

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
October 13, 2016

Accepted November 10, 2016

Board Members Present: Kathy Garner, Daniel Gelperin, Holly Hawkins, Russell Heinrich, Bernice Marie-Daily, Peggy Myers, Pamela Miller, Bobbi Pace, Pat Trotta

Board Members Absent:

Also Present: David Jones, Megan Lloyd Joiner

D. Gelperin called the meeting to order at 7:01 pm and P. Miller recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding.

Gather

P. Miller lit the chalice and read from Guns Don't Kill People, People Kill People by Dennis A. Henigan. Attendees read the Board of Trustees Covenant.

Meeting Preparation for this evening

H. Hawkins will act as time keeper for the meeting. The Finance report will be the first item on the agenda.

Assess the Past (Monitoring)

1. Finance Report

There are no surprises to report. Everything is on target with only minor discrepancies such as we will not hit budget for coffee donations. K. Garner requests that there be a voucher when the plate collection is to be given to a specific purpose in order to document authorization. The accounting firm issued a draft yearend report on Tuesday. It is in line with what we expected. The P&L report is in the Board Package. The accountant agrees with the changes that A. Baroga has implemented.

July 1 – October 10, 2016

Income \$166,051.65

Expenses \$151,655.83

Net \$14,395.82

K. Garner left the meeting at 7:21pm.

2. Management Team Report for past month

The MT report is attached at the end of the minutes.

A new membership coordinator, Jane Ferrall, is working closely with the MT. Her functions may shift over time as experience is gained. It is a collaborative process. The MT reports that it is great to have her on board.

3. Minister's report

The Minister's report is attached at the end of the minutes.

We will start the stewardship drive on November 13th after the service. G. Jennings is working with F. Kandarian on it. Tables will be set up at the back of the social hall with facilitators to get the drive rolling. Board participation would be appreciated. The purpose is to get input on how to do the stewardship drive.

What is M. Lloyd Joiner's sense of how USNH is engaging on the Black Lives Matter discussion? What will the vote look like on Nov. 6? What is the process? What will the banner say? Discussion is underway on what will be presented at the congregational meeting. The daycare is fine with the banner but would prefer that it not be on their side of the building. We might want to write a letter to the day care parents to let them know why we are doing this. Getting feedback is why the decision is taking so long. Only about 11 people have signed up for smaller meetings.

There is some concern about the Small Group Ministry name change to Small Group Meetings. The change was made by the steering committee. We will use the circle process to talk it through. This will not happen until circle training has been completed. The steering committee has not yet been told about this decision. Where does this belong under Policy Governance? Some people have talked to the MT about it. It did come up at an orientation for small groups. This coincided with the change of Spiritual Cinema to Social Cinema. M. Lloyd Joiner had not been asked about the change before it was announced. She would have preferred that it remain Small Group Ministries. This would be a good case study to explain how policy governance works. Committees should be independent and be able to make decisions. It is important to have M. Lloyd Joiner involved in things that have a spiritual component. MT may not have capacity to be closely involved with all committee decisions.

D. Jones left the meeting at 7:41pm.

Create the Future & Learning

1. Update Board's covenant with itself

P. Trotta suggested that we remove "OK to" from OK to remind each other to hold to the covenant. The covenant is attached at the end of the minutes.

2. Board's covenant with Minister

The covenant was read. The first sentence was missing the word "to". The fourth bullet point was corrected to read honor and care for one another's personal needs. The covenant is attached at the end of the minutes.

How do we make this live for the Board? This could be presented in the newsletter. D. Gelperin will write an article to announce the congregational meeting to be held on November 6.

MOTION – B. Marie-Daily, to accept both covenants as amended; **SECONDED - R. Heinrich**;

PASSED unanimously, with 0 opposed, 0 abstentions.

3. Evaluation of minister needs to be done- agree on a process & people/actions

P. Myers and B. Marie-Daily were tasked with determining the process. The questionnaire is the same one that the Committee on Ministry has already distributed. BoT is trying to coordinate with the committee. BoT members will be asked for responses from standpoint of the board, not a personal response. Some questions can be left blank. P. Myers and B. Marie-Daily will compile the responses. Comments should be in by 10/20/16. The questionnaire will be sent as a word doc. It will have noted which ones BoT members should answer. The reports go to Boston. This is for the first of three renewals that are required for the Ministerial Fellowship Committee. The responses will be reviewed with M. Lloyd Joiner. The due date is Nov. 1, 2016. M. Lloyd Joiner has been in preliminary fellowship since 2012.

4. Decide appropriate size of board for new bylaws

Revision of the bylaws began last year. The previous board approved the proposed changes. The proposal includes a reduction from 11 to 8 voting members. Non-board members can be brought in to help as needed. Can the smaller number represent all views of the congregation? Important issues are taken to the congregation. How do we train new people on policy governance? How do we maintain continuity if a member drops off? The nominating committee has difficulties finding candidates.

