

**Towson Unitarian Universalist Church
Board of Trustees
February 17, 2021 Meeting Minutes**

Date/Time:	7:30 pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Patty Barry, Angela Castillo-Epps, Wendell Finner, Andrew Hager, John Mattingly, Rev. Clare Petersberger, Susan Riggs, Sue Royer, Samantha Saalfeld
Absent:	
Guests:	John Barry, Marilyn Maze
Location:	https://uuma.zoom.us/j/96450829649 Meeting ID: 964 5082 9649 Password: 141540
Next meeting:	March 17, 2021

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	2/17
Read and provide revisions of minutes from previous Board meeting	All	2/17
Read reports	All	2/17

Scheduled Agenda:

The meeting convened at 7:35 pm

Chalice Lighting	Patty Barry
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Go-Around Question	All
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Consent Agenda	Owner
Approve minutes from the January 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

Discussion Agenda	Presenter
Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda. There were none.	Sue Royer
<i>Agenda Item #1 - 30 minutes</i>	
<p>Endowment Committee Report - See report below (Appendix 5). John Barry spoke. Portfolio is looking fine. They recommend we move \$50,000 into a bond fund; then we will have 12 to 15% of our endowment assets (or 4 years of distributions for the operating budget) in cash and bonds. Wendell said that this move seems appropriate now. The identified Vanguard bond fund is returning about 6% annually. John Mattingly said he is encouraged by the work of the committee. Andrew agreed.</p> <p>Decision: Sue Royer moved that we sell \$50,000 of the Vanguard 500 Index Fund and use the proceeds to purchase the same amount of Vanguard Intermediate-Term Corporate Bond Index Admiral Shares (VICSX). Agreed upon unanimously.</p> <p>Wendell, as Treasurer, will execute the sell/buy on the following day. Sue Royer thanked the committee for their work.</p>	John Barry, Marilyn Maze
<i>Agenda Item #2 – 30 minutes</i>	
<p>Joint Ministry Evaluation (Part II) Discuss the draft list of accomplishments and areas for improvement (2020). Review of what we did last month. Now we will talk about accomplishments for calendar year 2020 – joint ministry. This is not intended to be an annual report. Amazing Grace partnership, coffee and chocolate sales, Drawdown initiative. RE programming. Wendell spoke about our legislative initiatives this year. We often haven't been able to even have legislative initiatives. It helped to have the procedures put in place to do that. Beginning preparation for hybrid opening in the next year. Supporting our mission, we could raise more awareness of the 8th principle, and all our principles. Membership inclusion and care (COVID) was an issue. We realized that families were under stress due to COVID, and much outreach has been done. Getting the kids to spend yet another hour on Zoom, when they are doing school on Zoom, makes YRE difficult. Angela spoke about all the outreach that has been done to the families. A parent group has started to support parents. Connecting new families has been challenging. And it is not clear who is responsible for</p>	Sue Royer and Rev. Clare

