

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
November 10, 2016

Accepted December 8, 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, Georgia Jennings, Megan Lloyd Joiner, David Stagg, Carol Stockton

Gather

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

B. Pace read the Board Investiture Ritual from the UUA web site and lit the chalice. Attendees read the Board of Trustees Covenant.

Meeting Preparation for this evening

No changes were made to the agenda.

Assess the Past (Monitoring)

1. Management Team Reports for the past month

- a) D. Jones presented the Management Team Executive Limitations Report which is attached at the end of the minutes.

We are making progress on the doors, with the assistance of architect David Thompson. Has a security system been figured out? We need to decide on the doors before a final decision can be made on the security system. We may be able to get doors faster than expected. A concern is that at times people have left the building without the door being locked.

What is the process for replacing a MT member? The Board votes on a replacement but MT nominates a candidate. The decision is reached by a standard Board majority vote. It is critical for the MT to understand what they are looking for and who would fit.

Stewardship discussion circles will take place with the objective to get ideas for a better stewardship campaign. MT is encouraging board members to join a circle right after the service.

Parking remains an issue. We are still trying to work with Congregation Mishkan Israel to make use of some of their parking space.

- b) M. Lloyd Joiner presented the Minister's Ends Report which is attached at the end of the minutes.

Work is underway to make the Lay Ministry team more robust and effective.

This year, 27 Buddy pairs participated in the Buddy program.

The 9am service has had between 6 to 12 people in attendance. We are working on better ways to count the 10:15 service attendance.

She will briefly address the congregation about the election on Sunday.

2. Finance Report

K. Garner presented the finance report. USNH is back in black tonight, although the report shows that we were in the red a few days ago. Medical insurance is at 53% of budget. UI billing is a source of confusion but is being monitored by MT. Usage is down. The Finance Committee is still researching an operating reserve recommendation. The Accountant has finalized the year-end report.

MT members left meeting at 7:43pm.

Create the Future & Learning

1. Quilt for Linda Pawelek

C. Stockton presented the design of a quilt for Linda Pawelek. She only has 55% committed for the design and is looking for ideas to add to quilt. Linda wants the quilt to be dark blue and maroon. There will be a book to go with the quilt that talks about each square. If we have ideas, C. Stockton can have someone do a matching design.

Ideas suggested included the Unitarian Universalist Musicians Network, where Linda was a board member. Other suggestions were musicals and Chimney Corners.

C. Stockton left the meeting at 7:52pm.

There is a quilting machine in Wallingford that could be used. Money is being raised for expenses, but it is off the budget.

2. Vote on sponsoring Dana Capasso Stivers for ministry

M. Lloyd Joiner presented the request to sponsor Dana Capasso Stivers. Her letter is included at the end of the minutes. Dana has been involved with USNH since 2011. She made contributions to the worship committee in the past. She will have to do an internship and be evaluated. She plans to do this next year.

MOTION – H. Hawkins, to sponsor Dana Capasso Stivers for ministry;
SECONDED – B. Marie-Daily;

PASSED unanimously, with 9 in favor, 0 opposed, 0 abstentions.

A note was received from Laurel Grey thanking the board for sponsoring her. The UUA has processed the sponsorship paperwork.

3. Changing policy on ending membership

The current policy was put in place in 2014. A letter was sent to non-pledgers in September, requesting a response by October 31. Around 15 – 20 letters were sent, with only 3 names of people who had not pledged in 2 years. It did not stipulate that membership would be archived. The proposed change is to give 1-year grace period, with a letter going to people who haven't pledged in 2 years. The letter would be sent by the senior minister. We would send a letter the first year saying we haven't heard from you. After the second year we would archive the membership. This would in effect be a pastoral exemption for 1 year.

Does the board need to approve this change?

MT will gather all policies not in the policy book.

"Friends" can make pledges but have not joined USNH.

MOTION – D. Gelperin, to confirm that the membership policy brought to our attention is recognized as the MT's responsibility; **SECONDED – P Myers**;

PASSED unanimously, with 9 in favor, 0 opposed, and 0 abstentions.

4. Consider sustainability of USNH structure

Questions for consideration include: Is there anything the board can do to fix the problem? This is not just the MT and the minister, but also the treasurer, and committees. What can be offloaded to committees? Are committees prepared for additional work? How does the MT transition take place? How is knowledge transferred? How does the composition of the MT get structured so it works? What are reasonable job descriptions for the minister and the MT? Would the building and grounds committee take the lead on projects? How does MT interface with the finance committee?

It was noted that G. Jennings is now working 2 hours / week down from 50 hours. D. Jones will stay on as chair of B&G for now. S. Frawley is still the chair of the finance committee.

Has the MT identified blocks of work that need to be done? M. Lloyd Joiner doesn't think this has been done. It has been hard to pin down. There is a considerable amount of B&G and day to day operations.

M. Lloyd Joiner needs time to think about these questions. She is concerned about MT turnover, and about the minister being in the center, making her the institutional memory. Should there be another permanent staff member on the MT? J. Ross has been attending MT meetings. That has been helpful. We could

use an “executive director” type person. MT lay people have filled that role. We are not in financial position to do this. The Personnel Committee is very helpful to the MT. In the MT team structure, the Team leader is a lay person and the team recorder is also a lay person.

