

**Towson Unitarian Universalist Church  
Board of Trustees  
March Board Minutes**

Date/Time:	March 20, 2019
Meeting:	Board of Trustees Monthly Meeting
Participants:	Rev. Clare, Neil Porter, Sue Royer, Luke Williams, Karyn Marsh, Lora Powell-Haney and Monica Sweidel
Absent:	Angela Castillo-Epps
Guests:	Joe Tumbler and John Mattingly
Location:	Towson Unitarian Universalist Church – Rooms 1 & 2
Next meeting:	April 17, 2019

**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 of minutes from previous Board meeting	All	2/19
Read reports	All	2/19

**Scheduled Agenda:**

The meeting convened at 7:30 p.m.

<b>CHALICE LIGHTING</b>	Karyn Marsh
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<b>GO-AROUND QUESTION</b>	All
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<b>CONSENT AGENDA</b>	Owner
Approve minutes from February meeting – attached – Approved with corrections/amendments	ACE
Accept President’s Report (Appendix 1) N/A - Approved	Neil Porter
Accept Minister’s Report & A Team Minutes (Appendix 2) - Approved	Rev. Clare Petersberger
Accept Treasurer’s Report (Appendix 3) - Approved	Monica Sweidel
Accept President Elect Report/Program Council Minutes (Appendix 4) - Approved	Sue Royer

<b>DISCUSSION AGENDA</b>	Time	Presenter
Neil Porter asked the Board if any items need to be moved from the consent agenda to the discussion agenda. There being no motions, _____ moved to approve the consent agenda. All voted in favor.		Neil Porter
<i>Agenda Item # 1</i>		Sue
<b>Outline of Governance Policies and discussion of one of the policy areas</b>		

DISCUSSION AGENDA	Time	Presenter
<ul style="list-style-type: none"> <li>- Draft of the governance policy outline was reviewed and discussed. No objections were raised.</li> <li>- Draft governance policies were discussed in their current form. Rev. Clare suggested that continuity in the Vision of Ministry can be a challenge when Board leadership changes. Karyn added that the Governance Task Force recommended two year terms for both the President and President-Elect, to help with leadership continuity. Notes were taken on revision including keeping board mission and annual goals focused on only a few products.</li> <li>- Draft governance policy was discussed in relation to committees whom report to the board or administration committee.</li> <li>- Since the (to be updated) by-laws will take precedence over the governance policies, the board agreed that it makes sense to confirm what is needed as a minimum in the by-laws; The board authorized Sue to contact the attorney that is on retainer.</li> </ul>		
<i>Agenda Item # 2</i>		Monica and Joe
<p><b>Budget and Financial Topics, including fundraiser line item of the budget—</b></p> <ul style="list-style-type: none"> <li>- The purpose and policies of the Endowment were discussed, and recommendations were made.</li> <li>- Recommendations for changing the budget sheet and allocation of funds were discussed. The most impactful recommendation is to eliminate temporarily restricted net asset “accounts”, so that there is better visibility into annual income and expenses- The importance of increasing membership and pledges were discussed in relation to the stability of the budget.</li> </ul>		
<i>Agenda Item #3</i>		Sue
<p><b>Preparation for April Town Hall Meetings &amp; Congregational Update on Trial Governance—</b></p> <ul style="list-style-type: none"> <li>- Draft presentation for the Town Hall meeting was reviewed.</li> <li>- Recommendations were made to compare how a project would have been handled in the past versus how it is now handled with the new governance model.</li> <li>- Example stories were brainstormed, including neighborhood dinners.</li> </ul>		
<p><b>Discuss open board position and candidate recommended by the Nominating Committee—guests and candidate to leave meeting for discussion—</b></p> <ul style="list-style-type: none"> <li>- John Mattingly introduced himself and discussed his credentials. He then left the room.</li> </ul>		

<b>DISCUSSION AGENDA</b>	<b>Time</b>	<b>Presenter</b>
<ul style="list-style-type: none"> <li>- There was discussion of strategy for identifying candidates for leadership positions. This included the desirability of a balance of various demographics and also the notion that those who are serving as committee chairs or in other leadership roles may be candidates to “step-up” to a board position. Just as larger organizations groom leaders for roles with increasing responsibility, we might want to do the same.</li> <li>- Laura mentioned the UUA leadership courses</li> <li>- Motion to fill vacant board position by John Mattingly was unanimously approved</li> </ul>		
<b>PROCESS OBSERVATION REPORT (Appendix #)</b>		Karyn Marsh

