

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

Date/Time:	January 16, 2019
Meeting:	Board of Trustees Monthly Meeting
Participants:	Angela Castillo-Epps, Neil Porter, Sue Royer, Karyn Marsh, Rev. Clare Petersberger, Luke Williams, Monica Sweidel and Art Starr
Absent:	Carol Watkins and Lora Powell-Haney
Guests:	Jason Braspennickx
Location:	Towson Unitarian Universalist Church – Rooms 1 & 2
Next meeting:	February 20, 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	1/19
Read reports	All	1/19

Scheduled Agenda:

The meeting convened at 7:30 p.m. with a Chalice Lighting by

CHALICE LIGHTING	Rev. Clare
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GO-AROUND QUESTION	All
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CONSENT AGENDA	Owner
Approve minutes from December 19, 2018 – attached	ACE
Accept President’s Report (Appendix 1) N/A	Neil
Accept Minister’s Report (Appendix 2)	Rev. Clare
Accept Treasurer’s Report (Appendix 3)	Monica
Accept Program Council Report (Appendix 4)	Sue Royer
Accept A Team Report (Appendix 5)	Rev. Clare

DISCUSSION AGENDA	Time	Presenter
Neil asked the Board if any items need to be moved from the consent agenda to the discussion agenda. There being no motions, Angela moved to approve the consent agenda. All voted in favor.	7:40	Neil Porter
<i>Agenda Item # 1</i>		Jason
Governance Committee update and discussion of the proposed timeline and board ownership Discussed timeline for new governing model. In June, plan to ask congregation to approve another year long trial. Goals will be discussed at Town Hall meetings. A draft evaluation report will be developed. The Board, A-Team and Program Council will discuss report.		

DISCUSSION AGENDA	Time	Presenter
<p>Operations Team will be phased out and Program Council brought in. An assessment will be sent to the congregation in May. Board will draft a bylaw committee to suspend the functions of the O-Team. A full bylaws committee will be developed to revise all bylaws for changes. Board recommended Joe Tumbler for the bylaws committee. October 2019 vote to suspend functions of the O-Team. The board discussed adding something to the effect of “temporarily suspend” the functions of the O-Team rather than suspend (which sounds as if a decision has already been made). Also, the O Team could possibly be brought back (not in the by-laws, but in our governance policies) if needed at the end of the second year trial.</p> <p>June 2020, the final bylaws will be voted upon. Educate congregation on each step of this process so that when final bylaws are drafted, there will be limited debate needed for their approval. Educate members by submitting process steps in the Threshold, listening sessions and at Town Hall meetings.</p> <p>Issue for February board meeting: Ensure that people who are eligible vote are the only ones who actually vote, i.e. paper ballots, educating on the process etc.</p> <p>Issue for March Board meeting: The Board will discuss and plan for how to communicate the Governance plan to the congregation for the June and October Town Hall meetings.</p>		
<i>Agenda Item # 2</i>	8:40	Sue Royer
<p>Roof endowment loan amendment</p> <p>Meeting was held on January 5, 2019. Two voting items:</p> <p>Short term rate of interest will be 3% lowered from 4%. All were in favor.</p> <p>Payment of interest on 41,570 (transferred from the Endowment) is to be paid with a start date of 10/1/18 for interest on the 40,000. All were in favor.</p> <p>The remaining funds will not be moved at this time.</p>		
<i>Agenda Item #3</i>	9:00	Karyn Marsh
<p>Annual UUA Certification discussion</p> <p>Every year, the UUA requires congregations to certify information on the congregation and answer a poll on certain issues. This year's poll asks whether our congregation supports putting the Democracy Uncorrupted proposal for a Congregational Study on the agenda for the June 2019 General Assembly.</p> <p>Rev. Clare motioned to put the proposal forward, Neil seconded and all were in favor.</p>		
<i>Agenda Item #4</i>	9:05	Monica

