

**Towson Unitarian Universalist Church
Board of Trustees
February 16, 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, Susan Riggs, Sue Royer, Samantha Saalfeld
Absent:	
Guests:	Rob Canosa, Personnel Committee
Location:	Join Zoom Meeting Meeting ID: 815 4806 6486 Passcode: 992437
Next meeting:	March 16, 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	2/16
Read and provide revisions of minutes from previous Board meeting	All	2/16
Add to Joint Ministry Evaluation draft	All	2/9
Read reports and proposals, including draft Governance Policy, draft Personnel Manual, draft Gift Acknowledgement Operational Policy	All	2/16

Scheduled Agenda:

The meeting convened at 7:30 pm

Chalice Lighting	Angela Castillo-Epps
Go-Around Question, Check in	All
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 Endowment Committee Report (Appendix 5)	John Barry

Discussion Agenda	Presenter
Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda. No changes were requested.	Sue Royer
<i>Agenda Item #1 - 30 minutes</i>	
Church As Employer (see Appendix 6 and draft Personnel Manual) Rev Clare began, and Rob and Sue Royer spoke. The Committee revised the Personnel Manual, using a UUA-provided template as the basis. The part about short-term disability was in question. We don't currently have a short-term disability benefit in our personnel policies. Last month we had some discussion about not having a limit on sick time. The UUA policy was read. It is meant to cover the gap between sick leave and long-term disability. Sue Royer suggested 4 weeks of sick leave a year, then short term disability at 75% salary, then long-term disability. Another agreed. Question about our previous discussion about labeling the different kinds of leave (sick, bereavement, vacation). We remembered the bereavement conversation, with everyone getting 2 weeks. 4 weeks of sick leave. Since employees are paid for unused vacation if they leave, it is treated differently than sick leave. A view that our plan is generous, not sure about the full-time equivalents. Part time equivalent is taken into account in the formula. Last month we spoke about extending bereavement leave, if needed, using sick time. The Personnel contingency fund is there if we need to hire a temp while a staff member is sick. There was agreement with the approach bolded above. Rob and Ellie will take this discussion back to the Personnel Committee.	Rev. Clare
<i>Agenda Item #2 – 30 minutes</i>	
Joint Ministry Evaluation (see separate document). Sue gave a big thanks to Samantha for the work she did on this. Sue reviewed what we have already. Wendell added that the donations directed to social action have been satisfyingly high. Angela added new parent support groups in YRE, (due to the difficulties related to COVID) and that they will continue. The choir recordings for services have been a success. Clare received over 70 responses to her pastoral letter, which is wonderful. Sue was happy that we could increase benefits. Some talk about how to get a regular rotation in place for committee chair positions to avoid burnout at that level. So many good things have happened during the pandemic. Sue will	Sue Royer

Discussion Agenda	Presenter
send out the link to the document on the shared drive for us. This evaluation is complete.	
<i>Agenda Item #3 – 15 minutes</i>	
<p>Governance Policy Update (see separate document) Sue Royer went through the changes that have been made, based on our work.</p> <p>Decision: The revised governance policy was approved unanimously.</p>	Sue Royer
<i>Agenda Item #4 – 30 minutes</i>	
<p>A-Team Updates: Rev Clare discussed reopening plans. Training was done for the new equipment. The new sign is coming. Questions about YRE and choir. Most other churches are not bringing in kids under 5 at this time, since they are not yet eligible to be vaccinated. People will be vaccinated, masked. At the next work party, chairs will be spaced 6 feet apart. People will need to register to attend. March 6 is planned as our return date. Trial run for streaming will be the week before, with just Clare and Tracy. A letter will be sent to all congregants through Breeze, with the plan and a link to register. Visitors will be permitted, as long as they've registered and are vaccinated and wear masks. We're all really excited!</p> <p>Networking proposal (See separate document): Sue Royer sent it out previously. New phones and phone lines, new wiring, Wi-Fi access points, etc. The A-Team has approved it, but it was not included in the budget. We had some extra \$ in other areas, and pledges are coming in on track, which should cover the extra cost.</p> <p>Decision: The Networking Proposal from Quality Business Solutions for \$10,642 was approved unanimously.</p> <p>The proposed operational policy for acknowledging gifts (see separate document) was discussed. A letter will go out for any gift \$500, and any gift in memory or in honor of someone. Board members may be enlisted to write thank you letters.</p> <p>Decision: Approved unanimously.</p>	Rev. Clare
<i>Agenda Item #5 – 10 minutes</i>	
<p>Treasurer Report (see Appendix 4). Wendell gave his report, revenue has gone up, after a slow end of year 2021. Work is still needed to make it easier for the budget (and actuals) to be represented in the accounting software, without lots of mapping being required.</p>	Wendell Finner