Having no further business before it, the meeting adjourned at 9:30 pm

**TUUC Town Hall Meetings** (4/24/19 at 7:30 pm & 4/28/19 at 1 pm)  
**Congregational Meetings** (June 9, 2019)

### Upcoming Assignments

	Chalice Lighter	Threshold Article	Process Observer
November 2018	Neil Porter		Carol Watkins
December 2018	Sue Royer	Neil Porter	Luke
January 2019	Carol Watkins	Sue Royer	Art Starr
February 2019	Monica Sweidel		Lora Powell Haney
March 2019	Karyn Marsh		Karyn Marsh
April 2019	Angela Castillo-Epps	Karyn Marsh	Monica Sweidel
May 2019			
June 2019			

APPENDIX 1:  
PRESIDENT'S REPORT  
N/A

APPENDIX 2:  
MINISTER'S REPORT: REV CLARE'S REPORT TO THE TUUC BOARD  
March 16, 2019

WORSHIP

I attended the Youth Group service on February 24th and was impressed with the poise of our students and the musical talents of our youth.

On March 3, our exploration of the journey for justice made by Susan B. Anthony and Frederick Douglass was enhanced by the participation of Lora Powell Haney and the music of our Choir.

On March 10<sup>th</sup>, our exploration of the journey through time was enhanced by a replica of a TARDIS provided by Rodger Roundy as well as by the music of our Choir and the delivery of our meditation by Lora Powell Haney.

And this week's exploration of pilgrimage, and specifically the journeys of St. Patrick as adapted by Joyce Duncan, will be further enhanced by the music of Baldy O'Blarneystone & the McJonJohns (otherwise known as Tony Bonta and his friends.)

My March newsletter column was inspired by our Feb. 17 worship service on medical ethics. The Unitarian Universalist Legislative Ministry of Maryland was/is seeking our support for the End of Life Options Act. Although the bill passed the House of Delegates, the bill is facing significant amendments in the Maryland Senate this week that may effectively quash it.

I participated in a Soul Matters worship planning call for ministers on March 5.

I officiated at a wedding to sign the marriage license for Deborah Brewer and Amanda Eveler on February 17. I will be officiating at their formal wedding in June.

I met with Kelci Munson to plan the March 30 dedication of her daughter, Freyalise Munson. Kelci is a member of the Fallston UU congregation.

I spoke with Rachel Bailowich, who is not yet a member of our congregation, about a possible dedication for her baby in April or May.

Andrew Hager and Todd Robertson contacted me about laying to rest the cremains of three individuals whose boxes have been in the TUUC attic for decades. We plan to do so on April 13.

I met with the Lay Worship Associates on February 28 to continue brainstorming summer services on the theme of "Circles."

PASTORAL CARE

I have made 11 pastoral visits and had several phone calls since our last meeting. I met with the Lay Pastoral Associates on March 10. We are working of revitalizing this program and will next meet on April 14<sup>th</sup>. Nancy Mears shared with me that John Venables died in his sleep this week. Since he served on the

Board of TUUC and launched the Kate Venables fund for special music at TUUC, I thought you would want to know.

#### EDUCATION

I have appreciated Lora Powell Haney's facilitation of the last two Soul Matters Sharing Circle sessions. I will be facilitating the one this coming Tuesday. Lora and I have begun a preliminary mid-year review as required by Meadville Lombard.

I participated in the Well For The Journey clergy retreat on March 4 on the theme of "Dark Night Of The Soul."

#### INNER LIFE

I met with the Committee on Ministries on February 24. We talked about the Sunday Morning Structure group. I was surprised that COM members expressed a great yearning to return to one service. In the next month, we will have a meeting of the Sunday Morning Structure group. Kai has kindly put together graphs of attendance from the past two years to help us in this work.

I attended a wonderful Stewardship dinner hosted by Nancy Mears on March 2.

I met with the Membership Committee on March 11.

I met with the A-Team and O-Team on March 13.

