

**Towson Unitarian Universalist Church  
Board of Trustees  
June 16, 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:	
Location:	<a href="https://uuma.zoom.us/j/96450829649">https://uuma.zoom.us/j/96450829649</a> Meeting ID: 964 5082 9649 Password: 141540
Next meeting:	August 20-21, 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	6/19
Read and provide revisions of minutes from previous Board meeting	All	6/19
Read reports	All	6/19

**Scheduled Agenda:**

The meeting convened at 7:30

<b>Chalice Lighting</b>	Andrew Hager
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<b>Go-Around Question</b>	All
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<b>Consent Agenda</b>	Owner
Approve minutes from the May 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
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. Go around check in for all. Consent agenda accepted by all.	Sue Royer
<i>Agenda Item #1 - 30 minutes</i>	
<b>Membership Committee Report</b> <b>See Appendix 6.</b> Patty reported that the pandemic made it a challenging year. Several information sessions have been held for new members, but were not well attended. Hoping that when people can attend in person, new people will come. Some things that were done: Membership lists and Breeze lists cross referenced and now Breeze will be our system of record for Membership status. We discussed Emeritus membership. Mainly for long term members who have moved to a nursing home, assisted living, etc. Should they be counted for quorums at Annual meeting? Are they in our count for the UUA? We currently have 15 people in this status. Membership committee has had the job of seeing who has not been active, when did they last pledge, etc, and reaches out to see if they want to still be considered active. Goal is not to remove them from membership unless they desire it. Discussion. Some concerns were expressed about not considering them members.  <b><u>Decision:</u></b> Patty proposed that the <b>Emeritus members be included in the count for the UUA certification, not be contacted to pledge during the Stewardship campaign, and included as members in the quorum count and allowed to vote if they attend a congregational meeting. Determination of Emeritus status will be made by the Membership Committee in consultation with the Minister.</b> Accept the committee recommendation, Wendell seconded. <b>In favor, unanimous.</b>  There will be an offering based on Soul Matters materials for a 4-session group for new people.	Patty Barry
<i>Agenda Item #2 – 30 minutes</i>	
<b>Dander Remediation Project Update on cost estimates</b> <b>See Appendix 7.</b> Rev. Clare reported that while the A-Team hopes that the total cost will be closer to \$20,000, they are asking the Board to approve "up to" \$25,000 for this project. We have been advised that the flooring estimate could change tomorrow...depending on product demand and availability. The flooring will be vinyl planks.	Rev. Clare

Discussion Agenda	Presenter
<p>The lumber market is quite volatile, due to the pandemic. Trying to get this done by September.</p> <p>Sue offered possible sources to fund \$25,000 and the Board discussed.</p> <p>Approved budget for FY21-22: \$3000</p> <p>Building Fund: <del>\$8700</del> \$5400</p> <p>Draw 1% from the Endowment? \$9466</p> <p>Fundraiser?</p> <p>Re-allocate funds from:</p> <p>Fence? \$3000</p> <p>UUA Annual Program Fund? \$5000? (reduce our contribution to \$15,000)</p> <p>Wendell advised that the amount available in the Building Fund is \$5,400 in the building fund. If the PPP loan is fully forgiven, that provides an additional source since not all of the expected forgiven income was in the budget.</p> <p><b>Decisions:</b></p> <ol style="list-style-type: none"> <li>1. John moved a \$25,000 budget for the building renovations to address the dander issue, seconded by Andrew. Approved.</li> <li>2. Fundraiser for the Building Fund approved.</li> <li>3. Board agreed to allocate \$15,000 to the UUA Annual Program Fund, which changes the budget approved at the annual meeting. (reduction from \$20K to \$15K). We can possibly increase it later in the year. Approved.</li> </ol>	<p>Sue Royer Wendell Finner</p>
<p><i>Agenda Item #3 – 15 minutes</i></p>	
<p><b>Fiscal &amp; Budget Related</b></p> <ul style="list-style-type: none"> <li>• Reminders to fulfill pledge and amount still due – Wendell</li> <li>• 1Q21 deferred withdrawal from Endowment – request that Board authorize that draw prior to closing out the fiscal year – Sue. We will go back and take the draw that we skipped earlier in the year.</li> </ul> <p><b>Decision:</b> Wendell moved that we withdraw \$11,434.66 as that draw. Approved.</p> <ul style="list-style-type: none"> <li>• PPP first draw forgiveness application submitted on 6/15 for \$59,300 (full amount). We don't have an answer yet.</li> <li>• Commitment to UUA Annual Program Fund – form – defer? (\$20,000).</li> </ul> <p><b>Decision:</b> Committing to \$15,000 at this time for the TUUC contribution to the UUA Annual Program Fund. Approved.</p> <ul style="list-style-type: none"> <li>• Salary increases and benefits changes – to payroll, the UUA, TIAA (who will work with Raly?). Sue will talk to Kai about it, and will be using a spreadsheet to explain it.</li> <li>• Ensure Operating Budget shows payoff of Member Loans this year.</li> </ul>	<p>Sue Royer, Wendell Finner</p>