Discussion Agenda	Presenter
<i>Agenda Item #6 – 10 minutes</i>	
Stewardship Report (see Appendix 7) Sue reported. The stewardship campaign has been streamlined. Andrew volunteered to speak a testimonial on our first day back, 3/6. Samantha, Susan and Ellie will help make phone calls 3/16/-3/30.	Sue Royer
<i>Agenda Item #7 – 10 minutes</i>	
Miscellaneous <ul style="list-style-type: none"> Debrief on Listening Session from 1/23: There was some push back on the 8th Principle in terms of why it's needed. Conversations continued after the meeting. People who have been through the Widening the Circle are further along in the process than others. We are talking about changing systems, but some people may take it personally. What does the 8th principle mean to the people in the conversations? Noted the language used in the 8th Principle and the reasons we can't change it. National 8th Principle Zoom session gave some ideas for education. There are many ideas out there. The next listening session is scheduled for Feb 27, at noon. Discussion of what can be accomplished there. Topic for Listening Session on 2/27 – Re-opening discussion? or choose an open question? Ellie, Angela, Andrew will follow up to prepare for it. Patty thought we should call it an information session, not a listening session. We will focus on a deeper dive into the 8th Principle. 	Sue Royer
<i>Agenda Item #8 – 5 minutes</i>	
Agenda items for the next Board meeting: Right Relations Team Report, Nominating Committee Report, A-Team Topic, Planning for General Assembly, Discussion of one open question (Young Adult question). Chalice Lighting for March will be Andrew, Process Observer will be Patty.	Susan Riggs
Process Observation Report	Samantha Saalfeld

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

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, 30 minutes after the service (e.g. 12 noon)

Service of Ordination for Karyn Marsh: May 7, 2022

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

Appendix 1: Minister's Report

February 9, 2022

Since my last report....

WORSHIP

Jan 16 Patty Barry spoke, from the perspective of a volunteer, about the experience of volunteering for Mentoring Male Teens In The Hood. Two people contacted her to volunteer. We took a special collection for this community partner. And we celebrated the highest intentions of the Reverend Dr. Martin Luther King, Jr.

Jan. 23 Karyn Marsh, our Affiliate Community Minister, addressed her highest intentions in terms of embracing an ethic of risk to build beloved community.

January 30 We marked what may be the last anniversary of Roe. V. Wade by considering what Molly Ivins would have to say to us today about reproductive justice.

I had attended a January 11 Side With Love webinar on January 11 about reproductive justice as well as a two day gathering of the Spiritual Alliance of Communities for Reproductive Dignity January 25-26.

Feb. 6 We launched our stewardship campaign, "Gather Our Gifts." Joyce Duncan and Tom Zeller re-enacted the story of stone soup with props and sounds and a large cast. Our chalice lighting invited the participation of Sue Walker, Angela Epps, Edith Roundy, and Simone Svikhart symbolizing the gathering of the generations.

Feb. 13 This Sunday's service will address widening the circle in terms of how we respond to perceived "enemies," or people whose views we absolutely do not share.

Feb. 20 Am very excited that Rev. Christin Green, the UU Assistant Minister of Congregational Life at the UU Congregation of Fairfax, VA will be preaching.

I wrote worship descriptions and a newsletter column for February.

I will meet tomorrow with colleagues for a Minister Brainstorming Virtual meeting to discuss the March Soul Matters theme on "Renewing Faith" (which is a great theme for returning to our building!)