As you will see from the minutes of the March A-Team meeting, the A-Team HAS produced a draft of most of the policies we committed to send to the Board this month. The one exception is the Safety Policy which Joyce, Andrew, and Monica have been working on. They need to meet again. The other policies need to be cleaned up of comments from A-Team members. With Nancy out-of-the-office, unexpectedly, this has been slightly delayed. But I hope to send the Board the majority of the policies on Monday or Tuesday.

Am happy to report that Nancy Hannah is recovering well from her surgery on Monday. She was planning to go home today.

Kai has been doing Nancy's work in addition to her own. I hope the Board will consider ways to recognize Kai for this.

#### OUTREACH

This coming Tuesday, I will be attending a breakfast hosted by Maryland Presbyterian whose signs welcoming people who identify as LGBTQ, immigrants, and Muslims were vandalized. We will talk about ways we can work together against hate.

#### DENOMINATION

I attended the February meeting of The Chesapeake Unitarian Universalist Ministers Association. Lora participated in the opening worship created by Ministerial Interns. She did TUUC proud!

The Baltimore Cluster of UU colleagues met at TUUC on March 6<sup>th</sup>.

I have registered for Ministry Days and for the UUA General Assembly in Spokane, WA in June.

PERSONAL

Don continues to heal from foot reconstruction. He will have pins in his toes removed on April 1. He is non weight-bearing until then. He will then receive two weeks of PT to learn to walk again.

Respectfully submitted,  
Clare

**A Team Meeting**

March 13, 2019

Attendees: Lora Powell-Haney, Todd Robertson, Joe Tumbler, Rev. Clare Petersberger and Kai Aiyetoro

Agenda:

1. Discuss policies to pass on to the board.
2. Capital Campaign

Meeting began at 6:30 pm:

1. Policies distributed via Google Drive for all to review. Discussion regarding some of the markups by Joe and Todd. A Team agreed to Fob and Key Use, Privacy, Green Sanctuary and Communications Policies with a few revisions (see markups). Joe will work more on fundraising policy. Todd and Kai will work more on Facilities Use Policies. All due to Rev. Clare for upcoming board meeting. Safe Congregation Policies are forthcoming. Todd approved request to change main door locks and procedure as mentioned in the Fob and Key Use Policy.
2. October 16, 2018 email from Todd listing church upgrades distributed to group. This is the beginning of development of a new Capital Campaign. Todd is in the process of getting estimates for the work. He will prioritize the list with cost and make available by May.

Next meeting will be April 10 at 6:30 pm. Topic of discussion: Preliminary evaluation from A Team on how we function and list A Team Goals.

Meeting adjourned at 7:29 pm.

Submitted by Kai Aiyetoro, Church Administrator

## **APPENDIX 3: TREASURER'S REPORT**

**July 1, 2018 – February 28, 2019 - 67% of the fiscal year**

### **Income**

We have the same areas of concern in the budget as before. The plate general fund was at \$10,811– 56% of the budgeted amount, 11% less than we should have. We are still below where we would like to be at this time. This has been a trend that has not changed. We can reasonably expect to fall about 10% short in this area, about \$1900. Our rentals are still low for this point in the year – 55% of the expected amount. With the fluctuation in the stock market, the endowment has been going up and down. The most current statement has it at \$901,315, up from \$873,000 in January. The board will be taking a close look at how the Endowment is invested over the next couple of months. We need to eventually decide on a possible new method for determining the amount of the endowment we withdraw each year for the budget.

On a more positive note, we have received \$235,411 in pledges already, 76% of our budgeted amount. Several people have “overpaid” their pledges (intentionally) and we have received new pledges from new members and friends. We have received \$9381 in charitable contributions so far, which is very good; we only planned on \$3000. These are donations that people have made that are not pledge payments.

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

PNC Checking - \$17, 815 (down from \$33,165.79 last month)

Schwab MM - \$51,989.75 (exactly the same as last month)

### **Expenses**

We are on target or under in most categories of expenses so far this year. One exception is the utilities, which we expected because of the gas meter having been set incorrectly for four years. That line item is at 76%. This should be a little less impactful as the year progresses, since as the weather warms, we use far less gas. Also, the budget for membership has gone over (103% of the \$400 budget). There will be more membership events, so I expect that this will grow even more.

