

**Towson Unitarian Universalist Church
Board of Trustees
May 18, 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
Absent:	Samantha Saalfeld
Guests:	John Barry, Dan Alper, Kristel Donner
Location:	Join Zoom Meeting Meeting ID: 815 4806 6486 Passcode: 992437
Next meeting:	June 15, 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	5/18
Read and provide revisions of minutes from previous Board meeting – April and January	All	5/18
Read reports	All	5/18

Scheduled Agenda:

The meeting convened at 7:30 pm

Chalice Lighting	Andrew Hager
Go-Around Question	All
Consent Agenda	Owner
Approve minutes from the April & January Board Meetings	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
<p>Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda.</p> <p>Sue noted that some of the internal Board discussion about needs in the January agenda will be edited out.</p> <p>Decision: The Right Relations policy (Conflict Resolution policy) and Right Relations changes to the governance policy were approved by the Board via email since the last meeting.</p> <p>Ellie took notes and provided them to Sue and Susan; Susan was present, but recovering from COVID.</p>	Sue Royer
<i>Agenda Item #1 - 20 minutes</i>	
<p>Endowment Committee Report – see Appendix 5</p> <p>The value of the Endowment has decreased. At the end of the year it was at \$1.35 million, now it's at \$1.1 million, a 17-18% drop, consistent with market (90% of funds are in market). Recommendation to move \$30K from equities into cash and bonds. Goal of having 2 - 3 years' worth of money in cash or bonds (to allow 4 - 5% draw for budget). Sue asked about taking everything out of Vanguard S&P 500 Fund in order to leave socially responsible balance intact; John recommended taking \$30K out of Vanguard S&P 500 Index Fund and put it into cash. Wendell asked for confirmation that percent in cash & bond portfolio would then be at 12.7% of the total, which would allow for a 5% draw if needed for budget.</p> <p>Decision: Sell \$30K from Vanguard S&P 500 Index Fund and leave as cash. Approved unanimously. Wendell, as Treasurer, will execute the trade the next day.</p> <p>Note – at this point, John and Kristel dropped off the Zoom meeting.</p>	John Barry
<i>Agenda Item #2 – 40 minutes</i>	

Discussion Agenda	Presenter
<p>Proposed FY 22-23 Budget (Draft 2) – see separate spreadsheet</p> <p>Dan reviewed the changes to the budget since the first draft that went to the Board. He had done a lot of work to identify areas to reduce spending (or increase income).</p> <p>Sue presented a proposal that operating surplus (Wendell calls this unspent unrestricted income) at end of this year be transferred to the Building Fund, which would be approved by this year's Board. Then next year's Board can approve use of funds for major capital projects such as next round of AV, door to playground, an/or the architectural assessment for accessible restroom on main level. We anticipate \$36,500 to be available, from the forgiveness of PPP loans. These funds were intended to be spent in the current fiscal year, but the projects that haven't been launched. Timing: in mid-June, double-check numbers and ask Board for approval.</p> <p>Discussion points:</p> <ul style="list-style-type: none"> - The reduction in professional expenses for Rev. Clare are less than what is in our Ministerial Agreement with her. Rev. Clare provided the number, based on the location of next year's GA, among other factors. - We need to keep the budget for personnel contingency where it was (not reduce it), e.g. current situation with hiring an accompanist while Tracy is recovering. - Role of the consultant related to the DRE position? Rev. Clare explained that we may hire a non-UU-trained DRE. Our YRE program may look very different than it did with a long-tenured credentialed DRE. The new DRE will benefit from having expert guidance to ask the big questions of the congregation. - Additional reductions: Board expenses, guest speakers for lay worship, scholarships, training, DRE consultant, ... - For several years, we have been trying to reduce the number of restricted funds that are not specifically named by the Board. We have money in the bank for contingencies. The Building Fund is for capital improvements and expenditures require Board approval. - One change to Salaries and Benefits – discussed in closed session - Susan and Wendell offered to once again call those households who haven't yet pledged (and from whom we had expected a pledge) - Discussion of whether the "surplus" from the current year might be used to help cover operating expenses for next year. Wendell pointed out that we had booked \$100K of uncategorized income in the current year, and that the 	<p>Dan Alper</p>