BOT will consider asking for perspectives from past MT and board members. Should there be an orientation period for new member, or an overlap period? There is a similar issue with board members and policy governance.

Can we break big problems down into smaller problems to find solutions? It was proposed that we start with the MT to ask what questions need to be addressed. Would it be helpful to talk to individuals one on one? Would it be helpful to have someone sit in on one of the meetings? Can we train new MT members to use the same tool set? Don’t change tools because MT membership changes.

What would the board like to do? C. Cheney is willing to help with interviewing. Are BoT members interested in interviewing MT members? The Search process always had 2 people working together. P. Myers is interested, as is B. Marie-Daily and D. Gelperin. R. Heinrich could be a backup. P. Myers will organize it. She will ask the board members to submit questions and ask the MT to provide questions about areas that are a struggle. This will be interleaved with board meetings.

Consent Agenda

MOTION – B. Pace, to approve the consent agenda; **SECONDED – R. Heinrich**;

PASSED unanimously, with 9 in favor, 0 opposed, and 0 abstentions.

Announcements:

1. B. Marie-Daily will be the BOT liaison to the nominating committee.
2. The Newsletter deadline has changed to the beginning of month. H. Hawkins will do the December letter.
3. The BOT was asked how the congregational meeting went. It might have been better to use Robert’s rules, but no parliamentarian was available. The intent was to be sure that all voices were heard on the BLM issue. We probably will not do this again. It was suggested that we should look at consistency in votes required for by laws change and social justice policies.

Thank-you’s

Thanks to Pam Niles, who helped organize the installation and the Biewald’s celebration, for everything she does to support the congregation.

Adjournment

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

PASSED unanimously, with 9 in favor, 0 opposed, 0 abstentions.

The meeting was adjourned at 9:11 pm.

Attachments:

MT Executive Limitations Report

Minister's Ends Report

Dana Capasso Stivers Sponsorship Request

Membership Policy Proposed Changes

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:

- **Rev. Megan's installation celebration was enjoyed by all! Whoo hoo!**
- **The search for a new music director has begun with Rev. Megan as part of the search team.**
- **Replacement for David Jones on the management team at the end of December is being considered.**

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

- Preparation of the 2017-2018 budget has begun.
- MT goals for the year were established for inclusion in the committee goals given out at the congregational meeting.
- A stewardship event has been planned by Georgia Jennings for 11/13 after service.
- A discussion with interested congregants concerning future capital improvements to our facility will be held after services on 11/20.

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

- A rebate for the new high efficiency gas boiler is being applied for from the Southern Connecticut Gas Company.
- Replacements of the long barrel skylight as well as one of the smaller skylights in the sanctuary have been ordered and work should be completed in the next month.

- **Work on the front door replacement and security upgrades continue. Various options have been offered by an architect in the congregation David Thompson. Cost estimates are being sought before a decision is made.**

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

November 10, 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*

- ~45 people attended the second of three restorative justice workshops hosted by The Permanent Committee on Right Relations.
- Lisa Anderson opened the congregation meeting by naming “wounding conversations” that have happened in the past and inviting members into a practice of gratitude first.

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

- Rev. Megan continues to meet monthly with the Lay Ministry team. This month our discussion included exploration of confidentiality and the content of our monthly check in. On November 30, Rev. Allie Perry will join us for a training on pastoral care in the congregation.
- Rev. Randall, as our community minister, will be available for emergency pastoral care in my absence.

** Give generously of ourselves and our resources*

- Management Team will begin the stewardship campaign preparation with an open discussion after services on November 13th.
The questions to be asked are:
 1. If you could change one or two things about our Stewardship Campaign, what would it be?
 2. What makes you feel good and generous about pledging to USNH?
 3. What, beyond operations, would you like to see your pledge dollars support?

** Embrace diversity*

- On November 6, USNH voted to hang a Black Lives Matter banner. While we do not expect increased racial diversity to be an immediate or automatic result of hanging the banner, it is important that our intent to become an anti-racist, multi-cultural congregation will be “on display.”

** Engage in life-long learning*

- The Buddy Program has been a great success with at least 25 pairs of adult and child buddies participating.

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*

- The installation on October 22 was an occasion of joy with a beautiful reception hosted by the Sunday Morning Team. 254 people attended.
- A lovely good-bye party was held for Shirley and Ed Biewald on November 6. Rev. Megan attended. Linda Pawelek and Pam Niles along with the Sunday Morning Team coordinated.

** Experience a connection to something larger than ourselves*

** Find meaning and purpose in our lives*

** Articulate our Unitarian Universalist identity*

- Eleven new members were welcomed into membership on November 6, 2016

Worship Report

Music and Meditation Service: 10/16 - 11, 10/23 - 12, 10/30 - 6, 11/6 - 7

10:30am Service: 10/16 - 190, 10/23 - 175, 10/30 - 160, 11/6 - 200

Bill Braun is committed to continuing our Music and Meditation service from 9:15-9:45am. Those who do attend greatly appreciate the service. Bill has also expressed a need to "hold the slot" should we decide eventually to return to two services. Attendance remains low and we are brainstorming ways to highlight this service for the community.

