

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
April 14, 2016

Accepted May 12, 2016

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

Board Members Absent: Russell Heinrich

Also Present: Sandy Frawley, Georgia Jennings, David Jones, Megan Lloyd Joiner, Mike Kaczynski

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.

H. Hawkins asked for a moment of silent meditation.

Update on Lisa Comen estate

H. Hawkins introduced Mike Kaczynski to discuss the Lisa Comen estate issue. The estate held funds in a Roth IRA which were to be given to USNH. Morgan Stanley has not paid out the funds. Litigation would be a last resort. M. Kaczynski investigated for USNH. He spoke to the President of Morgan Stanley in New Haven and to the account broker. The case has a prefix which allows it only to be opened in New Haven Morgan Stanley branch. The Broker Database was not correct. The account information could not be accessed. Fact finding is necessary. Morgan Stanley is investigating why the data is inaccessible, is working to correct the database, and to find out why the funds weren't disbursed. The account contained a relatively small amount. In 2005 the total assets were \$5000. Administrative fees may have blown out the account. M. Kaczynski is expecting a call back tomorrow. He believes that he will be able to report at next BoT meeting, on May 12, 2016. Holly offered a conference call in for May meeting. The BoT expressed thanks to M. Kaczynski for the work that he has done.

M. Kaczynski left the meeting at 7:10pm.

Gather

Attendees read the Board of Trustees Covenant. Opening Words were read by S. Miller, "When to speak up and when to keep silent". Attendees had a brief check in.

Meeting Preparation for this evening

There were no changes to the meeting objectives outlined in the agenda. The only change to the agenda was to allow M. Kaczynski to make his presentation at the

beginning of the meeting. Information regarding the District meeting had been distributed earlier by email.

Assess the Past (Monitoring)

a. Management Team Report for past month

The Management Team's reports are attached to the end of the minutes.

Executive Limitations Monitoring Report:

D. Jones presented the report. A stipend from Yale would cover most of the proposed cost to keep Laurel Gray as a Supervised Ministry Student. It is associated with a class which she would take. This would give her a greater role than Membership Coordinator. It might leave a gap in membership coordination. Feedback received is that the Membership Coordinator position has been very helpful. MT will continue to reevaluate and adjust staffing. D. Jones responding to a question about Jamie Ross' salary, stated that she is now being paid for working 100% instead of 80% of full time hours but the salary rate has not changed.

G. Jennings raised the issue of committees reporting to the Board. Can the BoT address this issue before the Fall meeting? Can it be made clear that all committees except Endowment and Nominating report to the Management Team under policy governance? The board will send a communication to the committees to say that there will not be a board liaison on committees and committees do not report to the Board. M. Donohue will look for the letter that was sent last year. It can be reissued for the next council of chairs meeting.

J. Manning joined the meeting at 7:37pm.

Ends Report

M. Lloyd Joiner presented the new Ends Report. A New Member welcoming ceremony will take place on May 8. The Board had a positive response to the report.

b. Finance Report

M. Losee presented the finance report. Income was \$501,950. Expenses were \$474,828 producing a net income of \$27,122.

The April budget looks good. S. Frawley pointed out that we are spending less on utilities and oil. MT is hoping to drain the oil tank before doing the conversion to gas. M. Losee was not prepared to discuss the balance sheet because the numbers are not up to date. Antonia Baroga will take over this responsibility, which will improve reporting in the future.

M. Losee reported as liaison to the Stewardship team, that there are two nights when telephone help will be needed. Volunteers were requested to sign up.

c. Prepare for the congregational capital budget meeting

The Agenda for the meeting was reviewed:

- M. Lloyd Joiner will not be available on Sunday. B. Pace will do opening words in her place.
- G. Jennings proposed that C. Hutton read the USNH Covenant of Right Relations. C. Hutton has agreed to do it if the BoT approves.
- Approval of November Congregational Meeting minutes will be the next item on the agenda.
- A motion to approve a second candidate for the upcoming UUA election will be proposed. The UUA requires that a certain number of congregations agree to make a change to the list of candidates.
- Capital budget will be present by MT; H. Hawkins will introduce a motion to approve the budget.