MOTION - P. Myers, to change the bylaws proposal to state that the Board consists of 4 officers, the past president, and 5 members at large; **SECONDED - B. Pace**;

PASSED: Approved 7, with 1 opposed and 0 abstentions

5. Set Board goals for the year

The Board's job is to think of the health and welfare of the congregation. We tried to do this at the retreat but ends interpretation was painful at best. It was not a useful way to proceed. A way to reach the same endpoint would be to give the MT direction on what to focus on. See if we can agree on 1 ends from each group: Within, Among, and Beyond. What do we think would be the most important statements to focus on for the next 2 to 3 years? We can come up with a recommendation, design linkage events to test it on the congregation to see if it changes our way of thinking. After the decision is made, we turn to the MT to interpret ends. The Board then decides on metrics to measure results.

There are other things the board needs to do but this would be primary. A second item is to monitor financial statements this year. A third is to look at relationships and sustainability of the MT, the minister, and the board. We must provide for a sustainable

role for the minister. There is concern about having one minister to do everything for everyone all the time. We need to provide enough human and financial resources.

The BoT should decide which ends to focus on. This would be for a two-year plan. The current working groups are not focused on this. We should be refocused on the ends. We must learn how to do this better. Linkage events would talk to the congregation about specific ends. What is the best way to think about this? Can we build on initiatives that already exist? What would the board's role be if we chose that? We can't let sustainability go another month. D. Jones leaves the MT in Dec. and G. Jennings leaves in June. Discussion will continue at the next BT meeting.

Consent Agenda

1. September 8 BoT minutes

MOTION – H Hawkins, to approve the consent agenda with correction of name B. Pace; **SECONDED – R. Heinrich**;

PASSED unanimously, with 0 opposed, and 0 abstentions.

Distribute Board duties

We need a board member to serve as liaison to the Nominating Committee. There is no current committee chair. Most work will start after holidays. The current committee has no experience with board policy governance. It needs someone who understands skills that are required. It is important to have a board member on the committee.

Announcements

1. Fall congregational meeting will be held on November 6, 2016
 - i. Invocation
 - ii. Covenant
 - iii. Vote on association with Randall Spaulding- presented by M. Lloyd Joiner
 - iv. Vote on bylaws revisions- presented by H. Hawkins
 - v. Vote on BLM banner- presented by L. DeVos on behalf of Social Justice Council
 - vi. Vote to approve June 5 Congregational Meeting minutes
 - vii. Buildings & Grounds update- presented by D. Jones
 - viii. Communicate board and committee goals for the year- D. Gelperin and G. Jennings

Thank-you's

Thank you notes will be sent to Sondra for inspiring food at our retreat and to Terry and Felix for clearing the path between USNH and Congregation Mishkan Israel.

Adjournment

MOTION – B. Marie-Daily, to adjourn; **SECONDED - R. Heinrich**;

PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:03 pm.

Attachments:

MT Executive Limitations report

MT Ends report

Board Covenant

Board's Covenant with the Minister

USNH Mission Statement

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Management Team – October 11, 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:

- The MT is happy to report that our new membership coordinator Jane Ferrall has started. We are glad to have her!
- A new rental fee schedule is being implemented. As part of our rental changes we will have a paid USNH staff person here for rentals when needed. Our sexton will be working some additional hours which will be paid for by renters.
- The search for a new music director in coordination with the music committee is beginning!

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.

c. 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.

c. Deviate materially from Board-stated priorities and requirements (see Ends policies) in its allocation among competing fiscal needs.

d.

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

- Review of the UI bills compared to last year is being undertaken to see if savings equal the projections made in the LED upgrade project.

- The Council of Chairs meeting was held again on 9/29/16. Topics included sharing of committee goals for the year, a brief presentation on Sign Up Genius by David Cross, and discussion about building security and maintenance. The next meeting will be at the end of January.

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

- Connecticut Stucco finished the Drivit work required on the roof level to complete the last stage of that job. It was completed at the estimated price of \$3,600.00. We are now done and have a 15 year warranty on the new roof!

- The new high efficiency gas fired boiler installed by Environmental Engineering is now heating the building and the oil tank has been removed. The very last phase of this job is addition of some insulation on the pipes in the boiler room and grading and seeding where the ground has been disturbed. Work should be totally completed in the next week.
- One of the HVAC units for the sanctuary required work on ball bearing replacement for about \$800.00.
- A contract for the winter snow removal season has been negotiated with Keating Landscaping. The contract was the lowest per plowing cost (out of 5 bidders) and the most environmentally friendly. They were also well recommended.
- Work on the front door replacement and security upgrades continue.
- Work continues to reduce the sewer odor in the ladies room.

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.

UNITARIAN SOCIETY OF NEW HAVEN

MINISTER'S ENDS MONITORING REPORT TO TRUSTEES

October 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

AMONG

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

** Treat one another with respect*

- Sixty people attended the first of three restorative justice workshops hosted by The Permanent Committee on Right Relations. Thank you to all the Board members who were able to attend.

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

- Four members of the Lay Ministry attended a regional workshop on Lay Pastoral Care teams on October 1. We are looking forward to the learnings they will bring back to USNH. Discussion is underway about how to measure the work of the Lay Ministry including documenting visits.

