

**Towson Unitarian Universalist Church  
Board of Trustees  
June 20, 2018 Meeting Minutes**

Date/Time:	Wednesday June 20 <sup>th</sup> , 2018 at 7:30 pm
Meeting:	Board of Trustees Monthly Meeting
Participants:	George Harrison, Rev. Clare Petersberger, Neil Porter (President-Elect), Sue Walker, Luke Williams
Absent:	Karyn Marsh (Secretary), Jasmine Faelyn (President), Carol Watkins
Guests:	Jason Brapennickx, Anita Cox, Casey Mashburn, Lora Powell-Haney, Sue Royer, Art Starr
Location:	Towson Unitarian Universalist Church
Next meeting:	Board Retreat in August? Wednesday September 20 <sup>th</sup> 2018

**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 for May 7 <sup>th</sup> Board Meeting Minutes	All	6/20/18
Read and provide revisions for June 3 <sup>rd</sup> Annual congregational meeting minutes	All	6/20/18
PLEASE INDEPENDENTLY COMPLETE THE 15 QUESTION BOARD ASSESSMENT BELOW BEFORE THE MEETING		6/20/18
Read reports	All	6/20/18

**Scheduled Agenda:**

The meeting convened at 7:30 pm with a Chalice Lighting by President-Elect Neil Porter.

CHALICE LIGHTING	Neil Porter
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GO-AROUND	All
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<b>CONSENT AGENDA</b>	
Approve minutes for May 7th Board Meeting	Karyn Marsh
Accept President's Report	Jasmine Faelyn
Accept Minister's Report	Rev. Clare Petersberger
Accept O-Team Report	Neil Porter

<b>DISCUSSION AGENDA</b>	<b>Time</b>	<b>Owner</b>
<p align="center"><b>Discuss possibility of Ministerial Intern</b></p> <p>Rev Clare introduced Lora Powell-Haney as ½ time ministerial intern for two years with the anticipated duties of leading worship, pastoral counseling, etc. Sue Walker inquired about the timeframe and any moving expenses. Anticipated funding should be about \$1500-2000/mo.</p> <p>Neil Porter put forth a motion to propose to have Lora as a half-time ministerial intern for two years with good faith effort to raise the requested funds of \$1500-2000 per month from September to June. The motion passed unanimously.</p>	10	Rev. Clare
Confirm 2 service Sunday Structure for Fall 2018 - confirmed	5	Rev. Clare
<p align="center"><b>Discuss next steps for Governance Task Force</b></p> <p>Jason Braspenickx brought up the issue of possible goals for the GTF for the upcoming year. He proposed having meetings with members over the governance policy. He proffered that assessments should be based upon goals. He proposed developing bylaw revisions by year's end but that activity may need to be deferred pending review of the new governance structures. Sue Royer proposed having town hall meetings for updates. Anita Cox mentioned possibly having observers to monitor the various leadership meetings.</p>	15	Jason B.
Update 3 year rolling plan - Tabled	25	Neil
<p align="center"><b>Plan for board retreat?</b></p> <p>Neil Porter proposed 2 dates for a Leadership Retreat to be held the weekends of August 3 or August 17 given that the church is unavailable in the afternoon of August 25. Because of schedule conflicts of some board members, August 17 and 18 was chosen, with a tentative schedule of 6-9 PM on Friday the 17<sup>th</sup> and 9-2 PM on Saturday August 18<sup>th</sup>.</p>	15	Neil
<p><b>Church board self assessment: Fifteen Questions (see below)</b></p> <p>A brief discussion was had.</p>	20	Jasmine

PROCESS OBSERVATION REPORT	Rev. Clare
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HOMEWORK: None?	Board of Trustees
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**The meeting was adjourned at 9:06 PM.**

## Upcoming

	Chalice Lighter	Threshold Article	Process Observer
November 2017	Sue	Sue	Sue
December 2017	Karyn	Luke	Jasmine
January 2018	Carol	Karyn	Luke
February 2018	George	Neil	Carol
March 2018	Luke	George	George
April 2018	Clare	Luke	Karyn
May 2018	Jasmine	Karyn	Carol
June 2018	Neil	Jasmine	Clare

