

**The Unitarian Universalist Church of Annapolis**  
**Minutes of the Board of Trustees Regular Meeting**  
**July 8, 2007**

Present: Bryan Barrett, Tod Geimer, Peter Lamb, Fred Muir, Dick Roop, Pat Simons,  
Olivia Stewart, Phil Tawes  
Staff: Amber Beland

**ACTION ITEMS**

Bryan will e-mail the composition of the Succession sub-committee and provide a report by the September meeting.

Amber will consult with the GLBT committee Staying on the Side of Love about language to be used in Policies, and she will ask Taquiena Boston at the UUA for suggestions about language

Olivia and Tod will discuss Ends Policy 1.11 Stewardship at the August Town Meeting.  
Tod will visit the youth to discuss the possibility of their representation on the Board.

**Call to Order**

Peter called the meeting to order at 11:45 am.

Tod lit the chalice and offered the opening words.

**Board Procedures**

Olivia volunteered to be timekeeper; Dick, process observer

**Agenda Review and Approval of Minutes**

The Board voted to approve the June minutes with the following corrections:

Under Policy 2.10 it reads: "Fred will attend a meeting with several area UU churches about evaluation of staff." It should read: "Fred will attend an Alban Institute workshop for Senior Ministers of multi-staff congregations, which might include a presentation on evaluation of staff."

Under Minister's Update it reads: "UUCA could raise 4-5 million for construction." It should read: "The building proposal could be as much as \$4-5 million."

**Old Business**

**1) Ends Policy 1.14 Communications**

The Board voted to approve Ends Policy 1.14 Communications as follows:

"We have a well-developed, comprehensive and integrated program of internal and external communications. It informs our members, friends and non-members of details of all church activities and programs, as well as more general information about our liberal faith. It provides a means for members, friends, non-members, and the wider community to make inquiries and receive timely, accurate and informed responses concerning church activities and programs. Our communications program is continually under review to ensure the process is transparent and the information is current and correct.

We have in place an effective process to inform members of the church's operating policies and procedures. We place great emphasis on the democratic principle

of our faith, ensuring members have appropriate, frequent and open venues for making inquiries and providing input into all areas of church policy, procedures and management.

It makes use of modern electronic as well as conventional communications media. Mindful of the differing capabilities of our members, we have mechanisms in place to ensure that all members can receive and respond to church communications.” Fred expressed concerns that the new policy could be used maliciously against staff.

## **2) Policy 4.0 Draft Succession Policy**

Bryan reported that the 4.0 Draft Succession Policy is a work in progress and requested that a subcommittee of 2-3 people draft this policy. He felt that it is an important Board responsibility and pointed out that long term issues were involved. Fred reported that other large UU churches in the area have established processes for replacing staff.

Discussion included issues of committee composition, which church positions should be addressed in the new policy, and what steps the church would take to hire, fire, and fill management or staff positions. Bryan wanted to specifically address the replacement of top management such as the senior minister, minister of music, or RE director.

Fred explained that UUA has clear and historical policies for calling senior ministers.

**The Board voted to form a sub-committee** with a Board chairperson and members other than the board. The sub-committee will decide the scope of the issue. The Board charged the committee to write a new Policy to address the hiring and firing of senior employees and critical staff.

Amber suggested the Board check UUA policies on staff.

Bryan volunteered to be chairperson. He will consult with Fred to form a committee.

He will e-mail the composition of the committee and provide a report by the September meeting.

## **New Business**

### **1) Town Meeting Review**

Olivia reported that three suggestions were offered at the July Town Meeting to improve **Ends Policy 1.10 Fellowship**. The Board voted to approve Ends Policy 1.10 Fellowship with two changes to read:

“We are a welcoming community to all, no matter what race, culture, faith, creed, gender identity, or whom they love.

We make special efforts to attract, integrate and engage newcomers.

People feel welcomed, dialogues flourish, and relationships develop and deepen.”

Discussion included whether the Board should address sexual orientation/gender identity language in other policies. Amber will consult with the GLBT committee Staying on the Side of Love about language to be used in Policies, and she will ask Taquiena Boston at the UUA for suggestions about language. Other topics of discussion were the overwhelming nature of the church calendar and the church’s goal to grow.

