

**Towson Unitarian Universalist Church  
Board of Trustees  
March 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:	Neil Porter, Nina Della Vecchia, Ann Beezley
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:	April 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	3/17
Read and provide revisions of minutes from previous Board meeting	All	3/17
Read reports	All	3/17

**Scheduled Agenda:**

The meeting convened at 7:32

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

Accept Treasurer's Report (Appendix 4)	Wendell Finner
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Discussion Agenda	Presenter
Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda.	Sue Royer
<i>Agenda Item #1 - 30 minutes</i>	
<p><b>Nominating Committee Report. Neil shared their report. Open positions are two At-Large positions, House and Grounds Chair, Finance Chair, and one on Nominating Committee.</b></p> <p>They would like to try to find some newer, and /or younger members to volunteer. No confirmed commitments yet. Testimonials from newer leadership, such as Andrew might be a good idea. Nina talked about inclusion, widening our circle. Angela seconded that idea. Clare said we should be looking for people who have certain skills, etc., and asking them to run for a specific position. Sue Royer said that remote attendance may work, for most of the time. House and Grounds and Finance are not elected anymore, but appointed. House &amp; Grounds could be a team of two, if they can work together well. The House and Grounds person does not personally need to be handy with tools, but can direct what needs to be done. Finance head is mainly responsible for the budget and to be on the A team. The deadline is March 30. Bio's will go out with the mailing for the annual meeting, in June.</p>	<p>Neil Porter Ann Beezley Nina Della Vecchia</p>
<i>Agenda Item #2 – 30 minutes</i>	
<p><b>Membership Committee Report. Patty Barry reported.</b> New member recognition needs to be adjusted for Zoom. Could be strange on Zoom. New members will be formally recognized during a Sunday service when we are meeting in person again. Currently, Membership Comm is meeting new people in the parking lot, to sign the book. Caren Samuels has signed the book as a new member. Training for greeters and ushers will be done to be more culturally sensitive and to avoid microaggressions. Communications are being improved. The zoommtgs ID (which is the entry point for visitors) is being monitored by one person during the week and a different person on the weekends. Process for exiting members needs to be clarified. Angela offered to help with some of those issues. Sue asked about new members. The committee has met with new members, as it comes up. Four new people pledged who are not members, and they have asked to be contacted about membership. Sue Royer has been cleaning up Breeze and doesn't see the need to keep separate records for pledging. Membership could all be contained in Breeze.</p>	Patty Barry

Discussion Agenda	Presenter
<i>Agenda Item #3 – 20 minutes</i>	
<p><b>A-Team Report (Appendix 5). Rev. Clare reported.</b> She thanked the people who worked on the recertification to the UUA, and on the Environmental study. The high level of dander needs to be remediated. Getting more information, and will be continued. John had a question about the charts in the report. Clare was able to summarize the findings. Dander is the worrisome issue. Possibly due to the old carpeting and a lack of ventilation in the offices. This has been referred for a second opinion.</p> <p>Program Council drafted a policy for approving new programs. Any new programs go through the Program Council and the A Team. Wendell asked for an example. The Program Council talked about continuing our work with Amazing Grace in gardening, and adding a food program.</p> <p><b>Decision: The operational policy for Adopting a New Program was nominated by Wendell, seconded by John. Unanimously passed.</b></p> <p>New copier: either lease a new one or buy one. Sue Royer did an analysis and found that it is more cost effective to lease. (<b>Appendix 6</b>). It will be less expensive than our current lease. Since this is a contract and is a multi-year commitment, it requires approval by the Board. The contract is to be signed by the President.</p> <p><b>Decision: The church will lease a new Kyocera 4053ci from Quality Business Systems at the negotiated terms. Sue moved, and Andrew seconded. Unanimously passed.</b></p>	Rev. Clare Petersberger
<i>Agenda Item #4 – 30 minutes</i>	
<p><b>Discussion of Open Question</b></p> <p>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> <p>Discuss and vote as a Board on adopting the 8<sup>th</sup> principle: <i>We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.</i></p> <p>We broke up into 3 groups to discuss.</p> <p>Regarding the 8<sup>th</sup> Principle, Sue talked about seeing how other congregations have done this, and what process they used. The UUA also has resources. Does the group feel ready to move forward</p>	Sue Royer