Discussion Agenda	Presenter
<p>forgiveness of the PPP loans yielded \$118,600. Therefore, it would make sense to book the remaining \$18,600 as uncategorized income for next year.</p> <p>Decision: The Board approved uncategorized income of \$18,600, and also tentatively approved moving the remainder of the unspent uncategorized income from this year into the Building Fund. The Board approved having Sue and Dan work on fine-tuning the budget to arrive at a balanced budget, based on the Board discussion/inputs.</p>	
<i>Agenda Item #3 – 15 minutes</i>	
<p>Membership Committee Report – see Appendix 6 Skipped because of time.</p>	Patty Barry
<i>Agenda Item #4 – 15 minutes</i>	
<p>Planning for Annual Congregational Meeting</p> <ul style="list-style-type: none"> - Rules of Procedure – see separate file - Nominating Slate - Resolution to adopt the 8th Principle – see separate file - Roles for the meeting – Moderator, Discussion Host (two, one on Zoom), Time Keeper - Hybrid meeting; proxy votes; affirming decisions made during previous meetings - Call to meeting to be sent out May 27 <p>Sue updated Board on plan to invite written amendments to the Resolution for the 8th Principle in advance, i.e. not amendments to the principle itself and no amendments to be accepted from the floor. Andrew suggested that we provide pizza during the break between the service and the meeting.</p> <p>Agreement re: plans for the annual meeting, including the two Resolutions (Reaffirmation of Votes and to Adopt the 8th Principle)</p>	Sue Royer
<i>Agenda Item #5 – 10 minutes</i>	
<p>Miscellaneous</p> <ul style="list-style-type: none"> - GA Delegates and GA scholarship <p>Decision: The Board approved the following people to be delegates for TUUC: Nancy Caswell, Ann Beasley, Wendell Finner, and Sue Royer. One spot remains unassigned. Sue will continue to work to recruit a 5th delegate. 4 of 5 Delegate slots have been spoken for, Rev. Clare will be attending virtually and has her own ministerial credentials.</p>	Sue Royer
<i>Agenda Item #6 – 10 minutes</i>	

Discussion Agenda	Presenter
Agenda items for the next Board meeting: Treasurer's Report, Annual Review of delegations, guidance & limitations and compliance with policy, A-Team report, Debrief on Annual Meeting, Transition Planning, including preparing to update signatories at PNC, Schwab, DRE search update	Susan Riggs
Process Observation Report	Patty Barry

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

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

Since my last report....

WORSHIP

April 17 we celebrated Easter with special music by the TUUC Choir, "Yesu Sore" which translates to "Wake up, Jesus!" It was the first time the Choir had sung in person since March 8, 2020. Joyce Duncan shared the story of The Easter Egg by Jan Brett.

April 24 the Green Sanctuary Committee conducted a beautiful worship service with Nancy Goldring in the pulpit to address Red Maple Place and a vision for building affordable housing in Towson that does not require taking down 100- year-old maple trees and that does invite us to create freedom trails to remember the history of enslavement at Hampton Mansion.

May 1 we "Bridged" Robin Azzam and Brady Mahoney. This was a particularly poignant ceremony as Robin had been dedicated at TUUC in 2004 and Brady had been coming since he was about 4 years old! The Mahoney and Azzam families provided music.

May 8 we celebrated Flower Communion by looking in the mirror of a flower at our own beautiful natures. It was a bit chaotic but there was great community spirit! Spice provided much of the music except for the closing hymn lead by Lila Wisotzki, Dominique Hall, and Spice.

May 14 I will be conducting a celebration of life for Bette Thomson.

May 15 we will be recognizing Joyce Duncan for her beautiful eighteen years serving as TUUC's Director of Religious Exploration.

May 7 TUUC ORDAINED KARYN MARSH! What a joyful, moving, inspiring, uplifting GREAT OCCASION! Thanks to all who made it so!

I wrote worship descriptions and a newsletter column for May.

I attended the Minister Brainstorming Virtual meeting to discuss the June Soul Matters theme of "Blessing."

I gave Sarah Ruth Davis a tour of TUUC on April 20th. She gave me a preliminary Internship agreement for us to sign for the UUA. Her internship does not begin until September. We discussed her special accommodations for disability as well as areas where she does not have much experience---such as preparing worship.

PASTORAL CARE

I've made 5 pastoral visits and had 14 phone calls with members.

Karyn Marsh and I met with Lay Pastoral Associates on May 1. We are planning for her to do a training on the subject of depression in October.

PROGRAMMING

Writing As A Spiritual Practice met on April 22 with a prompt by Robin Kimmerer in honor of Earth Day and on May 6 with a prompt from the UUA's Braver/Wiser series by Rev. Elea Kemler. We will meet on May 20th before taking a break for the summer.

