

**Towson Unitarian Universalist Church  
Board of Trustees  
April 20, 2022 Meeting Minutes**

Date/Time:	7:30 pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Patty Barry, Angela Castillo-Epps, Wendell Finner, Andrew Hager, Ellie Hughes, Rev. Clare Petersberger, Sue Royer, Samantha Saalfeld
Absent:	Susan Riggs
Guests:	Dan Alper, Finance Head
Location:	Join Zoom Meeting Meeting ID: 815 4806 6486 Passcode: 992437
Next meeting:	May 18, 2022

**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.		
Sign-ups for chalice lighting, process observation and writing an article for the Threshold (monthly) – to Susan Riggs	All	4/20
Read and provide revisions of minutes from previous Board meeting	All	4/20
Read reports	All	4/20

**Scheduled Agenda:**

The meeting convened at 7:35 pm

<b>Chalice Lighting</b>	Samantha Saalfeld
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<b>Go-Around Question</b>	All
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<b>Consent Agenda</b>	Owner
Approve minutes from the March Board Meeting	Susan Riggs
Accept Minister's Report (Appendix 1)	Rev. Clare Petersberger
Accept President's Report (Appendix 2)	Sue Royer
Accept President-Elect's Report (Appendix 3)	Andrew Hager

Accept Treasurer's Report (Appendix 4)	Wendell Finner
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<b>Discussion Agenda</b>	<b>Presenter</b>
<p>Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda. Wendell offered that the Treasurer's Report could be moved to the Consent Agenda to allow more discussion time on other topics. There were no objections.</p> <p>Sue reviewed the protocol for rounds – that each person has the opportunity to speak, in turn, prior to any answering of questions or additional information being shared by the person making the proposal (or anyone else).</p>	Sue Royer
<i>Agenda Item #1 - 35 minutes</i>	
<p><b>Draft Budget Proposal for FY 22-23</b></p> <p>Dan explained that it is a work in progress. This version is fairly realistic, but still a first draft. There is a \$104K gap between income and expenses. Dan presented a number of possibilities to close the gap, both on the revenue and the expense sides. Board members asked questions about various line items. There was a question about the restrictions for using the Building Fund. Sue explained that the key restriction is that the Board has to approve Building Fund expenditures and that the intent is that it is for capital expenses. If the Board decides in this budget to have things in the Building Fund, not the general budget, it will still need approval of the current Board at the time of spending. Did we approve using money from the Building Fund to pay for some or all of the Dander Remediation Project? We intended to come back to the Board for approval to do so; however, some outstanding tasks related to reconciling our books have put this on hold. The bills associated with the Dander Remediation project have been paid out of the operating account. During discussion, several members advised caution about being too optimistic in our fundraising goals for FY 22-23. Several expressed support for a 5% draw from the Endowment, which is permitted under our bylaws. It was pointed out that TUUC has an apparent structural problem of increasing expenses and decreasing income. All expressed appreciation for the work Dan has done on the budget. Sue offered to work with Dan on sharpening the pencil for the next draft.</p>	Dan Alper, Finance Head
<i>Agenda Item #2 – 35 minutes</i>	
<p><b>Personnel Committee Recommendations for Salary &amp; Benefits for FY22-23</b></p> <p>Rev. Clare shared that the UUA's recommendation is for a 5.3% increase for staff, due to increases in the cost of living. Rev. Clare discussed her recommendations for each non-clergy staff member. Ellie discussed the recommendations of the Personnel Committee for</p>	Rev. Clare (for non-clergy staff) Ellie Hughes (for Rev. Clare)