<b>Discussion Agenda</b>	<b>Presenter</b>
<p>on the Eighth Principle? First the Board would pass it, then develop a plan to educate and have discussions with the congregation, resulting later in a vote at a Congregational meeting. The UUA is reassessing our Principles, including adding the 8<sup>th</sup> Principle. Each person spoke about the issue. Wendell said we should invite our congregation to study this issue with an open mind and open heart. Patty is excited to see what growth will come about because of this. Angela said that we need to be aware of accessibility as we move through the process. The principle needs to be followed up by action steps. Sue asked if we were ready to vote.</p> <p><b>Decision: Sue moved that the Board adopt the 8<sup>th</sup> principle. Andrew seconded. Approved unanimously.</b></p> <p>We will need to appoint an ad hoc team to start working on adoption, so we need to be thinking about people.</p>	
<i>Agenda Item #5 – 15 minutes</i>	
<p><b>Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. Our restated and amended Articles of Incorporation are not yet on file with the State of Maryland (sent and received in January). Wendell advised that, if they have cashed the check, we can act as if they are filed.</li> <li>2. Question about personal property tax filing and whether to treat the new chairs as an asset. Susan offered to contact her ex for an opinion on this.</li> <li>3. Stewardship results to-date: 105 pledging households for a total of \$179,219</li> </ol>	Sue Royer
<i>Agenda Item #6 – 10 minutes</i>	
<b>Agenda items for the next Board meeting:</b> Treasurer's Report, Budget for FY 21-22, including salary & benefits changes for staff, Annual Report input, Church As Employer	Susan Riggs
<b>Process Observation Report. Angela reported.</b>	Angela Castillo-Epps

Having no further business before it, the meeting adjourned at 9:30.

Key Dates:

Sunday June 13, 2021 Annual Congregational Meeting

June 23 – 27, 2021 UUA General Assembly (all virtual)

**Appendix 1:**  
**Minister's Report**  
March 8, 2021

Since my last report....

## WORSHIP

On February 14, we celebrated the 250<sup>th</sup> anniversary of Universalism in America with its gospel of love. Steve Finner delivered both his stewardship testimonial and what Universalism means to him!

On February 21, I attended the lovely worship service on beloved community and hospitality and our favorite foods!

On February 28<sup>th</sup> we lifted up the Eighth Principle in worship. Readings and music centered the voices of people of color. Joyce told a story of strength in unity from India. Spice delivered her stewardship testimonial.

On March 7, we joined with the First Parish of Scituate to honor our commitment to healing. For both of our congregations, this marked the one-year anniversary of the last time we were in our buildings to worship. Tracy offered an original composition and guided us in yoga laughter.

I met with Lay Worship Associates on February 15<sup>th</sup>. We made a good start at planning virtual worship services through the summer. The spiritual theme will be play. I continue to host virtual vespers services.

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

I wrote a newsletter column for March.

I participated in a Worship Design Studio webinar with The Rev. Marcia MacFee.

I contributed to the application Sue Royer made for the chance to win a free consultation on what equipment we will need for hybrid worship.

I wrote and delivered a blessing for shared ministry for the Feb. 28<sup>th</sup> installation of The Reverend Jane Smith at Channing Memorial.

I wrote a letter of recommendation for Gabe Gordillo's application to be recognized as an Eagle Scout.

## PASTORAL CARE

I have had 11 pastoral conversations. I met with Lay Pastoral Associates on March 7.

## ADMINISTRATION AND PROGRAMS

### A-Team

Please see separate A-Team report.

I continue to meet weekly, virtually, with Tracy, Joyce, and Kai. The staff met together on February 17<sup>th</sup>.

I am working to schedule a meeting of the Personnel Committee to review the benefits tune up workbook from the UUA and be prepared to make a recommendation to the Board on staff salaries.

