

**Towson Unitarian Universalist Church
Board of Trustees
January 19, 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:	
Location:	Join Zoom Meeting Meeting ID: 815 4806 6486 Passcode: 992437
Next meeting:	February 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	1/19
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 pm

Chalice Lighting	Wendell Finner
-------------------------	----------------

Go-Around Question	All
---------------------------	-----

Consent Agenda	Owner
Approve minutes from the December 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. The Board agreed to revisit the section of the minutes on bookkeeping. Sue Royer to work with Susan Riggs to finalize.	Sue Royer
<i>Agenda Item #1 - 20 minutes</i>	
Membership Committee Update (see Appendix 5) Will be leading a four-unit session for new members and those who want to reconnect. The committee is working on new ways to reconnect with our members. Many volunteers will start making calls soon. (22 volunteers)! Sue asked if the committee's charge was relevant. Clare recommended that we look at making a few revisions to that charge.	Patty Barry
<i>Agenda Item #2 – 30 minutes</i>	
Joint Ministry Evaluation (Start/Part I) Sue started the process, evaluating ourselves and Rev Clare even though we are only half way through the year. How did we do on our vision of ministry? Our part of a mutual performance eval on how effective we were in reaching our goals. For discussion, each Board member was invited to think of what they need, what they are grateful for, and where they need something different in terms of our work together serving on the Board. Each person shared. Sue suggested that we all take 20 minutes looking over the draft evaluation document and provide comments before the next Board meeting. We will spend 30 minutes or so at the next Board meeting to discuss.	Sue Royer
<i>Agenda Item #3 – 30 minutes</i>	
Governance Policy Revisions (separate file) Sue has mark-up edits which she showed in Screen Sharing. Sue reviewed the document, talking about revisions that were made. Do we need to define "tune-up" for employee benefits? Added Stewardship as a Board Committee. Sue will go back to do a little more work on the areas we discussed, for next month.	Sue Royer
<i>Agenda Item #4 – 10 minutes</i>	
Stewardship Plans Rev Clare has started scheduling testimonials for worship starting on Feb 6. Sue will be sending out a letter to all, needs help with envelope stuffing, etc. In the letter, she asked for input. Some discussion of the theme of gathering, making soup, etc.	Sue Royer
<i>Agenda Item #5 – 10 minutes</i>	
Miscellaneous: <ul style="list-style-type: none"> • UUA Certification due in early February 	Sue Royer Rev. Clare

Discussion Agenda	Presenter
<ul style="list-style-type: none"> • Board Listening Session on 1/23 – repeat our 8th Principle topic • Right Relations Team update. Met once and are working.... • Networking Proposal update • Krystel Donner accepted the invitation to serve on the Endowment committee. (replacing Steve Finner). • Sue and Kai met with a group about getting the dual platform service up and running. • Looking for experts about QuickBooks. 	
<i>Agenda Item #6 – 5 minutes</i>	
Agenda items for the next Board meeting: Endowment Committee Update, Church As Employer Update, Joint Ministry Evaluation (complete), Treasurer's Report, Planning for General Assembly, Right Relations Team Update	Susan Riggs
Process Observation Report	Ellie Hughes

Having no further business before it, the meeting adjourned at 9:25 pm

Key Dates: (please mark your calendar)

Listening Sessions with the Board: 4/24, 4/28, 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

Since my last report....

WORSHIP

Dec. 10 we offered a Friday evening "Elusive Joy" virtual service for those who were feeling less than joyful during the holidays.

Dec. 12 we honored Bodhi Day and the Buddha's enlightenment by reflecting on the joy of living in the present moment.

Dec. 19 we experienced the joy of the rebirth of the sun through a recording our family ministry had done did re-enacting Starhawk's story. The Erwin/Paquola family lighted our chalice.

Dec. 24 in the family service we opened to joy by sharing holiday ornaments and decorations. All ages participated. Am grateful to Tom Zeller for running AV; to Joyce Duncan for her story; Emma Balkoski for her music; as well as the song leading of Ellie Hughes and her family!

Dec. 24 in the later service we opened to the joy of how the original story might have really unfolded in first century Palestine. We closed with Luke Williams playing the trumpet---which was uplifting!

Jan. 2 we began the new year reflecting on the difference between intentions and goals.

Jan. 9 we reflected on the importance of striving for perfection but not expecting it as an outcome!

Jan 16 I am looking forward to our upcoming worship service on The Reverend Dr. Martin Luther King Jr.'s highest intentions which will include a special collection for Mentoring Male Teens In The Hood.