Soul Matters Sharing Circles met on April 12 and April 26th to explore "Awakening" and on May 10 to begin exploring "Nurturing Beauty." We will meet on May 24th and again on June 14th before taking a break for the summer.

I created a video for The Reverend Karen Johnston reflecting our experience field testing her curriculum "A Date With Death Club." It will be shown at the UUA General Assembly.

I met with the Program Council on April 13th and May 11th.

The staff met with the staff on April 13th.

The staff also met on May 11th (except for Tracy who is out on sick leave.)

I met with the Director of Religious Education Search Committee and Pat Infante on April 14th. Pat gave helpful guidance. We met again on April 27th. The Search Committee has come up with three opportunities for the congregation to give input on the future of faith formation for children, youth, and adults at TUUC. There will be Zoom Listening Sessions on May 16 and May 19 and an in-person coffee hour on May 22nd.

Prior to the ordination, the Ordination Committee met on April 22nd. I met with Karyn, Andy, and Sue after worship on May 1. Sue kindly created the Show Flow Chart. We rehearsed on the evening of May 4th.

I met with the Membership Committee on May 9.

A-TEAM

The A-Team met on April 12th, April 21, April 29th, and will meet again on May 13th.

With the uptick in Covid cases, we are not recommending lifting the mask mandate at this time. We've had hospitality/coffee hour outside as well as the reception for Karyn's ordination. We are working on getting a second provider to open the nursery. (These students will not be expected to mask.) And Clare F-A is recommending the purchase of HEPA filters for rooms 4 and 5 (because room 4 has no ventilation.) We are not requiring registration but are encouraging it. For contact tracing purposes, we need a record of who is in the building.

We reviewed the draft budget and thanked Dan for his hard work on it as well as options.

Thanks to Kai, we identified a graduate student at Morgan State with a background in radio who Sue will be training tonight on our AV equipment. Andree Melton will be available to run tech for events like memorial services. We haven't decided how to cover the cost. Hopefully we will on May 13th!

The installation of our new sign was to have been before Karyn's ordination and was delayed.

We are still having issues with Innovative Security which we will address on the 13th.

WIDER COMMUNITY

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

I helped to organize and participated in the Listening Session hosted by the Assistance Center of Towson Churches on the future of ACTC.

I met with Hannah Freeman, an organizer of BRIDGE Maryland. The mission of BRIDGE is to "use intentional relationship building, organizing, and leadership development in order to strengthen congregations and faith leaders to demonstrate and advance justice in the world." First Church of Baltimore is a member of BRIDGE. BRIDGE Maryland is expanding into Baltimore County. I'm asking the Board for \$500 for TUUC to become a member of BRIDGE Maryland in the coming year. Their goal is to organize people to address issues of power. They are trained by Gamaliel which is hosting a country-wide training session in Baltimore in November. The theme is "Race and Power." More information on BRIDGE Maryland is here: <https://bridgemd.org/> More information on Gamaliel is here: <https://gamaliel.org/> SarahRuth Davis is very interested in community organizing as part of her ministerial internship. What drew me to BRIDGE is that the leadership is primarily African American.

DENOMINATION

I participated in the CUUMA Leadership Team meeting on May 5th.

I took a three hour virtual training offered by the UUMA on April 19th as part of my role as a Good Officer. I've been asked to continue in this role in the coming year.

Respectfully submitted, Rev. Clare

Appendix 2: President's Report

Programs & Ministry

Organized technical ushers; provided AV support for Sunday services. Stepped through the ordination service with Karyn Marsh and drafted the showflow for the AV team to use. Attended a planning meeting with Rev. Clare, Karyn and several others regarding the ordination.

Opened the TUUC mail, scanned invoices and checks, made the bank deposit, and sent scans to our bookkeeper Arkady Thompson on April 20, during Kai's vacation.

For the network and phone upgrade, continuing to serve as the TUUC focal point and project manager. This project is essentially complete. Quality wrapped up a few remaining tasks on April 29. I disconnected the Comcast modem that day and Kai cancelled Comcast service. Quality responded to a service ticket and came to TUUC on May 3 to reconfigure our three thermostats, which were no longer communicating with the internet. I opened a ticket with Honeywell Resideo Home and went back to TUUC to resolve an alert on one of the thermostats. I met Verizon at church on May 9 so that they could remove the copper wire terminal.

Visited Tracy Hall in the hospital after her fall. Arranged for flowers to be sent on behalf of the Board, Staff, and Congregation.