Discussion Agenda	Presenter
<p>getting new families connected. Fiduciary and fiscal issues, it seems like we are ok. The PPE loan was a big help. As was the auction. We did see a decrease in pledging units. Being able to text your plate contribution has worked well. The issue of decreased pledging units is an area of concern, and needs to be looked at. Governance, has improved. We passed new Bylaws, which was the result of a 4-year effort. Building and Grounds: Todd has had this responsibility for more years than we allow for in our policies. He doesn't know if there is anyone to take it on. We got the building inspected for environmental issues. Andrew also met with Balt Co. police in preparation for an active shooter training, which was to be done in May, but wasn't done, due to COVID. Accessibility concerns are focused on for the near future. Angela said that our pivot to virtual services in March, 2020 (in 4 days) was critical. Care for staff: PPP loan was critical for paying staff. Leadership. We need to spend some attention to developing leaders and having people ready to step into open positions. Wider UU world-- connect our service as part of UUA. During GA last year, their Sunday service was part of our service. What should be done with this document? We could just file it. Maybe this is a document for self- evaluation. It might be that we use it for goal setting. We can think about it, and goal setting may be easier now that we've done it. Wendell also took notes and will email it around.</p>	
<i>Agenda Item #3 – 20 minutes</i>	
<p>Planning for General Assembly GA is the annual meeting of our Unitarian Universalist Association (UUA). Participants worship, witness, learn, connect, and make policy for the Association through democratic process. In 2020, TUUC had five voting delegates, plus Rev. Clare is a voting delegate separately through her UUMA membership. GA 2021 is all virtual. Dates: June 23 - 27, 2021. Registration costs \$200. There are volunteer opportunities and opportunities for scholarships.</p> <ul style="list-style-type: none"> - How can we drive interest in attending? - How shall we determine who represents TUUC as a delegate and what do we expect of them? - Should we offer a scholarship to a young person or a LGBTQ person to attend? Or to a BIPOC to attend? - <p>Last year, we had 5 delegates, plus Rev Clare. We've been promoting it within the congregation, but there isn't much interest. In the last few years, we have not set the focus for the attending delegates, and we should try to get some younger and LGBTQ and people of color. We could offer scholarships to pay the \$200</p>	Sue Royer

Discussion Agenda	Presenter
<p>registration fee. There is not an item on the budget, but it's a good opportunity for younger members.</p> <p><u>Decision:</u> Wendell moved that we offer two scholarships for GA 2020, for \$200 each, targeted for BIPOC, LGBTQIA, and/or younger congregants. To be awarded at Sue Royer's discretion. Andrew seconded, passed unanimously.</p>	
<i>Agenda Item #4 – 30 minutes</i>	
<p>Discussion of Open Question</p> <ol style="list-style-type: none"> 1. Debrief on the Listening Session from January 24 – What changes do we need to make to be more accessible to those living with disabilities or special needs? <p>10-minute debrief on meeting on accessibility. It seemed like we had good discussion on it. Sue Royer would like to put money in our next budget for a needs assessment for hybrid ministry, upgrade our listening devices, hire an architect to develop plans and a cost estimate for adding a handicapped accessible restroom on the first floor, and improving the ramp. Put together an Access Team for ongoing concerns. This would be for the upcoming budget year. Hybrid services we need to work on now, assuming we will be back in the building for September. Andrew said the assessment needs to happen sooner rather than later. The committee needs to start sooner, and won't necessarily need money in the budget for this year. We are behind on these issues. We need more opinions, and more options. We need to form an accessibility team. To be continued.</p> <ol style="list-style-type: none"> 2. Brainstorm on: How can we strengthen our work and give people the tools to dismantle white supremacy in ourselves, our church, and around us? <p>This topic was deferred due to time.</p>	Sue Royer
<i>Agenda Item #5 – 15 minutes</i>	
<p>Miscellaneous and Old Business</p> <ol style="list-style-type: none"> 1. UUA Certification. Was due today, and has been submitted. 2. Appointment of Tracey Myers-Preston to serve on the Personnel Committee – her resume was sent by Rev. Clare on 2/12. Rev Clare spoke in her favor. <p><u>Decision:</u> We unanimously approved the appointment of Tracy Myers-Preston to the Personnel Committee.</p>	Sue Royer, Rev. Clare

Discussion Agenda	Presenter
Update on Stewardship, from Sue Royer. We need more pictures of members with this year's slogan, #BelovedCommunity #Commitment.	
<i>Agenda Item #6 – 5 minutes</i>	
Agenda items for the next Board meeting: Membership Committee Report, Nominating Committee Report, A-Team topic, possibly the environmental study. goal setting, hybrid services should be on the agenda (Wendell). What skills do we need on the accessibility team?	Susan Riggs
Process Observation Report Angela reported.	Angela Castillo-Epps

Having no further business before it, the meeting adjourned at 9:35 pm.