J. Ross will make copies of documents for the meeting on Friday.

A questions was raised about how to handle requests for changes to the budget at the meeting. M. Donohue replied that she has never seen an actual proposal to change a line item. H. Hawkins will explain the difference between operational budget and capital budget. There is no parliamentarian lined up for the meeting. Efforts will be made to fill the gap before the meeting. The goal is to pass the budget as a whole, but the congregation will be allowed to make amendments. It may be necessary to call the question if the discussion goes to long. Plans are to have someone with a handheld microphone for use by congregation members. The meeting is to start at 12:45pm. It is expected that the budget discussion will begin around 1:15pm. D. Jones will do a full discussion of each item in the budget and allow questions at the end. This may last 20-30 minutes. H. Hawkins will serve as moderator for the discussion.

D. Jones left the meeting at 8:15pm.

Create the Future & Learning

a. Reports from working groups

- i. Governance – The Governance Working Group had nothing to report.
- ii. Linkage

B. Pace opened the discussion for The Linkage Working Group. The WG met with Jesse Greist. He was pleased about the idea of a discussion group. He felt good that BoT was getting feedback on lifespan RE.

The WG met with 6 people to discuss what is working well and what could be better. IT was suggested that we do more for kids (stepping up, etc). Building connections between groups could be improved. More could be done to integrate RE with the life of congregation. How do you build connections in as many ways as possible? The Labor Day retreat was brought up even though it is not linked to RE. How can we keep kids tied to the congregation as they grow up?

The idea that money for RE did not need to be increased came up in the conversation. Commitment is more important. The next step for the WG will be to do another similar group. A date will be set when the WG members are available. They plan to rotate in an additional BoT member. The WG has not yet decided on future topics. There is a need to understand what the BoT will do with the discussions.

M. Lloyd Joiner suggested that similar meeting be held with visitors or new people. Feedback from the meetings could be used to help with priorities, and ends.

iii. Monitoring

S. Miller taught the BoT about the thought process for monitoring à la Michael Jackson ABC:

Policy Governance
Easy as One, two, three
Develop a policy, interpret it, get your metrics
And monitor it.

The WG suggested that policy 1.7 be interpreted by the MT and policy 3.1 Management Team membership be interpreted by the B0T for May. The WG will propose a schedule for interpretation.

The WG proposed that all financial policies be monitored after year end closure, in September or October.

Databases will be needed to maintain data to allow for comparison reports from year to year.

b. Continue policy interpretation - requesting MT work next on policy 1.7

MT will try to complete policy 1.7 interpretation for the May BoT meeting.

How will the board handle its policy interpretations? The Monitoring WG do the initial interpretation which will then be discussed at a full BoT meeting.

c. Cash Management policy – work towards a policy for the proposal with the goal of creating an additional policy 1.5.2.3 – under the Governance working group?

The Governance WG will work on the Cash Management policy.

d. Report on UUA webinar – Congregational Relevance March 22

H. Hawkins discussed the webinar. J. Manning, M. Losee., H. Hawkins, B. Pace, and P. Miller attended at USNH. It was cool that so many congregations participated. Attendees ranged from Maine to Georgia. The webinar suggested that we focus on who is the congregation. H. Hawkins will send a request to MT for a conference phone to improve our communications resources. There is no phone jack in the library.

e. Congregational meeting – tentative June 12

Megan will not be here on June 12. The Flower communion is June 19. Megan could do a recorded message for the meeting.

Consent Agenda

- a. March 10 BoT minutes

To approve the Minutes from the March 10 Board of Trustees meeting

MOTION M. Donohue, to approve the Minutes; **SECONDED B. Pace**;

PASSED unanimously, with 0 opposed, 0 abstentions.

