

Towson Unitarian Universalist Church
Board of Trustees
July 15, 2020 Meeting Minutes

Date/Time:	7:30 pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	Sue Royer, Clare Petersberger, Wendell Finner, Patty Barry, Samantha Saalfeld, Susan Riggs, John Mattingly, Andrew Hager, Angela Castillo-Epps
Absent:	
Guests:	Stephen Finner
Location:	Zoom meeting
Next meeting:	August 19, 2020

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]		
Read and provide revisions of minutes from previous Board meeting	All	
Read reports	All	

Scheduled Agenda:

The meeting convened at 7:30 with a Chalice Lighting by Sue Royer

CHALICE LIGHTING	Sue Royer
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GO-AROUND QUESTION	All
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CONSENT AGENDA	Owner
Approve minutes from the June Board Meeting – pulled and will be done next time	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	Time	Presenter
Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda. The June minutes were pulled for additional review. The donations to Planned Parenthood and UUSC was moved to the discussion agenda. The reports were accepted by all.		Sue Royer

DISCUSSION AGENDA	Time	Presenter
<i>Agenda Item #0 (pulled from consent agenda)</i>		
<p>Donation to Planned Parenthood and UUSC. Sue explained the history of this donation. Samantha asked if the donor had been contacted about the issue. The donor has not been contacted due to the amount of time that lapsed since the check was received and deposited. This situation was an opportunity for education and understanding among lay leaders and staff. After discussion, Sue moved to approve the donations of \$1000 to Planned Parenthood of Maryland and \$216.54 to the UUSC. John Mattingly seconded, and the motion passed unanimously. Appendix 5 has additional details.</p>		Sue Royer
<i>Agenda Item #1</i>		
<p>Planning and goal setting We focused on Open Questions (as defined in <i>Governance and Ministry</i>, these cannot be answered by yes or no. They are questions that we are thinking about--before we make up our mind about answers. We will not be making a decision about them soon). We entered break out rooms in pairs; each team took notes in a shared document. We had group discussion after returning from break-out rooms. Sue will take our questions and merge similar questions together and send the document to the Board for choosing the top one to three open questions.</p> <p>Sue recommends reading these chapters in Governance and Ministry: Chapters 1, 3, 4, 8 and Appendix B</p> <p>We read aloud the Board Covenant. The opportunity for discussion or changes to the covenant was offered. No changes were suggested.</p>		Sue Royer
<i>Agenda Item #2</i>		
<p>Appointed leadership positions and tentative schedule for reports to the Board during the year. Some committees need a leader, some need a board member. Sue proposed that there are several areas/committees that the Board include on the discussion agenda once a quarter.</p> <p>Approved: Patty Barry as Membership Committee Chair, John Mattingly as Personnel Committee Chair, Andrew Hager as the Convener of the Program Council and Wendell Finner as serving on the Bylaws Committee.</p> <p>Discussion about having only members, not friends on the membership committee, per our governance policy. Committee reports to the Board are requested to be Word documents that are concise and highlight any areas requiring Board focus. One page in length preferred. For financial data, also provide a spreadsheet</p>		Sue Royer