Key Dates:

Annual UUA Certification due Feb 17, 2021

Sunday June 13, 2021 Annual Congregational Meeting

Appendix 1: Minister's Report February 9, 2021

Since my last report....

WORSHIP

On the Sunday of Martin Luther King, Jr. weekend, we continued our exploration of what it means to be a people of imagination with the music of Unitarian Universalist Alistair Mouk. He teaches values to children through songs and encourages their activism and our own.

I enjoyed Tony and Andrew's worship service on the imagination of the Beatles!

Our final worship service in January, followed the Friday discovery of vandalism to TUUC and was an opportunity to reaffirm our values and dreams for our congregation. It had already been planned for Joyce to share the story of how Dr. King and Ralph Abernathy were moved by poverty to imagine a Poor People's campaign.

We launched #Beloved Community #Commitment on February 7 with the fantastic images Joyce and Tom took of Teddies and Friends at TUUC; the lovely voices of Ellie Hughes and Tracy Hall; and the moving stewardship testimonials from Susan Riggs, Tony Bonta, and Sue Royer!

I have been planning with Steve Finner for this Sunday's worship service honoring the 250th anniversary of the arrival of Universalism in America.

I met with Lay Worship Associates on January 25th to discuss a budget proposal. Nancy Caswell, Michael Magrogan, Rev. Gabi Parks, and John Murray joined us. As a result, leaders for vespers have been identified through April!

I conducted the January 18 vespers service on Einstein's Dream and the February 8 Vespers service on the symbol of a fig tree for beloved community.

I attended a Soul Matters collegial virtual meeting to brainstorm ideas for worship on the theme of Commitment for March.

I wrote a newsletter column for February.

I am working with the Stewardship team to incorporate testimonials in upcoming worship services and am grateful to have been included in the first meeting. Sue and I just completed a letter for Stewardship.

PASTORAL CARE

I have had 12 pastoral conversations. I met with Lay Pastoral Associates on February 7.

ADMINISTRATION AND PROGRAMS

A-Team

The A-Team met on January 13 and Feb. 4.

We agreed that the following policies and Procedures need to be updated or created for our new operations policies:

Safer congregations Policy (There is a team already in place that began work on this before Covid)

Building Use Policy (Kai and Todd)

Disruptive Behavior Policy (Right Relations Team)

Policy for considering new programs or initiatives (Rev. Clare and Andrew Hager)

Policy for advocacy on social justice issues (Sue and Rev. Clare) needs to be approved by Board

Memorial Garden policy (Kai)

Budget Procedure (Kai, Sue, Wendell)

Building Procedure (may be developed from House Information Sheet)

Our duplicator lease expires in May. We are researching options.

The environmental study was conducted on Feb. 4. Air samples were taken in the Meeting Room, Office, Lower Office, and outside as well as four floor tape samples. We should have results by the end of the week.

We are grateful to Sue Royer and Kai Aiyetoro for submitting our 2nd PPP loan application. Information on forgiveness for the first PPP loan has been received.

As a result of the vandalism at TUUC, cleanings of the building will be scheduled during work parties. We are working on a procedure to respond to vandalism.

So far it includes:

If one becomes aware of vandalism at the church site, here are the steps to take:

1. Immediately contact the police through the Cockeysville Precinct non-emergency phone number 410-887-2222 to file a police report.
2. Contact the A-Team to strategize a plan of action.
3. Request camera footage check by House and Grounds chair.
4. Minister informs the congregation
5. Minister or Board President contact media
6. Document the incident in the Black Lives Matter notebook.

For the budget, Todd shared that the fence that is the property boundary to the North needs to be replaced. We have received one estimate of \$2,900.