Announcements

- a. Ministerial Start-up Retreat with MT, BoT, Megan, and Joe Sullivan in USNH library, Saturday, April 16 9-3:00

There will be a 5 minute worship moment at end of meeting. We are looking for volunteers. H. Hawkins, B. Marie-Daily, and J. Manning volunteered. Peggy Meyers, incoming vice president will be at the retreat.

- b. Bylaw update meeting with BoT and Bob Congdon and Bill Goward – April 26 at 7:00

M. Donohue will send proposed bylaws to the BoT members.

- c. BoT newsletter article – article needed by Wed. S. Miller will write an article.

Thank-yous

Joe Sullivan will be thanked for working with us on multiple retreats.

Mike Kaczynski will be thanked for following up on the Lisa Comen estate.

Adjournment

MOTION - B. Marie-Daily, to adjourn; **SECONDED D. Gelperin**;

PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:04 pm.

Attachments:

MT4-14-16 Final Executive Limitations Report

MT Ends Report April 2016

4-13-16 Draft Capital Budget

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES
Management Team – April 13, 2016

We are a diverse, multi-generational faith community that

- **inspires lives of compassion and generosity**
- **nurtures spiritual growth**
- **cultivates transformative connections, and**
- **creates a more just world**

1. Recognizing

Policy 1.3: With respect to treatment of staff/volunteers, the Management Team may not act in a manner inconsistent with UU Principles or cause or allow conditions that are inhumane, unfair, or unprofessional.

The Management Team Reports that

- **Georgia Jennings continues to act as de facto business manager and, in collaboration with a revitalizing Personnel Committee (Jean Rosenthal, Bobbi Pace and Carol Holloman), has provided insights and recommendations on staffing options as the MT approaches some staffing decisions.**
- **Jamie Ross has been working full time in the office since Leslie Heuffman's departure. As of April 1, this arrangement was made official and permanent. Working with the Personnel Committee, we also changed Jamie's title from Office Manager to Congregational Administrator.* (see job description below) Her base salary is within fair compensation guidelines for this position and will stay the same. This position is not eligible for a COLA this year.**
- **We are also very pleased with Antonia Baroga's work as our contract bookkeeper. Antonia has met with Greg Seaman, Mary Losse, Sandy Frawley and Georgia Jennings and is diligent and efficient at getting our books in order.**
- **We have been presented with the opportunity to engage Laurel Gray, currently working as the Membership Coordinator, as a Supervised Ministry Student through Yale Divinity School. Working 12 hours a week for a significantly lower stipend (due to YDS's contribution), Laurel would continue her work in membership with an expanded focus on community building and adult faith**

development for new members and the wider community. She would preach occasionally and be supervised by Rev. Megan. Laurel will undergo an interview next week for this position and will be working with the Membership Committee, Sunday Morning Team and the Management Team to cover all administrative duties for which she has been responsible.

2. Recognizing

Policy 1.4 ...Management Team may not:

- a. *Recommend compensation and benefits that create obligations over a term longer than revenues can be safely projected.*
- b. *Establish current compensation and benefits that deviate materially from the non-profit, geographic, and professional market for the skills employed*

and

Policy 1.5 ...the Management Team may not...cause or allow fiscal projections that:

- a. *Contain too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.*
- b. *Deviate materially from Board-stated priorities and requirements (see Ends policies) in its allocation among competing fiscal needs.*

and

Policy 1.5.1: The Management Team shall not fail to:

- a. *Use realistic assumptions of income and expenses when creating budgets.*
- b. *Create an annual operating budget for congregational approval at the Annual Spring Meeting of the Society.*
- c. *Create an annual capital budget with the means to pay for one to present for congregational approval at the Annual Spring Meeting.*
- d. *Consider multi-year financial projections and events that affect future operating income and expenditures and future capital expenditure requirements.*

and

Policy 1.5.2.2: The Management Team shall not fail to establish a capital fund for planned and unexpected facility and equipment expenses.

