

Unitarian Society of New Haven
Board Meeting
October 10, 2024
Approved by the Board November 14, 2024

Board Members:

Bobbi Pace, President

Joan Ciano

Sue Trotta-Smith, Vice-President

Alissa Chapin

Tom Ward, Treasurer

Kathy Haskins

Clerk-*vacant position*

Kyle Manning

Christine Shadle

Also Present:

David Stagg, Management Team

Rev. Stephen Kendrick, ex officio

Terry Durham, Finance Committee

Jamie Johnson, Candidate for the UU Ministry

1. President Bobbi Pace called the meeting to order at 7:01.
2. Bobbi lit the chalice, and Kathy Haskins read *Unitarian Lay Person*, by Adlai Stevenson.
3. The Board members took turns reading the USNH covenant and statements of Visions and Aspirations.
4. The agenda for the meeting was approved.
5. The minutes from the September board meeting were approved, after a couple of corrections were made.
6. The Board heard from Jamie Johnson, a USNH member and candidate for the UU ministry, who is on the steering committee of the Fat Liberation Study, a group comprised of 10-15 people whose mission is to draw attention to bias and discrimination in our denomination toward fat people. (As fat activists, they are embracing the term “fat,” because they believe “overweight” has a judgmental tone to it.) USNH is being asked to endorse the group’s Fat Liberation Study Action Proposal, with the hope that this year’s GA delegates can decide, through their votes, if this is something the denomination should explore further. Jamie stated that this is a social justice issue, as discrimination against fat people (i.e., in housing, employment, and healthcare) is legal in 49 states. The group must submit the final draft of their proposal by November 1, 2024. The board voted in favor of

becoming a sponsoring congregation by endorsing the Fat Liberation Study Action Proposal. More information will be forthcoming

7. Management Report: David Stagg reviewed section 1.9 **Grants or Contracts**, stating that USNH was awarded a grant of \$16,000 from the state to have ballistic film put on the windows in the library, sanctuary, and daycare center. The work has been completed, and the actual cost was under \$16,000. USNH will be reimbursed for the actual cost. David brought the board up to date on other matters currently being discussed by the MT, including plans to rebuild our website.

8. Terry Durham reported on changes made to the **UU Organizations Retirement Plan (UUORP)**, which were approved by the UUA Board and will go into effect January 1, 2025. These changes were necessary to comply with recent federal laws. For a summary of the Plan restatement, refer to the attached report, *Changes to UUORP 2025*. Terry made a motion to adopt the 2025 Restatement of the UUORP. Tom Ward seconded it, and the motion was passed.

9. Treasurer's Report: Tom Ward reported that things are going well and USNH is in good shape.

10. Minister's Report: Stephen reported that Libby recently sent out 26 invitations to frequent USNH visitors, inviting them to attend our semi-annual informational session, which was held on October 5th. These sessions are hosted by the Connections Team, and 16 people attended this latest event. Stephen feels these are very good numbers, as they show that people are visiting and receptive to learning more about USNH. Libby will contact attendees with an invitation to join USNH.

Jim Peters is bringing together the Connections Team, Sunday Morning Team, Music Committee, and Worship Committee to talk about worship as we move forward. Steven believes that music is the framework of what we do at USNH.

Once the election is over, Stephen would like us to begin working on the Climate Justice Revival, which has been rescheduled for March 8th and 9th. He would like to see the Social Justice Committee bring together a larger team of people to participate in the planning and execution of the event. He also believes we need to select some snow dates for the event, just in case.

There are several incoming Yale Divinity students who have attended services at USNH, and one student has expressed an interest in becoming an intern. Stephen offered several scenarios that we might want to consider regarding our next intern. Stephen also expressed that he may be willing to stay on as our contract minister for a third year in order to work with a new intern. He indicated that Jamie Johnson and Sunny McMillan would like to have their installation ceremonies at

USNH in the spring. Bobbi mentioned that Jen Kapranov is also interested in having an installation ceremony here in the spring.

11. Bobbi made a motion that we offer Stephen a third year of contract ministry with USNH. Joan Ciano seconded the motion, which was passed.

Bobbi presented a ministerial evaluation tool to review and suggested we may want to make ministerial evaluations a policy.

12. The Connections Team is invited to join us at the November board meeting to discuss the statement from our Visions and Aspirations that calls us to “Joyfully welcome all who enter our doors, as we affirm and embrace diversity of thought, orientation, and lifestyle.” Board member and Connections Team chairperson, Kathy Haskins, encouraged all board members to stop by the Visitors/New Members table in the social hall (after Sunday services) to talk to our newcomers on a regular basis, as a gesture of welcoming. Bobbi asked the board members to take the initiative to check the table, and if there is no board member present, to take a seat whenever possible.

13. Climate Justice Revival: Bobbi will forward all the information she has received from the UUA to Stephen and anyone on the board who would like it. The Climate Justice Revival went forward on September 28th and 29th, and information is being gathered and summarized with regard to what was successful and what was challenging. Bobbi has spoken to USNH Green Sanctuary members about planning a first meeting for the CJR after the election.