<b>Discussion Agenda</b>	<b>Presenter</b>
<i>Agenda Item #4 – 15 minutes Review of Delegations, etc, was postponed, due to other issues. Deferred for now. Poss look at it in August or September.</i>	
<b>Planning for July &amp; August Board Meetings</b> Skip July? and plan for a Board retreat in August? (Friday evening/Saturday daytime at TUUC?) Are we comfortable holding an in-person meeting? 8/13&14? 8/20&21? 8/27&28? We picked 8/20/21 for a Board retreat. Friday evening and Saturday during the day. <ul style="list-style-type: none"> <li>- Open Questions &amp; Vision of Ministry &amp; Board Goals (start)</li> <li>- Read Board Covenant aloud</li> <li>- Appointments to committees or committee chairs</li> <li>- Calendar for the year – discussion topics by month</li> <li>- Open Questions &amp; Vision of Ministry &amp; Board Goals (complete)</li> <li>- Review Governance Policy</li> </ul>	Sue Royer
<i>Agenda Item #5 – 10 minutes</i>	
<b>Miscellaneous Items:</b> Rev Clare said we will owe our deductible on our insurance for the accident at the church. (\$1,000) - We thanked John Mattingly for his work, and wisdom on the Board. (this was his last Board meeting).	
<b>Process Observation Report:</b>	Samantha Saalfeld

Having no further business before it, the meeting adjourned at 9:20 pm

Key Dates: No July meeting, Retreat 8/20/21.

### **Appendix 1: Minister's Report**

June 12, 2021

Since my last report....

#### **WORSHIP**

I attended the lovely Youth Religious Exploration Committee service conducted by Joyce Duncan and members of the YRE Committee. The video of on-line class and the scavenger hunt were terrific!

On May 23, worship was about how we are hard wired by evolution to tell catastrophizing stories. However, I was impressed with how many creative and happy endings members shared to Brene Brown's family driving over bridge scene! Tracy provided beautiful music!

May 30, the ancient story of the person who spit on the Buddha and the contemporary Irish author, priest, and community organizer Pádraig Ó Tuama was our guides as we imagined peace through sharing stories. Judi, Steve, Patty and Tracy provided special music.

On June 6, I attended the playful and thoughtful Special Music service created by Tracy Hall on the theme of the Trickster. Seeing the Choir sing together on video for the first time was very moving. All the music was wonderful! And hearing Joseph Campbell speak of God as Trickster was thought provoking!

June 13<sup>th</sup>, we are celebrating our annual Flower Communion and The Reverend Dr. Norbert Capek's playful spirit grounded in his theology.

It was a joy to attend, virtually, former TUUC member Rachel Stevenson's wedding on May 15.