### TUUC Town Halls and Congregational Meetings 2017-2018

November 26<sup>th</sup> 2017  
 Sunday February 4<sup>th</sup> 2018 CANCELLED  
 Sunday April 15<sup>th</sup> 2018  
 Sunday May 6<sup>th</sup> 2018  
 Sunday June 3<sup>rd</sup> 2018 Annual Congregational Meeting

#### Reports:

##### PRESIDENT’S REPORT:

I’m proud of the Board’s accomplishments this year. It has been a pleasure serving TUUC.

##### MINISTER’S REPORT:

#### **WORSHIP**

The May 6 service launched our exploration of creativity in terms of the anniversary of the merger of the Unitarians and the Universalists and the role of youth in that process. Worship was enriched by Joyce’s identification of the story of “The Dot” and her invitation to the congregation to be creative!

I helped to deliver a reading in the Unity Sunday service on May 6 at The UU Congregation of Columbia, MD.

The May 13 worship service honored Mother’s Day in terms of Julia Ward Howe and Mother’s Peace Day and included the reflections of Senator Rich Madaleno in second service. He addressed the creativity of our UU faith tradition in responding to injustice.

I heard the May 20<sup>th</sup> special music/movement service was wonderful!

Memorial Day weekend, we explored how creativity helped Ralph Waldo Emerson to cope with grief.

June 3<sup>th</sup> we began our exploration of the spiritual theme of blessing by welcoming new members and celebrating Flower Communion.

Kudos to Joyce for the Youth Religious Exploration service on June 10. Having officiated at the dedication of Zinnia Epps, it was certainly an honor and a blessing to be part of her Bridging ceremony!

I attended the May 26 wedding of Joshua Long and Tabitha Russell in Annapolis and the June 3 installation of The Rev. Maria McCabe at the UU Fellowship of Harford County.

This coming Saturday, I am looking forward to officiating at the wedding of Larry Smith and Connie Jacobs.

This coming Sunday, I will be conducting a Vespers service at Blakehurst retirement community.

And the following Saturday, I will be officiating at the celebration of life for former TUUC member Patricia Frost.

I met with Worship Associates for a calendar planning meeting on May 14.

On June 5, I met with ADORE participants on plan the July 29 worship service.

#### PASTORAL CARE

I have made 21 pastoral visits since our last meeting. Lay Pastoral Associates met on May 29. We are currently Mary Beth Brizzolara, Len Proctor, and Mimi Marks. Len is away this summer. So Mary Beth and Mimi will provide coverage while I am on vacation in July.

Two of my colleagues have volunteered to cover three of the four weeks I will be away. Am still hoping to find collegial coverage for pastoral emergencies for that one remaining week. As an FYI, if a colleague is needed for a memorial service that colleague will expect an honorarium for his/her services.

The Caring Committee met on May 31.

#### EDUCATION

Joyce and I planned the Bridging ceremony for Zinnia Epps on June 10<sup>th</sup>.

I met with six local colleagues on June 4 for spiritual deepening.

#### INNER LIFE

I attended May 9 O-Team meeting and facilitated the June 13<sup>th</sup> O-Team meeting in Neil and Sue's absence. The major topic of discussion was the leaking roof. Todd presented information from four bids TUUC has received thus far. Todd will be making a formal proposal to the Board.

I attended the May 6 Town Hall meeting; the congregational conversation on May 15; and the Annual Meeting on June 3.

I met with the Governance Task force on May 22 and June 12. I hope we will continue to flesh out the specifics of this year-long experiment in our leadership retreat.

Don and I attended the Board game night.

On May 19, Don and I attended the lovely New Member potluck at the home of Monica and Marty Sweidel.