14. Thank you notes: Kathy Haskins suggested the board send a thank-you note to Libby for organizing the New Member class. Joan Ciano suggested sending one to Oscar, as well. Bobbi said she will send both notes.

15. Process observation: Everyone felt that the meeting went well and proceeded smoothly.

16. The meeting adjourned at 8:59. The next meeting is scheduled for November 14, 2024, at 7 p.m.

Respectfully submitted,
Kyle Manning

Attachment: Monitoring Report Section 1.9 Grants or Contracts

MT monitoring of Policy Governance Section 1.9

(MT responses in red)

(The Management Team last reported to the Board on this section on October 12th 2023)

1.9 Grants or Contracts

1.9.1 Grants

The Management Team shall not fail to assure that it is aware of grants applied for and received by the Society.

Approved by the Board: May 14, 2015

In January of 2024 we met with a representative from National Glazing Solutions to consider the installation of ballistic film on windows in the Sanctuary, Lobby area and the Daycare. Subsequently we submitted an application to the Connecticut FY 2024 Nonprofit Organization Security Infrastructure Competitive Grant Program (CT-NSPG). We received approval in April of a grant of \$16,631 and the work was completed in September 2024.

The Management Team is not aware of any other grants that have been received since our last report.

1.9.2 Contracts

- a. No one other than the Management Team, its express designees, or the Board President (or the Vice President in the President's absence) shall execute any contract on behalf of USNH.
- b. The Management Team shall not fail to assure that each contract for work or services in excess of \$2,500 is awarded only after
 - 1) preparation of specifications/requests for proposals, and
 - 2) procurement and evaluation of two or more price proposals, or approval from the Board for a sole-source justification.

MT Interpretation:

While this section is always applicable for NEW contracts, MT believes that it may not be appropriate to require this section when certain existing contracts are expiring and being considered for renewal. For example, it may be appropriate to renew the yearly snow removal contract with the existing contractor when the performance has been satisfactory and there is no reason to think that another contractor would provide superior service. MT would not want to renew any contract indefinitely, but it seems reasonable in a case such as this to renew up to 3 times before rebidding the contract.

Approved by the Board: May 14, 2015

MT Interpretation Approved by the Board: March 8, 2018

In December 2023 we solicited proposals for the construction of a wheelchair friendly path from the Memorial Garden double doors to the Mishkan Israel parking lot. We obtained Board approval for a contract with Jake's Landscaping for \$4,800. The project was delayed until asphalt was available but was completed in April 2024.

In February 2024 we entered into a Small Business Energy Program with United Illuminating to implement a variety of energy efficiency improvements to be carried out by Energy Solutions of Shelton CT. The project cost was \$33,317 paid for by an electric incentive of \$16,000 and a 4-year no-interest loan from UI of \$17,317. The repayments for this loan are added to our electricity bill and ameliorated by the reduction in charges for our electricity use. The work included replacement of the sanctuary fluorescent fittings with LED, upgrading our emergency lighting, replacement of outside sodium fitting with LED and installation of blower motor speed control for the two Sanctuary HVAC units.

Also in February, both electric water heaters developed leaks. We obtained sole source approval from the Board to contract with our preferred plumber (Rousseau Plumbing) for replacement and with universal approval from our Energy Group we chose a heat-pump heater for the main unit in the Boiler Room.

We have continued to follow the recommendations in the report from Susca Roof Consulting for both our roof and our exterior walls received in November 2021. In May 2024, MT was granted approval by the Board for a sole-source contract of \$14,855 with Seal-Tite (our preferred roofing contractor) for replacement of the roof section over the kitchen and the front of the lobby. That work was completed in early August 2024.

In June 2024 we started negotiations with our daycare tenant "Over the Rainbow" for renewal of their lease. In August we both agreed to a 7.5% in the base rent and a new contract was signed covering a two year period September 1st 2024 until August 31st 2026.

In July 2023 a contract had been signed with JLS Paving for crack repair in the parking lot nearest to the road and the work carried out in the fall. In July 2024 we signed part II of that contract for \$3500 for sealing of the remaining parking lot areas. That work was completed in early September 2024.

Last winter we continued the contract with Jake's Landscaping for snow plowing of our parking lots although we changed from a contract price to per-event pricing. There was only one significant snow storm requiring plowing and a number of ice-melt treatments. We will consider our options soon for the coming winter and almost certainly choose per-event pricing again.

Our security contractor United Alarm recommended the installation of cellular radios in the Boiler Room for monitoring and reporting from our Fire Alarm and Security Alarm systems. This replaces the existing telephone connections. The changeover was implemented in September 2024 and results in a slight price increase in the quarterly contracts.

Several regular maintenance contracts were automatically renewed including HVAC system maintenance, handicap elevator maintenance, outdoor pest control etc.

We report compliance with section 1.9.

MT 10/10/2024