DISCUSSION AGENDA	Time	Presenter
Discuss and solicit Stewardship brunch volunteers Monica disseminated a brunch volunteer sign-up sheet. Members of the Board signed up to support the brunch.		
<i>Agenda Item #5</i>	9:10	Sue and Monica
Board members wrote personalized notes on 10 stewardship letters each.		
<i>Agenda Item #6</i> <i>June 9th congregation meeting/child care issue</i>		
Recommendation is that hire an adult child care provider and that we request the A-Team to work with the YRE program to determine how to address the need. Other: Item for the February meeting - to discuss fundraising and the 5,000 line item in the budget. (Rev. Clare) Item for the March meeting - Invite Joe Tumbler to discuss budget. (Monica Sweidel)	9:20	
PROCESS OBSERVATION REPORT	9:25	Art Starr

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

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		Sue Royer
March 2019	Angela Castillo-Epps		
April 2019			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
JANUARY 11, 2019

WORSHIP

Our one service on December 16 was dedicated to exploring the mystery of the cosmos, life, and community with the participation of our religious exploration classes and Choir. Kudos to Joyce and Tracy!

Our one service on December 23 was dedicated to experiencing how music touches us in ways that words do not---especially when it comes to holiday music! Thanks to Tracy not only for the service but for organizing a carol sing for after the service.

We re-enacted the ancient story of the nativity in our Family Christmas Eve service as well as celebrating the 200th anniversary of the writing of Silent Night. I'm grateful to Joyce for all of her help.

For the adult service, we explored what the ancient nativity story has to say about migrant families and welcome. I received this lovely e-mail from Al Muehlberger sharing how the service touched him:

Hello Reverend Clare,

I meditate usually every morning but today the substitute became this email and my thoughts about the service last night. It was the most genuine Unitarian spiritual experience I've ever had. Thank you! The space, the decorations, the colors, the musical sounds, the human energy - all set the stage for the spoken words that manifested from your sincere ideas and thoughts. Those words were timely, courageous, empathetic and inspirational. As I watched you speak from my seat I could see a serious attractive aura that was strong and real. The word GURU comes from two Sanskrit words - Guha = cave and Ru = light or by extension "the one who brings enlightenment to darkness" - i.e. wisdom. Another way of looking at it - Bodhi Sattva - Bodhi = enlightenment; Sattva = "one who bravely works to bring enlightenment to others" i.e. a warrior.

So.....I now pronounce thee - "Reverend Clare - "Wise Warrior"!

I am happy that you were in my life in 2018 - and hope there will be more in 2019.

We are all grateful for the work you do and the lessons you bring us.

"Om Namah Shivayah" = "May the beauty of the universe consolidate in your soul"!

Namaste!

Al Muehlberger

January 6 we began to explore the question, "What does it mean to be a people of possibility" with a celebration of Epiphany.

And this Sunday we will welcome new members by lifting up that, together, we can make possible what seems impossible.

I met with John LaFerla, Carol Watkins, and Glenn Brynes to begin to make plans for the February 17 service which will be on trust and medical ethics.

I wrote my January newsletter column on the New Horizon's mission and photos of Ultima Thule as a shining example of possibility!

I have been working with Dr. William Sciarillo's family on the celebration of his life on January 19 at 1 p.m. And I've been working with Gil Fisher on the memorial service for Kay and Cliff Terry at Charlestown on January 22. I met with Allen Monger and Sarah Liske to begin planning their June wedding. I met with Tim Boniface and Liz Mason to begin planning for their September wedding.

PASTORAL CARE

I have made 8 pastoral visits since our last meeting.

Lisa Lubomski cancelled the January 3 Caring Committee meeting due to illness but we have been communicating about the reception for Dr. William Sciarillo.

EDUCATION

I met with seven colleagues for spiritual deepening at a day long retreat on January 7. This group is sponsored by Well For The Journey.

I have been meeting regularly, either in person, or by Zoom, with Lora Powell Haney. This week, we made plans to offer a Soul Matters Sharing Circle from February 5 - May 14. Chalice Circles will be taking a break this spring to evaluate the program and recharge. So Lora and I will take turns facilitating, every other week, a group of up to 12 people who would like to explore the question of the month in more depth through spiritual exercises.

We have scheduled Lora to preach on April 14 (two services) and May 26 (one service---my Sunday out-of-the-pulpit in May.)

And we have begun to brainstorm ideas for Lora's focused project next year.

The goal of the project is to identify who is missing from the congregation---in terms of a specific demographic---and create a project to try to reach out to them. This project is to be designed in such a way that it can be continued after the Ministerial Intern leaves. I welcome your thoughts on the specific demographic you would like TUUC to reach.