The August Town Meeting will discuss Ends Policy 1.11 Stewardship.

### **2) Board Committees**

Because the Board has an increasing number of subjects to address at monthly meetings and because the by-laws empower the Board to form board committees (both ad hoc and

permanent), Bryan proposed that the Board start forming Board committees to do some of its business. These committees could be comprised of both Board members and others. Discussion ensued.

### **3) Board/Staff/Councils Communications**

Bryan reported from GA that several churches operating Policy governance have 'lay' and/or Board members regularly attending staff meetings to facilitate communications. The Management Team consists of Fred, Amber, Fran, Christol, and Susan. Should the Board be represented at staff meetings? Should the management team have lay members? Should the church have an executive administrator? Are any church meetings closed? Discussion ensued.

### **4) Youth Board Member**

Bryan asked whether UUCA should have a youth member of the Board. Compelling reasons were discussed. Fred pointed out the difficulty in engaging youth on a consistent and reliable basis. Discussion seemed to favor trying it before the Board commits to changing the Bylaws. Youth in attendance will be encouraged to vote, but their votes would not count. Tod will visit the youth to discuss the possibility of their representation at Board meetings.

### **5) UU Principles and Purposes**

Bryan reported on a document from UUA inviting local congregations to address updating the UU Principles and Purposes through workshops.

Does Board want to encourage this initiative?

Discussion included:

It would be a vehicle for the Board to engage with the congregation.

It could be included in the Pathworks program.

Fred could give a sermon with a follow-up workshop for congregation.

Amber could discuss it with the youth.

The UU Principles and Purposes initiative was tabled until the next board meeting.

Olivia has possession of the document.

## **Ongoing Concerns**

### **Budget**

Dick reviewed the letter from Fred addressing budget concerns. The Finance Committee will meet on July 16 to review the budget. Decisions to stop spending, cut spending, or increase fundraising to make up a gap may be necessary.

### **Audit Committee**

Dick reported that Russ Morris, chair, Bill Somers, Jackie Heimbuch, and Jan O'Connell will do a review of church finances. A draft of an internal audit report is imminent.

An ideal time-frame would be to have the results by the December congregational meeting, but realistically, Russ has until March.

## **SPARC**

Fred reported that the topical map is complete. He was concerned that committee members, having done a lot of background work, are burning out. At this point of transition, SPARC may need to be reconstituted. One question the committee needs to address is what the building is going to look like? Looking at a building plan costing 3-5 million, SPARC needs to get an architect to come up with sketches for what can be done. Peter and Evelyn may meet with a UUA representative to firm up fundraising plans. Bryan presented the Strategic Plan Timeline for review and discussion.

## **Fred's Update**

Fred spoke of concerns about continuing construction at St. John Newman. The easement was signed based on only a parking lot. At a meeting on August 1 with the Catholics, Fred will seek the truth. A pre-meeting meeting would be beneficial.

The Board agreed to Fred's request that the next Board meeting be moved to August 19 so he could be present to discuss the emerging plan that UUCA hire a minister of color in 2009 or 2010. Discussion included how the church will address this program. There are many unanswered questions and issues. Fred suggests that the Board consider

- what Bill Sinkford says
- what it means to staff
- input from all Board members.

## Association Sunday Fundraising.

Individuals will have the opportunity to write a check supporting the Ministry of Color initiative Now is the Time Campaign. Because the fall calendar is full of church fundraising and UUA wants checks by the end of 2007, Fred may use Thanksgiving for Association Sunday. Board members can go to UUA.org for more information about Association Sunday.

## **Meeting Evaluation**

The meeting started 10-12 minutes late. Please be on time.

Restating progress often seems beneficial.

The Board may be focusing on vision, but neglecting oversight.

Should the minister's report be vision or oversight?

## **Adjournment**

Tod offered closing words.

Peter adjourned the meeting at 2:35.

Respectfully submitted,  
Philip Tawes, Secretary