I appreciated the fun virtual sing along Tracy hosted on December 11th.

I wrote worship descriptions for January.

I met with colleagues for a Minister Brainstorming Virtual meeting to discuss the February Soul Matters theme on "Widening The Circle."

I met with Lay Worship Associates on January 3rd and look forward to Karyn Marsh's service on intentionally creating the ideal of beloved community.

I have scheduled a conversation for January 20th to speak with Rev. Julie Taylor about changes Meadville has made to their M. Div. program that I should know about for Sarah Ruth Davis's internship which begins in September.

PASTORAL CARE

In terms of our mission to strengthen connections, I sent out a pastoral letter in the new year and have received 38 e-mail responses ranging from people who were long time members who have moved away (like Sharon Hewitt) to someone who has only visited once. I'm glad I sent the letter. I have responded to each response. I'm grateful for how the Membership Committee plans to strengthen our connections as a community of caring people!

I met with Lay Pastoral Associates on December 12th. Karyn Marsh is planning a training in what it means to be a Lay Pastoral Associate as well as a practice session with some possible verbatims.

Virtual Lunch with the Minister on Tuesday at noon has resumed through February.

I am grateful that the Green Sanctuary Committee planned a virtual opportunity to thank Janet Schollenberger for all her labors of love on behalf of TUUC.

PROGRAMMING

Writing As A Spiritual Practice met on December 17 to reflect on Solstice and will be meeting on January 14 to reflect on healing.

Soul Matters Sharing Circles have met on December 14 and 28 to explore the theme of opening to joy. We began to reflect on living intentionally on January 11th and will continue on this theme on January 25th. We will be opening up the circles to new members beginning in February.

The first session of the adult RE program "A Date With Death Club" on the subject of getting comfortable with death had 20 participants last Saturday!

The Personnel Committee met on January 5th to continue to work on updating our Personnel Manual.

I met with the Membership Committee on January 10th and am very excited by their plan to strengthen our connections!

I had numerous e-mails with PNC as to why we could not use our PINACLE to pay one contractor. Someday, I will turn this correspondence into a sitcom. It has a happy ending. We are now able to use our PINACLE to make payments and not just to receive revenues.

I am looking forward to our Board auction party on Saturday!

A-TEAM

The A-Team met on December 15th.

Highlights included thanking Sue and Clare F-A for getting our streaming equipment installed; thanking Dan Alper for appealing Maryland's decision that we owe tax on some of our property; discussing how to arrange chairs when we ARE able to return to the building (if limited capacity is needed); discussing our needs for a network for phones, duplicator, and Wi-Fi; and deciding on the design for a new sign for TUUC (our old one was run down by a car in an accident.) The new design will have a raised chalice with a Pride Flag that will be illuminated at night!

COVID CARE FUND

The fund still has a balance of \$673.53.

WIDER COMMUNITY

I am looking forward to attending the January 13th BRIDGE discussion of Critical Race Theory---especially given that this is the topic of the auction sermon!

DENOMINATION

I attended the CUUMA Leadership Team meeting in January.

I attended a webinar on the UUA's Side With Love campaign as it relates to Reproductive Justice and will be preaching on what I learned on January 30th.

I attended a CER workshop to hear The Reverend Erika Hewitt talk about the UUA's Worship Web, Braver/Wiser meditations, and to answer questions about copyright.

Respectfully submitted,
Rev. Clare, January 12, 2022

Appendix 2: President's Report

Programs & Ministry

Organized technical ushers and assisted with ushering for several Sunday services. Attended the meeting of the Social Action Committee; facilitated a part of the meeting where we used Sociocracy to work on defining the role of the committee chair. Joined the hike at Cromwell Valley Park with Joyce and Tom on Jan 2. Two YRE moms and their daughters were there also. Wrote holiday greetings and mailed them to nine incarcerated UU's who are members of the Church of the Larger Fellowship. Also wrote to my incarcerated pen pal, Tony.

Jointly with Patty Barry, made the decision to cancel the TUUC in-person tutoring at Mentoring Male Teens in the Hood for January, due to the Omicron surge.

As Hybrid Ministries Team Leader: was the key contact at TUUC during the installation by Armbruster AV of our new streaming cameras and associated equipment. The installation was on 12/15 and 12/20. The scheduling of training for the A/V volunteers has been deferred due to the Omicron surge. Kai and I met with Quality IT on 1/11 via Zoom to better understand their Networking Proposal and request some changes to it.

Board & Governance

Approached Kristel Donner about serving on the Endowment Committee. She asked for the documents which govern this role, and, after reviewing them, accepted the appointment by the Board.

