

Towson Unitarian Universalist Church
Board of Trustees
July 24, 2019
Minutes

Date/Time:	July 24, 2019 at 7:30 pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Sue Royer, Monica Sweidel, Karyn Marsh, Art Starr, Neil Porter, Rev. Clare Petersberger, Angela Castillo-Epps, Samantha Saalfeld and John Mattingly
Absent:	
Guests:	Joe Tumbler
Location:	Towson Unitarian Universalist Church
Next meeting:	Regular Board meeting conducted during Board retreat on August 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	7/19
Read reports	All	7/19

Scheduled Agenda:

The meeting convened at 7:20 pm

CHALICE LIGHTING	Rev. Clare
GO-AROUND QUESTION	All
CONSENT AGENDA	Owner
Approve minutes from June meeting – attached	ACE
Accept President's Report (Appendix 1) N/A	Neil Porter
Accept Minister's Report (Appendix 2)	Rev. Clare Petersberger
Accept Treasurer's Report (Appendix 3)	Monica Sweidel

DISCUSSION AGENDA	Time	Presenter
EXECUTIVE SESSION - It was recently discovered that there have been errors in payroll and withholding affecting both the Minister and a staff member. Further investigation and research was needed before recommending action to the Board.	7:20	Monica & Joe
<i>Agenda # 1 Bookkeeper Search Committee</i>	7:45	Monica & Joe

DISCUSSION AGENDA	Time	Presenter
<p>Working with Robert Half agency for interim and possibly the permanent position. There are 2 candidates being considered for the interim position one at \$26.75 an hour and one at \$35.00 an hour. A decision will be made soon. To fill the part time position permanently – it has been posted internally and externally and no one viable as of yet has applied. If the Board uses the search firm Swift, a contract needs to be signed with a fee of \$2,500. The Board could also use the Robert Half (interim) services, whose markup is about 35%. The Board agreed to allow Joe Tumbler will follow up with Swift services about possibly bringing them on to search for a permanent Bookkeeper position.</p> <p>Other: Joe Tumbler presented a proposal for elimination of certain restricted net asset accounts. The Board will read the proposal and address the issue later.</p>		
<i>Agenda Item #2</i>	8:30	Sue Royer
<p><u>Governance Policy</u></p> <p>Guidance and Limitation</p> <p>Personnel Decisions – 5.1</p> <p>Discussion: Some felt it would make sense to allow the Minister to have authority over hiring and firing as opposed to our current policy, which gives this authority to the Board. It was expressed that decisions to hire/fire should also involve consult with the full Board when necessary.</p> <p>Disclosure Form - The Board will review and bring ideas/suggestions to the August retreat.</p>		
<i>Agenda Item # 3</i>	9:15	
<p>Forming and charging (giving direction to) the bylaws committee -</p> <p>-</p> <p>Karyn and Art will propose bylaw changes for the October meeting to jettison the O Team. A draft will be submitted by the August 16/17 retreat for Board review and discussion.</p>		
<p><i>Other business</i></p> <p><i>What is the Board's expectations for a target date for completion of the work of the Sunday Morning Task Force?</i></p> <p>The Board will leave the timeline up to the task force.</p> <p>The Next meeting is scheduled for the end of August to discuss a possible survey. The goal is to disseminate the survey in the Fall and possible experiment with format closer to January.</p>		Rev. Clare
PROCESS OBSERVATION REPORT		Art Starr

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

Congregational Meetings (October 27, 2019 & June 14, 2020)

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	Rev. Clare	Neil Porter	Art Starr
June 2019	Lora Powell-Haney	Karyn Marsh	Luke Williams
July 2019	Neil Porter		Art Starr

APPENDIX 1: PRESIDENT'S REPORT N/A

APPENDIX 2: **MINISTER'S REPORT: REV CLARE'S REPORT TO THE TUUC BOARD**

REV CLARE'S REPORT TO THE TUUC BOARD July 21, 2019

Since our last meeting, I have been on a staycation in July, so this will be a short report!

WORSHIP

On June 29, I officiated at the wedding of Amanda Eveler and Debbie Brewer at TUUC.

On July 20, I officiated at the celebration of life for Andy Brizzolara.

I am preparing to officiate at the Aug. 3 celebration of life for Rani Canosa.

I have been asked to officiate at the Aug. 11 celebration of life for Allyson Michael (I officiated at her wedding to Sue Blight in October of 2000.)

I have been in touch with Eli Carney Seim (who grew up in TUUC) regarding his mother, Susan Seim, a former TUUC Communications Council Head, who is now in hospice care in DE.

PASTORAL CARE

I made 4 pastoral visits before my vacation began on July 1 and have made 8 during vacation due to deaths.

ADMINISTRATIVE

I responded to an inquiry from Joe Tumbler regarding the non-FICA portion of TUUC's ministerial compensation. He is doing further research on the numbers.

Respectfully submitted,
Clare

APPENDIX 3: TREASURER'S REPORT

Financial Report for Board July 1, 2018 – June 30, 2019 End of the fiscal year

Because of the sudden departure of the bookkeeper, we do not have financial statements for the year through June. Joe Tumbler, Kai Aiyetoro and Monica Sweidel have been working on keeping the church going – paying bills, making payroll, taking in money and making deposits, but the books for the month have not been reconciled and the year has not been closed.

Income

The balances as of July 21 in the two accounts we can use to pay our bills are as follows:

PNC Checking - \$26,800.43 (up from \$9K last month)
Schwab Money Market – \$35,391.47 (down from \$47.2K last month)
PNC Restricted - \$47,929.75 (flat from last month)

The Endowment balance is \$926,782.83 (up from \$902,157)

Expenses

We do not have statements of expenses. Most likely, we will end the year just under the budgeted expenses.

Stewardship/Pledges

We have received payment on our pledges in the amount of \$ \$302,680.46
We budgeted for \$308.000. The amount we ultimately had on paper in pledges is \$315,956.85
due to new people making pledges. The amount of \$13,276.39 will be written off as a loss in the books. Emails were just sent out to people to let them know where they stood at the end of the

fiscal year and to let them know they could pay until the end of July if they had not paid in full yet.

Filling the Bookkeeper Position

Kay Aiyetoro, Joe Tumbler, Paul Konka, Sue Royer and John Mattingly have been working on filling the bookkeeper position. We have interviewed two people for the temporary position (for 30-90 days to close the books and do the day-to-day financial tasks). One was not qualified for the position. The other could possibly work. We are planning to interview a few more people and hope to have a temporary person in place by the end of this week or beginning of next (July 26-30). We are looking at resumes to fill the permanent position. We expect that it will take about 60 days to have someone in place permanently. This could be an employee or a contract hire. Submitted by Monica Sweidel