

**Towson Unitarian Universalist Church
Board of Trustees
May 19, 2021 Meeting Minutes**

Date/Time:	Wednesday, May 19, 2021 at 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, Luke Williams
Location:	https://uuma.zoom.us/j/96450829649 Meeting ID: 964 5082 9649 Password: 141540
Next meeting:	Wednesday, June 16, 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	5/19
Read and provide revisions of minutes from previous Board meeting	All	5/19
Read reports	All	5/19

Scheduled Agenda:

The meeting convened at 7:30

Chalice Lighting	Angela Castillo-Epps
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Go-Around Question	All
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Consent Agenda	Owner
Approve minutes from the April 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 - 15 minutes</i>	
<p>Nominating Committee Report Neil presented the following: Candidates for At-Large Trustees: Samantha Saalfeld (2nd term), Eleanor Hughes; Candidates for President: Sue Royer; Pres-Elect: Andrew Hager; Treasurer: Wendell Finner; Candidate for House & Grounds Head (non-elected): Clare Flynn-Avallone; Candidate for Finance Head (non-elected): Candidate for Nominating Committee: Marilyn Carlisle</p> <p>There was discussion about the difficulty of finding someone to be the Finance Head. Several people were asked, and a few more were suggested. The Threshold will post the vacancy now.</p> <p>Slate with bios and photos is being compiled for distribution with the call to the Annual Meeting on June 13.</p>	Neil Porter
<i>Agenda Item #2 – 15 minutes</i>	
<p>Personnel Committee Report: Luke presented the recommendations of the Personnel Committee, which were sent in an email to the Board on May 12 and included: changing the formula for part-time benefits to cover more of the monthly health insurance premium, adding dental coverage, 1.2% cost of living increases for staff, and increasing the minister's pay to better reflect her experience, commitment to TUUC and closer alignment with UUA compensation guidance. Luke thanked Sue Royer for the spreadsheet she developed for staff salary and benefit options.</p>	Luke Williams
<i>Agenda Item #3 - 15 minutes</i>	
<p>Planning for Annual Congregational Meeting – June 13 at 12 noon</p> <ul style="list-style-type: none"> A. Items requiring a vote: rules of procedure, elections, budget, ordination of Karyn Marsh B. Rules of Procedure, Angela will help C. Date when call to the meeting needs to be sent – 2 weeks prior to meeting on June 13, May 27 target, Kai will send 	Sue Royer

Discussion Agenda	Presenter
<ul style="list-style-type: none"> D. Conducting the meeting on Zoom – Rev Clare’s Zoom (Sue Royer’s Zoom for listening sessions). E. Membership list and number for a quorum, Patty Barry F. Drafting the powerpoint slides, Sue Royer G. Person to help with the Rules of Procedure during the meeting, Angela will help with this. The Board will help ensure a smoothly carried out meeting. Sue will host 1 or 2 listening sessions before the meeting to make sure everyone has an opportunity to ask questions and raise issues prior to the meeting. These meetings will be announced in the Threshold and on the website. 	
<i>Agenda Item #4 - 45 minutes</i>	
<p>Budget for FY21-22</p> <ul style="list-style-type: none"> A. Which items are not recurring charges (question from April meeting) B. Minor changes since April draft C. Personnel Committee Recommendation regarding salary and benefits for Rev. Clare and non-clergy staff. [The Board went into Executive Session without Rev. Clare for this topic.] The Board voted for Option E, with one abstention. Two go-around sessions were held, in hopes of coming to consensus. D. Discussion and decision. The Board approved the proposed budget. There was some discussion that passing a budget like this needs to be done with the commitment of the Board to increasing membership, so we can sustain it (John Mattingly). This was agreed upon by all. The vote for the budget approval was unanimous. There was also discussion about the budget being a moral document (Wendell Finner) and melding that thought with the realities of our financial responsibilities. Samantha Saalfield suggested that we look at the amount we plan to give to the UUA Annual Program Fund, as being an area of flexibility in the budget. 	Sue Royer
<i>Agenda Item #5 – Delegates for General Assembly – 15 minutes</i>	
<p>Delegates for General Assembly</p> <p>TUUC is entitled to up to five voting delegates. Rev Clare has her own voting credentials and does not need to be accounted for in our count. The following people have expressed interest in being a delegate: Steve Finner, Sue Royer, Kathy Ramirez, Wendell Finner, Patty Barry. The Board approved these delegates.</p> <p>Scholarships: Kathy Ramirez, Kate Longabaugh (Young Adult, former Goucher student, active in YARN). Kate only needs a partial scholarship.</p>	Sue Royer
<i>Agenda Item #6 – 10 minutes</i>	

