

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
November 12, 2015

Accepted December 10, 2015

Board Members Present: Mary Donohue, Daniel Gelperin, Holly Hawkins, Mary Losee, John Manning, Bernice Marie-Daily, Pamela Miller, Suzanne Miller

Board Members Absent: Russ Heinrich, Bobbi Pace

Also Present: Sandra Frawley, Georgia Jennings, David Jones

H. Hawkins called the meeting to order at 7:03 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 M. Losee. S. Miller read the Board of Trustees Covenant. Members had a brief Check-in reflecting on the Congregational Meeting.

Announcements

H. Hawkins presented announcements to the Board:

Holly will be the Board of Trustees representative to the Nominating Committee.

Thanks to Pam for cleaning up the USNH Board of Trustees website.

A Ministerial Start up Retreat, associated with policy 2.4.c, will be held on January 23 with January 30 reserved as a snow date. The location is to be determined. We have the option to hold the retreat at Mary D.'s house. Bernice would be available for half of the time on the 30th. All others are available on both dates.

Revision of the By Laws, tied to policy 2.7.2, is one of our goals. H. Hawkins requested a motion to form an ad hoc board committee for the task.

MOTION Dan, to form an ad hoc board by-law revision committee, **SECONDED** Mary L.;

PASSED unanimously, with 0 opposed, 0 abstentions.

The Board Newsletter article is to be written by John with Russell volunteering to write an article in December. This is linked to policy 2.4.d. The deadline for the newsletter is November 13th, and is posted on the web site.

The Board was reminded of policy 2.5.1.1, ongoing input is invited per policy! We should think about "what we should be thinking about" to create board agendas.

Mary L. informed the Board that Jamie wants to know if our email addresses should be on the web site.

Mary L. brought forward an article about the Dixwell UCC 200 year anniversary. Should we try to have an article about Megan? Sandy noted that Lewis is drafting an announcement.

Consent Agenda

Minutes from the October Board of Trustees meeting

MOTION Dan, to approve Minutes; **SECONDED** Susanne;

PASSED 7 approved, with 0 opposed, 1 abstentions.

Merrily's departure from the Board

Article 6, section 1 refers to members at large. Mary D. has looked at bylaws on several sites. The number of board members ranged from 6 to 9 members. They were churches that are in PG and are relatively large. The number of board members going forward will be a priority for the by-law committee.

Motion was made to leave the 10th position vacant for the remainder of the year.

MOTION Dan, to leave the position vacant for the remainder of the year; **SECONDED** Bernice;

PASSED **unanimously**, with 0 opposed, and 0 abstentions.

Management Team Report

a. Financial policy 1.6 interpretation

David presented the MT report, starting with the interpretation of financial policy 1.6.

The interpretations and the date of the Board sign-off are to be documented. The interpretations will be in a separate document maintained in the board site.

Board members discussed the interpretation with MT. How are emergency expenses to be handled? Should approval be required? Is there a budget for maintenance for the year? There is a budget with lines for areas but it is not broken down in detail.

MT could use technology to get a quick response from the president or executive committee. Does MT need approval if they have not gone over budget? Policy is clear on that point.

MT is trying to get 3 or more bids for work. MT should try not to go out of compliance. Start by notifying the Board of Trustees and see if a fast approval is possible. Is convenience reason enough to break sole source? Expense may be other reason. MT needs clarity on how far to go. Notification to the Board would be nice even if MT must break compliance. Texting the president will not be necessary, it is too much burden on MT. Is \$2500 too low to require board approval? We want to be fiscally responsible. We should not constrain MT.

A newsletter article could discuss approvals needed for fund raising. Publicize the form to be filled out if a committee is going to go over budget to let MT know about it. MT is ready to send a budget to committees. They went over it with the Council of Chairs. Who is the contact person for those questions? It will be a staff responsibility.

MOTION Dan, to accept interpretation of Financial Policy 1.6; **SECONDED** Mary D;
PASSED: Unanimously approved, with 0 opposed, and 0 abstentions.

Policy 1.5.1 Budgeting will be the next policy to be interpreted.

b. MT Report

Job descriptions have been sent to the board. The earlier approval of \$25K for personnel will be enough to cover a membership coordinator, using \$4500 at \$15/hour for 10 hours per week with no benefits. This does require fica and workers comp. The person to be hired is a Yale Divinity School student who would work 5 hours on Sunday mornings and a few other hours during the week. The only commitment is through the congregational year. She would not be here every week.

What is the goal that is to be attained by this hire? We have had 6 new members in the last month or so. We are not good at making connections once people are here. Ministers say this is a position that pays for itself. Will new pledges reach \$4500? Metrics could include the number of new members who stay or the number of follow-ups.

The position will report to Lewis. If it is to continue for next year we will have to find a way to pay without going over budget. The board reviewed the motion that was approved on 9/20 to add to the funding for personnel.

Treasurer's report

Mary L presented the treasurer's report.

Board of Trustees/MT communication

a. Clarification of MT report – length/detail/content

The Board's preference is more detail, written in advance. MT should discuss what is necessary at the meeting. We can't always have MT do more work. (David will be leaving MT in June.)

b. BoT's clarification of expectations of development of capital budget.

We do not need to treat the gift as a unit for budgeting. We can call a special congregational meeting to approve a capital budget once it has been prepared.

MT is still getting estimates for roof work. One area will probably need to be replaced. It has 3 layers, was improperly installed and is saturated with water. We may have to remediate for asbestos. MT is still considering an oil to gas conversion, tank removal, etc. This will be approved by the green bank if UI agrees that savings will be paid back in 10 years. Communications strategy and stewardship are priorities for Lewis.

c. Clarification of the responsibility of Rickel gift allocation

This should have been raised earlier. It was said at the last meeting that a plan would be presented. We need to look for clarification in either by-laws or policy.

Thank you's

As always, thanks to the MT. There are no written thank yous this month.

Adjournment

MOTION Mary L, to adjourn; **SECONDED Mary D**;
PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:21 pm.