

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
February 11, 2016

Accepted March 10, 2016

Board Members Present: Mary Donohue, Daniel Gelperin, Russ Heinrich, Holly Hawkins, Mary Losee, John Manning, Pamela Miller, Suzanne Miller, Bobbi Pace

Board Members Absent: Bernice Marie-Daily

Also Present: David Jones

H. Hawkins called the meeting to order at 7:00 pm and P. Miller recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with H. Hawkins presiding.

Opening Words were read by J. Manning – The Four Agreements by Don Miguel Ruiz

The Board Covenant was read by BoT and MT members.

MT report including financial report

David Jones gave the management team report which is attached to the minutes. He handed out 2016-17 USNH Initial Income Projections and Expense Requests/Estimates which were prepared to kick off the stewardship campaign. Board members will be asked to assist with the campaign.

David Stagg is taking the lead for B&G. Bids for gas conversion are being reviewed and must be compared. The work will not be done before May. At this time it appears that we will not qualify for the Green Bank financing option because we fail to need the minimum loan amount. The Green Bank interest rate makes this less of a concern. Solar may not happen due to the age of the roof but other options for solar are still being investigated. A contract for new lights will reduce our carbon footprint and save money.

Georgia has been serving as de facto business manager. She was on vacation this week. David covered for her.

We may need to schedule a special congregational meeting to approve the capital budget which will allow MT to complete many anticipated B&G projects.

David reviewed the Income/Expenses Projections. The Incidental entry has been changed to match this year's actual. It is anticipated that the Utilities line will change. MT does not expect to need another delivery of oil this year. UUA dues are down slightly. The Finance amount can't be determined until decisions are made on how to pay for gas conversion and other items. The mortgage (6.58% rate) can be renegotiated in about 2 years. At that time the balance will be \$400,000. The Music line has increased slightly as has the Religious Education line. This will cover additional paid speakers and musicians. MT is trying to work out a 2 year budget plan for Personnel. Social Justice has added a line item for Speaker and workshop, an aspirational item. Committees have submitted their requests. Management Team Contingency is another new line item.

Holly asked that any committee policies be sent to the Board to be placed on the Board web site and eventually published.

Mary L. gave the finance report. Projected income is \$627,912. Rentals are low. Pledges are \$480,000.

Projected expenses are \$648,553, giving a \$20,641 shortage which is covered by the additional amount that the Board previously approved for personnel. Mary will have an updated liquid funds analysis for the next BoT meeting.

Retreat follow-ups

Working Groups are to meet at least once before the next BoT meeting. They are to prepare ideas of what the WG will do.

The Bylaws WG is already underway and will present to the BoT soon.

- a) Monitoring Committee – This WG may revise monitoring schedule if needed. Volunteers: John, Pam, Suzanne
- b) Linkage Committee – This WG may have to work with the Bylaws WG on getting changes to the congregations. Capital budget could be included as well. Volunteers: Bobbi, Russell, Holly
- c) Governance Committee – Volunteers: Mary D., Dan

Policy on Gifts

The Executive Committee proposed the creation of a new policy 1.5.1 e.

MOTION: Dan, to add Policy e. to Policy 1.5.1

The Management Team shall not fail to:

“Allocate all monetary gifts which are not designated for a specific fund or endowment to the ‘unrestricted gift/donations’ fund.

; **SECONDED Mary D.;**

Discussion: In light of work that is being done on bylaws it was suggested that we drop ‘the’ and ‘fund’ from the original motion.

MOTION: Dan, strike the word ‘the’ and ‘fund’ from the motion, **SECONDED: Bobbi**

PASSED: 9 approved, with 0 opposed, 0 abstentions.

REVISED MOTION: “to add Policy e. to Policy 1.5.1

The Management Team shall not fail to:

“Allocate all monetary gifts which are not designated for a specific fund or endowment to ‘unrestricted gift/donations’.”

PASSED: 9 approved, with 0 opposed, 0 abstentions.

The Endowment and Legacies Committee will work to communicate to the Congregation about the

need to specify 'Endowment' if funds are intended for the Endowment and to specify areas to be covered if limitations are desired.

Consent Agenda

- a) Minutes from Jan 14 BoT meeting
- b) Minutes from November congregational meeting

MOTION, Mary D., to approve minutes with corrections to the BoT minutes; **SECONDED Russell;**

Discussion: The spelling of Bobbi's name needs to be corrected.

PASSED 8 approved, with 0 opposed, 1 abstention.

Announcements

- a. Treasurer Job description was on the BoT website. It has been temporarily removed for revisions.
- b. Newsletter Article – The suggested topic is Honor Congregation. Dan was scheduled to do this month's article. March had no signups. Russell will prepare an article by Tuesday on the Honor Congregation (meaning contributing a full share). We are paying the recommended dues for first time in a number of years.
- c. Survey for Retreat Follow-up – Some members did not get the survey. Others did the survey today. Mary L. will try to resend the survey for those who missed it.
- d. Tentative dates for a retreat when Megan returns – Holly will send out a doodle poll to gather dates.
- e. John Watson would like a Board person to be a liaison to the Stewardship Committee. – Mary L. volunteered.

Thank you's

Suzanne will write notes and send brownies to Robert Garskoff to thank him for reforming the IT work group to fix IT issues. Another note will go to Barbara Orrok for the Chocolate Auction.

Adjournment

MOTION Mary L., to adjourn; **SECONDED Suzanne;**

PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 8:54 pm.

Attachments:
MT report

Management Team Report to the BOT on 2/11/16

1. In the past month the MT has focused on development of the initial income and expense estimates for the 2016-17 congregational year. The first estimates were shared with the Council of Chairs on 2/2/16 in preparation for the stewardship campaign. Copies of these initial estimates will be distributed at the board meeting.
2. The Council of Chairs meeting also had a presentation by our membership coordinator Laurel Gray, a discussion of the procedures for fundraising at USNH and to request funds above the budgeted amount, and a rousing stewardship kickoff prepared by John Watson with his usual flair. The Council of Chairs and their committees were recruited as part of the stewardship campaign.
3. In B&G many initiatives are moving forward. A contract has been signed with Lantern Energy to switch all of the lighting at USNH to LEDs at no cost to us. There are five proposals for the oil to high efficiency gas conversion of our burner and boiler (including the removal of the oil tank). These are being refined by the B&G committee, and payment options (including Green Bank) are being considered by the MT. Solar options are still being considered and an additional bid is being sought. We have one bid for replacement of the L shaped roof, and other bids are being sought by B&G. Other improvements are being considered (handicapped access in front pews, new floor in the chancel, front door and security improvements) as part of Rev. Megan's installation in May. Repairs on leaking windows at the back of the building have been made.
4. UUA annual certification has been completed and the up to date number submitted to the UUA for our congregation is 296. We are an honor congregation for the first time in years.
5. Essential functions of staff are being insured by cross training. At least two staff will be taught essential functions to insure redundancy. Georgia Jennings continues to be our de facto business manager.