Discussion Agenda	Presenter
Agenda items for the next Board meeting: Endowment Committee Report (will put on the consent agenda), Membership Committee Report, Annual review of delegations, guidance and limitations – did we comply with policy? Planning for July & August Board meetings.	Susan Riggs
Process Observation Report	Wendell Finner

Having no further business before it, the meeting adjourned at 9:45 pm.

Key Dates:

Sunday June 13, 2021 Annual Congregational Meeting

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

Appendix 1: Minister's Report

May 11, 2021

Since my last report....

WORSHIP

I attended the inspiring Earth Day Worship service conducted by the Green Sanctuary Committee and The Reverend Dr. Terry Ellen.

The Reverend Dr. Gabi Parks and I conducted the April 25th worship service. It was the auction service won by Dr. Neil Porter. The theme he chose was "Being One."

May 2nd, I worked with Joyce Duncan to create this year's Bridging service for our five graduating High School seniors. Gabe Gordillo spoke. Rufus Roundy delivered "Oh, The Places You Will Go!" and created a video of his classmates. Tracy recorded the Choir singing special music for our graduates. It was a moving ceremony.

May 9th we celebrated being a people of story through stories from childhood. Four members sent stories of their mothers---including three of who their mothers were before they were mothers and the adversity they encountered and overcame.

I met with Lay Worship Associates on April 26th and we selected our choices for Soul Matters themes for the coming year. I continue to host virtual vespers services. In spite of discovering at 6:55 p.m. that a link was not on the calendar, I conducted a vespers service on May 10 on the theme of creation stories.

I participated in a Worship Design Webinar from noon-2:30 with Marcia McFee to discuss worship over the summer. Our Lay Worship Associates are planning a series on the theme of "Play." But it was helpful to review her design process.

For May, I wrote a newsletter column on the story of the merger of the Unitarians and Universalists in May of 1961.

I wrote my Annual Report. Although it has been a challenging year in many ways, it was good to review new programs and initiatives and what we have accomplished together.

After consulting with Sue, yesterday I reached out to six people to form an Ordination Planning Team for Karyn Marsh. Thus far, I have received four affirmative responses. Am hoping to call our first planning meeting before the end of May.

PASTORAL CARE

I have had 8 scheduled pastoral conversations. I met with Lay Pastoral Associates. Kim Peabody is checking with family members in terms of whether they would prefer a virtual celebration of life for Al or wait until we can have one in person.

ADMINISTRATION AND PROGRAMS

I continue to meet weekly, virtually, with staff. Kai was on vacation April 12-April 30th. Phil put in additional hours to help with the PowerPoint. Joyce was on vacation April 13-15 and plans to take June as a month of vacation. The staff met on May 5.

The Personnel Committee (John Mattingly, Luke Williams, and Tracey Myers Preston) met on April 14 and May 6 to discuss compensation recommendations to the Board. Luke Williams will be sending their recommendation in advance of our Board meeting.

PROGRAMMING

Writing As A Spiritual Practice met April 16, April 30, and May 7. We average 9 participants.

Weekly Coffee With the Minister draws 3-6 people.

I met with the Membership Committee on May 10.