With Kai Aiyetoro, interviewed a candidate to serve as a paid AV technician for memorial services and Sunday services. I will orient him to our set-up on May 12 and he intends to support the memorial service on May 14.

Attended Writing As a Spiritual Practice. Wrote an article for the Threshold on General Assembly, including inviting those who may want a scholarship or may want to be a voting delegate to contact me before the end of May.

Board & Governance

It was my honor and privilege to lead the act of ordination on May 7 when TUUC ordained the Reverend Karyn Bergmann Marsh! Much planning and work went into this significant event by many people. I'm grateful to all who helped plan and carry out the ordination, and all who witnessed this act in person or online. It was inspiring!

Met with Andrew Hager and Ellie Hughes to discuss church business including the Program Council. Spoke with Reverend Clare several times on various topics.

Met with Dan Alper to review the second draft of the proposed budget for FY 22-23. We agreed on several changes. He and I met with Joyce Duncan, DRE and Karen Fireman, chair of the YRE committee, to better understand the YRE budget requests. He and I met with Kai and with Wendell Finner to assess our expected surplus at the end of the current fiscal year.

Wrote an update for the Threshold on the Stewardship campaign. Preparing to send thank you confirmation emails. Our current pledge total is \$277,233. Signed checks for ordination expenses and honorariums.

Took a week “off” and participated in a Sunday service remotely.

Respectfully submitted, Sue Royer, President, 5/11/2022

Appendix 3: President-Elect’s Report

May 12, 2022

The April Listening Session with the Board was relatively quiet. There were two non-Board attendees, and we took time to get to know them better.

On April 25, I participated in the 8th Principle Team discussion of the book *So You Want to Talk about Race?* by Ijeoma Oluo. It was a small group, but a lively discussion.

I was honored to participate in the ordination of Rev. Karyn Marsh on May 7. What a joyous event!

Cabin Fever has emerged from a month of genial, well-received films into a more divisive May, as films like *River’s Edge* stir controversy. Discussions have been particularly animated as a result. It’s wonderful to be part of a group that takes time to deconstruct difficult art!

The Program Council recently completed its first-ever program audit, and my summary of the results is below:

“Number of Groups Reporting:11

Reasons to Celebrate:

Every group contributes to the Mission and Vision of TUUC in their own, distinct fashion. Congregants have a wide selection of ways to engage with the church community and the world at large.

Roughly speaking, the groups can be divided into two categories—Philosophical (Aging Together, Cabin Fever, Men’s Group, Our Messy Lives, Socrates Cafe, Soul Matters,

Writing as a Spiritual Practice) and Action-Oriented (Adult Religious Exploration, Green Sanctuary, Lay Worship Associates, Social Action Committee). As membership of the various programs often overlaps, the ideas stoked in the Philosophical groups reinforce and deepen the work done by the Action-Oriented groups. Both types of programming are vital to our church! (And some programs can be both types, of course.)

TUUC has committed itself to understanding racial justice. This is evident as nearly every group specifically cites their work in this area.

Things to Consider:

Very little explicit mention is made of LGBT+ issues. Obviously, these could be part of a more general “social justice” theme, but it could also be a weak spot in our congregation’s work.

We did not receive a report from Religious Exploration, so the data is incomplete, but how much programming is available for TUUC children and youth? Most programs, whether intentionally or not, are restricted to adults by marketing, content, or time of meeting. Certainly, we need programming directed at adults, but we should also consider where we might be able to involve teens or younger children. We want them to feel part of the community.

Recommendations:

Consider what it means to be intentionally inclusive and how that impacts what projects or topics your group undertakes. While continuing the excellent work we are already doing, we must continue to expand beyond our own niches.

Perhaps due to the pandemic, groups have been operating mostly independent of each other. Consider ways that your program could team up with another program to increase the impact of what you are doing.”

Respectfully submitted,
Andrew Hager

Appendix 4: Treasurer’s Report

April 2022

I’m afraid that the financial reports are still provisional. Susan Hullinger is currently working on reconciling the accounts in Quickbooks, whose balances differ from the account balances shown by PNC and Schwab. I have updated the balance sheet balances by hand to match what the financial institutions show as of the end of last month. I’m told that all current bookkeeping entries are up to date, but unreconciled starting balances continue to throw the books off.

Pledge income has caught up slightly against the budgeted pledges, but is still 8.33% below expectations. Total expenditures are 8.69% above budget. With the PPP forgiveness booked this fiscal year, total unrestricted revenue exceeds total spending by \$48,397.47. This includes the insurance reimbursement for the damaged sign of

\$11,229.84. Backing that out leaves an operating cash surplus through April 30 of \$37,168.63.