### **Stewardship/Pledges**

We have received 145 pledges so far totaling \$223,573. We have yet to hear from 78 people. The stewardship team will start contacting those individuals this week. I anticipate having around \$315,000 in pledges, though it's hard to gauge this.

In summary, there still have concerns with income. I think we will be alright this fiscal year, though we might run a deficit. There was money left from the last fiscal year, so we should be able to pay our bills. The next fiscal year will prove to be very challenging.

Submitted by Monica Sweidel

Feb 28, 19

ASSETS

Current Assets

Checking/Savings

PNC Account Capital Campaign	392.72
PNC Checking	17,814.81
PNC Money Market Restricted Acc	52,680.36
Schwab xxx3840 (Money Market)	<u>51,989.75</u>

Total Checking/Savings 122,877.64

Accounts Receivable

Accounts Receivable	<u>437.50</u>
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Total Accounts Receivable 437.50

Other Current Assets

Prepaid Expenses

Prepaid Legal Fees	<u>2,597.00</u>
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Total Prepaid Expenses 2,597.00

Undeposited Funds	<u>-180.00</u>
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Total Other Current Assets 2,417.00

Total Current Assets 125,732.14

Fixed Assets

Building

Playground Fence	5,934.12
Roof Replacement - October 2018	41,570.00
Security System (11-2017)	9,806.49
Carpeting 7/26/99	6,034.00
Carpeting (7/05/2001)	14,749.87
Sign (4/15/95)	2,400.00
Parking Lot (August 2016)	49,344.85
Alarm System (1/14/97)	1,175.00
Expansion (12/19/88)	396,648.52
Improvements (03/01 & 09/11)	159,431.00
Original (9/10/72)	162,528.00
Accumulated Depreciation	<u>-590,520.91</u>

Total Building 259,100.94

Land

Original (9/5/61)	32,000.00
Spragins Property (4/2/93)	<u>40,223.22</u>

Total Land 72,223.22

Culvert (9/30/1999)	<u>11,260.20</u>
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Total Fixed Assets 342,584.36

Other Assets

Endowment

Schwab xx3839	<u>901,315.23</u>		947694
Total Endowment	<u>901,315.23</u>	42570	943,885.23
Total Other Assets	<u>901,315.23</u>		
<b>TOTAL ASSETS</b>	<u><u>1,369,631.73</u></u>		
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			3,808.77
Current Liabilities			
Accounts Payable			
Accounts Payable	<u>1,842.02</u>		
Total Accounts Payable	1,842.02		
Other Current Liabilities			
Deferred Income			
PrePaid Rentals	1,553.31		
PrePaidPledge	<u>7,700.00</u>		
Total Deferred Income	9,253.31		
Rental Security Deposit	<u>555.00</u>		
Total Other Current Liabilities	<u>9,808.31</u>		
Total Current Liabilities	11,650.33		
Long Term Liabilities			
Membership Loan Payable	<u>27,221.12</u>		
Total Long Term Liabilities	<u>27,221.12</u>		
Total Liabilities	38,871.45		
Equity			
Opening Bal Equity	50,523.36		
Temporarily Restricted Funds			
Hospitality Green Coffee	3,602.32		
Green Sanctuary	2,504.05		
Gallery Unicorn	4,381.16		
Memorial Garden Plaques	12,997.46		
Finance Council			
Office	1,275.08		
Capital Equipment Fund (for equip purchases)	3,670.29		
Special Gifts	<u>5,471.97</u>		
Total Finance Council	10,417.34		
House & Grounds Council			
Bldg Maintenance	<u>4,417.62</u>		
Total House & Grounds Council	4,417.62		
Inner Life Council			
Budget (Tall Trees Concerts)	1,350.03		
BookNook	1,022.42		
Caring	<u>1,568.36</u>		

Total Inner Life Council	3,940.81
Social Action Council	
Social Resp Projects	<u>1,886.81</u>
Total Social Action Council	1,886.81
RE Ministry Council	
Coming of Age	114.00
RE Social Action Fund	482.31
RE Reserve Account	1,000.00
Youth Group Reserve Account	<u>434.81</u>
Total RE Ministry Council	2,031.12
Sunday Services Council	
Hymnal Supplement	324.80
Kate Venables Music Fund	<u>3,308.20</u>
Total Sunday Services Council	<u>3,633.00</u>
Total Temporarily Restricted Funds	49,811.69
Retained Earnings	1,178,417.45
Net Income	<u>52,007.78</u>
Total Equity	<u>1,330,760.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,369,631.73</u></u>