It was meaningful to meet with Helen Reichel and her children to plan a family celebration of Bill's life for May 21 followed by his burial. It would have been his 84<sup>th</sup> birthday on May 21. Helen is thinking about holding a larger celebration of Bill's life at Franklin Square where he was Chair of the Department of Family Medicine. TUUC members will be invited to attend. Bill's obituary is here:

<https://www.baltimoresun.com/obituaries/bs-md-ob-william-reichel-20210528-fvkermszrfbahhombj4ngvc63e-story.html>

I attended Dominique Hall's Vespers service on May 24 which was followed by a Lay Worship Associate's Meeting to plan the worship calendar for Sundays when I am out of the pulpit in the year to come. It was exciting to see potential collaborations forming between Aging Together and the Youth Group; and the UU-UNO and Social Action Committee.

I wrote a newsletter column about the opportunity to ordain Karyn Marsh.

On May 6, the Planning Team for the Ordination of Karyn Marsh met for the first time. Team members include Samantha Saalfeld, Bess Hauf, Mary Beth Brizzolara, Lila Wisotzki, Karyn Marsh, and myself. Barry Marsh is serving in an advisory role on the team. We have set a tentative date for the ordination: November 6 at 2 p.m. Samantha is working on a draft budget; Barry and Karyn are working on a guest list; Clare and Karyn will work on the sketch of an order of service; and Lila and Bess are working on a gift for the ordinand as well as guest book and maybe photo for people to sign. This was the plan from our first meeting! We meet next on June 30.

Kim Peabody has decided to hold a celebration of life for Al after we re-open the church.... hopefully in mid-September.

## PASTORAL CARE

I have had 8 scheduled pastoral conversations. I met with Lay Pastoral Associates on May 23. On behalf of the Caring Committee, Lisa Lubomski will be setting up a Care Calendar to provide meals for Spice Kleinmann and Lizza Lewis following Spice's upcoming knee replacement at the end of June.

#### ADMINISTRATION AND PROGRAMS

I conducted annual performance evaluations for the professional staff. One colleague had suggested that we simply write for each staff person, "We survived the pandemic year." But we did more than survive! We celebrated many achievements of our professional staff during this difficult pandemic year.

There was a staff meeting on June 9.

#### PROGRAMMING

Writing As A Spiritual Practice met on June 6. Participants have expressed an interest in continuing this program, virtually, in the fall.

I held a Coffee With the Minister on May 18 and am now taking a break so that I can put time into preparing my church office for environmental remediation. I took a first pass on June 1 and will be meeting Kai on June 15 to continue sorting files and books.

I met with Patty for a formal "welcome to visitors" on June 5. While no visitors attended, we had the opportunity to discuss a newcomers program that Soul Matters has just published that appears to be a model worth pursuing.

Soul Matters Sharing Circle met on May 25 and June 8. Most participants expressed an interest in continuing in the fall---the majority informally voted to continue on-line. Five people volunteered to serve as co-facilitators!

I met with the Program Council in May and June.

I met with the Committee on Ministries/Sunday Morning Structure Task Force on May 26. We are planning to adapt a survey Karyn Marsh shared from Tulsa with a targeted goal: figure out the time of one worship service and YRE classes in the fall. We meet next on June 17.

#### A-Team

Much of the focus of the A-Team since we last met has been on environmental remediation.

We have received at least two quotes for deep cleaning; duct work; and moving boxes and furniture out of the office. We are awaiting a quote on flooring and painting. I will send the final estimate as soon as we have those numbers---hopefully at the beginning of the week!

We are grateful that Clare Flynn-Avallone is joining the A-Team as her profession is managing buildings and, from her work experience, she could tell us which quotes were in and out of expected range. This is what led us to continue to research flooring quotes.

For over a year, Todd Robertson devoted time, thought, and care to meetings of the A-Team. This year, he oversaw the building of the micro bio-retention wall; ensured that our indoor environmental challenge was diagnosed; met with contractors to give estimates; and wrote policies. We are so grateful! And Sue Royer graciously and gracefully wore the hat of Finance Head in addition to Board President this year! Thank you, Sue, for your extraordinary leadership!

#### COVID CARE FUND

Because of an approved request for assistance from the Covid Care Fund, the fund now has a balance of \$673.53.