### OUTREACH

I discovered a manila envelope that an anonymous person had left Wednesday evening, May 23, asking that TUUC take down the Black Lives matter sign because, in their words, it is “anti-cop.” This is another example of why anonymous feedback does not work.

Jasmine, Neil, and I met on May 16 with leaders from three other local churches interested in exploring a partnership to, in part, build affordable housing. I met with the clergy from these congregations on May 29<sup>th</sup>. A further conversation is planned for September.

I met with Rev. Sarah Wright, my colleague at St. John’s in Sweet Air, who stopped by our congregation because of her support for our Black Lives Matter signs. She would like to have similar dialogue with her congregation in Sweet Air and asked me about the resources we used to learn and talk about systemic racism.

### DENOMINATION

The UU Northern Baltimore clergy cluster met at TUUC on May 16 and June 13.

I talked, briefly, with Lora Powell Haney, the Meadville Lombard student, who is interested in a half time ministerial internship at TUUC. She plans to attend our meeting on Wednesday. Next steps would be creating a learning agreement with the Board of TUUC with specific goals and appointing a Ministerial Internship Committee.

More information about the UUA’s expectations of Ministerial Internships may be found here:

<https://www.uua.org/sites/live-new.uua.org/files/internship-manual.pdf>

And a sample Learning Agreement may be found here:

[https://www.uua.org/sites/live-new.uua.org/files/documents/mpl/internships/covenant\\_contract.pdf](https://www.uua.org/sites/live-new.uua.org/files/documents/mpl/internships/covenant_contract.pdf)

Lora is seeking experience in preaching and leading worship; teaching adult RE (she is currently the Youth DRE at Frederick); pastoral counseling; and outreach focused on racial justice and building multi-cultural community. So, the beginning of a learning agreement might include:

- During the first four-to-six weeks, attend as many congregational meetings and events as possible to become familiar with the Teaching Site and to begin developing a familiarity the members and friends of the congregation. (After this initial period, meet with the Intern Supervisor to assess what would be helpful to continue.)
- Preach approximately four to six sermons.
- Serve as a Worship Associate for the Sunday Service at least once per month.
- Teach at least one 4 to 6 week Adult Religious Education class.
- Work with Chalice Circles to implement theme based ministry in new and innovative way.
- Offer a training for Lay Pastoral Associates
- Attend most meetings of the Board of Trustees
- Attend at least four meetings of the O-Team/Program Council (Lora has an interest in governance)
- Facilitate an ADORE program (having facilitated the racial justice program Beloved Conversations at Frederick).
- In conversation with the Internship Supervisor, facilitate one (or more) original projects/programs related to the mission of the Teaching site “to deepen our ethical and spiritual lives together as we work for racial, social, and environmental justice.”

Lora is also seeking to be on our UUA Health Insurance plan and I’ve reached out to Paul Konka for his guidance.

And, as a Board, I would hope we would talk about ways we might provide some remuneration to Lora. Below were ideas from Rev. Dr. Arvid Straube.

I attended the May meeting of the Chesapeake Unitarian Universalist Minister’s Association. Rev. Mitra Rahnama, editor of *Centering: Navigating Race, Authenticity and Power in Ministry*, facilitated an exploration of the ways White Supremacy culture continues to affect the Unitarian Universalist ministry

I got talked into serving one more year as their Treasurer.

Respectfully submitted,  
Clare

HOW TO FUND AN INTERNSHIP  
by Rev. Dr. Arvid Straube

As a matter of fairness and justice, the UUA and Meadville Lombard Theological School are

now strongly advising that congregations pay at least a minimal stipend to their ministerial interns. In my position as Interim Director of Contextual Ministry, I have had many conversations with intern supervisors and potential supervisors about providing a stipend. Their concerns and issues mainly fall under the category of “There’s no room in the budget.”

