



# Unitarian Universalist Church of Annapolis

## Board of Trustees Meeting Minutes

*Tuesday, April 23, 2024*

6:45pm – 9:30pm

### Approved Minutes

**In Attendance: Rev. John, Rev. AZ, Carrie Kotcho(8:15pm), Jan Bird, Nicole Bruno, Kari Alperovitz-Bichell, Staff Warren, Jenn Pollitt Hill, Laticia Hicks**

### Approve minutes from March meeting

Minutes were reviewed. Staff made a motion to accept the minutes from the March BOT meeting. Jenn seconded. Minutes were unanimously approved.

### Board Reports

- EPIC – Laticia Hicks/Nicole Bruno

Group focused on planning a fall conference scheduled for October 19th. EPIC will partner with BBC on this effort and also ask a larger group of people to join the planning committee. Group also discussed the issue of transparency and how best to share information that is written into the Minister’s Report. There was some concern voiced that there is some sensitive information in the Ministers’ report that should not be shared publicly. Nicole will follow-up with the Ministers to discuss how best to balance transparency and confidentiality.

- Stewardship Update – Jenn Pollitt Hill

Jenn shared the latest overview of the status of the Stewardship Drive:

Total Pledges	\$ 679,175.03
Average	\$ 2,890.11
Median	\$ 1,800.00
% Increased	47%
% Same	35%
% Decrease	10%
% New	8%
# Pledgers	231
% #Goal	82%
% \$Goal	96%

Lo-Forecast	\$ 714,708
Midrange	\$ 718,261
Hi-Forecast	\$ 721,814

#### # Yet to Pledge 64

The Stewardship committee discussed the challenge of auto-pledgers, many of whom do not actively affirm their pledge as they consider it on-going - but this presents a challenge to the stewardship drive. Letters will be sent to all auto-pledgers stating that the church considers their current pledge level to be their continuing pledge level unless otherwise indicated. In the future, the stewardship committee is considering sending this type of letter to auto-pledgers on the front end of the drive instead of the back end.

#### **Survey/Census Update** – Jenn Pollitt Hill

This group has been delayed as Jenn has been busy with other BOT business, The group will resume meeting soon and still plans to have the congregational census/survey completed and ready to present at the December congregational meeting.

#### **Endowment Committee** – Jan Bird

The Endowment Committee is working to consider how endowment funds can be used. The Committee is also looking for new members. There are two open slots and more interested candidates than open positions. On the Finance Committee, Bill Bennett and Taffy Davies were nominated to fill the two open slots. Staff moved to approve these two nominations. Jenn seconded. There was concern raised that not all Board members were familiar with the proposed candidates and that more information should be supplied to the BOT before a vote is requested. The BOT decided to go ahead and vote on the candidates presented, but agreed to create a new process moving forward whereby candidates will be presented with a short bio prior to voting. There was a vote of 4 yes and one no to appoint Bill Bennett and Taffy Davies to the Finance Committee.

#### Finance Officer Report – Staff Warren and Rev. John

The budget has been reworked since the announcement of Rev. AZ's departure. The Finance Committee has approved the revised budget and recommends it to the Board. Rev. John detailed the differences between the original and revised budget. Some of those changes included:

- Increase in salary for some staff who will be given additional responsibilities due to restructuring after the departure of Rev. AZ
- Restored full payment to the UUA
- Removed the \$65K of carry over endowment funds

Rev. John also discussed the possibility of taking on an intern minister. This is an executive decision as are all staff decisions. John is reestablishing the Intern Committee to explore possibilities.

Jenn moved to accept the proposed budget for presentation to the Congregation at the June congregational meeting. Staff seconded the motion.

The BOT further discussed the budget. There were some questions about the proposed new staff configuration and if the financial investment in this new configuration would preclude the future option of another co-minister of equal standing. More discussion was had regarding the possibilities of utilizing a contract minister. The possibility of adding some of the budget savings to a 'rainy day' fund was discussed.

### **Finance Officer Report – Staff Warren**

- o **Review Updated FY25 Budget – Rev. John and Staff Warren**

- o **Action:** Motion by Jenn to recommend that the FY25 budget as amended 4/23/24 be presented to the congregation for a vote at the next congregational meeting. Seconded. Discussion. **Approved** 1 abstention

There is 65K remaining from the Endowment funds from the 2 ministers of equal standing. Kari by email listed choices of what to do with that money. We will discuss at our next meeting

### **Ministers' Report – Revs John and Anastassia**

- o Highlights from Rev. John: Paula Cole Jones, wants to meet with leaders from several cutting-edge 8<sup>th</sup> Principle churches to help them be more effective and form a leadership community around 8<sup>th</sup> Principle. 5 sessions by zoom \$1500 cost. It can include up to 5-6 UUCA leaders. Rev AZ thinks this may help us make 8<sup>th</sup> Principle “big strides” in our progress. We discussed it and generally agree that it’s a good idea. The question was asked, who should attend? BOT agreed to share names with Jan in the next week.

- o Rev. AZ noted that her Transitions document is in the Board Drive. She asks us to review and insert notes, questions, etc.

- o Rev. AZ reported that one of the Quaker Meeting members working to support a refugee family with UUCA for the last few years died recently and left 100k to UUCA pending the sale of his property and closure of his estate.

- o Rev. John wanted to make the Board aware that since Susan Eckert left as our bookkeeper, we’ve had trouble keeping consistent accounting records. The Finance Committee has been aware and is working with the Executives on

the issue. The bookkeeper is striving to get up to speed and the Executives have asked Susan for some review to help troubleshoot and smooth out the transition to our new bookkeeper. It may require hiring a professional to come in and help untangle and update the books to get things accounted for properly.

***Executive session: 9:01 – 9:12pm***

**Nominating Committee letter Update – Jan**

***9:12pm***

Discussed the draft response shared with BOT via email and the Board Drive.

The Board agrees to work on the letter together outside of this meeting and make sure it is done in time to send it to the Nominating Committee before it meets on 4/29. Nicole and Laticia will take a pass at it.

**New Business**

Congregational meeting planning-June 2, 2024. Board will hold a working session to do that. May 6<sup>th</sup> at 7pm.

**Meeting adjourned 9:30pm**

**Submitted By:** Carrie Kotcho, Secretary