Sue reported on Board Listening session on what changes we need to make to be more accessible to a wide range of needs

- Listening devices need to be upgraded
- Prepare for Hybrid worship and need to buy cameras, stands, extend wi-fi to podium
- Handicap accessible restroom needs to be priced by an architect
- Re-grade walkway for accessibility. FM previously gave estimate of \$15,000 without railings and platform or camera

PROGRAMMING

Heartfelt thanks to all Board members who planned the fantastic Game Night with the Board! That was SO MUCH FUN! I keep my pink llama and blue dice near my chalice and every time I see them I smile! It was a terrific event!

The Board Listening Session on Inclusivity on January 24th was well attended and covered a wide range of needs and ideas. I was impressed by the level of commitment.

Writing As A Spiritual Practice met January 22 and Feb. 5.
We continue to have about 10 participants.

Coffee With the Minister draws 4-6 people.

I attended the January 11 Membership Committee meeting and the Feb. 6 orientation for spiritual seekers.

The Committee on Ministries met on January 16 to talk about virtual programs. As a result, Lou and Ellie were going to canvass parents during the three recent support sessions for parents as to what programming would be most useful to their children. The COM and the Sunday Morning Structure Task Force will meet at 7:30 on March 24th to discuss next steps in terms of a survey and plans for hybrid programming in the coming year.

Soul Matters Sharing Circle met on January 26. A new semester began last night. Four people chose not to continue. Three new members joined. Art Starr and I facilitate one break out room. Patty Barry and Anita Cox facilitate the other.

The second discussion of Widening The Circle had nine participants who gathered to discuss governance. The third discussion had 19 participants to discuss community and covenant. We will be having a fourth discussion this coming Sunday on hospitality and inclusion. I am grateful to Mike Robinson for taking notes on recommended actions from the first conversation and to Sue Royer for taking notes on recommended actions from the second and third sessions. I will share a summary of the recommended actions after the last session, "Where do we go from here?" in April.

I started the February Book Club meeting on my Zoom account.

I talk to Tracy, Kai, and Joyce at least weekly. The staff met as a team on January 19th.

There have been no further disbursements from the Covid Care Fund.

COMMUNITY

On February 1, I participated in a virtual meeting of the Anam Cara Clergy group for spiritual deepening.

DENOMINATIONAL

I met with the Chesapeake Unitarian Universalist Ministers Association on January 27th for a program on Transformative Justice with Richael Faithful.

I met with Baltimore area colleagues on February 3.

A colleague from seminary and I will be co-leading worship on March 7 and bring out two congregations together. The Rev. Pamela Barz serves First Parish UU Church of Scituate, MA.

Respectfully submitted,
Rev. Clare

Appendix 2: President's Report

Programs & Ministry

Organized technical ushers and assisted with ushering for Sunday services. Promoted and attended two discussions on Widening the Circle of Concern, which is the report from the UUA Commission on Institutional Change. Participated in monthly meetings of the Social Action Committee. Attended a Mentoring Male Teens in the Hood Zoom session with the Kings on February 6.

Attended the continuation hearing on the proposed Red Maple Place affordable housing development in East Towson.

Helped organize and host our Board-sponsored auction event, party games with the board. A good time was had by all and we missed Patty!

Board & Governance

Promoted and hosted a listening session with the Board on January 24 on the open question: What changes do we need to make to be more accessible to those living with disabilities or special needs? The session was well-attended. Topics included access/accommodations for families with children in YRE, for those who have hearing impairments, and paying an architect for analysis and cost information to install a handicapped-accessible rest room on the main floor of the building. Notes from the session are provided separately.

Wrote an article for the Threshold about Special Gifts going away and our Board-designated funds, including the Building Fund.

Met with Crystal Johnson at PNC bank in Timonium on Feb 5 to apply for non-guaranteed credit cards for TUUC staff.

Worked with Kai Aiyetoro to submit our PPP Second Draw application and respond to PNC requests for additional documentation supporting our health insurance payments.