***Of course there’s no room in the budget!*** That is because depending heavily on the revenue from the annual pledge drive is a less and less effective way to fund all of the congregation’s mission, not only internships. And we are not, as a movement, particularly good at conducting those pledge drives.. Developed in the 1950s, the Unified Budget model that many of our congregations cling to, may well have been flawed from the start, but under the current context it’s disastrous. I’m not saying that the pledge drive is not a vital source of funding for congregations. But congregations now have to have multiple streams of revenue and multiple asks throughout the year.

***Nowadays, people like to give to specific purposes they can get excited about.*** An internship, especially if the congregation has never been a teaching congregation before is something some generous donors can get excited about. After one or two successful internships it isn’t much of a lift to fund internships, even in the annual budget.

***Ministers should get some generous donors to give half of the cost, on a matching basis.*** Then the congregation as a whole has an incentive to participate in the funding by matching the initial gifts. Again, funding an internship is something people get excited about.

***As a worst case scenario, you can guarantee outside honoraria.*** Ministers and congregations can plan for the intern to take a number of weddings, memorials and outside paid preaching and make up the difference in the months where the need figure is not reached. I know of ministers who have funded this from their discretionary accounts. Sometimes raiding designated funds, that haven’t been touched in years, also works. Check to see if there are any by-laws against this. Many ministers find that while some people object to spending this money that has been moldering away, that there may be no legal reason it can’t support a live and worthy cause like an internship.

***With an eye to future sustainability, establish an endowment for the purpose of funding internships.*** Because most of the congregations in our movement have been poor in pursuing bequests, we have missed out on much of the greatest generational transfer of wealth in U.S. history. I’m talking about hundreds of millions of dollars that have gone to colleges, Planned Parenthood and other causes, that could have been used for congregational missions if anyone had asked. But the good news is that there is still money like that out there. If asked, many of our elders would feel good about helping to assure the future of our faith by leaving money in their estates for the formation of future ministers. Some won’t even want to wait until they die to enjoy their generosity. Ask!

In summary, I think any minister and congregation determined to have a fairly paid internship can do so with a little effort, messaging, and thinking outside the box.

OPERATIONS TEAM REPORT: See O-Team minutes

FINANCE COUNCIL HEAD REPORT:

**July 1, 2017 – May31, 2018**  
**92% of the fiscal year**

### **Income**

We are up on the plate general fund at \$17,116– over 110% of the budgeted amount.

We are still up on pledges. We have received over \$302,332 already, 101% of our budgeted amount. We have over \$17,000 in unpaid pledges. I have contacted those who still have open balances to remind them of the amount and that our fiscal year is coming to a close. I have received many responses and I am expecting a large percentage of these to be fulfilled soon.

The balances in the two accounts we can use to pay our bills are as follows:

PNC Checking - \$24,151.93

Schwab MM - \$51,099.67

This totals over \$75,000.

### **Expenses**

We are on target or under in almost every category of expenses except one: House and Grounds. We are over in two areas in this category: service contracts (103%), and grounds (215% due to tree work). Because we are at or under our target for the other categories, total operations is just over 90%.

In summary, at this point in the fiscal year everything looks fine.

### **2018-19 Stewardship Campaign and Budget**

Right now we have almost \$308,000 in pledges for next year. The budget for the next fiscal year was passed by a large margin with little discussion on June 3, 2018.

Submitted by Monica Sweidel

STANDING COMMITTEE REPORTS: None at this time.

TASKFORCE REPORTS: GTF to report at meeting.

## Church board self assessment: Fifteen Questions

<http://leadingfromthesandbox.blogspot.com/2012/02/church-board-self-assessment-fifteen.html>

By T.J Addington

Here are some basic questions that can help a board rate its current work and look for areas where they can do better. What I suggest is that each board member answers these questions with one of three colors: **Red**, **yellow** or **green**.

**Red** means that the board is not performing well at all in an area. **Yellow** means that improvements could be made. **Green** means that things are going well. Remember, you are looking for areas where you can improve so **yellow** and **red** are not bad colors in themselves. What you do with the **yellows** and **reds** is the critical question. Visual management is helpful so I would actually encourage you to use colors in answering these questions.