Soul Matters Sharing Circle met on April 27 and May 11. Art Starr and I facilitate one break out room. Patty Barry and Anita Cox facilitate the other. We have about 8 participants in each circle.

I participated in the April 19th Common Read discussion of "Punching The Air."

A-Team

The A-Team met on April 29.

EAGLE SCOUT PROJECT

We are grateful to Todd Robertson, the Gordillo-Lott family and the Boy Scouts for Sebastian's Eagle Scout project to clean up and mulch the Memorial Garden and Thoreau Meadow. The tree stumps create a natural and beautiful wall!

ENVIRONMENTAL REMEDIATION

Service Master will give a quote next Thursday morning

Todd has spoken with Chason and will ask for a written description of the evaluation they propose to do and if there will be a negative pressure test.

Sue will research a second duct cleaning quote.

Estimates on flooring will be pursued.

We will then bring a recommendation to the Board for deep cleaning the offices, cleaning the ducts, and replacing the flooring in the offices.

OTHER DISCUSSION ITEMS VOTES

Todd is working on bathroom use policy for groups who meet outside. We approved purchasing a new laptop for the Music Director in principle. A specific configuration to follow. We approved request from TUUC Singles Fellowship to hold a potluck at TUUC in May with these conditions: Approve everyone brings own food; Stay six feet apart; Wear masks when not eating or drinking; Wear masks when inside the building; No more than 20 people; No kitchen access; Bring camp chairs from home.

COVID CARE FUND

I am awaiting more information on a request for financial assistance from the Covid Care Fund. It will leave a balance of \$673.53 in the fund.

COMMUNITY

On May 3, I participated in a virtual meeting of the Anam Cara Clergy group for spiritual deepening.

On May 8, I watched the live stream of the ceremony organized by the Maryland Lynching Memorial Project and the Equal Justice Initiative to place a plaque in Towson to remember Howard Cooper. Governor Hogan pardoned Howard Cooper and the other 33 citizens of Maryland who were lynched and denied due process. It was an historic event and I'm grateful to Sue Royer for her leadership.

DENOMINATIONAL

I met virtually with the Chesapeake Unitarian Universalist Ministers Association on April 28.

I will be meeting virtually with Baltimore area colleagues on May 12.

With Angela Castillo Epps, I attended a webinar on April 20th hosted by the UUA's Central East Region on dual platform ministry.

Respectfully submitted, Rev. Clare

Appendix 2: President's Report

Programs & Ministry

Organized technical ushers and assisted with ushering for Sunday services. Participated in monthly meeting of the Social Action Committee and attended the Common Read discussion on Breathe. Attended a Mentoring Male Teens in the Hood Zoom session with the Kings on May 1. Hosted the April 18 and May 16 lay-led worship services on my Zoom account, to provide time-off to Rev. Clare (also hosted the preceding Thursday rehearsals). Assisted with editing the program and other duties for the Community Remembrance Ceremony in Towson on May 8. The ceremony honored Howard Cooper, who was the victim of a racial terror lynching in 1885. Many elected officials attended and Gov. Hogan pardoned Howard Cooper and 33 other racial terror lynching victims in Maryland. This activity was organized by the Maryland Lynching Memorial Project, with support from the Equal Justice Initiative. A historical marker was installed along Bosley Avenue in front of the former jail.

Board & Governance

Covered for our Church Administrator Kai Aiyetoro during her vacation with regards to mail, checks and invoices. I picked up the mail, scanned the checks and invoices and sent them to our bookkeeper, and made bank deposits on April 19 and 26.

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head. Reviewed the proposed FY21-22 budget with the Program Council (excluding salary and benefits numbers). Some adjustments were made. Worked with Kai to prepare to request PPP loan forgiveness. PNC is not yet accepting the application/documents from TUUC. Met with a company that cleans ductwork to obtain an estimate for the church. Drafted an operational policy for Computers and Capital Equipment for Staff Use. Drafted a revision for the Outdoor Use Procedure, now that the A-Team is permitting bathroom use by groups who are meeting outside.