INNER LIFE

The staff celebrated the holidays with a luncheon at Orchard Market on December 19.

I met with the Governance Task Force on the evening of January 7.

I met with the A-Team and with the Program Council on the evening of January 9.

On January 10, I met with Robin Sinn and Marcia Brooks to discuss plans for Chalice Circles.

DENOMINATION

The Baltimore Cluster of UU colleagues met at TUUC on January 2nd.

APPENDIX 3: TREASURER'S REPORT

Financial Report for Board July 1, 2018 – December 31, 2018 50% of the fiscal year

Income

There are several areas of concern in the budget at the halfway point in the fiscal year. The plate general fund was at \$8106 – 42% of the budgeted amount. We are still below where we would like to be at this time. This has been a trend that has not changed. This could be problematic as the year goes on. I don't know what accounts for the downturn in these contributions. They were up quite a bit last year. The rental amount is also low for this point in the year – 41% of the expected amount. I know we lost one rental, which could account for the lower income. I don't know if this will pick up for the rest of the fiscal year. I think the conditions of the church have driven some potential renters away. I know it is why the one regular renter left. Another big area of concern is fundraising other than the auction. We put \$5000 in the budget for other fundraisers, but none have been held. Are there any plans for more fundraisers that will go into the operating budget? (Not specific things like the chairs). Due to the downturn in the stock market, our endowment account has also fallen. In the report from the bookkeeper it had a balance of \$877,021.39. In the long term, this is not a big concern; the stock market fluctuates. In the short term, we will be receiving several thousand dollars less from our annual contribution to the operating budget for the next fiscal year.

On a more positive note, we have received \$193,966 in pledges already, 62% of our budgeted amount. Several substantial pledge payments came in at the end of the tax year.

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

PNC Checking - \$52,097.38 (about \$25,000 more than last month)
Schwab MM - \$22,629.69 (down about \$10,000 from last month)

This totals \$74,727.07. So cash flow isn't a problem at this point.

Expenses

We are on target or under in every other category of expenses so far this year. One area of concern is utilities. We got a letter from BGE in December that indicated that our gas meter had been programmed incorrectly since November of 2014. Our gas bills for those years have been about \$2000 lower than they should have been. They are not asking us to pay the back bills, but from January forward, our gas bills will be about \$2000 more per year than they have been. This will affect both this year's and next year's budget. Hopefully the new roof and insulation will have an impact on this, and it might not be quite as high as anticipated.

Stewardship/Pledges

Pledge update emails were sent out to everyone with pledges on record for 2018-19 letting them know where they are at this point in the fiscal/pledge year. This seems to have yielded some results with several large pledge payments coming in. We also got some unexpected gifts and a pledge payment from someone who had moved away and not made a pledge.

The stewardship committee has been working overtime to get the next stewardship campaign going. The neighborhood dinners are almost all scheduled. We hope that will provide fun and fellowship for all who participate. We hope that a board member or a member of the stewardship committee will be able to attend each of the dinners to spend a few minutes on some talking points.

In summary, there are some 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, especially if we do not bring in more pledges. I would like Joe Tumbler to attend the next board meeting to address some of these concerns. Below you can see part of what Joe has put together that highlight some of the big concerns for next year. I am also including along with this report a document from Joe with his key observations on this fiscal year to date.

**TUUC Financial Results
Fiscal YTD 12/31/2018
Key Observations**

1. YTD net income was \$53586.
2. Revenues on track for a full year \$414,000, \$6,000 under budget
 - a. Pledge Revenues are on track with full year budget
 - b. Auction revenues will likely be \$5,000 over budget, but additional budgeted fundraising of \$5,000 will not occur.
 - c. Rental Income likely will be \$6,000 under budget for the full year
3. Various expense items will be greater than planned:
 - a. Utility mis-biling will cost \$2000 for the remainder of this year and \$4,000 annually thereafter.
 - b. Legal fees of \$3,000 were unbudgeted
 - c. Other fundraising expense will likely not be incurred saving \$1,000.
 - d. Interest of Endowment borrowings will cost \$875 unbudgeted
 - e. The Ministerial Intern will cost \$9700, and is currently paid out of a fund set up for the Goucher student. Thus should be considered an expense item, even though it is now not being captured as an expense.
 - f. Unidentified expense savings may be possible for a number of well under budget accounts should it be necessary
4. In total, it looks like we are on track for a \$10,000 loss for the year (assuming no unspecified expense savings are realized, and excluding the \$9700 cost of the Ministerial Intern.)
5. Unrestricted Cash is \$76,900.
6. Longer Term, our member base is not growing larger and is aging. We are highly dependent on a small number of very generous donors. We could lose as much as \$20 - \$25,000 +/- in pledges in the next few years as some donors support returns to a lower, more sustainable level. We should invest significant energy looking at ways of increasing support from existing members and attracting new members.