These fifteen questions should spark some good, candid and robust dialogue among board members. Be honest, listen to one another and ask the hard questions of yourselves so that you can go to the next level.

1. Our board meetings start and end on time and there is always a clearly defined agenda. **Red/Yellow/Green**
2. Our board is able to engage in robust dialogue around *any* issue as long as there are no personal attacks or hidden agendas. There are *noelephants* we cannot discuss. **Red/Yellow/Green**
3. We have a written board covenant that defines how we operate together and we keep that covenant. **Red/Yellow/Green**
4. We spend more time thinking about the future than we spend on current issues. **Red/Yellow/Green**
5. We delegate management to staff and stay focused on the big rocks of direction and health. **Red/Yellow/Green**
6. We insist that our staff operate with a clear annual ministry plan. **Red/Yellow/Green**
7. Our senior pastor has a clear annual plan which forms the basis of an annual review. **Red/Yellow/Green**
8. Our board itself has an annual plan in how they will grow in their leadership and governance. **Red/Yellow/Green**
9. Our board has a clear job description as to its responsibilities and role and all new board members are clearly trained in those responsibilities. **Red/Yellow/Green**

10. Our board has a clear picture of what they desire the church to become and has clearly articulated this vision to the congregation. **Red/Yellow/Green**

11. We candidly evaluates the health of the church based on that clearly articulated vision. **Red/Yellow/Green**

12. We do not ignore real issues that exist on staff or in the congregation because of conflict or issue avoidance. **Red/Yellow/Green**

13. The leadership structures of our church are designed to help leaders lead easily and make decisions quickly. **Red/Yellow/Green**

14. We regularly spend time in concerted prayer for the ministry and needs of the congregation. **Red/Yellow/Green**

15. We guard the gate of leadership so that we get the best leaders who are wired to lead and to keep the spiritual temperature of the church high. **Red/Yellow/Green**

## Board Covenant

To serve the congregational mission, the Board of TUUC covenants to:

- Be dedicated to the long-term success of our Mission and Vision, and the well-being of the entire TUUC Community, above our individual areas of involvement.
  
- Bear in mind that Board members are not just representative delegates, but also spiritual leaders of TUUC.
  
- Follow an intentional process of decision-making including preparation, engagement and discussion, which results in meaningful action.
  
- Assume that all Board members have the best interests of TUUC at heart. We will listen deeply, seek consensus, and be willing to compromise.
  
- Express ourselves fully and honestly. Our decisions may not be unanimous, but we will support all Board decisions and speak with one voice, in spite of our differences.
  
- Respect the confidentiality appropriate to sensitive issues, while committing to regular and open communication with the TUUC Community.
  
- Acknowledge when our behavior is out of covenant and seek to return to right relationship. We'll maintain perspective and a sense of humor.

Process Observation Form

Date \_\_\_\_\_ Meeting place \_\_\_\_\_ Observer \_\_\_\_\_

Task Focus				Process Focus			
	Excel -lent	Good	Fair		Excel -lent	Good	Fair
Meeting starts on time				Members arrive on time			
Break periods are timed and adhered to				Assembly is smooth, non-disruptive			
Agenda is followed				Discussions stay focused on topic or issue at hand			
Issues are clarified and diagnosed				Group climate allows expression of feelings			
Effective, orderly problem solving employed				Facts, reason, persuasion, drama sorted out			
Sufficient discussion before remedies proposed				Broad participation; all are listened to; quiet ones drawn out			
Expert information available				One or a few do not dominate			
Decisions are not premature				Interruptions, side-talking are minimal			
Consensus sought and tested for commitment				Members trust each other; not guarded			
Dissenting ideas considered to improve decisions				Disagreements are objective, not personal			
Decisions made clear and tasks assigned with time frames				Members share responsibility for leadership, summarizing, interventions, etc.			

*Select 2-3 elements of the Board Covenant that were well demonstrated during the meeting:*

*Were any elements of the Board Covenant a challenge during the meeting?*