The Management Team reports that

-We continued to refine the budget for the next congregational year with various personnel and other options while awaiting a report on the Stewardship Drive.

- As of April 12, 2016, we have 118 pledges in at \$289,244
- The next Council of Chairs meeting is scheduled for Wednesday, 4/27. The primary focus of the meeting will be the stewardship campaign results to that point and the resulting effect on the 2016-2017 budget.
- We anticipate additional fund raising revenue in 2016-17 from the Turnpike Players who will make a donation to USNH from the profits on The Secret Garden production.
- A capital budget will be presented to the congregation at the special April 17 congregational meeting. This budget includes the beginning of a capital fund to fund future anticipated expenses (e.g., sanctuary HVAC replacement).

3. Recognizing

Policy 1.7 The Management Team shall not allow the assets of the Society to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked.

And

Policy 1.7.2: The Management Team shall not fail to assure that:

The buildings and grounds and equipment are maintained to allow continued value and use.

The Management Team Reports that

- The LED lighting improvement has been begun by Lantern Energy and will be completed Saturday, 4/16 in the sanctuary and the Cuddle Time area. This project is funded through UI at 0% down and 0% interest to USNH.
- The initial outside Spring cleanup was held on 4/2 in preparation for Cluster Connections (which was a hit!) with a follow up day scheduled on 5/21.
- The B&G committee recommended Environmental Engineering (our current HVAC and boiler service provider) as the choice for our oil to high efficiency gas boiler changeover. A final decision on funding pending. A final recommendation on a contractor for the roof replacement will be made by B&G in the next month.
- Architect George Buchanan has made recommendations for replacing our front doors to integrate them and the foyer better with the sanctuary. This is included in the capital budget presented for congregational approval on 4/17.

4. Recognizing

Policy 1.8: ...The Management Team may not: Fail to advise the Board if, in the Management Team's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Team Delegation.

The Management Team Reports that

- **By-laws Article VIII, Sections 2 – 6, Standing Committees, states that the Board is responsible for all standing committees and that it will appoint chairpersons and assign members to each committee. We understand that the Board is in the process of revising the by-laws to bring them into compliance with Policy Governance. However, the difference between bylaws and practice as it pertains to this article is problematic for the MT. The work of standing committees is essential to our effectiveness and therefore we ask that the Board address this inconsistency as soon as possible.**

*** Capsule UUA Job Description: Congregational Administrator**

Responsible for a broad variety of functions for the smooth operation of the church program with minimal guidance by a business manager or minister. Manages office procedures, facilities, schedules, purchasing, preparation of budgets, and bookkeeping services. Will be skilled in office applications for computers. Will supervise other administrative staff in the absence of a Business Administrator. Prepares reports and recommendations to governing board and minister. Contacts people internally and externally to gather information. Knowledgeable about the organization and its policies. May prepare payroll, accounts payable, and record revenue.

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES
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We are a diverse, multi-generational faith community that

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AMONG

USNH is a congregation of welcome and connection, where people of all ages:

** Treat one another with respect*

The Permanent Committee on Right Relations has met with a number of congregants to mediate disputes and witness grievances.

** Give and receive support in times of joy, sorrow and transition*

Rev. Megan is working closely with the Lay Ministry Team who operated well during her leave. This team of 10 lay ministers will be more visible because they are reading joys and sorrows from the new Book of Joys and Sorrows during Sunday services. Lay ministers will also remain in the sanctuary after the service to provide pastoral care to those in need.

** Give generously of ourselves and our resources*

Stewardship Progress Report:

2016--2017 April 12, 2016, we have 118 pledges in at \$289,244

Mary Beth Congdon and John Watson are working with Lewis Eisenberg and Rev. Megan to determine the timeline and best course of action for the next few weeks of the campaign and follow up.