Discussion Agenda	Presenter
Rev. Clare's compensation. There was discussion about the proposals, as well as hours for the positions.	
<i>Agenda Item #3 – 10 minutes</i>	
<p><b>Update on Plans &amp; Budget for the Ordination of Karyn Marsh</b></p> <p>Sam shared that plans are coming along well. The ordination will be less expensive than the previous cost estimate of \$7200. A minister from Oklahoma will be participating via Zoom, so airfare will not be needed. TUUC only needs to cover mileage for other participating ministers. The new estimate is \$4800. Besides the travel savings, generous in-kind donations from the committee (Haufs will be providing the gift and Mary Beth Brizzolara will donate the flowers) reduced the expense. About \$3500 has already been raised. Some uncertainty remains regarding the cost of the dinner, as the exact count is not set. Sam expressed hope that the total will end up being 40 - 45, as TUUC has to pay for a minimum of 40.</p> <p>Sue brought up that the Board needs to authorize money before it's spent. She suggested an evite for the dinner to lock in a number and that the goal should be 40 as there isn't fundraising to cover beyond that. Some Board members will be attending, but not all. Karyn's family, the ministers participating in the service, and ordination committee members are invited to the dinner. Sam explained that the ordination committee would be meeting on Friday, and proposed that the invitations be sent to try to reach 44 - 45 acceptances, make sure we fill 40 chairs. She felt confident that the fundraising gap would be closed.</p>	Samantha Saalfeld
<i>Agenda Item #4 – 15 minutes</i>	
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>- <b>Planning for Annual Report input</b> All inputs should be sent to the Church Administrator by May 10, so that she can put the report together. Sue will contact those who need to contribute by the end of the month.</li> <li>- <b>Re-opening feedback discussion</b> The A-Team is meeting tomorrow. The Board discussed whether there is a continued need for registration for Sunday services, since we haven't been filling up the available chairs and registration may be an inhibitor for some people. Registration is helpful for YRE, and for the nursery if we are going to start up the nursery soon. We discussed suggesting registration, but not requiring it. There is interest in getting the nursery open and not waiting until there is an approved vaccination for children under five.</li> <li>- <b>DRE Search Committee update</b> – Ellie Hughes is chairing the DRE Search Committee. Ellie shared that the Personnel</li> </ul>	Sue Royer

Discussion Agenda	Presenter
<p>Committee talked with Pat Infante, of the UUA Central East Region staff. Pat suggested that 20ish hours, rather than 30, is adequate for TUUC's DRE position, given our size. The committee is still developing the job description. They are looking at hiring someone who is not a credentialed DRE. The committee has agreed upon flexibility around the notion of who does the interim work, using one of the people trained to do this as a consultant. This consultant work would need to be budgeted. We want to be fiscally prudent, however, we should be aware of patterns where educators in non-profits are not paid fairly.</p> <ul style="list-style-type: none"> <li>- <b>Listening Session on April 14 at 1 pm on Zoom</b> Sue will be away. Andrew will lead. No particular topic.</li> <li>- <b>Shall we hold our May Board meeting in person/hybrid?</b> Preference to stay on Zoom for May and June, maybe have an in-person social gathering at the end of the year.</li> <li>- <b>Right Relations documents</b> Sue will send via email for approval.</li> </ul>	
<i>Agenda Item #6 – 10 minutes</i>	
<b>Agenda items for the next Board meeting:</b> Endowment Committee Report, FY22-23 Budget Review & Approval, Membership Committee Update, Planning for Annual Congregational Meeting, including review of the nominating committee slate.	Susan Riggs
<b>Process Observation Report</b>	Angela Castillo-Epps

Having no further business before it, the meeting adjourned at

Key Dates: (please mark your calendar)

Listening Sessions with the Board: 10/24, 11/28, 1/23/22, 2/27/22, 3/27/22, and 4/24/22, 4/24 listening session will be at 1 pm on Zoom (not hybrid)

Service of Ordination for Karyn Marsh: May 7, 2022

Annual Congregational Meeting: Sun 6/12/22 12 noon

### **Appendix 1: Minister's Report April 9, 2022**

Since my last report....

#### **WORSHIP**

March 13 We reflected on how Olympia Brown renewed her faith even when she was met with resistance as a woman minister in 1863-80. Deborah "Spice" Kleinmann and Tracy Hall provided music.

March 20 We told the story of Leo, the Ukrainian mouse; recognized Wendell Finner (thanks to a roast by John Barry and Andrew Hager); and reflected on Sharon Salzburg's understanding of "Bright Faith" in Buddhism---what faith means in the midst of suffering. Tracy Hall, Judi Clague, and Patty Barry provided music.

March 27 Michael Magrogan (with Lay Worship Associates and the TUUC Aging Together Group) conducted a beautiful service on questions of faith from the perspective of chronologically gifted people.

April 3 We honored World Autism Awareness/Acceptance Day and how our understanding of autism has changed over the past 40 years. Tracy Hall, Luke Williams, Dominique Hall, Emma Balkoski, and Judi Clague provided music.

April 10 We celebrated awakening to being warriors of the human spirit through a Palm Sunday reflection. Emma Balkoski, Tracy Hall, Judi Clague, Sarita Olsen and Patty Barry provided music.