I met with Lay Worship Associates on February 7th. We will explore a possible collaboration with First UU Church of Baltimore for services this summer.

I had a conversation with Rev. Julie Taylor about changes Meadville has made to their ministerial internship program. I will need to take an Illinois Sexual Harassment class since Ministerial Internship Supervisors are considered "adjunct faculty"; there is now a monthly open coffee hour for Ministerial Internship Supervisors; there will now be an evaluation for Meadville in addition to the evaluation for the MFC; and the Congregational Studies Handbook has been updated. Oh! And I didn't realize I could audit one class a year at Meadville and look forward to taking advantage of that!

PASTORAL CARE

Since our last meeting, I have received an additional 18 responses to my New Year's pastoral letter.

I've also made one pastoral visit to Edenwald; one scheduled visit with a congregant; and one scheduled telephone appointment with a friend of the church.

Karyn Marsh and I met with Lay Pastoral Associates on January 16th. For our meeting, this coming Sunday, Karyn Marsh is planning a training in what it means to be a Lay Pastoral Associate/

Virtual Lunch with the Minister on Tuesday at noon has had anywhere from 4-7 people in attendance.

PROGRAMMING

Writing As A Spiritual Practice met on January 14 to write about healing; on January 28th to write about first cars; and will meet this Friday to write about fun with a Frank O'Hara poem as a prompt.

Soul Matters Sharing Circles met on January 11th and 25th to explore the theme of Living Intentionally. We opened the circles to new members on February 8th. Two members chose not to continue with the spring semester and two members chose to join. So we still have two circles with Anita Cox and Nancy Caswell facilitating one and Art Starr and I facilitating the other.

I facilitated the second and third sessions of the adult RE program "A Date With Death Club" on the subjects of the Circle of Life (which included watching My Octopus Teacher) which had 18 participants and poets who have addressed mortality which had 15 participants.

The Personnel Committee met on February 2 to finish work on updating our TUUC Personnel Manual.

Sue and I worked on the stewardship letter.

I am looking forward to participating in the Membership Committee's program, "Our Journey Together" this Sunday at 3.

I am glad the Board held the January 23 Listening Session on the 8th Principle on January 23rd.

I so enjoyed our Board auction party!

A-TEAM

The A-Team met on February 2nd. Highlights included aiming (metrics permitting and it looks like they will) to open the building on March 6 with limited capacity.

Before this, Sue has organized a training with Armbruster for Feb. 15; and the Board needs to approve a networking proposal. The A-Team discussed requiring registration for worship; vaccination; spacing chairs 6 feet apart in the Meeting Room; allowing families with vaccinated children to cluster chairs closer together; purchasing KN95 masks in case people forget theirs; having hand sanitizer available; taking down signs from the downstairs bathroom limiting use to one person per bathroom; and having a sign on the office door restricting use of the office initially and reserving the office restroom for staff and those who physically need an accessible bathroom since it is a smaller space. We will see how vaccination for kids under 5 unfolds and do not plan to offer nursery care at this time.

The A-Team approved hiring a forensic accountant for up to \$2,000 to support our Church Administrator and Bookkeeper; approved the Policy for Gift Acknowledgment which I'm now bringing to the Board for approval; and corrected the year-end letter that said "no goods and services were received" since goods were received from the auction.

COVID CARE FUND

The fund still has a balance of \$673.53. The fund was set up for two years and we are coming to the end of those two years. I believe we will not need this remaining balance for Covid related needs and that it can become part of the Operating budget.

WIDER COMMUNITY

I appreciated the January 13th BRIDGE discussion of Critical Race Theory which focused on what is being taught in schools (and what is not being taught!) Tomorrow's meeting of BRIDGE will focus on strategies to address Critical Race Theory. I am very interested in this organization the mission of which is intentional relationship building, organizing and intensive leadership development in order to strengthen congregations and faith leaders to demonstrate and advance justice in the world.

I participated in the monthly Anam Cara gathering of local colleagues committed to spiritual deepening.