** Embrace diversity*

* *Engage in life--long learning*

Jesse Greist is working with the ARE committee to determine goals and programs for next year including an increased number of course offerings.

WITHIN

Respecting different spiritual journeys, the people of USNH find inspiration and a safe place to

* *Develop our best selves*

* *Grow spiritually*

Two out of three new member classes have been a great success with very positive feedback. Membership Coordinator, Laurel Gray, facilitated and arranged speakers from various areas of congregational life.

* *Live with more joy and open--heartedness*

* *Experience a connection to something larger than ourselves* * *Find meaning and purpose in our lives*

* *Articulate our Unitarian Universalist identity*

Worship Report:

March – April Worship attendance:

Music and Meditation: 10--20

11:15am Service: 135--200

The 10am--10:30am Music and Meditation service is receiving very positive feedback and participation by a number of presenters working with Bill Braun. Bill very much enjoys arranging the service.

Rev. Megan, Jesse and Linda greatly appreciate the switch to one service as it allows for more effective use of staff time and energy. Parking is becoming a concern.

Worship Committee co--chair, Gwen Heuss Severance has been attending worship planning meetings with Rev. Megan, Linda Pawelek, and Jesse Greist. This collaboration has been mutually beneficial. Rev. Megan attended the April 13 Worship Committee meeting. A major topic of discussion was the timing for Sunday services over the summer and in the fall. This decision will be made in collaboration with the Worship Committee, Staff and the MT by May 1.

BEYOND

The people of USNH, together and with our partners, act on our values in the larger world. We:

* *Advance justice in our community and beyond*

* *Expand our understanding and awareness of social and environmental issues* **The Anti--Racism Team has continued the partnership with Dixwell UCC with both educational programs led by Rev. Davita Day at Dixwell Ave UCC and an additional “sacred conversation” held at USNH.**

* *Develop new understanding of ourselves and others through our justice work*

The Worship Team (Gwen, Jesse, Linda, Rev. Megan) have asked presenters for “Our Faith in Action” to focus on how their justice work has been transformative for them. We hope this will change the tenor of these presentations from “announcement like” to reflections on the meaning of social justice in our lives.

* *Strengthen Unitarian Universalism*

The Cluster Connections event on April 9 included representatives from nearly all the congregations (~10) in Connecticut and nearly 100 people attended. The event was very well organized and a great success.

	Capital Item	Estimated cost	Timeframe	Financing Alternatives			Comments
				Unrestricted funds	Green Bank loan	Other	
	2016---17						
	Oil to gas conversion (gas line, oil tank removal, new burner and boiler)	\$ 57,000	summer	X	X		Environmental Engineering, our current contractor, provided the lowest of 5 bids; Green Bank financing is being evaluated; amount eligible for financing not yet determined
	New L---Shaped roof	\$ 34,300	spring/summer	X			Bids: \$34,300, \$19,000, \$11,000; 1 bid still to come. Bids to be evaluated.
	Front Door Security	\$ 3,500	summer	X			ADT: \$3500; Other: \$10K plus
	Skylight replacements	\$ 10,000	TBD	X			incremental fixes being tried first
	Front pew reconfiguration for handicap accessibility	\$ 1,000	summer	X			Babbidge (builder): remove seats, leave frame. Carpentry or disassembly required.
	New floor in Sanctuary	\$ 6,000	summer				Two bids being evaluated.
	Front steps repair	\$ 2,000	summer	X			preliminary estimate
	New front doors	\$ 10,000	summer	X			required for security; Buchanan---Babbidge estimate
	Front entry improvements (benches and planter)	\$ 1,000	summer	X			Replace 2 benches, planter
	Capital set aside toward HVAC replacement	\$ 20,000		X			Build HVAC replacement fund over time
	Total	\$ 144,800					
	Future						
	Sanctuary HVAC replacement	\$ 50,000					\$70,000 total cost. Fund this over time
	Solar array	no estimate					
	Total	\$ 50,000					
	4/11/16						