Our amended and restated Articles of Incorporation, which were filed on 1/25/2021, were accepted by the Maryland Department of Assessments and Taxation (SDAT). We received a receipt in the mail dated 4/20/2021. Thomas Schetelich and Jocelyn Szymanoswki of Ferguson, Schetelich & Ballew, P.A., have published a book titled *Maryland Law of Religious Corporations*. TUUC received a complimentary copy of the book, in recognition of their work for our ministry. If anyone wishes to peruse the book, let Sue know.

Met with Director of Religious Exploration Joyce Duncan to brainstorm about young adult candidates for the Board scholarship for General Assembly. Subsequently reached out to a candidate. Also authored an article for the Threshold on General Assembly, inviting those who are interested in possibly being a delegate to contact Sue.

After consultation with Trustee and Membership Chair Patty Barry, Rev. Clare, and Treasurer Wendell Finner (the latter regarding contribution waivers), invited each of the graduating high school seniors to become members of TUUC. Rufus Roundy was ready to act! Patty and I met him outdoors at TUUC for the ritual of Rufus signing the membership book.

Provided input, including photos, to and reviewed a draft of the church's annual report, which will be published later this month.

Signed a letter drafted by Janet Schollenberger of the Green Sanctuaries Committee. The letter of support from TUUC recommended that additional funding be provided by the National Fish and Wildlife Foundation to the Gunpowder Valley Conservancies Clear Creeks Project. We benefitted from that project last year through the installation of the micro bio retention area.

Church As Employer

Discussed with Communications & Outreach Coordinator Phillip Browne the process and timing for his eligibility for health benefits, now that he is working more than 20 hours per week in aggregate, across four UU churches. Updated the salary and benefits options spreadsheet following the April Board meeting and sent it to the Personnel Committee for their recommendation.

Connection to Our Wider UU Community & Training

Along with Joyce Duncan, I attended the UUA workshop for leaders on ministry in a multi-platform environment. It was the same workshop, albeit on a different date, that Rev. Clare and Angela Castillo-Epps attended. Attended a drop-in Central East Region (CER) call to see what other churches are doing regarding benefits for part-time staff. Also sent an email to the CER Presidents email list on this topic. There were no replies.

Respectfully submitted, Sue Royer, President, 5/17/2021

Appendix 3: President-Elect's Report

On Monday, April 19, I moderated the third Common Read book discussion. We examined Imani Perry's *Breathe: Letters to My Sons*.

On Wednesday, May 12, the Program Council met. Our spotlight issue was the budget, which Sue Royer and Kai Aiyetoro presented. We also discussed the current state of our programming, and how we might move forward with the shifting Covid protocols. Some programming is better suited to virtual gatherings, while other programming fares better in person.

I met with Sue Royer on Tuesday, May 11. We discussed upcoming church events, like the annual meeting and talked about our visions for the upcoming church year. It was nice to meet in person!

I attended the TUUC Blood Drive and donated.

Cabin Fever continues to meet weekly. Recent films include *Winter Kills* (Skip it) and *Crip Camp* (a must-see). We plan to continue weekly meetings for the foreseeable future.

Respectfully submitted, Andrew Hager, May 13, 2021

**Appendix 4:
Treasurer's Report**

April 2021

Revenues:

Pledges in April caught up to the average monthly receipts, leaving YTD pledge income at around 87% of budget. Overall revenue is over budget if the 3rd quarter endowment draw had been taken. Total expenditures exceed receipts by \$12,204.85.

Expenses:

Expenses were elevated in this 3-paycheck month, even though we had minimal building and grounds expenses (our biggest categories of extraordinary costs).

Balance Sheet:

The endowment value at month end was \$1,261,736.17. Unrestricted bank balances totaled \$200,326.26.

- Wendell Finner, Treasurer, May 12, 2021