** Give generously of ourselves and our resources*

- We will begin the stewardship campaign preparation with an open discussion after services on November 13th. Details to be announced. Board members encouraged to attend.

** Embrace diversity*

** Engage in life-long learning*

- Social Cinema has begun with a great turn out for *Refugee* on September 24th. This was truly an intergenerational experience. Organized and hosted by the Adult Religious Education Committee, especially PJ Deak.

WITHIN

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

** Develop our best selves*

** Grow spiritually*

** 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 attendance on Sunday morning is averaging 185-200+ people. While we are not reaching capacity of our sanctuary, we are reaching capacity of our parking lot. We are in conversation about using parking at Mishkan Israel (we

currently have permission to use their lower lot near the nursery school) and investigating the possibility of using the municipal lot across Hartford Turnpike. We are, in the meantime, encouraging carpooling.

- Planning is underway for the installation on October 22 at 3pm. It will be quite the celebration!
- Small Group meeting sign ups are underway with ten small groups:
 - Aging as a Spiritual Practice
 - Explorations within Spiritual Community for Women of All Ages
 - Selected Spiritual Topics:Thursday
 - Selected Spiritual Topics:Tuesday
 - Buddhist Lens I
 - Buddhist Lens II
 - Embracing Challenging Emotions
 - The Impact of Race in Our Daily Lives
 - The Inner Landscapes of Our Sacred Womanhood
 - Mindfulness

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*

- 69 people participated in the September 18 forum on hanging a Black Lives Matter Banner. Three conversation groups are planned this month with a total of 16 participants. The Anti-Racism Task Force has done extensive tabling. At the forum, the general consensus was in favor of hanging the banner. Concerns included: wanting to be certain that hanging the banner would not be the end of our anti-racism work and that everyone has a voice in the process. Questions arose about the purpose, the location and the exact wording of the banner as well as why the process is so lengthy. A Black Lives Matter bulletin board is currently on display in the Social Hall. A vote is planned at the congregational meeting on November 6. The goal is to continue communicating with the congregation so that questions and concerns are addressed before the vote.
- The Immigration and Refugee Task Force held a diaper drive for IRIS and JUNTA and collected over 1000 diapers.

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

- Social Justice Council held a retreat on September 17. Jamie Meyers-McPhail from New Haven Rising presented. Lurline deVos reports: attendance was good and discussion among groups was fruitful. Tynicha Drummonds attended from Waverly; the group honored Carolyn Bridgman-Rees for her social justice work. Moving forward, the Social Justice Network will increase focus on using UUA resources and will have a mid-year review of network groups' movement toward achieving this year's vision.

** Expand our understanding and awareness of social and environmental issues*

** Strengthen Unitarian Universalism*

Respectfully Submitted by Rev. Megan Lloyd Joiner

2015-2016 Board Covenant
Promises we make to each other on the Board
Drafted on 9/10/15

- Respect Confidential matters
- Speak with one voice outside meetings
- Assume good intentions
- Come prepared
- Respect ambiguity
- Encourage multiple viewpoints
- Allow moments for contemplation & opportunities for clarification
- Respect the agenda
- OK to remind each other to hold to the covenant
- Be as fully present as you can
- Listen openly and actively
- Speak your truth & expect to hear others' truths
- Commit to your own growth & learning
- Take risks towards vulnerability & imperfection

Leadership Covenant of the Unitarian Society of New Haven

We, the professional and lay leadership of the Unitarian Society of New Haven, understand ourselves as beholden to the vision of who and how we want be together and in the world.

At the center of our vision is the ideal of the Beloved Community: a place where all are welcome and valued as individuals and where justice and compassion are made manifest in our life together.

We share a commitment to work towards our community's Ends and to ongoing discernment around our community's Mission and Vision. We pledge to do this sacred work with integrity, respect, mutual responsibility, care and kindness as our guiding values.

We are in a time of great transition. Under policy governance, the role of the board (and thus the management team) is new and evolving; the role of solo minister at USNH is new and evolving; and our minister is new to the role of solo minister. In this atmosphere of shifting sands, we covenant to:

- bring our most vulnerable and authentic selves to our interactions with each other
- create for one another a safe space within which to work together toward our shared purpose
- strive to hold ambiguity calmly, trusting the process we are in
- honor and care for one other's personal needs (and to provide time and space to understand what they are)
- and to be gentle and respectful with one another as differences of opinion are explored.

Our Mission

We are a diverse multigenerational faith community that inspires lives of compassion and generosity, nurtures spiritual growth, cultivates transformative connections, and creates a more just world.

Values Held in Common

Justice, Connection, Generosity, Compassion,
Spirituality

Ends Statements

1) Relationships Within

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

- Develop our best selves
- Worship and explore opportunities for spiritual growth
- 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

2) Relationships

Among

USNH is a congregation of welcome and

connection, where people of all ages:

- Treat one another with respect
- Give and receive support in times of joy, sorrow and transition
- Embrace diversity
- Engage in life-long learning
- Generously give of ourselves and our resources

3) Relationships

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
- Develop new understanding of ourselves and others through our justice work
- Contribute our resources to strengthen Unitarian Universalism

Adopted May 2015