DISCUSSION AGENDA	Time	Presenter
with formulas. For details on committee appointments and reporting schedule, see Appendix 6		
<i>Agenda Item #3</i>		
Update on new position for social media: Kai will head the search committee, Patty Barry and John Mattingly will also serve on the search committee. There is a draft position description. The plan is to post the position on Indeed. As a reminder, it is our policy to not hire members or friends.		Rev. Clare
<i>Agenda Item #4</i>		
Task Chart, process observer, article for the Threshold, Chalice lighter. People can volunteer and get back to Susan so the slots are filled by August meeting		Susan Riggs
<i>Agenda Item #5</i>		
Proposed agenda topics for the next meeting: Bylaws, Endowment. Wendell suggested that 45 minutes will be needed on the Endowment, since there are multiple topics, including socially responsible investing. He will work with the Endowment Committee to prioritize what gets discussed at the August meeting.		Susan Riggs
<i>Agenda Item #6</i>		
Signatories for the PNC accounts and Schwab accounts. In the past, for PNC, the signatories have been the President, President-Elect, and Treasurer. Recently, for Schwab, the President and the Endowment Chair have had full account access. Our Treasurer was not added because she was moving and due to the cumbersome Schwab process. The Church Administrator and Bookkeeper have online access to PNC and have online read access to Schwab. Proposed – that the President, President-Elect, and Treasurer be the signatories on the PNC accounts. Proposed – the that President, President-Elect, and Treasurer be the full authorized users/signatories on the Schwab accounts. Sue made the motion, John seconded it. The motion passed unanimously.		Sue Royer
<i>Agenda Item #7</i>		
Paycheck Protection Program Loan Rev. Clare asked if the Board needed to discuss next steps on the PPP loan which TUUC received. Sue asked if the Board needed discussion time or if we were ready to authorize completing and submitting the paperwork to request that the loan be forgiven. Board members indicated that they were ready to decide. Wendell moved and John seconded that the church seek forgiveness of the PPP loan of \$59,300. The motion passed unanimously.		Rev. Clare
PROCESS OBSERVATION REPORT		Angela Castillo-Epps

Having no further business before it, the meeting adjourned at 9:17 pm

Key Dates:

Sunday, October xx, 2020 Congregational Meeting – Bylaws changes

Sunday June XX, 2021 Annual Congregational Meeting

APPENDIX 1: MINISTER'S REPORT

REPORT TO BOARD FROM REV. CLARE July 8, 2020

Since my last report.... our community has continued in virtual space.

WORSHIP

I met with the Lay Worship Associates on June 15 for training for the summer. Their first service on June 21 on the theme of Lifelines went very well as did Tim Boniface's service on July 5 on Mentorship with the participation of Sue Royer, Jane D'Ambrogi, and Nina Della Vecchia. On June 28, many TUUC members watched the virtual Sunday Service for the Unitarian Universalist General Assembly.

On June 20, I officiated at a ceremony to lay to rest the remains of Anne Lee.

PASTORAL CARE

I held "Coffee With the Minister" on June 16, June 30, and July 7. I will be pausing this for the rest of the month to take some vacation time.

I have been in contact with four TUUC members facing health challenges.

ADMINISTRATION AND PROGRAMS

I conducted a "Great Ideas" program on the Enneagram on June 19. I will revisit the "Great Ideas" program in August.

I am grateful that Joyce Duncan and Mary Beth Brizzolara are going to team up to offer at least two small group sessions on the theme of "Healing."

The staff met on June 17 for an "end of year" meeting.

A-Team

The A-Team has been meeting weekly by Zoom to talk about operational needs.

We approved the revised Bookkeeper's contract for the Board's consideration.

Our first meeting after the UUA General Assembly had to be rescheduled because the chairs for our Meeting Room were delivered three hours early! They are beautiful! Kudos to Kai for organizing a team to bring them in which include Kai, Tom Farrell, Joyce Duncan, Emma Balkoski, Dick Fred Sypher, Darla Tewell, and Dick Scholle.

During our meeting this week, Sue, Kai and I discussed payroll for the new fiscal year; addressed a designated donation from last January (Sue will report more); and appointed a Search Committee for the part time Social Media/Outreach assistant position.

Covid Care Fund

TUUC has received about \$1,000 in contributions to the Covid Care Fund. No funds have yet to be dispersed. One member is considering whether to request funds for a specific need.

Sunday Morning Structure Task Force

The Committee on Ministries met virtually on June 30th. We reviewed the questions we are planning to ask for virtual conversations on July 12 and 13 so that we can better gauge what is

working well in virtual space. We have scheduled one more telephone conversation, on July 26, for those not comfortable using the computer. From these conversations, and those in the winter, the COM hopes to draft a survey that would go out to the whole congregation.

COMMUNITY

I participated in William Barber's virtual Poor People's Assembly on June 20th.

I participated in a call with Planned Parenthood Federation of America to learn more about the Supreme Court decision striking down the restrictive abortion legislation in Louisiana.

Unfortunately, there are currently 16 cases in a queue that could lead to Roe. V. Wade being overturned (or at least chipping away at it.)

