments

	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**

None.

ATTACHMENT 2 MINISTER'S REPORT:

WORSHIP

February 18, we looked at the relationship of perseverance and beauty. Carol Mason delivered the meditation by Pablo Neruda. Darla Tewell delivered her stewardship testimonial. The TUUC Choir offered their gifts of music.

February 25, I attended the first worship service conducted by our YRUU youth on both perseverance and words beginning with "P." Our students are poised, talented, and creative! Kudos to them (and thank you Jen and Jeanette!) for this wonderful worship service! And to hear Zinnia Epps deliver a stewardship testimonial in terms of what the church has meant to her since she was a child was deeply moving!

I met with Al Muehlberger to plan the March 4 worship service introducing the theme of "What Does It Mean to be a People of Balance?" I was grateful to the Choir for their music and that Al delivered the Time for All Ages!

March 11 we explored the theme of balance in the March holidays of the world's religions. Anita Cox delivered the Time for All Ages. Robin Sinn and Julio and Ginsky Purcell delivered their stewardship testimonials. And in the second service, Johnny Olszewski offered his view of balance in education. I am grateful to the Choir for their music.

This Sunday, as we celebrate the Unitarian Universalist Service Committee's Justice Sunday, I am looking at examples of justice makers who were "creatively maladjusted." On the afternoon of February 18, we celebrated the life of Ellen Culbertson---six weeks after celebrating Charlie's life. Her family participated with moving poetry, eulogies, and the gift of Amazing Grace. Sue Proctor delivered reminiscences.

I have been working, via e-mail and phone calls, with David Mattingly and his fiancé, Balil, on their March 17 wedding. They have created a beautiful ceremony honoring Unitarian Universalism and Islam!

I met with Jerri Glassman and her fiancé Brian to discuss their September wedding.

I met with Worship Associates on March 12.

I am working with Susan Riggs for a small ceremony marking the one year anniversary of the death of her son Brian Basick.

I wrote descriptions of worship for three March worship services and a newsletter column on seeking balance with regard to politicians who want to speak from the TUUC pulpit.

PASTORAL CARE

I have made 12 pastoral visits since our last meeting. Lay Pastoral Associates met on March 11. We are currently Mary Beth Brizzolara, Len Proctor, and Mimi Marks. Nancy Mears is considering joining the Lay Pastoral Associates.

In sad news, Sue and Herb Shankroff's daughter, Jan Tarantino, died on March 9. Jan was raised in TUUC.

EDUCATION

I met with six local colleagues on March 5 for our fourth session of spiritual deepening (a retreat really) around the theme of prayer.

Tonight I will be offering the third out of four advertised sessions exploring Celtic Spirituality.

I met with Chalice Circle Facilitators on Feb. 19 to plan second semester.

INNER LIFE

I met with the Sunday Morning Structure Task Force on February 25th.

I welcomed attendees to both performances of "Eleanor Roosevelt: Across A Barrier of Fear."

I was sorry to miss the stewardship game night. I had a family commitment.

Kai was out for three weeks with a terrible upper respiratory virus. I'm grateful to Nancy, Joyce, and Mary Kay for the extra coverage they provided.

I missed the March 14 O-Team meeting because of an upper respiratory infection.

I met with the COM in early March.

I met with the Governance Task Force and David Pyle on March 5.

I scheduled performance reviews with Tracy, Kai, and Joyce and wrote reviews to fulfill the Personnel Committee's request that they be done by March 15.

OUTREACH

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

DENOMINATION

I attended the February meeting of the Chesapeake Unitarian Universalist Ministers Association and continue to deposit and write checks for this organization.

TUUC hosted the Baltimore chapter of UU clergy on February 21.

I have been approached as to whether Towson UU Church would be willing to serve as a ministerial intern site next year. Being a teaching congregation entails a commitment of time on the part of the Minister and lay leaders. It also offers the reward of being a teaching congregation. I welcome the Board's thoughts on this.

Respectfully submitted,
Clare

**ATTACHMENT 3:
OPERATIONS TEAM REPORT**

Please see the Operations Team Report that is posted separately.

**ATTACHMENT 4:
FINANCE COUNCIL HEAD REPORT**

**Financial Report for O Team and Board
July 1, 2017 – February 28, 2018
67% of the fiscal year**

Income

We are up on the plate general fund at \$12,949– close to 84% of the budgeted amount.

We are still up on pledges. We have received over \$256,943 already, 86% of our budgeted amount.

Our “Other” fundraising is looking better. We have brought in close to \$4000 there, in great thanks to the Eleanor Roosevelt event. We are hoping to bring in \$1000 more in this category.

The balances in the two accounts we can use to pay our bills are as follows:

PNC Checking - \$55,693

Schwab MM - \$26,619

This totals over \$82,000 and is very close to what we had at the end of last month. We received many pledge payments earlier than expected due to changes in the tax law.

Expenses

We are on target or under in almost every category of expenses except one: House and Grounds. We are over in three areas in this category: service contracts (95%), and grounds (210% due to tree work). Because we are at or under our target for the other categories, total operations is right at 66%.

In summary, at this point in the fiscal year everything looks fine.

2018-19 Stewardship Campaign

I am working on the budget for fiscal year 2018-19. I will report the budget to the O Team at our April meeting. We still need to hear from 62 people who have not submitted pledges. At this point, I don't anticipate reaching our goal. I think we might make \$310,000. So far we have about \$260,000 in pledges. The stewardship committee will be making phone calls and sending more emails to try to get the remaining people to pledge.

Submitted by Monica Sweidel

STANDING COMMITTEE REPORTS: None

TASKFORCE REPORTS: Governance Taskforce to provide update during meeting.

Towson Unitarian Universalist Church
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
	Visioning process for Religious Education ministry for 1-3 years. (Bring in Pat Infante) support/teaching & volunteering	Neil	Mar 2018	E
	Promote Adult Religious Education	Carol	Feb	E
	Request DRE Job Description review	Luke & George	Q1 2018	R
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	Feb 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	April 2018	E
	More intentionally fun activities/ Possibility of open events to community & better promotion of such events.	Neil Carol	April 2018	R
	March together!	George	Feb 2018	E
Become known for Racial Justice efforts	Reinvigorating and promoting racial justice group (ADORE Action Group)	Sue	April 2018	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	Feb 2018	R
Growing Spirituality and Worship	Incorporate more theistic language in worship	Clare Andrew	June 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

Board Covenant

To serve the congregational mission, the Board of TUUC covenants to:

- Be dedicated to the long-term success of our Mission and Vision, and the well-being of the entire TUUC Community, above our individual areas of involvement.
- Bear in mind that Board members are not just representative delegates, but also spiritual leaders of TUUC.
- Follow an intentional process of decision-making including preparation, engagement and discussion, which results in meaningful action.
- Assume that all Board members have the best interests of TUUC at heart. We will listen deeply, seek consensus, and be willing to compromise.
- Express ourselves fully and honestly. Our decisions may not be unanimous, but we will support all Board decisions and speak with one voice, in spite of our differences.
- Respect the confidentiality appropriate to sensitive issues, while committing to regular and open communication with the TUUC Community.
- Acknowledge when our behavior is out of covenant and seek to return to right relationship. We'll maintain perspective and a sense of humor.