I authorized one withdrawal from the Covid Care Fund of \$296.47 to directly pay a member's BGE bill. The household was directly impacted by a job lost due to the pandemic. This leaves a balance in the Covid Care Fund of \$1,317.33.

### PROGRAMMING

Writing As A Spiritual Practice met February 19 and March 5. We continue to have about 10 participants.

Weekly Coffee with the Minister draws 4-6 people. I plan to attend tonight's Membership Committee meeting.

Soul Matters Sharing Circle met on Feb. 9 and Feb. 23 and will be meeting on March 9. Art Starr and I facilitate one break out room. Patty Barry and Anita Cox facilitate the other. We have about 8 participants in each.

Widening The Circle met on February 14<sup>th</sup> to discuss hospitality and inclusion and on February 28<sup>th</sup> with close to 20 participants each session to discuss living our values in the world. Sue Royer has been taking excellent notes on recommended actions. The Board will receive a summary of the recommended actions after the last session, "Where do we go from here?" in April.

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

### COMMUNITY

On March 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 February 24<sup>th</sup> for the second half of a program on Transformative Justice with Richael Faithful.

I attended the virtual Kiplinger Lecture hosted by Cedar Lane UU Church. Valerie Kaur of Revolutionary Love was the guest lecturer.

I am meeting with Baltimore area colleagues on March 10.

I registered for the virtual UUMA Ministry Days and Virtual UUA General Assembly in June.

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 and attended the Common Read discussion on Stamped. Attended a Mentoring Male Teens in the Hood Zoom session with the Kings on March 6. Hosted the February 21 lay-led worship service on my Zoom account, to provide time-off to Rev. Clare (also hosted the Thursday rehearsal). Attended the UUA New Day Rising virtual conference on February 27.

With inputs from Rev. Clare, Andy Peterson, and Kai, compiled a proposal to receive a free needs assessment for hybrid ministries (addressing networking/bandwidth, cameras, sound, mixing, and skills). Submitted it to the Hybrid Ministries Group.

### **Board & Governance**

New, non-guaranteed credit cards for TUUC staff were approved by PNC and arrived. Tracy's card had to be re-issued because her name was misspelled. Kai is working with staff and will close out the old cards.

We were approved for a second draw from our PPP loan. I signed the loan documents; \$59,300 was deposited into our PNC checking account on February 22.

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head. After Kai had negotiated no shipping charges on supplies with Quality Business Services, I negotiated additional terms for the new copier lease.

Met with Rev. Clare and Andrew to discuss the New Program Policy and various scenarios and how they would be addressed by the policy. As a result, we made some changes to the draft policy.

Wrote an article for the Threshold about our UUA GA scholarships and also posted it in the Facebook group. Answered several questions from the Nominating Committee.

Provided preliminary budget input for FY 21-22 to Kai, including a 1.2% COLA for staff, a salary + housing increase of 3% for Rev. Clare, and funds for hybrid ministries, new assistive listening systems, training for lay leaders, training for the congregation, scholarships for UUA General Assembly, and funds for an architect/feasibility study for a handicapped accessible rest room on the main level of the church.

### **Stewardship**

Worked with Kai to get all materials ready for the printed Stewardship mailing. Folding and stuffing was done by Mary Ellen Haisfield-Wolfe, Susan Riggs, Susan Woolhiser

and I. Worked with Kai, Rev. Clare and Joyce to determine which persons in Breeze should be archived. Wrote weekly articles for the Threshold and prepared script for follow-up calls.

Respectfully submitted, Sue Royer, President, 3/12/2021

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

On February 22. I led a discussion on our first Common Read, Stamped from the Beginning. It was a lively discussion. We are preparing for our second book, Punching the Air later this month.

I worked with Rev. Clare and Sue Royer to develop and refine a policy for the approval of new programs. It was approved by the A-Team and will be sent to the Board.

The March 10 Program Council meeting revolved around the upcoming TUUC variety show, which is scheduled for Saturday, April 10, at 7 PM. I am producing this show with Tracy Hall. There will be music, dance, puppets, and more!

Cabin Fever has recently watched and discussed Dr. Strangelove Or: How I Learned to Stop Worrying and Love the Bomb and Nomadland.

