



# Unitarian Universalist Church of Annapolis

## Board of Trustees Meeting

Tuesday, March 26, 2024

6:45pm – 9:30pm UU Sisterhood Room (*formerly the Young Room*) and Zoom

**Zoom Link: Meeting ID: 922 5263 7488**

### DRAFT MINUTES

**In attendance:** Rev. John, Rev. AZ, Carrie Kotcho, Jan Bird, Nicole Bruno, Kari Alperovitz-Bichell, Staff Warren, Jenn Pollitt-Hill, Laticia Hicks

**Guests:** Larry Werner, Margaret Martin, Jim Shettel, Sarah Devlin Tremble

**Action:** Motion by Jan to approve minutes from January and February 2024 meetings. Seconded. Discussion. **Approved.**

### Guest Presentations

- Facilities evaluation proposal – *Larry Werner and Margaret Martin*
  - o Larry presented the recommendation from the Facilities Council to conduct a professional “current status” and a “reserve” study to help the church be aware of current, near term, and longer-term building needs that will need to be addressed. This will help the Board plan and budget for necessary work year to year. They estimate the costs for the current status survey may be up to 5k but do not yet have a proposal. The company they recommend is a family-owned business led by Howard University graduates. Current status results could be ready a month or two after getting the go ahead to do the work.
  - o Margaret and Larry shared information about the reserve study. This type of study looks at all systems and projects out their life cycle, replacement costs, etc. The cost for the reserve study is \$1,800/year x three years. It helps the church plan for future expected replacements, maintenance, and repairs.
  - o BEEC2 recommends we do the reserve study to:

*1. Fulfill the ethical standards of financial stewardship for the facility. The leadership has the obligation to maintain the facility in a manner that ensures the long-term generational transfer of the facility and its components. The systemic establishment of Reserve Funds can help in meeting this obligation.*

2. A Reserve Fund provides for the planned replacement of major common items. Members expect their facility to fulfill its obligations to replace worn or obsolete items. This allows for the aesthetic and functional qualities of the facility to be maintained.

3. Ensure the financial health of the facility. Anticipating the financial needs of your facility allows for the allocation of proper replacement funding early in the life of facility and facility's components.

4. The institution's governing authority may recommend a Reserve Study. In some cases, the governing authority may encourage or recommend performing a Reserve Study for each of their facilities.

5. Long-term financial forecasting for the replacement of capital assets allows for the strategic planning of donation and funding drives and reduces the need to find emergency funds by donation, loans, or other means.

6. Reduce the burden and pressure on your biggest contributors. As we all know, some are able to give more than others. And those who do give, often give even more when asked. Planning for the replacement of capital assets allows the funds to be allocated within the annual budget and reduces the need to "hit up" those who already give the most.

- o Rev. John asked that we get an assessment of the uses of the Fahs House relating to revenue generation, space needs, or demolishing to create open land.
  - o **Action:** Motion by Jenn to approve up to 5k funds from Abernathy/Brown restricted fund to engage a contractor recommended by the Facilities Council to conduct a current status survey for our buildings. Seconded. Discussion. **Approved.**
  - o Jan suggests we put the funds for the reserve study into the 2025 budget and wait to do the work until then so that we do not have to hit the restricted funds for a planned expense like this. General agreement on this.
- Right Relations Committee – *Jim Shettel*
    - o **Action:** Motion by Staff to approve Right Relation Committee Charter dated February 2024 with the revisions listed below. Seconded. Discussion. **Approved.**
    - o The requested revisions: The Board asked for revisions to include a maximum for members, direct reference for members to be fully versed in 8<sup>th</sup> principle, add 6 month timeframe for onboarding process, clarification to the point of contact language, clarify that all reports will be in writing and only in person upon request of Board or RRC, term expectation of 2 yr. minimum, and add

characterizations of the types of conflicts coming to the RRC as part of the anonymized reporting.