Signed four letters on behalf of the church, promoting our support for four Maryland bills supported by UULM and selected as priority issues by the Green Sanctuary Committee. These were sent to our elected officials in Annapolis. The bills are:

- HB 583, SB 414 Support for Climate Solutions Now
- HB 114, SB 119 Transit Safety & Investment Act
- HB 82, SB 151 Maryland Constitutional Amendment for Environmental Rights
- HB 314, SB 223 Plastic Bag Reduction Act

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head.

Stewardship

Organized a team call to plan for our 21-22 Stewardship campaign. Worked with Rev. Clare on the letter and with Kai on the forms and process. Kicked off our campaign on Feb 7. Sent email to congregants with letter and link to pledge form on Feb 10. Working on the printed mailing. A side benefit is that we are archiving records in Breeze of those who have not attended in some time.

Attended Stewardship Training offered by the UUA on Feb 6 and Feb 13

Respectfully submitted, Sue Royer, President, 2/13/2021

Appendix 3: President-Elect's Report

The Program Council met on Wednesday, February 10. We discussed stewardship, a draft of the policy for the approval of new programs, and an upcoming church-wide program.

1. Stewardship—Sue shared the goals of the #BelovedCommunity #Commitment campaign and asked Council members to pledge early and promote the campaign in their own groups.
2. A draft of the policy regarding new programs was shared with the group. This draft is being submitted to the A-Team and eventually the board for consideration. It asks those seeking to create new programs to submit a written proposal regarding their program for Council approval. New programs must be aligned with the mission of the church as well as our 7UU principles.
3. The Program Council decided to work together on a variety show to be held in the spring. (Current target dates: April 9 or 10th) Our goal is to produce a church-wide program that will be entertaining and bring a sense of community Across demographic lines while remaining safe during the pandemic.

I drafted the new program Policy, based on one used by the UU church in Rockville.

On January 24, I led a service on the psychedelic music of the Beatles, with assistance from Tony Bonta and his wonderful band of musicians. The theme focused on how imagination can help us through dark times.

Also on January 24, I attended the listening session regarding the open question from the Board.

Cabin Fever continued. This month, we watched One Night in Miami, Road to Perdition, The Death and Life of Marsha P. Johnson, and The African Queen.

Respectfully submitted, Andrew Hager, February 12, 2021

Appendix 4:

Treasurer's Report for January 2021

Revenues:

Pledge income through January is at 97% of the budgeted amount. Plate contributions are 6 times what we budgeted (which was only \$200/month) and are keeping us at break-even.

Expenses:

No unexpected expenses in this period.

Balance Sheet:

The endowment value at month end was \$1,154,616.72.

Payroll Protection Program:

Since the last board meeting Sue Royer and Kai Ayetoro applied for the second draw of PPP and provided supplemental information at PNC's request.

- Wendell Finner, Treasurer, February 12, 2021

Appendix 5: Endowment Committee Report

Board of Trustees,

The Endowment Committee, sans Tim Boniface, had a Zoom meeting on 2/3/2021 to prepare the February 2021 presentation to the board.

To review, from the December 2020 board presentation, \$100,000 was transferred from Vanguard S&P 500 Fund into the existing Vanguard FTSE Social Index Fund. Additionally, \$45K was transferred from Vanguard S&P 500 fund into the Vanguard Money Market account.

This month, we analyzed the fund balances and allocations at Schwab. This quarter we are recommending transferring \$50,000 out of the Vanguard S&P 500 Fund into the **Vanguard Intermediate-Term Corporate Bond Index Admiral Shares (VICSX)**. The product description is under "Investment Grade" and defined as follows - This low-cost index fund invests in U.S. dollar-denominated, investment-grade, fixed-rate, taxable securities issued by industrial, utility, and financial companies, with maturities between 5 and 10 years. Risks of the fund include the fact that changes in interest rates, both up and down, can affect the fund by resulting in lower bond prices or an eventual decrease in income for the fund. Investors who are looking for a fund that seeks to provide interest income and are able to tolerate moderate price and income fluctuations may wish to consider this fund.