#### COMMUNITY

On June 7, I participated in a virtual meeting of the Anam Cara Clergy group for spiritual deepening.

#### DENOMINATIONAL

I met virtually with the Chesapeake Unitarian Universalist Ministers Association on May 26.

I met virtually with Baltimore area colleagues on June 11.

I attended the Unitarian Universalist Association's Annual Meetings which were conducted, virtually, on June 1 and June 3.

I am looking forward to Ministry Days and the UUA General Assembly.

Respectfully submitted, Rev. Clare

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

##### Programs & Ministry

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

##### Board & Governance

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head. Met a contractor for a duct cleaning company at the church to obtain an estimate. Reviewed and provided minor edits to the Annual Report of the church.

After PNC conducted a good faith review of the first draw of our PPP loan, they notified the church that we would qualify for forgiveness of \$41,070 of the \$59,300. Worked

with Kai to submit documents to justify forgiveness of the full amount. Submitted our application for forgiveness through PNC on June 15.

Organized the call to the Annual Congregational Meeting and sent it via email through Breeze. Organized and conducted two listening sessions, as well as the procedures and slides for the Meeting, which was held on June 13. All matters passed.

#### Church As Employer

Had one-on-one discussions with Rev. Clare and each Board member about the options for salary & benefits, in advance of the May Board meeting. After Board approval of Option E, Rev. Clare and I met individually with each staff member to review the changes for the coming year that were approved by the Board

Respectfully submitted, Sue Royer, President, 6/15/2021

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

On May 30, I attended the listening session for the 2021-22 Budget.

The Program Council met on Wednesday, June 9. We discussed the church communication policy, with an emphasis on which items should appear in the Threshold as opposed to the private Facebook group or the Bulletin Board email.

I attended the most recent Lay Worship Associates meeting, where we helped plan the schedule for the coming church year.

The Cabin Fever movie group continues with regular attendance of six to eight people. In the last month, we watched *Love & Mercy*, *Crips and Bloods: Made in America*, and *The History of Future Folk*. currently, we plan to continue meeting virtually.

Respectfully submitted, Andrew Hager, President, June, 2021

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

#### **Revenues:**

Pledge receipts are still running at around 87% of budget YTD, which is roughly a \$30,000 shortfall with one month remaining in the fiscal year. Overall revenue is nonetheless over budget. Total expenditures exceed receipts by \$15,024.10.

#### **Expenses:**

No unusual expenses this month.

#### **Balance Sheet:**

The endowment value at month end was \$1,271,114.39. Unrestricted bank balances totaled \$191,863.71.



Wendell Finner, Treasurer. June 14, 2021

## **Appendix 5: Endowment Committee Report**

TO THE BOARD OF TRUSTEES,

Below are the components of the Endowment Fund.

We present the current values, as well as values from our last two presentations.

The cash/bond position stands at 10.4% of the portfolio, an increase from February 2021 at 7.4%. The committee will continue to review the cash/bond position as the year progresses to determine future adjustments.

The committee is proposing no transactions at this time.

TUUC ENDOWMENT FUND SUMMARY							
ENDOWMENT COMMITTEE PRESENTATION FOR JUNE 2021 TRUSTEE MEETING							
		5/18/2021		2/5/2021		12/15/2020	
	5/18/2021	PERCENTAGE		2/5/2021	PERCENTAGE	12/15/2020	PERCENTAGE
NAME	BALANCE	OF TOTAL		BALANCE	OF TOTAL	BALANCE	OF TOTAL
Vanguard 500 Index Fd	400,671	32.2%		425,321	35.2%	547,997	48.2%
Vanguard FTSE Social Fd	355,851	28.6%		341,324	28.2%	222,394	19.6%
Vanguard Total Intl Fd	164,442	13.2%		157,867	13.1%	149,147	13.1%
Schwab US Small Co FD	193,440	15.6%		194,066	16.1%	171,240	15.1%
Vanguard Intermediate-Term Bond	49,103	3.9%		-	0.0%	-	0.0%
Cash & Cash Investments	80,330	6.5%		89,794	7.4%	45,384	4.0%
<b>Total Endowment</b>	<b>1,243,838</b>	<b>100.0%</b>		<b>1,208,372</b>	<b>100.0%</b>	<b>1,136,162</b>	<b>100.0%</b>
<b>Socially Responsible</b>	<b>436,182</b>	<b>35.1%</b>		<b>431,118</b>	<b>35.7%</b>	<b>267,778</b>	<b>23.6%</b>
<b>Transaction proposed by the Endowment Committee</b>							
<b>NONE</b>							