## **APPENDIX 4: PRESIDENT- ELECT'S REPORT/PROGRAM COUNCIL MINUTES**

Wednesday, February 13, 2019 - Submitted by Patty Barry

### I. Welcome, chalice lighting, introductions with pronouns, and check-in – 12 min

Chalice Lighting (read in unison): We promise to Trust, to welcome each other, to be courteous, patient and warm, to give and gain the benefit of the doubt. [from the TUUC Relational Covenant]

Your name, your pronouns (e.g. she/her/hers, they/them/theirs, he/him/his), your role. Check-in question: Who or what has inspired you in the last week?

Present: Kai Aiyetoro, Andrew Hager, Patty Barry, Joyce Duncan, Jane D'Ambrogi, Michael Magrogan, Tracy Hall, Larry Magder, Joe Tumbler, Anita Cox, Monica Sweidel, Karyn Marsh, Lisa Lubomski, Robin Sinn, Samantha Saalfeld, Lorraine Sorbello, Donn Teubner-Rhodes, Marti MacKenzie, Sue Royer

Not Present: Clare Petersberger, Lora Powell-Haney, Todd Robertson, Jeanette Anders

### II. Request volunteers for Process Observer, Note Taker, Time Keeper (three roles). These were assigned

### III. Spotlight on: Youth Religious Exploration (YRE) – Joyce Duncan, Larry Magder (10 minutes)

Share what's going on with Youth RE: successes, important dates, areas needing help, possibly synergies or linkages with other groups at TUUC. Youth Religious Education continues to need volunteers. Pulling together enough teachers and extra helpers for all classes is always a challenge. YRE is looking to the Program Council for suggestions of people to approach for volunteering.

You do not need to commit to serve as a teacher; you can present a one-day activity or interest, lead one class, or just speak for part of a class. A past example was given: Todd Robertson came in last year to share about Roots and Wings (TUUC Pagan Group). Possible topics for these visits include: dance, music, a special skill, and for YRUU (youth group): meditation and social action topics.

The Program Council then took part in an activity in small groups, the YRE Update Quiz. Some facts presented in this quiz:

- Different levels of Our Whole Lives (OWL) offered now at TUUC:

- 3. In 2010, there was only 1 level offered at TUUC.

- # of teen participants in 1st service trip to West Virginia in 2017: 3. Predicted participants this year: 9

- Number of social justice issues covered with Harry and UU (a Harry Potter themed curriculum for grades 5 - 8): 7

- Number of adult volunteers needed this semester to cover all ages at the 11:15 service: 22

- How many TUUC groups would YRE like to partner with? As many as possible.

- Upcoming events in YRE are the February 24 Young Religious Unitarian Universalists (youth group) worship service and the service trip to West Virginia in June, to help fix low income housing and to learn about health and economic issues.

### IV. All-congregation collaborative fun event – 5 min

Ice-cream social and volunteer recognition on Sunday, May 19 after the second service. How can we as a Program Council, or the committees that we represent, help this event to be successful? Invite pairs of committees to be responsible for a specific part of the event? (e.g. planning for the ice cream and supplies, set-up, ice cream scoopers, volunteer recognition, clean-up).

This event is intended for all in the congregation, both children and adults. The question as to how the Program Council might help this to be successful was presented, with the suggestion of having committees pair up to take ownership of a particular aspect of the event.

V. Communication & Sharing Group Activity – in groups – 25 minutes (15 min in groups, 10 min reporting back to the council and summarizing actions)

We broke up into three groups. Within each group, the following topics were discussed:

- Identifying an existing or planned program that might appeal to people from more than one committee (focus on February – June).
- Suggesting ways to improve communication and awareness – is it a program that we want to promote to the public?
- Discuss the ice-cream social & volunteer recognition event

Ideas that came about as a result of the small groups:

An existing or planned program that might appeal to people from more than one committee (focus on February – June):

- Teens helping older congregants with technology, perhaps as a fundraiser.
- Youth group in West Virginia working with social action committee. Mutual teaching could occur before and after the trip, and SA committee members could work with youth locally afterwards to extend the ideals of the trip.
- Fundraisers - joining forces with youth group for trip, Amazing Grace and the issues they're facing/social event. Waterways exhibit. Smithsonian. Emily. Discussion underway about having a musical event in conjunction. Involving other churches?
- Drama students from local colleges to come here or for us to go there (to raise money) or other theater group
- Coffee House
- Theater camp that uses TUUC in the summer - engage them this year?