The Team to Plan Karyn Marsh's Ordination met on March 21. Hopefully you have registered to attend. Sue Royer, as Board President, will lead us in a litany of ordination. We are encouraging members and friends to make a dedicated donation for the ordination.

On March 18<sup>th</sup>, I met with Bette Thomson's daughter to begin planning her celebration of life which will be on May 14<sup>th</sup> at TUUC.

On March 25, I officiated at a service of committal for Bobbie Emmons, Wendell Finner's mother, at the Vietnam Veterans cemetery in Bear, DE.

I wrote worship descriptions and a newsletter column for April.

I attended the Minister Brainstorming Virtual meeting to discuss the May Soul Matters theme of "Nurturing Beauty."

I met with Lay Worship Associates on April 4 to review the LWA budget request; complete the Program Council audit; and talk more about summer services.

I have been e-mailing with Sarah Ruth Davis about a draft of her Ministerial Internship Agreement with TUUC. I will give her a tour of TUUC on April 20<sup>th</sup>. Her internship does not begin until September. I have learned that she will need special accommodations for disability.

### **PASTORAL CARE**

I've made 5 pastoral visits and had 12 phone calls with members. As was noted in the newsletter, John Murray is recovering from a stroke and is now in rehab. And Nancy Hannah died on April 5<sup>th</sup>. Her celebration of life will be at 1 on June 25<sup>th</sup>. Lea chose this date because it is Pride weekend.

Karyn Marsh and I met with Lay Pastoral Associates on March 13<sup>th</sup>. Karyn Marsh offered a training on the subject of depression.

### **PROGRAMMING**

Writing As A Spiritual Practice met on March 11<sup>th</sup> with a prompt from Henri Nouwen about trapeze artists and faith; on March 25<sup>th</sup> with a prompt by Robin Kimmerer on wonder; and on April 8<sup>th</sup> with a prompt by Linda Pastan on awakening. The group has expressed an interest in continuing through May.

Soul Matters Sharing Circles met on February 22<sup>nd</sup> to conclude our exploration of Widening The Circle and on March 22 to conclude our exploration of "Renewing Faith." We will meet next on April 12 to begin our exploration of "Awakening."

I facilitated the final session of "A Date With Death Club" on Eco-grief. I compiled the feedback forms for The Reverend Karen Johnston and met with her by Zoom on March 23 to discuss our experience with the curriculum.

On March 11, I met with Susan Hullinger, Wendell Finner, and Dan Alper to discuss work on reconciling our books.

I met with the Membership Committee on March 14<sup>th</sup>.

The staff met on March 16<sup>th</sup>.

The Personnel Committee and I e-mailed about my compensation recommendations for the staff.

I have met twice with the Director of Religious Education Search Committee. Ellie Hughes has volunteered to be Chair. Ellie has already organized a time line for our search. Other members are Angela Epps, Larry Magder, and Lou Gieszl. We will meet with Pat Infante, from the Central East Region, on April 14<sup>th</sup>.

Along with 31 other clergy from around the country, I participated in a four hour virtual training for the seven session curriculum on reproductive justice created by the Sacred Alliance of Communities for Reproductive Dignity. I am very excited about offering this curriculum to TUUC in the fall.

### **A-TEAM**

The A-Team met on March 17<sup>th</sup>, 28<sup>th</sup>, and April 4<sup>th</sup>.

We have been tweaking the re-opening plan: increasing the number of seats in the Meeting Room on Sunday and allowing people to sing into their masks in worship. The Choir is now rehearsing in person. We've had one hospitality/coffee hour outside. With the uptick in Covid cases, we are not recommending lifting the mask mandate at this time.

Deadfall has been removed that was posing a danger in the parking lot.

We discovered that someone shot three bullets into our “Church Parking Only” sign. The direction of the bullets indicates that someone was in the parking lot with a gun. Unfortunately, we could not see who it was because Camera 2 has not been working properly. Innovative has been informed of the issue with the camera. A police report was filed.

We are grateful to the AV team for all their hard work which means that, as of rehearsal April 8<sup>th</sup>, in addition to the two hand held microphones, we now have a lavalier that works in both the Meeting Room and the Zoom room.

We have begun exploring the possibility of paying someone to run tech for events like memorial services. We would ask families and renters who want to stream their events to cover this cost.

The A-Team will be reviewing the budget proposal on April 12<sup>th</sup> and we thank Dan Alper for all his hard work on it!

### **WIDER COMMUNITY**

I attended (virtually) the annual meeting of The Assistance Center of Towson Churches. I participated in the monthly Anam Cara gathering of local colleagues committed to spiritual deepening.