- o Jim also asks for approval of the initial 5 person RRC.
- o **Action:** Motion by Jenn to accept the initial slate of candidates to serve on the RRC. Terri Werner, Sarah Mulden, Jim Shettel, Laura Snell, Scott Eden. Seconded. Discussion. **Approved.**
  
- BEEC2/Finance Update - *Margaret Martin*
  - o Margaret reports that the \$3,295 maintenance security has been submitted along with the required letters of release to Atwell. Atwell will combine these with their marked up plans to show the County that what has been installed is what we committed to. Once that's all been reviewed by the County, we should be seeing a release of our \$32,952 letter of credit. This effort may take a few weeks.
  - o In November, the estimate was about 46K. We are now another 5k on top of that. An anonymous donor made up that 5k difference. So, we should have all the funds needed.

## Board Reports

- EPIC – *Laticia Hick/Nicole Bruno*
  - o October date set for a mini conference
  - o Requests more connections with sermons and UU principles
  - o Requesting transparency on Ministers' report for congregation access and ability to review the letter from the nominating committee about recent recruitment.
  - o April meeting will focus on recruitment for EPIC
  - o GA coverage should be part of a service and members encouraged to attend the online sessions.
- Stewardship Update – *Jenn Pollitt Hill*
  - o *60% increased pledge*
  - o *40% participation*
  - o *At 63% of goal*
  - o *163 pledges still outstanding*
- Survey/Census Update – *Jenn Pollitt Hill*
  - o *Collection of demographics will be rolled out in April.*
  - o *Summer will spend more time on qualitative questions.*
- Opening Our Doors Celebration – *Jan Bird*

- o Sunday, April 14, 2024, at 11:00 am in person and on zoom, in place of the 11:15 service. Invitations went out today to the congregation.
- Finance Officer Report – *Staff Warren*
  - o Review FY25 Budget – *Revs John and Anastassia*
    - o Rev. John led a discussion of the budget drafted with Staff and presented to the Finance Committee.
    - o Rev. AZ noted that the strategic priorities in the budget reflect what was communicated to both the Board and the congregation earlier this year. The biggest increase was to do an equity update to staff salaries (non-ministerial). The pay maps to new UUA guidelines.
  - o How will the \$65K remaining from the Endowment be used in the next budget? Does a vote need to be taken? Board determined that no vote is needed. It is included in the budget for 2025. Several Board members suggested that the amount stays available for use if we dip below the minimum operating funds threshold.
  - o **Action:** *Motion by Staff to approve the carryover of 65k from Endowment that was designated to offset minister salaries. These funds can continue to be carried over in annual budgets year to year until spent out following the existing policy for triggering its use. TABLED UNTIL NEXT MEETING*
  - o **Action:** Motion by Jenn to borrow of 6k of funds from operating reserve restricted funds to be paid back upon receipt of the security grant funds to pay for door replacements. Seconded. Discussion. **Approved.**
  - o Finance committee met twice in the last two weeks and have approved a 2025 budget.
  - o **Action:** Motion by Staff to approve the proposed FY2025 budget as presented 3/26/24. Seconded. Discussion. **Approved.**
  - o See Finance Report in the Board Drive.
- Questions on Ministers' Report – *Revs John and Anastassia*
  - o Board members discussed their questions. Other comments were shared in the document itself.
  - o Rev. AZ noted that she is taking Harvard Kennedy School's online program "Leadership, Organizing and Action: Leading Change!" to support her and our efforts to organize and establish a Children's Defense Fund Freedom School Program in our county. She completed a five-session course, "Peacebuilding amid Polarization: A Leader's Toolkit for Constructive Engagement on the Israeli-Palestinian Crisis." She is speaking with several members of the congregation to explore starting a CDF FS in AAcO.
  - o Rev. John noted that the new hire for administration quit after 2 days after learning more about the job. A new candidate was selected and has started. She is doing well so far.

## **Old Business**

- Nominating Committee Update – *Kari Alperovitz-Bichell*
  - Letter received today with results of Board exit surveys. Need to review and respond before developing a Board response and plan of action. The NomCom needs the Board to work on the document between now and the next Board meeting so that a final response and plan of action can be decided upon at the April Board meeting. Initial comments due in the document by April 5<sup>th</sup>.

## **Check-out/Closing/Extinguish Chalice**