Ways to improve communication and awareness – is it a program that we want to promote to the public?

- Have a speaker or speaker series that would appeal to the public, as a way to have them visit TUUC.
- Nextdoor (website for promotion of events, by neighborhood). Have to get folks to post, be responsible for posting to their particular neighborhood - neighborhood ambassadors?
- WTMD/WYPR underwriting - perhaps for Waterways exhibit, events like the Eleanor Roosevelt one woman show

The ice-cream social & volunteer recognition event

- Get ice cream donated? Charmery? Uncle Wiggly's?
- Volunteer recognition idea: different color ribbons to indicate different categories or committees of volunteer work
- Solicit a volunteer coordinator to facilitate event and other things
- Honor volunteers in groups/categories on several Sundays as well as the big event
- List volunteers' rather like a diploma. Receive a certificate for the year.
- Nominations from congregation: Uber-volunteers. Will some folks who spend a lot of time but quietly/behind the scene be overlooked? But maybe they won't care? Or perhaps that's where their skills are, and they might feel slighted. This is not going forward.
- Volunteer of the Year? Done in the past but not recently. It was reported that Rev. Clare felt it was not her role to select one person to be recognized as the volunteer of the year.
- Karyn: Past volunteer recognition event: meal by Chipotle. Other years, every in Sunday in May, cake, recognizing a committee each week.
- Perhaps put names of volunteers in order of service, and invite to stand up, in Sundays in May. Karyn suggested having board members join Rev. Clare in recognizing volunteers as they stand.
- Joyce: For years, the YRE committee would thank their volunteers in the YRE service upstairs, presenting them with gifts either made or purchased by DRE. This became harder to do when we shifted to two semesters (requiring more volunteers), and we also realized they are volunteers for the whole church. Keep in mind, May 19 is senior bridging day for 3 seniors. Usually there is a cake, but perhaps a cake is not needed with all the ice cream.
- Kai: People like to see their names up front, which wouldn't happen with just certificates.
- December for holidays: decorate with scrolls with names and what they've volunteered for. Hang them, and then give them to them at the end.
- Mini-posters of each committee so that all can see.

Sue called for a summary of our volunteer recognition discussion. Ideas expressed:

- Let's not lift up just a few volunteers. Post by committee/group, perhaps in order of service and/or visible signs in the lobby.
- A thumbs up/thumbs down assessment regarding printing a certificate for each volunteer was taken and resulted in few thumbs up.
- Lisa suggested that it's more important for folks to see lists/make people aware with a public display of names. Robin agreed, mentioning the saving of trees by reduced paper.
- Michael suggested that it's important for those volunteers who are not present on a particular Sunday to still be recognized and thanked.
- Perhaps include blank spaces on posters: your name here

- Still left to figure out: Set-up, serving, clean-up of ice cream social. Larry suggested involving the kids in set-up and clean up. Sue suggested having Board members serve.
- Dairy free option needs to be included.

VI. A Dialog on Race and Ethnicity (ADORE) idea of a poster board in the lobby with cards that you can write on when you've taken an action in support of TUUC's mission – deepening our ethical and spiritual lives together as we work for racial, social and environmental justice – Marti MacKenzie – 10 min

Marti Mackenzie proposed having a poster board in the lobby with cards that you can write on when you've taken an action in support of TUUC's mission.

Marti described that ADORE has been holding monthly activities for at least 3 - 4 years. They are looking at what should be their next step. She explained that people often approach her asking: what can I do? or commenting: guess what I did?

This poster board would be a space for people to list what they've done: visiting other congregations, MMTH, Amazing Grace, Earl's Place, books read. The poster would serve both as inspiration and for patting each other on the back. The board would be refreshed every couple of months.