Respectfully submitted, Andrew Hager. 3/11/2021

### **Appendix 4: Treasurer's Report for February 2021**

Reporting note: this month's financials are provisional due to a glitch in the Quickbooks/PNC interface. Only the last two business days of the month should be affected such that final numbers aren't expected to vary significantly.

#### **Revenues:**

February pledge receipts were weak, such that YTD pledge receipts are down to 90% of budget. Plates remain strong enough that overall revenue is over budget if the 3rd quarter endowment draw had been taken.

#### **Expenses:**

Lawn care/snow removal are over budget, and together with major grounds projects and unbudgeted legal expenses for the Bylaws and Articles have total expenses YTD running 6% over budget.

#### **Balance Sheet:**

The endowment value at month end was \$1,187,908.25. Unrestricted bank balances totaled \$200,365.55.



Paycheck Protection Program:

The second draw of PPP was approved and advanced, and is reflected in the bank balance.

- Wendell Finner, Treasurer, March 10, 2021

**Appendix 5:**  
**A-Team Report**  
**UUA CERTIFICATION**

Thanks to Sue, Kai, Joyce, Patty, and others who worked on the UUA certification of our membership. The form had more questions this year!

**SECOND PPP LOAN**

Thanks to Sue, Kai, Raly, and Wendell, TUUC has received a 2<sup>nd</sup> SBA PPP loan of \$59,300 by PNC and the money is in the bank!

**VOTE TO LEASE WITH QUALITY BUSINESS FOR DUPLICATOR**

Thanks to Sue Royer's negotiating skills, we have a new lease proposal with Quality Business for a duplicator that will have no shipping charges for supplies; will waive the personal property tax reimbursement for a savings of about \$1,000 over the life of the lease; removed a reference to payments possibly going up; and cut in half the fee for returning the machine if we don't continue with Quality at the end of the lease. The Board needs to approve this contract.

**TUUC ENVIRONMENTAL STUDY UPDATE**

The A-Team has received the test results of the environmental study that was done. Am attaching the full report. But here is Todd's summary:

Summary:

-There is a mildly elevated sampling of fungus spores, particularly aspergillus, in both upper and lower office areas as compared to the outside levels. However, Mr. Bass states that this fungus is ubiquitous and the level differences are mild and should be of no great concern. Based on this sampling he believes that fungus/mold is well controlled.

- However, there is a severely elevated level of dander in all areas with the highest readings in both upper and lower office areas. He asks if there has ever been a significant infestation of rodents in either of the areas. I am not aware of anything significant in these areas since becoming Head of House & Grounds. He stated that it might also be indicative of poor airflow in these areas.

Direct Identification Analysis aka Carpet Testing.

The scale is noted on Page 18.

There is nothing particular of note other than elevated levels of dander and other particulates.

Todd went back to Mr. Base and asked what might be causing all of this dander and what can be done about it. Mr. Base reported there is no standard dander procedure.

He suggested treating this as mold: remove carpets; clean heating systems; empty offices, etc. Mr. Base recommends Bayview Restoration. Todd will get a quote from them. The A-Team agreed we will probably also need a second quote. The reality is that the problem could also be caused by poor ventilation since there is no return near the offices.

#### VOTE ON NEW PROGRAM/INITIATIVE POLICY

Andrew Hager and Rev. Clare worked on adapting a new program policy from the UU Church of Rockville. Sue Royer further adapted the policy to be specific to TUUC. The A-Team approved this draft on February 18<sup>th</sup>. It now needs Board approval. Here is the proposed policy:

### Towson Unitarian Universalist Church

#### NEW PROGRAM POLICY

##### 1.0 PURPOSE

This policy describes the process by which new programs will be evaluated and approved.

##### 2.0 SCOPE

New programs include the following:

1. A program, project or activity that requires any of the following:
  - a. more than \$50 of unbudgeted funding
  - b. more than 3 hours of volunteer time each from 3 or more congregants
  - c. meeting space at the church or on the grounds
2. A program, project or activity that is in collaboration with a non-profit group, another congregation, or a coalition
3. A program, project or activity that involves a legal agreement or memorandum of understanding and mutual obligations with an outside organization.