Met with on Zoom with Andrew Hager to discuss church business including the Program Council. Met with Rev. Clare on Zoom on church governance policy updates. Attended the A-Team meetings on 12/15 and 1/13, to provide updates on Hybrid Ministries, including the networking proposal.

Drafted a gift acceptance policy for consideration by the A-Team and sent it to Kai for review and comments.

Attended the UUA Compass training on 12/11 and 12. The focus was on the interconnectedness of us all. Attended the UUA CER Zoom meeting for congregational leaders on 1/11.

Church As Employer

Checked Kai's calculations on the changes to health insurance premiums for each employee and for the church, effective January 1, 2022. Clarified the percentages due by each employee using the new formula adopted by the Board last April.

Respectfully submitted, Sue Royer, President, 1/13/2022

Appendix 3: President-Elect's Report

Last night, the Program Council met. We discussed re-opening, a Membership Committee plan to contact every member of TUUC, and the upcoming program audit. (The program audit is a brief survey that each program or group will fill out, providing the Program Council with information on how each program supports the mission and vision of the church, as well as ways in which the various groups might work together to further our mission and vision.)

This month, I also met with the Nominating Committee. We discussed several candidates for open positions on the Board. I have been in contact with various candidates, seeking to fill all open vacancies.

This month, Sue Royer and I held our regular meeting by phone because of the Omicron surge in Covid cases. We discussed the 8th Principle Team and the work of the Nominating Committee.

Cabin Fever recently discussed The Beatles: Get Back and The Lost Daughter.

Respectfully submitted, Andrew Hager, January 13, 2022

Appendix 4: Treasurer's Report

December 2021

Significant progress has been made on the bookkeeping, such that we are able to review performance against the current year budget! Some corrections of erroneous entries need to be made, and it looks as though the forgiveness of the PPP loans hasn't been booked.

Pledge receipts have caught up – through the end of 2021 pledges totaling \$159,190.44 have come in against a budgeted amount of \$150,249.

Including the \$118,600 of PPP forgiveness, revenues through 12/31 are 313,217.72 against the budgeted 277,057.

Total expenses for the first half of the year are slightly over budget, 233,767 actual vs. budgeted 230,254. The most significant overrun was the \$22,761 in equipment.

Health insurance costs are up across the board, about 50% more than budget.

The endowment value at month end was \$1,350,202.14. Unrestricted bank balances totaled \$204,617.24.

- Wendell Finner, Treasurer, January 15, 2022

Appendix 5: Membership Committee Report

January 2022

The Committee has focused its efforts on the following areas:

A. Encouraging new membership

Art Starr and I will be co-leading another 4-session Our Journey Together program beginning in early February. We are planning on offering a session later in the spring, either on Zoom or in person, depending on the Covid conditions.

As a reminder, Our Journey Together is an orientation program for newcomers that guides participants toward small group participation in order to help them become involved and committed. It frames UUism as journeying on a spiritual path, not just joining a group.

B. Connecting with current members

Recognizing that some in our community are not feeling connected, the committee discussed ways of safely reaching out to those who are isolated or who don't/can't participate in Zoom events. The Membership Committee is organizing a phone outreach, calling every member of TUUC, whether or not they are currently actively attending.

We have enlisted the help of greeters, Program Council, ushers, the hospitality team, and the RE Committee. So far, 18 volunteer callers have stepped forward, and I'll be recruiting a few more. The callers will be provided with a script to use as a beginning, and calls will be completed before the kick-off of Stewardship.

We recognize that one call won't be enough for some folks who need more contact, so some follow-up calls will be added. This effort will also benefit the ones doing the calling, as many of the greeters and ushers indicated that they were happy to be asked to help make our community feel more cohesive.

C. Widening the Welcome

In early November, I attended an online webinar through the UUA's Central East Region, called Widening the Welcome: A Virtual Workshop for Your Congregation's Greeting Team. The goal of the workshop was to assist congregations in building

beloved community by being inclusive of all. I was provided with a wealth of resources that we can use at TUUC.

The workshop is being run again in February, and we hope to have a couple of ushers/greeters/hospitality members attend. They then can work with me to run a training for the rest of these groups, using the provided resources. Much of the content fits well with our efforts regarding the 8th principle.

D. Providing a Count to the UUA

I'm working with Kai to provide an accurate member count to the UUA. Because we are now utilizing the database of Breeze, the process should be a breeze.

New members:

Jennifer Erwin and Apua Paquola and their daughter Luciana

Submitted by Patty Barry, Membership Committee Chair