Bishop Clover with the Church of the Latter-Day Saints (down the road from us) reached out to learn what TUUC is doing for racial justice. He and members of his congregation would like to be part of any future virtual conversations we might have on racial justice. And he would like to learn more about Mentoring Male Teens In The Hood.

DENOMINATIONAL

Since our last meeting as a Board, I participated in the virtual Unitarian Universalist Ministry Days. I learned about a soon-to-be-released book on the 200 years of the Berry Street Essay; heard this year's essay; participated in spiritual practice groups on writing poetry; meditating while drinking tea; and Taize singing. Our keynote speakers addressed racial justice. Updates on our ethical guidelines were approved. There were moving worship services and the opportunity to hear from Rev. Susan Frederick Grey.

I also participated in The Unitarian Universalist Association's General Assembly worship services and workshops on "Why We Want and Resist Diversity," "Tricks to Inspire: A Magic Ministry Workshop," "Faith Lecture," "Theological Grounding for Diversity, Equity and Inclusion," "Reparations: Rooted in Repair," "Spiritual Friendships Transcending Differences," and Naomi Klein as the Ware Lecturer. The great thing about this year's virtual program is that all the workshops were recorded and may be accessed by delegates "on demand." I plan to avail myself of this opportunity. Amendments to the UUA's Bylaws were adopted and two resolutions of immediate witness passed:

https://www.uua.org/sites/live-new.uua.org/files/2020_aiw_a.pdf

https://www.uua.org/sites/live-new.uua.org/files/2020_aiw_b.pdf

PERSONAL

I am planning to take some vacation time July 20-August 3.

Respectfully submitted,

Rev. Clare

APPENDIX 2: PRESIDENT'S REPORT

Programs & Ministry

Attended various programs including Sunday services, the Litha ritual, and vespers services. Organized technical ushers for Sunday services. Met with Andrew Hager by phone to provide transition information for convening the Program Council.

Along with Kathy Ramirez, assisted Todd Robertson in hanging the new Black Lives Matter banner from the trees near the road. The prior banner was weathered and needed to be replaced.

Board & Governance

Submitted to the UUA our church's commitment to the Annual Program Fund, based on the approved budget. The amount is \$13,500, to be paid in quarterly installments. The amount requested of us was \$23,724. Signed the revised bookkeeper contract on behalf of TUUC; the Board had previously approved the contract. The major change was from an hourly rate to a fixed monthly fee of \$1500.00.

Attended the meeting of the bylaws committee. Researched and provided to committee members amendments to our Articles of Incorporation from the 1960's. In a review of our proposed bylaw changes, legal counsel asked if certain aspects were in alignment with our Articles of Incorporation.

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head. Reviewed our cash position (cash flow) statement for June. Our cash position is currently good.

The Green Sanctuary Committee has had preliminary discussions with the Gunpowder Valley Conservancy (GVC) about various projects that might be done on our property to mitigate the flow of water from our property into the stream that runs through our property. GVC has funds available this year (before 12/31) to construct a rain garden consisting of a landscaped depression or series of swales along the hillside at the southwest corner of our parking lot. This treatment system would be designed to reduce the flow of rainwater that runs down the hillside across the parking lot and around the sycamore tree eventually reaching the stream. In addition, this runoff presents a safety hazard causing the pavement to ice up in the winter. Jack Leonard, who designed the bayscape and rain garden for our church, would be the landscape architect for this project.

GVC requires the grantee to pay 30% of the cost of the project. The 30% averages \$ 2700-\$3000. The Board would need to approve this expenditure, as it is unbudgeted. The newly created Building Fund could be a place for donors to contribute. Some donors are interested in contributing. The Green Sanctuary Committee is in discussions with House and Grounds Chair Todd Robertson. This information is for the Board's awareness. No decisions are needed at this time.

Church as Employer

Worked to update our budget based on the salary increases that were adopted at the Congregational meeting on June 14. Many of the benefits that we offer staff are affected when salary is changed. Consulted with Rev. Clare and with the Personnel Committee. The two pay increases approved at the meeting should be going into effect for the first pay period in July.