This policy does not include fundraising, which has a separate approval process. Any program that involves a legal agreement or memorandum of understanding requires approval by the Board of Trustees.

##### 3.0 REVIEW OF POLICY

The Program Council will review this policy every two years and recommend changes, if any, to the Administrative Team and the Board.

## 4.0 DETAILS

### Background

We strive to provide high quality and inclusive programs for congregants and the community in support of our mission. Congregants bring their creativity and passion to programs. We encourage this while being mindful of stewarding our resources of time, talent and treasure.

The Program Council is responsible for reviewing proposed new programs.

Evaluation of proposed new programs will be based on these factors:

1. How the initiative contributes to deepening our ethical and spiritual lives together as we work for racial, social and environmental justice.
2. How the initiative aligns with UU principles.
3. How the initiative addresses an unmet need in the congregation or in our community. Who does this serve? Who may we have forgotten to include?
4. How the initiative provides an opportunity for congregants from multiple committees or teams to join together.
5. The level of support congregants are willing to provide.
6. The level of resources required (funding, facility use, and staff and volunteer time) and the effect of the initiative on existing programs.
7. For activities involving outside organizations, a screen on the outside organization's purpose and the program.

### Process for Reviewing New Programs

The review process will generally follow the steps listed below:

1. The individual(s) or group(s) seeking approval submits a written proposal to the Program Council, no less than ten days prior to a scheduled Program Council meeting. The proposal should provide who, when, where, what, how, and information on the factors above.
2. The Program Council discusses the proposal and evaluates it using the factors listed above.
3. The leader of the initiative works with the Program Council to answer questions and develop implementation plans.
4. If the Program Council approves, the program goes to the A-Team for risk evaluation, scheduling and funding.
5. If the Program Council or A-Team does not approve the program, reasons will be given.

No commitment of human or financial resources may be made prior to approval by the Program Council and A-Team.

## **Appendix 6: Printer Recommendation**

The current office printer/copier, a Kyocera 4551ci, is at end of lease in May, 2021. Kai Aiyetoro, Church Administrator, explored options and brought them to the Administrative Team for consideration. The A-Team seriously considered two options:

- Leasing a new Kyocera 4053ci copier from our current provider, Quality Business Systems.
- Purchasing a new HP Color Laser Jet Pro MFP M479fdw printer that the church would own.

**Recommendation: The A-Team recommends leasing a new Kyocera 4053ci from Quality Business Systems. This requires Board approval because it's a multi-year contract and the total value of the contract exceeds \$10,000.**

Other options that were considered and rejected included:

- Keeping our current leased copier and changing the terms to "lease to own". The monthly lease price would decrease. This was rejected because the current machine has been jamming since 2 years ago.
- Buying a different brand/model printer that the church would own. The HP MFP printer had excellent reviews. The total cost of ownership was done using the HP printer.

Total cost of Ownership:

I created a model to compare the total cost of ownership over four years. Costs included purchase or lease, variable charges, return fee on the existing printer, and toner cartridges/supplies (but not paper). The analysis was based on 2500 B&W sheets/month plus 2500 color sheets/month.

Over four years, the projected cost of leasing the new Kyocera printer is \$15,780. compared to purchasing the new HP printer is \$26,523.

Other notes: Rev. Clare and Kai both feel that Quality Business Systems has been responsive and good to work with. We also have an IT Service contract with Quality. There was a desire in keeping this business relationship with Quality.

Terms associated with the proposed lease:

63 months; \$185 per month, plus \$22.50 per quarter, which includes 3000 B&W sheets/quarter, toner, developer, drums, parts & labor. No charge for shipping supplies. No requirement to reimburse personal property tax. Returning the equipment at the end of the term not to exceed \$400. Color sheets charged at .05/sheet. B&W sheets above 3000/quarter charged at .0075/sheet. Origination fee of \$99.95.

As soon as we sign this, they will order it. We would expect delivery within 7 days. Then they will cancel our existing lease.

Respectfully submitted, Sue Royer, 3/16/2021