

UUCB Board of Trustees
Tuesday, October 10, 2023 | 6:30-8:30 PM

<https://us02web.zoom.us/j/87442079168?pwd=YUdPMdICc3ZlUlhEUytmcllWNzRTdz09>

Meeting ID: 874 4207 9168

Passcode: 330990

UUCB MISSION

UUCB embodies love in action. We:

Nurture spirits

Build community

Act for justice

Meeting of the UUCB Board of Trustees Call to order at 6:34pm

Board Trustees in Attendance:

Melissa Affolter, President

Laurie Coltri, 1st Vice President

Regina Verow, 2nd Vice President

Meagan Lopes, Secretary

Kevin Mercer, Treasurer

Becky Reese, Member at Large

Valerie Hsu, Executive Director

Paige Getty, Minister, (ex officio)

- **Opening Words and Chalice Lighting** — Meagan Lopes

We have to wake up to the fact that everything is connected to everything else. Our safety and wellbeing cannot be individual matters anymore. If “they” are not safe, there is no way that “we” can be safe. Taking care of other people’s safety is taking care of our own safety. To take care of their well-being is to take care of our own well-being. It is the mind of discrimination and separation that is at the foundation of all violence and hate.— Thich Nhat Hanh

- **Spiritual Practice** — Meagan Lopes

Guided Loving-kindness meditation. Loving-kindness is the English translation of “metta bhavana,” the first of the Four Brahma Vihara meditation practices taught by the Buddha to cultivate positive emotions (Feldman, 2017). Loving-kindness meditation (LKM) focuses on generating loving-kindness toward oneself and others in a graded way to include all living beings eventually, both seen and unseen, across the cosmos.

- **Consent Agenda**

- Board of Trustees Meeting Minutes – September 12, 2023; **Vote to approve minutes September 26, 2023 via email by unanimous consent.**
- Incidentals Report — September 2023
- Treasurer’s Report — August 2023 – reviewed points relayed by email
The Treasurer’s Report was reviewed by email and there were no further comments or questions.

Motion to approve Consent Agenda items as presented - Kevin Mercer, 2nd Regina Verow; Vote to approve Consent Agenda items- unanimous consent

- **Old Business**

- Board Committee – Governance
-Melissa posted revised draft governance committee charge today (10 October 2023) to SharePoint entitled **Charge for Committee to Recommend Amendments to UUCC’s Bylaws and Review UUCC’s Governance Structure to Recommend Improvements**

Establish a Committee Board for 2 purposes-

1. To correct and update the current bylaws; timeline to complete- February 1st; allowing time for feedback to then present for vote at annual meeting in June
2. To perform a thorough review of UUCC’s current Governance structure and practices to determine where adjustments can be made to clarify authorities, responsibilities, and procedures; improve systems; and promote collaboration among and engagement by UUCC members from the various communities within the larger community.

-No deadlines for governance review since this will involve more substantive changes; Committee would report back to board periodically on progress; Once the Committee has recommendations- submit to board for discussion/feedback- then any changes would then require a congregational vote to make addendums/corrections

-Goal would be to document all changes to provide transparency and to serve as a record for historical purposes

-Once Governance review is completed- then determine if committee is standing committee vs convening at regular intervals

-Becky Reese expressed interest to be Board liaison for the Committee

-Request to vote on the Charge for Committee to Recommend Amendments to UUCC’s Bylaws and Review UUCC’s Governance Structure to Recommend Improvements via email by the end of the weekend

- Review Board-Staff Linkage, Administrative Limits

-Valerie shared that the Executive Team is working on a Personnel Manual under the guidance of personnel advisory committee; This includes re-writing of current policies and creating new policies including parameters for annual review of the staff

-Specific changes to Board-Staff Linkage- 4.4 Administrative Limitations Section A
Becky would like to add the phrase "in accordance with the covenant of right relations"

-Board-Staff Linkage 4.4 Administrative Limitations Section A #4
Not clear how congregation or board addresses issues for grievances
Valerie responded that the new policy manual will be covering details on how grievances are managed for the staff

Discussion about whether these topics should be addressed by the Governance Committee vs addressed by the Board

[The main question is: Do the Administrative Limitations describe the critical boundaries for the Executive team's work?]