Learning & Sharing

Attended Virtual General Assembly as a delegate. Volunteered as part of the technical team (which had the benefit of the registration fee being waived). Over 4000 people attended. The theme was Rooted, Ready, Inspired. There were many programs that highlighted indigenous peoples. Here is a random list of ideas from my GA experience:

- Started reading *Decolonizing Wealth: Indigenous Wisdom to Heal Divides and Restore Balance*, by Edgar Villaneuva
- Put half or all of our Endowment into socially responsible investments
- Put Coming of Age graduates and definitely high school seniors who are graduating on our membership role so that they receive the Threshold and the UU World and stay connected to their faith community.
- Have a youth member on Lay Worship Associates
- Pay the registration fee out of the church budget for a person to attend GA – for a lay leader who has not previously attended
- Move funds from the operating budget to supplement the plate percentage to go to our social action community partners during this time when plate intake is lower
- Buy small chalices for congregants to use at home
- Get used laptops and/or ipads for those who don't have devices at home
- Move away from Robert's Rules and toward circles/consensus for decision-making
- Use Restorative Circles for Right Relations
- Start work on adopting the 8th Principle
- Put the pride flag and trans flag on our website and our Facebook page
- Get our congregation more involved with UU the Vote
- Recognize the indigenous peoples who occupied the land that we now occupy - regularly, as we start services
- Engender more trust in the Board to make budget decisions so that we have the flexibility to be responsive

Respectfully submitted, Sue Royer, President, 7/11/2020

APPENDIX 3: PRESIDENT-ELECT'S REPORT

The Program Council met on Wednesday, July 8.

Attending: Clare Petersberger, Andrew Hager, Charlene Rossi, Steve Finner, Michael Magrogan, Joyce Duncan, Donn Teubner-Rhodes, Kathy Ramirez, Robin Sinn, Art Starr, Carol Hedlund, Kai Aiyetoro, Lorraine Sorbello, Ellie Hughes, Patty Barry

The Council heard a presentation on the Sunday Morning Structure Task Force and its changing priorities in light of COVID-19.

Afterwards, the Program Council began the process of setting goals for the 2020-21 church year by holding small-group discussions about programming we would like to see, with the understanding that said activities will occur virtually or outdoors with distancing/masks. From these ideas, we will seek to establish a broad set of goals during our next meeting on August 12.

Submitted by Andrew Hager, July 10, 2020

APPENDIX 4: TREASURER'S REPORT

TUUC Comments on Financial Results - June 2020, end of fiscal year
Pledge receipts, plate income and rental income are all down, but reduced expenses of operating the building together with savings in payroll and contribution processing make up for the shortfall.

Revenues:

1. Virtual "plate" contributions in June crept up to 64% of budgeted.
2. Pledge receipts in June were \$23,596 against \$budget expectations of \$31,600. The past couple years have shown a slight bump in June to finish the year.
3. Total unrestricted contributions for the year were \$397,875 against budget of \$412,255.

Expenses:

Total Operating and Payroll Expenses for the year were \$385,787, more than \$17K lower than budget.

Balance Sheet: The endowment value continued to recover, to \$936,871 at year end.

- Wendell Finner, Treasurer July 10, 2020

APPENDIX 5: DONATION TO PLANNED PARENTHOOD

For the consent agenda – 7/15/2020, submitted by Sue Royer

Request the Board's approval to donate \$1000 of TUUC operating funds to Planned Parenthood.

Also request that the Board approve the donation of \$216.54 to the Unitarian Universalist Service Committee; they are a UU partner.

Background:

In January, a donor gave \$1000 to TUUC with Planned Parenthood noted in the memo line of the check. This was during/following a worship service where Planned Parenthood was mentioned, but not specifically as a community partner. At the time, the Social Action Committee was considering adding Planned Parenthood as a community partner. Adding a new community partner requires Board approval, in addition to the criteria set by the Social Action Committee. Board approval is needed because church funds are sent to our community partners. I helped the Social Action Committee leadership to understand that a donor cannot give funds to TUUC and direct the use of those funds. The Board is responsible for defining policy on what types of gifts TUUC will accept.