DENOMINATION

I participated in a UUMA Chapter Leader call on January 18th.

Respectfully submitted, Rev. Clare

Appendix 2: President's Report

Programs & Ministry

Organized technical ushers and assisted with ushering for several Sunday services.

We resumed volunteering in person at Mentoring Male Teens in the Hood on 2/5. Patty Barry led the lesson and activities. Also volunteering from TUUC were Nina Della Vecchia, Craig Lee, Dan Phalen, Dave Haupt, Ginger Ashley, and Debbie Rodriguez.

Attended Writing As a Spiritual Practice, the Kiss the Ground movie group discussion and one other movie group discussion. Attended an Imbolc Ritual on Zoom sponsored by the UU Fellowship of Newark, Delaware.

Met with Tracy Hall on Zoom on 2/10 to discuss technical aspects of multi-platform service delivery for when we re-open. Training with Armbruster AV on the new streaming equipment is scheduled for the A/V volunteers on 2/15.

Board & Governance

Completed our annual certification to the UUA on 2/3, with support and input from Wendell Finner, Patty Barry, Joyce Duncan, and Rev. Clare Petersberger. We certified 209 members, a decrease from 220 last year.

Hosted our Board auction event, Party Games with the Board. A good time was had by all! Thank you to Board members for purchasing, organizing, and delivering the party bags, and helping to organize and lead games!

Met with Andrew Hager to discuss church business including the Program Council. Met with Rev. Clare on Zoom on various church matters. Attended the A-Team meeting on 2/2, to provide a recommendation to proceed with the networking proposal from Quality Business Systems. Met on Zoom with Rev. Sana Seed, who is our church's primary contact at the UUA Central East Region. Updated the draft governance policy following the discussion at the January board meeting. Wrote a thank you letter to Sue and Herb Shankroff for their gift of \$500 to the Building Fund. Checked in with the Right Relations Team; chairperson Lou Gieszl has circulated a draft policy to the team for review.

The church has received an unrestricted gift of \$3000 from the National Philanthropic Trust in memory of Brian Alan Basik, Susan Riggs' son. Brian's father Scott Basik, applied for the grant. We are so grateful.

Organized and kicked off the 2022 Stewardship Campaign with assistance from others. See separate Stewardship update.

Hosted the Listening Session with the Board on 1/23. Andrew led the discussion around the 8th Principle.

Attended the (national) 8th Principle Learning Community Zoom meeting on 2/9. There was good discussion and sharing. Some of the ideas shared included showing testimonial videos from other congregations, getting statements of support from individual committees or programs, a sermon on how the seven principles have changed through the years, and the perspective of young black people that weren't

familiar with UU and how amazed they were that such a religion exists. Some of the participants said that the 8th principle is a call to action, it's about welcome, it's up to us/our church to determine how we will be held accountable, and radical hospitality means that the congregation changes as people join us.

Respectfully submitted, Sue Royer, President, 2/12/2022

Appendix 3: President-Elect's Report

February 11, 2022

The Program Council did not meet in February 2022. Still, lots happened this month.

I attended the listening session in January 23, which was primarily about the 8th Principle. On January 24, I led a meeting for the 8th Principle Team. We brainstormed ways that we might engage the congregation and promote the proposed principle prior to our annual congregational meeting in June. I have also been in contact with Paula Cole Jones about the possibility that she might lead an event at our church. On February 10, I discussed family-oriented movie nights around issues of inclusion with DRE Joyce Duncan.

I participated in the Stone Soup service on February 6.

February 7, I attended the Lay Worship Associates meeting. I am in contact with Rev. Christin Green about the February 20 service.

On February 8, I met with Sue Royer to discuss church issues and goals.

Cabin Fever and Green Sanctuary joined to discuss Kiss the Ground on January 30. We also watched Lilies of the Field.

Respectfully submitted, Andrew Hager

Appendix 4: Treasurer's Report

January 2021

We're continuing to troubleshoot the bookkeeping, and a consultant has been engaged to help the administrator and bookkeeper deal with some quirks in the accounts that go back years. We've also identified some glitches in the loading of this year's budget and hope to have increased accuracy in future reports.