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*

- After a robust discussion at the November 6 congregational meeting, USNH voted to hang a Black Lives Matter banner. Next steps include: getting the banner made, hanging the banner, planning a portion of a worship service to dedicate the banner, planning future discussion and education with the Anti-Racism task force.
- The special collection for Haiti Relief through the UU Service Committee on October 23 raised \$1,307.40

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

- Aida Mansoor from the Muslim Coalition of Connecticut presented on "Getting to Know our Muslim Neighbors" on October 30.
- The Immigration and Refugee Task Force is considering future partnership with the Muslim Coalition.
- Conversations are underway about the possibility of USNH sponsoring a refugee family in collaboration with IRIS and other community groups and congregations.

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

- **Thirteen people attended a book discussion group on *Guns Don't Kill People, People Kill People* and other myths about gun violence.**

** Strengthen Unitarian Universalism*

Respectfully Submitted by Rev. Megan Lloyd Joiner

Request for Sponsorship from Dana Capasso Stivers

General Information on Sponsorship:

One of the requirements for Fellowship as a Unitarian Universalist minister is sponsorship by a Unitarian Universalist (UU) congregation. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life, and encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future ministers.

Sponsorship of a Candidate indicates confidence in the person's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the UUA Ministry and Professional Leadership Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition.

In most instances, sponsorship of a Candidate will be determined by vote of the congregation or its representative body.

Dana's Request:

Dear Megan,

In order to move towards "candidate" status with the UUA, I need to be sponsored by a UU congregation. It would mean a lot to me if USNH would consider serving as my sponsoring congregation. During my three years at Yale Divinity School (2011- 2014), USNH supported and nourished my call to ministry. It was incredibly helpful to have mentors in both Rev. McTigue and Rev. Melcher. I learned much about ministry from participating in adult religious education groups, preaching, serving on the Worship Committee and teaching religious education classes.

As you know, I now try to get down to USNH as much as possible and I am excited to assist with the Stewardship Committee this year. Despite often working or providing pulpit supply on Sundays, I continue to consider USNH my home congregation. Because of this, I am hopeful that USNH will consider sponsoring me. Here is some more information on what sponsorship means from the UUA:

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Please feel free to pass this email on to whom ever it may concern. Let me know if I can provide you with any additional information. If USNH does agree to sponsor me, the attached letter will need to be signed and returned to the ministerial credentialing office.

Thank you for your time and consideration.

Sincerely,
Dana

USNH Membership Policy and Procedures
Approved by Board of Trustees June 17, 2014

Changes proposed by Management Team November 10, 2016 highlighted

- 1) Membership requires signature or comparable affirmation committing to:
 - a) The Society's purpose and program;
 - b) A contribution of the member's time, effort, finances, and talents to its life, organizational work, and activities.
- 2) Membership includes the right to vote on congregational matters, and is reported each year to the Unitarian Universalist Association. It determines both congregational UUA and District dues and delegate representation. Membership requires that a financial pledge or contribution to USNH be made in the current fiscal year. There shall be no minimum amount required.
- 3) In special cases, the pledge/contribution requirement may be waived without loss of membership.
 - a) In cases of financial hardship or other special considerations, individuals may request a waiver of the pledge requirement for the year from the Senior Minister.
 - b) The pledge requirement may be waived for long-term members who are no longer able to be active.
 - c) The pledge requirement may be waived at the discretion of the Senior Minister in instances of pastoral concern.

Individuals for whom the requirement is waived shall be termed "Non-pledging Members" and shall not be included in the membership count for the UUA.
- 4) In September of each year, members who have not pledged or had their pledge requirement waived for the current and previous fiscal year shall be notified of impending loss of membership. The notification shall be by letter signed by the ~~Clerk~~Senior Minister, and shall indicate a reasonable period of time during which the member may request continuation of membership. If such request is not made, membership shall terminate at the end of the period indicated in the letter.
- 5) The Congregational Administrator, in consultation with the Clerk of USNH and the Senior Minister, shall provide the USNH membership census to the UUA at the required time. The USNH membership number submitted to the UUA each year shall be finalized on Jan. 1 of the year of submission. This calculation shall be based on the definition of membership set forth here, the related updating of the membership list as of Oct. 15 of each year, and modification of this list to incorporate individual changes as of Oct. 15 to Dec. 31.
- 6) The Congregational Administrator, in consultation with the Senior Minister, shall provide the membership list to be available for Canvassing purposes. This list shall exclude non-pledging members for whom the pledge requirement is to be waived.
- 7) Non-members who are in sympathy with USNH's purpose and program and who maintain a connection with USNH through their activity and/or financial contributions shall be included in the category "Friends". Friends can participate in services, activities, and non-elected committees but do not have voting privileges.

8) Non-members who are in sympathy with USNH's purpose and program and who maintain a connection with USNH through their activity but do not contribute financially shall be included in the category "Visitors". Visitors can participate in services, activities, and non-elected committees but do not have voting privileges.