

**The Unitarian Universalist Church of Annapolis**  
**Minutes of the Board of Trustees Regular Meeting**  
**October 14, 2007**

Present: Peter Lamb, Bryan Barrett, Dick Roop, Phil Tawes, Rev. Fred Muir, Pat Simmons, Olivia Stewart, Tod Geimer  
Staff: Amber Beland, Eric Kaminetzky  
From the Committee on Professional Ministry for the Assistant Minister:  
Gwen Schindler, Lisa Combs

**ACTION ITEMS**

Tod and Peter will start up a Board sub-committee to study and tighten the Growth Policy statement.

Dick will form a committee to help with the report card on policy metrics and performance evaluation.

Olivia will prepare a news board about Town Meetings and recent Policy Changes.

Olivia and Bryan can evaluate our current system of policy review and bring observations and recommendations to the Board.

The Board will review Policy 4.4 Annual Ministry Assessment and Triennial Ministry Review at the November meeting.

**Call to Order**

Peter called the meeting to order at 12:50 pm.

Phil offered the opening words.

**Board Procedures and Agenda Review**

Olivia volunteered to be timekeeper; Dick, process observer.

**Approval of Minutes**

The minutes of September 16, 2007, were approved.

**Committee on Professional Ministry for the Assistant Minister**

Gwen reported on the process of “calling” Amber as Associate Minister of UUCA. Amber was chosen by the Search Committee and hired by Fred and the Board. She works as the UUCA Program Minister of Lifespan Faith Development. She has a three year contract as Assistant Minister which permits her to be called as Associate Minister no sooner than two years, and with the approval and recommendation of the Board of Trustees and the Senior Minister, her candidacy will move forward to a congregational vote. COPMAM plans to educate the congregation about Amber’s work over the next several months, ending in a candidacy week of activities. COPMAM asked for the Board’s approval and support to call Amber as associate minister. For the congregation to vote to call Amber as Associate Minister, the Board must call a special congregational meeting, which is set for January 27, 2008, (snow date February 3, 2008). The meeting needs a check-in process and a balloting process. Anonymous paper ballots will be counted. A percentage of approval will be reported. UU ministers seek a high approval (90-99%) to assure support by the congregation.

Lisa reported that UUA recommends that congregations hire an assistant minister before calling that person to associate minister. The process of calling an associate minister is similar to calling a minister. Activities to educate the congregation include “coffee with Amber,” newsletter articles (explaining the differences between the types of ministers: assistant and associate ministers, community ministers, program ministers, RE ministers), an information table, a question box, information on the website, a mailing to every member of the congregation, Q & A sessions before/after meetings (choir, ARTT), Amber’s meeting with various committees, and the candidacy week. COPMAM wants the Board to support their work, place COPMAM on the December 2<sup>nd</sup> Congregational Meeting agenda to announce Amber’s call, to host an event for Amber, and to hold a Congregational Meeting to vote on Amber as Associate Minister.

The Board discussed how to honor Amber’s contract, the vision of the church, and implications on budget and programs. **The Board voted to support the process of calling an associate minister, to follow the letter of Amber’s contract, and to place COPMAM on the agenda for the December 2, 2007, Congregational Meeting. The Board also voted to call a Congregational Meeting on Sunday, January 27, 2008, for the purpose of calling an associate minister.** Fred strongly urged the Board to become educated about Amber and her work.

### **Growth Policy**

Tod shared a handout containing six premises and a three paragraph Growth Policy. Tod and Peter will start up a Board sub-committee to study and tighten the policy statement. Discussion included looking at other policies and looking at the strategic plan. Shouldn’t the congregation be involved? Contact the growth consultant in the Joseph Priestly District for ideas of ways to start new churches. Contact the Baltimore-Washington Growth Committee; Evelyn Spurgin is a member.