Respectfully submitted by John Barry on behalf of the Endowment Committee, 6/4/2021

## **Appendix 6: Membership Report**

Membership Report - June 2021

**Additions to Membership:**

This has been a challenging year for adding new members. Understandably, folks may not want to commit to a church they have not attended in person. We did have three new members sign the book (Caren Samuels, Marian Jensen, and Rufus Roundy).

Several others have expressed interest in becoming members once we are able to meet in person. Committee members have followed up with these people, and connected them with leaders of other activities/committees in which they have expressed interest.

A number of people are no longer members. Some left due to moving out of the area (Lindi Budd, Casey O'Brien, Lavina Velasco), some for personal reasons (Jacki Wayland, Stephen Brown-Pearn, Emily Tarsell, Jay Herzog), and sadly some are deceased (Eric Gratz, Joan Kolobielski, Al Peabody).

### **Activities of the Committee:**

For a number of years, the Committee has been maintaining a list of members on a spreadsheet. TUUC membership status is also kept in the Breeze database. These two sources of data were cross-checked, and discrepancies were reconciled after being shared with the Board President and the Minister. Moving forward, Breeze can be used as the updated source for the membership rolls.

We held several Zoom meetings this year for those interested in membership in TUUC. Repeat visitors and those who have contacted TUUC for information were invited, and meeting information was also put on Facebook. These have not been well attended, although positive conversations occurred with those who were present.

We have had a good showing of guests and repeat visitors, who have attended Sunday services after contacting TUUC to find out about our programs. Many have been added (with their permission) to the weekly lists for receiving emails with service information and The Threshold. Members of the committee have been in contact with them through email, and have connected them with leaders of other committees/activities in which they have expressed interest.

### **Plans moving forward:**

Holding membership information sessions in person after Sunday services once a month, resuming the schedule previously in place. Discussing what makes sense to do for those still attending virtually.

Initiating a workshop for greeters, ushers, and hospitality folks, in becoming more culturally competent, to be held in early fall

Considering adding a "Virtual Guest Book" form to the website, similar to one used by the UU Fellowship of Ames, IA (brought to our attention by Rev. Clare)

Considering the continuation of extending membership invitations to graduating seniors or doing so a bit earlier, perhaps around age 16.

**Input from the Board:**

Thoughts on the determination of emeritus members and the usefulness of having a category of out-of-town visitors.

Respectfully submitted, Patty Barry, Chair

**Appendix 7:**

**Dander Remediation Project Proposal from the A-Team**

Proposed TUUC remediation project

To remediate the dander in the two upstairs offices and one downstairs office will cost somewhere between \$20,00-\$25,000.

Hence, the A-Team is asking the Board to approve “up to” \$25,000 for the remediation project. We hope it will come in below \$25,000.

Below is the current break down. Where there is a range, a specific vendor has not been selected. We were advised that flooring costs change daily based on demand.

Check Airflow, Chason \$450-\$500

Move books and files and furniture out of office and back into office \$1,100-\$1,500  
(based on two quotes)

Deep cleaning by Bayview \$4,990.35 (also had a second quote from Service Master)

Air Duct Cleaning by Air Duct Cleaning  
Baltimore \$1,140

Flooring for offices somewhere in the \$5,500-\$5,900 range (based on three quotes)

Cost to paint offices \$2,933

New furniture \$2,500

Desk - \$1250

Loveseat sofa - \$750

Chair - \$500