The stated Endowment value at month end was \$1,153,973.80. It's down 10.5% since July 1. Unrestricted bank balances shown at PNC and Schwab total \$141,559.45.

- Wendell Finner, Treasurer, May 13, 2021

Appendix 5: Endowment Committee Report

Board of Trustees,

The members of the Endowment Committee have reviewed the financial information and unanimously agree with the proposed transaction to be presented to the Board on May 18, 2022.

For the November 2021 and February 2022 presentations, no modifications were proposed.

Below is a snapshot of the endowment assets as of 5/9/2022. Our environmental, social, and corporate governance (ESG) is currently at 33.8%

At 12/31/2021, the portfolio value was \$1,350,202. Therefore, the portfolio is down \$241,937 year-to-date. This represents a 17.9% drop. As the portfolio is growth oriented, the drop in value is not unexpected. As a point of reference, the S&P 500 is down about the same percentage.

TUUC ENDOWMENT FUND SUMMARY						
ENDOWMENT FUND ANALYSIS AS OF 5/9/2022						
	5/9/2022		3/18/2022		1/25/2022	
NAME	5/9/2022 BALANCE	PERCENTAGE OF TOTAL	3/18/2022 BALANCE	PERCENTAGE OF TOTAL	1/25/2022 BALANCE	PERCENTAGE OF TOTAL
Vanguard 500 Index Fd	356,500	32.2%	398,051	31.8%	387,560	31.3%
Vanguard FTSE Social Fd	334,513	30.2%	382,974	30.6%	374,886	30.3%
Vanguard Total Intl Fd	137,668	12.4%	155,566	12.4%	158,846	12.8%
Schwab US Small Co FD	160,772	14.5%	189,519	15.2%	179,751	14.5%
Vanguard Intermediate-Term Bd	78,334	7.1%	83,308	6.7%	86,944	7.0%
Cash & Cash Investments	40,478	3.7%	40,477	3.2%	49,918	4.0%
Total Endowment	1,108,265	100.0%	1,249,894	100.0%	1,237,906	100.0%
Socially Responsible	374,991	33.8%	423,451	33.9%	424,804	34.3%
Transaction proposed						
for May 2022 Board presentation						
Move \$30,000 from Vanguard 500 Index or Vanguard FTSE Social (or a combination thereof)						
into Vanguard Intermediate-Term Bond or Cash (or a combination thereof) to have aggregate						
short term position of Endowment assets exceed 12% (aggregated of three years of distributions)						

Respectfully submitted by the Endowment Committee - - John Barry, Chair, Claudia Sumler, Kristel Donner, Marilyn Maze, Wendell Finner (non-voting), Dan Alper (non-voting)

Appendix 6: Membership Committee Report

June 2022

The Committee has focused its efforts on the following areas:

Using a curriculum published by the group that also writes the Soul Matters materials, we have run two cycles of the four-session orientation program for newcomers who

want to learn more about and/or deepen their commitment to TUUC and Unitarian Universalism. Art Starr and I led both the sessions. We were pleased that our second group was larger than the first. After the end of the program, we worked with the attendees to connect with groups that they are interested in. Moving forward, we plan to coordinate the scheduling of Our Journey groups so that when they end, the participants can continue their involvement with small group ministry by joining a Soul Matters group. At least one of the participants is a frequent attendee at Sunday services.

Our newest member is Sarita Olson, who is already active in the choir.

Continuing to make adjustments:

Once TUUC reopened in person, the Membership Committee added in a few weekly tasks. I have been compiling the weekly registration list from the online forms and making it available for the Greeters and the DRE. Greeters began being scheduled again and adjustments were made to their duties, including checking vaccination cards. As we have now moved away from required registration, Greeters are still keeping track of in-person attendance, to assist RE and in case of contact tracing.

We've realized that since most Committee members have been attending in person, we are less aware of repeat Zoom visitors. We plan on reaching out to tech ushers who admit people to take note of digital repeat visitors.

Looking ahead:

Several members of the Membership Committee, Greeters, and Hospitality folks 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. We plan to have training for Greeters and Hospitality folks regarding inclusivity early in the fall. The rich resources from the UUA's workshop will be useful in this process. We had originally planned to hold this in the spring, but put our efforts towards readjustments necessary for reopening.

Respectfully submitted, Patty Barry, Chair