

Attending this month:

Clara Fitzgerald
Kevin Fitzgerald
Phil Lindberg
Fred Mueller
Kevin Swanson
Greg Swirdovich
Natalie Swirdovich
Rev. Angela Wells

Administrative Board Meeting Summary

June 18, 2026

Opening

- Opening prayer was led by Greg Swirdovich.
- Brief discussion of insurance coverage confirmed that no specific job titles (ushers, counters, etc.) are listed in the church policy and that money-handling activities are covered under the current insurance provisions.

Pastor's Report

- The church was nominated for the Bridge Builder Award through Howard County Public Schools Community Partners and received a certificate of recognition.
- Rev. Angela:
 - Participated in local Pride events, including preaching at Epworth UMC and marching with Baltimore Pride.
 - Announced a Disability Pride worship service on **July 19**, featuring Rev. Dr. Taylor Denyer.
 - Will begin serving on the Conference Board of Ordained Ministry in September.
 - Announced an upcoming Pet and Stuffie Blessing on **August 29**.

Safe Sanctuaries & Volunteer Certifications

- Safe Sanctuaries and Working with Children/Youth certifications expire in September and October.

- Renewals cannot be completed until closer to expiration.
- Kevin will revisit renewal options in August.

Communications & Newsletter

- Following Judy and Mary Jo's departure, the Board discussed future communication options:
 - Continue the monthly newsletter.
 - Expand the weekly email update.
 - Move to a quarterly newsletter.
- Previous survey responses were generally positive regarding the current newsletter format.
- Discussion emphasized that many members rely on email rather than the church website for information.
- A hybrid approach was suggested, using emails to direct members to website content.
- Council Ministries will continue evaluating communication options and seek input from SPRC and other leaders during July.

Worship & Community Events

- Joint service with UUCC will begin at 10:00 a.m. on Sunday, June 21st, followed by the OBIC Town Hall meeting at 11:15.
- Rev. Lydia's departure will be recognized during the service with a gift presentation.
- Clara reported that the Muslim Family Center continues to hold Friday services in the building.
- Clara also shared information about a collaborative event involving Mosaic Chorus and New Wave Singers of Baltimore.

OBIC & Endowment Updates

- Endowment account transfer has been completed and now exceeds **\$71,000**.
- Natalie reported that transferred investments are properly established and performing as expected.
- Plans are underway to evaluate CD rates at the July meeting before investing additional funds in August.
- Natalie is developing a communication strategy to increase awareness of the endowment fund and planned giving opportunities.
- Discussion continued regarding proper categorization of OBIC income between mission-related and non-mission activities, particularly regarding former CCC rental income.
- Questions were raised regarding mail handling procedures and related security concerns.

Financial Report

- May financial results exceeded expectations:
 - Non-pledged giving totaled over **\$10,500** compared to a budgeted **\$7,500**.
 - Year-to-date giving reached **102%** of budget expectations.
- Current annual income projections are approximately **\$120,000–\$130,000**.
- Fund balance reports have been submitted to the conference.
- The endowment fund will be included in next year's conference reporting.
- New counter sheets have been distributed.

Administrative & Governance Updates

- Maryland business registry filings and personal property reports are now current.
- The Board discussed creating a simple process and reminder system for future annual filings.
- Completed items:
 - Carpet replacement decision finalized.
 - Church incorporation profile updated with Phil as resident agent.
 - ACH transfer to the endowment account completed.
- Discussion continued regarding the possibility of establishing a peer-audit arrangement with another congregation.
- New conference ACH payment procedures for benefits and mission shares were reviewed.

Follow-Up Actions

Action Item	Responsible Person	Due Date/Timeline	Notes
Generate and distribute semi-annual or quarterly pledge statements through Breeze	Fred	Before next reporting cycle	New reporting capability is available
Determine whether Safe Sanctuaries certifications can be renewed early	Kevin	August 2026	Recheck renewal options closer to expiration dates
Confirm endowment account access status with Tracy and verify submitted paperwork	Natalie	As soon as possible	Follow-up regarding account access for Fred
Bring endowment account paperwork to church	Natalie	Sunday, June 21	For processing and follow-up
Explore peer-audit opportunities with other congregations	Rev. Angela	Before next Board meeting	Ask within the Hub/network for interested churches

Develop written procedure and reminder system for Maryland annual reports	Greg Swirdovich	Next Board meeting	Include filing steps and annual timeline
Follow up regarding OBIC mail-handling procedures and security concerns	Qespiof	Before next Board meeting	Coordinate with Kevin Booker
Review and recommend future newsletter/communication strategy	Council Ministries, SPRC, and leadership	July 2026	Consider monthly, quarterly, or enhanced weekly communications
Review CD rates and investment options	Natalie and Finance Team	July 2026 meeting	Prior to August investment decisions
Develop endowment awareness and giving communication plan	Natalie	Ongoing; update at next meeting	Increase visibility of endowment opportunities