Financial Issues to consider	This Year	Remainder of This Year	Next year
	\$	\$	\$
Mis-billed utilities	(2,000)	(2,000)	(4,000)
	\$		\$
Legal Fees	(3,000)		-

	\$		\$
Auction	5,000		-
	\$	\$	
Other Fundraising	(5,000)	(5,000)	
	\$	\$	
Other fundraising expense	1,000	1,000	
	\$	\$	
Rental Income	(6,000)	(6,000)	
			\$
Endowment Income	.		(3,020)
	\$	\$	\$
Interest on Endowment Loan	(875)	(875)	(1,250)
			\$
Member Loan repayment			10,000
			\$
Fragile Donor Base			(20,000)
			\$
Loss of key donor			(5,000)
	\$	\$	
Possible Expense Savings	5,000	5,000	
	\$	\$	\$
Budget Related Items	(5,875)	(7,875)	(23,270)
	\$	\$	\$
Ministerial Intern*	(9,700)	(4,845)	(9,700)
	\$	\$	\$
Total Spending Items	(15,575)	(12,720)	(32,970)

* using Goucher College Student Funds for part of this year's expense

Concentration of donors:

Submitted by Monica Sweidel

	<u>Dec 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
PNC Account Capital Campaign	2,175.34
PNC Checking	52,097.38
PNC Money Market Restricted Acc	52,665.03
Schwab xxx3840 (Money Market)	<u>22,629.69</u>
Total Checking/Savings	<u>129,567.44</u>
Total Current Assets	129,567.44
Fixed Assets	

Building	
Roof Replacement - October 2018	41,570.00
Security System (11-2017)	6,755.02
Carpeting 7/26/99	6,034.00
Carpeting (7/05/2001)	14,749.87
Sign (4/15/95)	2,400.00
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	200,770.50
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>
Total Fixed Assets	284,253.92
Other Assets	
Endowment	
Schwab xx3839	<u>877,021.39</u>
Total Endowment	<u>877,021.39</u>
Total Other Assets	<u>877,021.39</u>
TOTAL ASSETS	<u><u>1,290,842.75</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposit	<u>430.00</u>
Total Other Current Liabilities	<u>430.00</u>
Total Current Liabilities	430.00
Long Term Liabilities	
Membership Loan Payable	<u>27,221.12</u>
Total Long Term Liabilities	<u>27,221.12</u>
Total Liabilities	27,651.12
Equity	
Opening Bal Equity	50,523.36
Temporarily Restricted Funds	
Ministerial Intern	4,855.00
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	5,471.97
Total Finance Council	<u>10,417.34</u>
House & Grounds Council	
Bldg Maintenance	4,417.62
Total House & Grounds Council	<u>4,417.62</u>
Inner Life Council	
Budget (Tall Trees Concerts)	1,350.03
BookNook	1,022.42
Caring	1,568.36
Total Inner Life Council	<u>3,940.81</u>
Social Action Council	
Social Rasp Projects	1,886.81
Total Social Action Council	<u>1,886.81</u>
RE Ministry Council	
Coming of Age	114.00
RE Social Action Fund	482.31
RE Reserve Account	1,000.00
Youth Group Reserve Account	434.81
Total RE Ministry Council	<u>2,031.12</u>
Sunday Services Council	
Hymnal Supplement	324.80
Kate Venables Music Fund	3,992.43
Total Sunday Services Council	<u>4,317.23</u>
Total Temporarily Restricted Funds	55,350.92
Retained Earnings	1,123,225.10
Net Income	34,092.25
Total Equity	<u>1,263,191.63</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,290,842.75</u></u>