-Time limited a full discussion during this current Board meeting- homework for the Board- Review the limitations and monitoring for the executive team

- o UUCC Monitoring Plan – Laurie Coltri – Ends Monitoring Survey Committee- purposes: Support board in monitoring ends via survey and make recommendations for standing committee to repeat the survey every year

-Background- New Values, Mission and Ends statement recently voted in at the 2023 General meeting including 7 new ends which are subjective. Laura Park recommended giving the same survey and repeating it yearly- These results become helpful over years by collecting and comparing data to reveal trends

-The Committee would research and consult- other UU churches, experts and subgroups at UUCC; Develop working of prompts and attitudinal responses; Ensure safeguard for inclusivity and accessibility; Help develop demographic questions to evaluate if ENDS are attained; Support anonymity; Communicate awareness and transparency to the congregation; Help administer the survey; and Organize data and transmit to board

-Goal would be to have the Committee be as representative and diverse as possible; include former UUCC board members and VME committee members

Commented [PG1]: I have limited recall of how this discussion concluded in the meeting, and I trust that this is an accurate record.
However, I encourage the Board to consider whether this is the right "main question" it intends to ask in these policies. Policy-Based Governance principles guide us to think of Admin Limits not as instructive or prescriptive ("what the Board wants") but as restrictive — i.e., these things are so critical, so crucial to our expression of values, that you must not violate them. In a practical sense, some of the Admin Limits may be instructive, but that's not their "main purpose".

Commented [BR2R1]: Suggest re-wording to "the critical boundaries for their work."

-Laurie also presented a proposed timeline that includes administering the survey and reporting on the results back to the Board. The Committee would be active November 1, 2023- June 30, 2024

The Ends monitoring survey results may be helpful to the Executive Team to cross validate with their Ends evaluations as well

-Recommendations from the Board: To compare future ends results to previous ends monitoring results

Next steps-

For the Board- Over the next week- review the draft charter and make comments

Over the next 2 weeks- vote by email to adopt the proposed charter

Take the survey and give feedback as requested/comment on survey

Ends-Monitoring Survey Vote

Motion1: to initiate a periodic (at least annual) Ends-Monitoring Survey to directly assess congregational options and feedback about UUCC's success in attaining its Ends
Laurie moves, Becky 2nd; unanimous consent

Motion2: To recreate a time-limited EMS committee to support the board in creating, administering and analyzing a congregational End- Monitoring Survey, and to make a recommendation for a standing successor committee.

Becky moves to vote, Laurie 2nd; unanimous consent

o Council of communities

-Leadership council existed in the past- acted as sounding board to discuss pertinent problems and served as an advisory body for the executive team

-These are self-nominated groups (the specific groups decide if they want to be represented)- i.e.: climate team, choir, parents of RE children

-Advantages include Making connections within the community; Re-establishing the Leadership Council would be working towards community of communities

-Kevin shared The Stewardship Council is having a similar conversation

-Consider convening twice a year instead of 4 times/year to lessen the stress on the Executive Team and/or someone else coordinates meeting

Motion to request the Executive Team to report back in November regarding re-establishing Leadership Committee. Becky Reese, Laurie Coltri 2nd; Vote to request Executive Team to report back in November- unanimous consent

- **New Business**

- Treasurer's Report – Kevin Mercer see above
- UUA GA Local Area Coordinator GA 2025 will be held in Baltimore City; Valerie has been offered the UUA local volunteer coordinator role- is seeking the Board's support for this role
 - This is a volunteer position which will allow Valerie to actively engage in GA, connecting with other congregations in the area
 - UUCC would benefit from Valerie's role as the volunteer coordinator; allowing UUCC to be more active as UUA as well as serving the city of Baltimore and the region
 - Detailed job descriptions for this position- posed on UUA website; requiring an estimated 10 hours/mo; Valerie would like to start 4 mo earlier than usual so that she can lessen intensity as June 2024 approaches
 - Board members discussed if the position is sustainable and feasible going forward for Valerie who is currently serving multiple functions within UUCC; After discussion Board gives support to Valerie for her GA volunteer coordinator position
- Annual Budget Drive Leadership Recruitment
 - Shared ideas of people to lead Budget Drive
 - Last year- there was a list of people that can be shared with this year's Board
 - Paige offered to schedule time for conversation outside of board meeting- Kevin and Melissa will reach out to Paige
- UUCC's 60th Anniversary Celebration
 - Executive Team would like Board leadership to help celebrate- Board will think of ideas of how to contribute and support the celebration of this important milestone
- Melissa offered reminder to Board members when addressing congregation on social media, via email or other platforms- please specifically state that you are speaking for yourself-not from the board

Assignments for next meeting, November 14, 2023

Commented [Is3]: This section is extremely useful - thank you!!

For the Board- Over the next week-

- Review the draft Ends Monitoring Survey Charter and make comments

Over the next 2 weeks-

- Vote by email to adopt the proposed charter
- Take the survey and give feedback as requested/comment on survey
- Email vote by end of the weekend- for charge committee on bylaws and governance
- Suggest any changes for limitations and monitoring for the executive team- homework

Commented [Is4]: Maybe "Suggest any changes for "

Before next meeting:

- Budget Drive- Melissa speak with Steve Parr and Paige/meet with Kevin and Melissa before next meeting
- 60th anniversary celebration- reflect on how the Board can be part of the celebration

Closing Words — Meagan Lopes (5 min.)

Waking up each morning

Waking up this morning, I smile:

Twenty-four brand-new hours are before me.

I vow to live each moment fully

And to look at all beings with eyes of compassion

-Tich Nhat Hahn

Meeting adjourned at 8:33pm