In June it came to my attention that the \$1000 intended for Planned Parenthood was still sitting in the TUUC account (not sent to PP). However, due to a misunderstanding, most of the funds had already been allocated and sent to community partners such as ACTC, Earl's Place, Out for

Justice and Mentoring Male Teens in the Hood. Only \$216.54 remains – that was designed for UUSC.

On June 29, the following people met via Zoom: Bookkeeper Raly Baltchev, Church Administrator Kai Aiyetoro, Treasurer Wendell Finner, the Treasurer of the Social Action Committee, Sheila Malenski, and me.

The result of that meeting was to request Board approval to send \$1000 to Planned Parenthood, to respect the donor's wishes. Staff has been educated so that, should a similar situation occur in the future, staff will ask the donor if they want the check returned, or if the donor intends for the funds to be used for Social Action projects chosen by the church.

Currently, the plan is for the Social Action committee to start this fiscal year in the red, and have funds that are allocated from the plate and from 5th Sunday collections first make up the deficit, before any funds are allocated to community partners. I suggest that the Board revisit this after/if we are able to secure loan forgiveness on the Paycheck Protection Program loan of \$59,3000.

APPENDIX 6: COMMITTEE APPOINTMENTS

Board-appointed leadership positions:

1. Membership Committee Chair – Patty Barry, 2-year term starting July 1st of even-numbered years.
2. Nominating Committee – Neil Porter, Immediate Past President, will serve on the committee. 1-year term unless the current President serves a second term.
3. Right Relations Committee Chair – discussed a person as possible chair. 2-year term starting July 1st of even-numbered years.
4. Personnel Committee Chair – John Mattingly, 2-year term starting July 1st of even-numbered years.
5. Endowment Committee Chair – The committee is responsible for choosing its own chair under the current bylaws. The Board will ask them to meet virtually and chose a chair.
6. Bylaws Committee Chair – discussed a person as possible chair. With success, the committee's work will be done by the end of October. We also need a Board member to serve as liaison to this committee, since Karyn Marsh and Art Starr have both cycled off the Board. Wendell offered to be the Board liaison to the Bylaws committee.
7. Convener of the Program Council – Andrew Hager, President-Elect
8. Stewardship Committee – not currently addressed in our governance policy. The current chair has indicated that she intends to step down.

Board direction to each of these committees, based on governance policy:

Membership – they are requested to submit a quarterly report to the Board; only members of the church may serve on the seven-member committee. Members will be approved by the Board.

The charge to the Membership Committee will be approved by the Board. Put this on our discussion agenda quarterly so that we can discuss ideas related to Membership.

Nominating – request that they meet and notify the Board before September 30 of who will chair the committee. Current open positions that we would like their help in identifying candidates for: Finance Head, Communications Head (tbd, after 12/31)

Right Relations – request that they draft a right relations policy and submit to the Board for review and approval by October 15. Suggest that they consider using Restorative Circles as a model. Other UU churches have right relations policies. Additional members for this team to be identified and appointed by the Board, possibly including some current members of the Committee on Ministries. They are requested to submit a quarterly report to the Board.

Personnel – one additional member to be appointed. Ideally this would be a member of the congregation who has management/supervisory experience. We will put TUUC as Employer on the discussion agenda quarterly.

Endowment - they are requested to submit a quarterly report to the Board. Put this on our discussion agenda quarterly so that we can work through the policy implementation topics.

Bylaws – needs to be on our agenda monthly through October. Set a date for Congregational meeting in October for bylaws changes.

Administrative Team – to set goals for this year. They are requested to submit a report 11 times a year. We will ask for goals after the Board discusses our goals in August.

Program Council – to set goals for the year. They are requested to submit a quarterly report to the Administrative Team. We will ask for goals after the Board discusses our goals in August.

Sue would like to pick a regular date for monthly conversations between the Board and congregants – e.g. 1st Sunday of the month. We may need additional communications sessions related to the bylaws. Question Box with the Board? Looking for suggestions for a catchy name.