**APPENDIX 4:
PROGRAM COUNCIL AGENDA AND SUMMARY**

Wednesday, January 9, 2019, 7:30 pm – 9:15 pm

- I. Welcome, chalice lighting, introductions with pronouns, and check-in – 12 min
- Your name, your pronouns (e.g. she/her/hers, they/them/theirs, he/him/his), your role.
Check-in question: have you set a personal intention for the year 2019 that you are willing to share?
- II. Request volunteers for Process Observer, Note Taker, Time Keeper (three roles).
- III. Finalized Goals for the Program Council for 2018 - 2019 – 5 min
1. Foster synergy between individual committees; promote at least 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.
- IV. Communication & Sharing Group Activity – 40 minutes (20 min in groups, 10 min reporting, 10 min on action plans)
- We will break into three groups. Within your group, each person is asked to share information about a TUUC activity or program that you are working on. It can be something recently completed, something ongoing, or planned. It should be something that you are excited about, that you think others should be aware of, and/or something that needs help from the Program Council and others at TUUC. You will have approximately 2 – 3 minutes per person within the group. After 20 minutes, each group will be asked to summarize for everyone. We will identify actions to better promote and contribute to the success of the programs.
- V. All-congregation collaborative fun event – 10 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).
- VI. Neighborhood Dinners – 10 min
- Requesting the Program Council’s assistance to make these successful: Fun & Fellowship - Jan 26, Feb 23, Mar 2
- Neighborhood hosts, participants, please talk them up! Please sign up!
- VII. Announcements and reminders (2- 3 min per person) – let Sue Royer know prior to the start of the meeting if you have something to announce

- a. Reminder – how we function - please bring new groups, activities, programs to the Program Council. What do you need from us or others at TUUC to help this be successful? Reminder about the fundraiser form – Kai Aiyetoro
 - a. Budget inputs are being sought for the 2019 – 2020 fiscal year – Joe Tumbler
 - b. Renewable Energy Film Screening and Potluck – Friday, Jan 18, 6:30 – Samantha Saalfield
 - c. Work Party – Sat, Jan 19, 9 am – 12 pm – Todd Robertson
 - d. Stewardship brunch on Sunday morning – Feb 3 after each service (snow date Feb 10) – Monica Sweidel
 - e. TUUC Nametags – leaders are requested to have their role on their nametag and to wear their nametag - Sue
 - f. Highlighting a committee 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: Wednesday, Feb 13, 2019?
- IX. Process Observation – 5 min
- X. Close & put away tables and chairs

Revised Program Council

TUUC Program Council Goals: (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.

Summary:

The Program Council met for the third time on January 9, 2019. Nineteen people attended. The highlight was breaking into three groups and each person sharing within their group about an activity or program they're working on. Two different attendees remarked to me afterwards that they learned something and that it was a positive experience.

APPENDIX 5 A TEAM REPORT

January 9, 2019

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

Agenda:

1. Chair Campaign update
2. A-Team role in the budget process
3. Who has access to various areas of church business
4. Review of the financials through December
5. Review of endowment loan agreement
6. Discussion of capital campaign
7. Should we do further improvements or wait until we decide on capital campaign

Meeting began at 6:30 pm:

1. Chair campaign to continue through the end of January. Stop during Stewardship campaign but may resume afterwards if the goal not met at the original deadline.
2. Joe distributed forms that he intends to hand out to Council Heads at the Program Council meeting. He will ask for 3-5 things to support the mission of the church from each council head. Due date February 1, 2019.
3. Kai mentioned that Joe has been given access to church QuickBooks.
4. Joe offered key observations of the TUUC Financials for fiscal YTD 12/31/2018. He anticipates a loss of over \$10k by the end of the fiscal year with no other fundraising activities outside of Auction. Rental income lower than budgeted. Additional utilities expense due to faulty BGE readings. Additional legal fees added that were not budgeted. Interest payment to endowment not in current budget. Ministerial Intern cost not shown in budget. See handouts.
5. Joe discussed the endowment loan agreement indicating that church must pay interest this fiscal year.
6. The plan is to obtain estimates for cost associated with major and minor repairs, painting walls and new flooring.
7. There will not be any other cosmetic work except chair campaign outside of capital campaign at this time.

Meeting adjourned at 7:34 pm.

Submitted by Kai Aiyetoro, Church Administrator