### **DENOMINATION**

I participated in a virtual meeting to discuss the future of the Harpers Ferry Ministerial Study group.

I participated in the CUUMA Leadership Team meeting on April 7<sup>th</sup>.

I am looking forward to virtual training as a UUMA Good Officer later this month.

Respectfully submitted, Rev. Clare, 4/9/2022

### **Appendix 2: President's Report**

#### **Programs & Ministry**

Organized technical ushers; provided AV support for Sunday services and for the memorial service for Kris Zipin.

For the network and phone upgrade, continuing to serve as the TUUC focal point and project manager. Met/monitored Quality Business Solutions at TUUC while work was underway. Also met with our fire alarm company and with Verizon. Our phone numbers have been ported from Comcast to Ubiquity. We are now cutover to the new Verizon FIOS network. Some tasks remain.

For streaming/multi-platform worship, requested Armbruster AV to move the wireless microphone receivers/transmitters out of the audio cabinet, to enable the use of additional microphones. Armbruster also supplied an additional mic stand, which we needed. We seem to be in a good place now with respect to sound on Zoom. The choir will sing on Sunday for the first time since 2020! Our strong need now is for

additional volunteers or paid consultants to be trained and to sign up to provide AV support for Sunday services and for other programs where needed (e.g. memorial services). Submitted budget input on behalf of AV for the upcoming fiscal year.

Volunteered in person at Mentoring Male Teens in the Hood on 4/2. Patty Barry led the lesson and activities. Also volunteering from TUUC were Nina Della Vecchia, Dave Haupt, and Debbie Rodriguez.

Attended Writing As a Spiritual Practice. Wrote articles for the Threshold on the Progress Pride flag and on General Assembly.

Continued facilitating discussions at the Social Action Committee meeting using Sociocracy. We've defined the role of the committee chair, along with qualifications needed for the role. We've consented to the role definition. We nominated people for roles and consented to the proposal that Ann Beezley chair the Social Action Committee starting on July 1st for a two-year term.

#### **Board & Governance**

Met with Andrew Hager and Ellie Hughes to discuss church business including the Program Council.

For the Stewardship campaign, wrote weekly articles for the Threshold, divided the remaining households and assigned them to callers; provided a script to the follow-up team. Some pledges may still come in. Our current pledge total is \$275,000.

Hosted the Listening Session with the Board on 3/27, testing a hybrid approach that we can use for the annual meeting. Regarding TUUC's re-opening plan, we were asked when masks will not be required.

Electronically signed our annual personal property submission to the State of Maryland.

Respectfully submitted, Sue Royer, President, 4/14/2022

#### **Appendix 3: President-Elect's Report**

April 13, 2022

Since the last Board meeting, I have been busy on several fronts.

The 8th Principle Team met to plan further events as our congregation move toward a vote on the Principle in June. We hosted a screening of "Hidden Figures" at TUUC on April 1. Around a dozen people attended the film and discussed it afterwards.

I attended the March listening session. I will lead that discussion on April 24.



I met with Sue ROYER and Ellie Hughes on April 1 to discuss a variety of church business, from reopening to planning for the next church year.

On April 12, I attended a virtual meeting with church leaders from the region. We discussed the need for flexibility while in liminal space.

The Program Council met on April 13. We discussed reports for the upcoming congregational meeting and shared feedback about reopening at the church. (The feedback is overwhelmingly positive and reflects the care and hard work put in by everyone involved in planning and pulling off in person/virtual hybrid services.

Cabin Fever has discussed The Florida Project, Damn Yankees, and Blue Velvet recently. We will be continuing to meet virtually, aside from the occasional in person events, such as Hidden Figures.

Respectfully submitted,  
Andrew Hager

#### **Appendix 4: Treasurer's Report**

March 2022 – end of third fiscal quarter

Susan Hullinger is about to begin her work fully reconciling the checking, credit card, and endowment accounts. I have updated the balance sheet balances by hand as our books do not match the checking account balance.

Through the third quarter of the year our revenues are below budget by 10.21% (this seems mostly due to a lag in pledge receipts) and our expenditures exceed budgeted amounts by 6.37%. Nonetheless, the PPP forgiveness booked this fiscal year puts our total revenue over our spending by \$27,444.66.

The stated endowment value at month end was \$1,258,628.51. Unrestricted bank balances shown at PNC and Schwab total \$131,709.06.

Wendell Finner, Treasurer, March 12, 2021