Including the \$118,600 of PPP forgiveness, revenues through 1/31 are \$313,217 against the budgeted \$318,301.

We're troubleshooting the previously-reported accounting for health insurance costs.

The endowment value at month end was \$1,254,870.42. Unrestricted bank balances totaled \$172,186.09.

- Wendell Finner, Treasurer

February 13, 2021

Appendix 5: Endowment Committee Report

Board of Trustees,

The Endowment Committee made up of Marilyn Maze, Claudia Sumler, Kristel Donner, Wendell Finner TUUC Treasurer, Dan Alpers TUUC Finance Chair, and John Barry, had our quarterly zoom on 1/26/2022 to prepare a presentation for the February 2022 Board meeting. After discussion and input from all in attendance, the committee is proposing no modifications to the Endowment Fund at this time.

To review from the September 2021 presentation, our Committee recommended (and the Board approved) transferring \$40,000 from Vanguard S&P 500 Fund into the Vanguard Intermediate-Term Corporate Bond Index Admiral Shares.

For the November 2021 presentation, no modifications were proposed.

Of note is the \$111,768 reduction in value of the equity portion of the portfolio from 11/12/2021 to 1/25/2022, representing a 9.2% drop in the equity portion of the portfolio. When you take into account the total portfolio, the reduction in value is \$123,110, representing a 9.05% drop in total endowment fund. The cash and bond positions have only slightly softened the reduction in value of this turbulent market.

Below is a snapshot of the endowment assets as of 1/25/2022. Our environmental, social, and corporate governance (ESG) is currently at 34.3%

TUUC ENDOWMENT FUND SUMMARY						
ENDOWMENT COMMITTEE PRESENTATION FOR FEBRUARY 2022 TRUSTEE MEETING						
		1/25/2022		11/12/2021		8/31/2021
	1/25/2022	PERCENTAGE	11/12/2021	PERCENTAGE	8/31/2021	PERCENTAGE
NAME	BALANCE	OF TOTAL	BALANCE	OF TOTAL	BALANCE	OF TOTAL
Vanguard 500 Index Fd	387,560	31.3%	415,545	30.5%	440,731	33.1%
Vanguard FTSE Social Fd	374,886	30.3%	414,193	30.4%	398,959	30.0%
Vanguard Total Intl Fd	158,846	12.8%	168,666	12.4%	167,483	12.6%
Schwab US Small Co FD	179,751	14.5%	214,407	15.8%	203,998	15.3%
Vanguard Intermediate-Term Bd	86,944	7.0%	88,822	6.5%	50,317	3.8%
Cash & Cash Investments	49,918	4.0%	59,383	4.4%	68,898	5.2%
Total Endowment	1,237,906	100.0%	1,361,016	100.0%	1,330,387	100.0%
Socially Responsible	424,804	34.3%	473,576	34.8%	467,857	35.2%
Transaction proposed by the Endowment Committee						
for February 2022 Board of Trustee Action						
NONE						

Respectfully submitted by the Chair of the Endowment Committee, John Barry

Appendix 6: Church As Employer Report

Since December, we discovered challenges our Bookkeeper and Church Administrator were having in reconciling QuickBooks on-line. To provide needed support and training, Susan Hullinger has contracted with TUUC for up to 25 hours to enter appropriate general journal entries to bring Fund balances to zero via internal transfer or to reclassify certain income and expense transactions originally inputted incorrectly to bring the balances to 0; to review payroll service entries with the Bookkeeper to confirm the accounting entries in both systems reconcile consistently and efficiently; and additional financial review work deemed necessary. Susan is teaching staff how to make any necessary changes and updates and will not make any changes and updates herself. The A-Team has approved up to \$2,000 for this training and support.

Since December, the TUUC Personnel Committee: Ellie Hughes, Tracey Myers Preston, and Rob Canosa completed a draft new Personnel Policy Manual which was sent to you for your review on Feb. 7. There are two questions for the Board on p. 18. One pertains to accrual of vacation during period of voluntary resignation. The other pertains to sick leave and short-term disability.