### **Board Visioning and Self-Performance Evaluation**

There are three products the board cannot delegate: 1) acting as the link to ownership, 2) writing and revising explicit governing policies, and 3) assuring executive performance. Fred’s job description and subsequent monitoring and evaluation have not been accomplished. Evaluation of the policies through metrics has not been accomplished either. There is a need to adhere to Policy 4.4 Annual Ministry Assessment and Triennial Ministry Review. The Board can create committees to study policy metrics and evaluate senior minister vision and performance. The Board can study other churches that do policy governance and find solutions. Mary Higgins will lead a meeting on policy governance in February or March that may help with such problems as: how to do evaluation, the size of the board, what the agendas look like. Dick will form a committee to help with our report card. Tod can provide four names.

Discussion centered on connecting with congregation by putting policy changes in the monthly newsletter. Questions included: What is the best way to communicate with the congregation? Does the newsletter have any value? Is there a better vehicle for

communication? Olivia will prepare a news board about Town Meetings and recent Policy Changes.

### **Town Meeting Review**

Olivia reported. The October Town Meeting had a small turnout, just four people, and was not representative of the congregation. Policy 1.12 Unitarian Universalist Affairs was deemed fine. Discussion included the UUA and its role in our church. UUCA members are not aware of UUA's role and the Diversity of Ministry Initiative out of UUA. However, the church is admirably involved in UUA. Make it clearer about what we get from UUA. Questions included: Should we change the policy calendar? If we're going to build a new building or call a minister of color, should we be discussing the policy that applies? Peter authorized a sub-committee: Olivia and Bryan can evaluate our current system of policy review and bring observations and recommendations to the Board. Fairfax, Columbia, Arlington, Cedar Lane are doing Policy Governance. Let's consult them.

### **SPARC Consultant**

Peter reported that SPARC and Capital Campaign asked the Board to authorize a consultant to organize the capital campaign. The Board needs to refine the vision of the strategic plan. Dick moved that we approve the hiring of consultant David Rickard and approve the tentative schedule. **The Board voted to approve hiring the consultant David Rickard and to approve the tentative capital campaign schedule.**

Bryan will coordinate with SPARC to place the Building Campaign on the agenda for the December Congregational Meeting. Tod volunteered to get standing orders out to avoid confusion at the meeting.

The purpose of the upcoming Congregational Meeting is:

- Approve the 2008 Budget
- Report on Amber's candidacy for Associate Minister
- Hire an Architect

It is the management team's intention to have meetings on the budget prior to the Congregational Meeting. Announcements will be placed in bulletins and newsletters.

### **Budget Concerns**

Dick reported that reports have not been accurate for donations and for stock transfers. Dick will contact Christol and Louise for accurate information. Although the 2007 budget is presently \$35,000-\$40,000 behind, it can be balanced.

Fred reported that he and Amber will present the 2008 budget to the Finance Committee on Tuesday, 10-16. The church's vision for 2008 has been cut by \$100,000 so far. The church should be running on a budget of \$1,000,000. The church needs an executive director in charge of the administrative team. Another position of office manager is needed with specific financial duties, and responsibilities for in-house IT work and for the day-to-day operation of the church.

### **Congregational / Staff Conflict**

The Board received a letter from a church member regarding a staff member. Fred is addressing the issue presented in the letter. There is an issue about the way the member's letter was presented to the board. For example, the letter is now in cyberspace. Fred questioned whether or not it is appropriate to discuss personal or personnel conflicts in a public or quasi-private venue.

After a lengthy discussion about appropriate expectations, conflict resolution, and the role of the Board, Tod moved that because the letter is a management issue, it be remanded back to the senior minister. **The Board voted to remand the concern in the letter back to Fred.**

### **New Policy Topic for Review**

The Board will review Policy 4.4 Annual Ministry Assessment and Triennial Ministry Review at the November meeting.

### **Meeting Evaluation**

At the September Board Meeting, Fred was asked to address the Strategic Plan. No time was given at today's meeting for him to give his report.

There seems to be a need for increasing the number of Board members (too few people to do too much stuff).

The Board needs to discuss the financial commitment of Board members and Board composition.

### **Adjournment**

Phil offered closing words.

Peter adjourned the meeting at 4:20 pm.

Respectfully submitted,  
Philip Tawes, Secretary