Reaction was positive. Suggestions included having a space on the poster for displaying upcoming activities and using existing bulletin board space rather than a stand-alone board.

Kai expressed a desire for more information in the Threshold about people's mission-focused activities. She would especially like to see information not just from people running events, but all congregants.

There was discussion of putting social justice activities on the TUUC Facebook public page or a link to a page on the website focused on social justice. Kai reminded us that if we'd like to put something on the website to email her.

VII. Announcements and reminders (2- 3 min per person unless otherwise noted) – let Sue Royer know prior to the start of the meeting if you have something to announce

a. Budget inputs – Joe Tumbler – 10 minutes

Joe presented what he has been working on regarding TUUC's financial statements and budget, attempting to make them more streamlined and understandable. He has been through 10 years of data. There are multiple issues, including overly long and complex statements. He sent out an email for committees/groups budgetary needs, and still needs some groups to reply. Joe requested that if you haven't given Joe a budget, to reach out to him so that he can work with you to achieve. Joe asked for the Program Council's buy-in, as change can be a challenge. Support was expressed.

Monica gave a reminder that things groups share like coffee, copies, and postage don't belong in individual committee budgets. Those are outside the realm of committees/groups. Kai will still need to know if your group is planning on a special event that will require a great amount of these resources, so that it can be included in ordering and budgeting.

b. There will not be a House & Grounds Work Party on Feb 16

c. Neighborhood Dinners – February 23 and March 2 – Monica Sweidel

d. Available Light/ADORE Film – Mar 1 – Andrew Hager

- e. Membership Information Session – March 10 after the second service – Karyn Marsh
- f. Special Music Service – March 24 – Tracy Hall or Donn Teubner-Rhodes
- g. Possible congregational Common Read – Justice on Earth - Lora Powell-Haney
- h. UU Living Legacy Pilgrimage – Sue - <http://www.uulivinglegacy.org/>
- i. Reminder to please wear your nametags on Sunday mornings and have your role on your nametag (send an email to [assistant@towsonuuc.org](mailto:assistant@towsonuuc.org))
- j. Don't prop the lower level door open. It's recommended ask a volunteer to stand near the door to let people in. Unlock the main door after entering using your key fob.
- k. Request for a committee to be highlighted in the next Program Council meeting – time on the plenary agenda (10 min) for that committee to share what they're working on – Sue

VIII. Agree on date for next meeting: The next Program Council meeting will be on Wednesday, April 10, 2019. The (Zombie) Operations Team (O-Team) will meet on Wednesday, Mar 13 at 7:30 pm.

IX. Process Observation – 5 min – see below

X. Close & put away tables and chairs

#### Appendix

Goals for the Program Council for 2018 – 2019:

1. Foster synergy between individual committees; promote at least one program per quarter that is sponsored by or attended by people from more than one committee or group.
2. Improve communication, promotion, and awareness of programs.
3. Sponsor one additional all-congregation collaborative fun event (in addition to the auction).
4. Promote attendance and active participation in Program Council meetings.
5. Add Process Observation to Program Council and O-Team meetings.

How do we get the word out about programs?

- Ensure the event is on the TUUC calendar (form available on the side of the mailboxes in the lobby).
- The Threshold (weekly newsletter, delivered via email link, some copies mailed)
- Closed Facebook Group, including use of events
- Public Facebook Page, including use of events
- Twitter @TowsonUUC – determining who manages this account

- YouTube - <https://www.youtube.com/user/TowsonUUC/> - determining who manages this account
- TUUC Website
- Posts to Nextdoor (website for neighborhood news)
- Announcements (free) in Towson Times
- Press Releases to local media organizations
- Paid Ads
- Paid Underwriting to local public radio stations
- Email to those who opted in to the TUUC Email Bulletin Board
- Emails to specific committees or interest groups
- Announcement at the beginning of the service
- Announcements on slides in the lobby on the TV and before the service in the meeting room
- Word of mouth – at coffee hour, with friends, etc.
- Postcards
- Poster boards in the lobby
- Communication both before and after a program. Communication afterward includes posting photos in our Facebook Group, updating the photos on our web site, word of mouth, etc. and may motivate someone to attend in the future.
- Feel free to write us a positive review on our public Facebook page or on Google