There is a purchase fee of 0.25%, however expense ratio of 0.07%

Returns as of 1/31/2021 1 Year – 6.05%; 5 Year – 6.04%; 10 Year 5.57%

The goal for the Endowment Committee is to reduce some of the exposure to equity investments and increase the bond/cash positions. We selected \$50,000 to increase the overall bond/cash positions to about \$140,000, representing about 12% of the portfolio. Additionally, this portion of the portfolio represents roughly three years of anticipated endowment transfers to the operating account. As the Board authorizes drawdowns from the endowment, we will review the portfolio to recommend additional transfers to bond/cash investments.

Below is a snapshot of the endowment assets as of 2/5/2021. With the transfers last quarter, our environmental, social, and corporate governance (ESG) has increased from 23.6% to 35.7%

TUUC ENDOWMENT FUND SUMMARY				
ENDOWMENT COMMITTEE PRESENTATION FOR 2/17/2021 TRUSTEE MEETING				
		2/5/2021		12/15/2020
	2/5/2021	PERCENTAGE	12/15/2020	PERCENTAGE
NAME	BALANCE	OF TOTAL	BALANCE	OF TOTAL
Vanguard 500 Index Fd	\$425,321	35.2%	\$547,997	48.2%
Vanguard FTSE Social Fd	\$341,324	28.2%	\$222,394	19.6%
Vanguard Total Intl Fd	\$157,867	13.1%	\$149,147	13.1%
Schwab US Small Co FD	\$194,066	16.1%	\$171,240	15.1%
Cash & Cash Investments	\$89,794	7.4%	\$45,384	4.0%
Total Endowment	\$1,208,372	100.0%	\$1,136,162	100.0%
Socially Responsible	\$431,118	35.7%	\$267,778	23.6%

Transaction proposed by the Endowment Committee for 2/17/2021 Board of Trustee action:

- Sell \$50,000 of Vanguard 500 Index Fund
- Acquire \$50,000 of Vanguard Intermediate-Term Corporate Bond Index Admiral Shares (VICSX)

Respectfully submitted on behalf of the endowment committee,

John Barry

P.S. The following is the principal investment strategies for the Vanguard FTSE Social Index Fund from Vanguard's website:

The Fund employs an indexing investment approach designed to track the performance of the FTSE4Good US Select Index. The Index, which is market-capitalization weighted,

is composed of large- and mid-cap stocks of companies that are screened for certain environmental, social, and corporate governance (ESG) criteria by the Index sponsor, which is independent of Vanguard. The FTSE4Good US Select Index excludes stocks of companies that FTSE Group (FTSE) determines engage in the following activities: (i) produce adult entertainment; (ii) produce alcoholic beverages; (iii) produce tobacco products; (iv) produce (or produce specific and critical parts or services for) nuclear weapon systems, chemical or biological weapons, cluster munitions, and anti-personnel mines; (v) produce other weapons for military use; (vi) produce firearms or ammunition for non-military use; (vii) own proved or probable reserves in coal, oil, or gas, or any company that FTSE determines has a primary business activity in: (a) the exploration and drilling for, as well as producing, refining, and supplying, oil and gas products, (b) the supply of equipment and services to oil fields and offshore platforms, (c) the operations of pipelines carrying oil, gas, or other forms of fuel, (d) integrated oil and gas companies that provide a combination of services listed in (a)-(c) above, including the refining and marketing of oil and gas products, or (e) the exploration for or mining of coal; (viii) provide gambling services; and (ix) generate revenues from nuclear power production. The Index methodology also excludes the stocks of companies that, as FTSE determines, do not meet the labor, human rights, environmental, and anti-corruption standards as defined by the United Nations Global Compact Principles, as well as companies that do not meet certain diversity criteria. The components of the Index are likely to change over time. The Fund attempts to replicate the target index by investing all, or substantially all, of its assets in the stocks that make up the Index, holding each stock in approximately the same proportion as its weighting in the Index.