

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of
Trustees December 10, 2015

Accepted January 14, 2016

Board Members Present: Daniel Gelperin, Holly Hawkins, Mary Losee, Bernice Marie-Daily, Pamela Miller, Suzanne Miller, Bobbi Pace

Board Members Absent: Mary Donohue, Russ Heinrich, John Manning

Also Present: Georgia Jennings, David Jones, Megan Lloyd Joiner

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 Bernice.

The Board Covenant was read by BoT and MT members.

MT report

David Jones sent in a brief report and was open for questions. The report is included at the end of the minutes. A question was asked about the skylights. They are not included in the other work that is being costed. B&G has added some new members, but none of the members is willing to chair it. A few B&G members are handling individual projects. MT is trying to include as many things as possible in the Green Bank project. They are still waiting for UI approval. Having new staff has brought to light how many areas topics are not covered by policies. MT is working on creation of policies. A key way of communicating is through the council of chairs. The policy books will be updated as policies are created. Policies are available on the BoT site.

A question was asked about the best way to communicate with the MT. There is an email address that can be used: management.team@usnh.org. It would be helpful to have the MT on the web site. Board@usnh.org will be reactivated. Email for committee members will be updated in January. Updates will be a job to be done every July.

Financial report

Mary presented the financial report. Profit & Loss is a report from Quickbooks, as is the Balance Sheet. An excel spreadsheet is being used to track projected changes on a monthly basis. Pledges have increased. Transfer from unrestricted funds would not show in Quickbooks but is in the spreadsheet. Expenses show Personnel costs are higher than anticipated but are still covered by the approved transfer from unrestricted

funds. Health expenses will increase in January by 10%.

Financial policy 1.5 interpretation – MT

The interpretation was distributed before the meeting. David asked if there were questions.

For Policy 1.5 the BoT requested a more precise definition of “capital” in the interpretation.

Do we need to do a better job of setting priorities? The structure hasn’t been built in to have a conversation on priorities. We may discuss this at the start up retreat in January. This issue is not limited to financial concerns within USNH.

For Policy 1.5.1, we need to have an operating budget submitted more than two weeks prior to the Annual Meeting. If we require the budget in time for the May BoT meeting we may not have sufficient pledges returned. The interpretation will be changed to say for the May meeting.

The interpretations will be revised for future discussion.

Announcements

Ministerial Start up Retreat will be on January 23 at Mary Donohue’s house due to other activities taking place at USNH that day. January 30 is the snow date. A BoT volunteer is needed to arrange lunch catering. Pam and Mary will handle this.

Dan will do the December Newsletter article using the new parameters that were published in the latest publication.

We need a volunteer to take minutes at the January BoT meeting. Suzanne will do this.

Consent Agenda

- a. Minutes from Nov 12 BoT meeting

MOTION, Mary, to amend minutes to reflect discussion; **SECONDED Dan**;
PASSED 7 approved, with 0 opposed, 0 abstentions.

By Law revisions update

Holly discussed a meeting that was held to start the process.

Nominating Committee: job description of a BoT member

A BoT volunteer is needed to review the description for any changes or additions that

would be helpful to the Nominating Committee. Bernice has volunteered for this task.

Discussion of monetary policies

- i. What are the policies that govern unrestricted assets?
- ii. Are the policies sufficient?
- iii. Is there a place for the Board Designated Funds in our current PG structure?

Should donations be a line item in the operating budget? Should there be a difference between gifts and unrestricted liquid funds? Who gets to decide what to do with gifts? Capital needs may need to be weighed against human capital needs. Cash management proposal should answer these questions. We could ask what other congregations do. We can check with consultants on this topic.

This conversation will be continued at a future BoT meeting. Dan and Mary will work on this prior to the next meeting.

Thank you's

Suzanne will write a note to Greg Seaman to thank him for the financial work that he has done.

Adjournment

MOTION Dan, to adjourn; **SECONDED Bernice**;
PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:26 pm.

Attachments:
MT report

Management Team Report to the BOT 12/10/15
Submitted by David Jones

1. The management team continued to work to integrate our new staff into our staff team this past month. This includes clarifying responsibilities and smoothing out the inevitable bumps along the way.
2. Work has begun on the budget process for the next fiscal year in preparation for the stewardship campaign in the new year. In conjunction with this preparations are also underway for the Council of Chairs meeting in January, and an emailing will be going out to the chairs on budget/spending issues.
3. B&G and Green Bank issues are moving along but are still major factors in forming our capital budget. USNH has had our initial application approved by Green Bank, but the exact parameters of the project are yet to be defined. We are awaiting approval from UI for our plan to switch from oil to gas and get a new furnace/boiler. The unknown factors are: will our oil tank removal and the new L roof replacement be included in the project or will we need to pay separately? One bid of \$34,260 has been received to replace the L roof. Further bids are being sought. If we put solar panels on the roof the cost may be able to be included in the project. We have also solicited bids for the gas line extension, boiler/burner replacement, and tank removal with an RFP produced through the B&G committee. Once UI approves us to go ahead, a meeting will be scheduled with us, the Green Bank, Lantern Energy, and solar and

other technical folks to decide the exact parameters and financing options that make the most sense.

4. A meeting will be scheduled with the E&L/Finance Subcommittee in the next month to discuss their recommendations for investment of our funds.