Tracey Myers Preston, on behalf of the Personnel Committee, Kai Aiyetoro, and Rev. Clare will review the UUA's Benefits Tune-Up Workbook on February 15th.

In January, the UUA's Office of Church Staff Compensation issued new guidelines for salary. They are urging congregations to consider increasing staff salaries by at least 3%. Increasing wages by 5.3% or more will maintain your employees' purchasing power as well as moving them up within their respective ranges.

The TUUC Personnel Committee plans to next meet on March 2 to begin discussing compensation recommendations for the Board.

Respectfully submitted, Reverend Clare, February, 2022

Appendix 7: Stewardship Report

Theme: Gather Our Gifts. Edith Roundy (Ellie Hughes' daughter) has designed a beautiful logo!

Starts on Feb 6, ends on March 15. Follow-up phone calls March 15 – 31.

Completed tasks, with support from Rev. Clare, Kai Aiyetoro, Patty Barry and Wendell Finner:

- Testimonials lined up for all weeks except for March 6
- Crafted or updated the following documents: Letter to Congregants, Pledge Form (printable), Pledge Form (online), Fulfilling Your Pledge document, web page
- Created the list of people who are being invited to pledge, which is comprised of 133 households. An additional 34 households are sustaining pledgers.
- Wrote first Threshold article
- Sent the invitation to pledge, with letter attached and link to online pledge form via Breeze on 2/11
- Printed copies of the stewardship letter and pledge form, as well as mailing labels. Distributed packets for folding, stuffing, and mailing to volunteers on 2/12. MaryEllen Haisfield-Wolfe, Nancy Mears, Karin Symonds, Judi Clague, and Sue Walker are all folding and stuffing and mailing. We are mailing and emailing the pledge information, to obtain a better response rate.

Tasks to be completed:

- Write a letter to sustaining pledgers, and let them know how to make changes to their pledge, if they desire
- Update the Threshold article each week
- Encourage selfies with #GatherOurGifts#
- Find someone to give a testimonial on March 6
- Post invitation to pledge and links in our TUUC Facebook Group
- Recruit additional volunteers to make phone calls March 16 – 31
- Send follow-up through Breeze to those who haven't yet pledged around 2/26

- Work with Kai to accomplish mail merge thank you emails to all who pledge, confirming the amount of their pledge

Request of Board Members: Pledge as a leader – generously from your heart and early in the campaign

- Talk up the Stewardship campaign with your friends/committees where you serve
- Take photos of yourself/your family/your program with a sign that says #GatherOurGifts. Email to news@towsonuuc.org and Sue Royer or post in the TUUC Facebook Group.

Testimonial Schedule:

Feb 6: Marianne DeBow

Feb 13: Rob & Roslyn Canosa

Feb 20: Sue Royer

Feb 27: Jennifer Erwin

March 6:

March 13: Lois Hybl

Invited to pledge:

Members who pledged last year plus new members

Minus those who moved away or passed away

Minus those who are ill or infirmed (Rev. Clare reviewed)

Minus those who have a Treasurer-approved exception to the pledge requirement

plus Friends who pledged last year (unless they've moved away, passed away, or are ill or infirmed)

plus Friends or Repeat Visitors who have regularly attended programs within the past 3 or 4 months, even if they didn't pledge last year. Programs include worship, Soul Matters Sharing Circles, Aging Together, Writing As a Spiritual Practice, YRE,

We will not invite Members Emeritus to pledge unless they are a sustaining donor or have attended programs regularly within the past 3 months (Rev. Clare reviewed).

----- end of invited to pledge -----

The Board of Trustees chose these focus areas for the Stewardship campaign:

- gathering in person at church for worship, while concurrently opening our online doors by streaming from the meeting room, leveraging new equipment and an upgraded network.
- actively working to be more accessible to people with disabilities
- a congregation fully living into our mission to deepen our ethical and spiritual lives together as we work for racial, social, and environmental justice.

Respectfully submitted, Sue Royer, Stewardship chair, 2/12/2022