

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
Feb 16, 2017
Accepted March 9, 2017

Board Members Present: Dan Gelperin, Bernice Marie-Daly, Peggy Myers, Bobbi Pace, Pat Trotta,

Board Members Absent: Kathy Garner, Holly Hawkins, Russell Heinrich, Megan Lloyd Joiner, Pamela Miller,

Also Present: Georgia Jennings, David Stagg

D. Gelperin called the meeting to order at 7:08 pm and recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding.

Gather

D. Gelperin lit the chalice and did the opening reading. Attendees read the Board of Trustees Covenant. We checked in with the question ‘what has helped you find meaning and purpose recently?’.

Meeting Preparation for this evening

No changes were made to the agenda.

Assess the Past (Monitoring)

a. Management Team Report for past month

a. Management Team Executive Limitations report

The Executive Limitations report is attached at the end of the minutes.

Discussed what USNH’s membership email list is for, and what it should not be used for. MT is coming up with a policy. Email list should be for internal use, privacy of USNH members should be respected, be careful of sharing outside USNH, use bcc to hide members’ email addresses when including non-USNH people to prevent unauthorized spreading of email addresses. Opt-in lists are OK.

MT presented need for replacement of sanctuary roof (see MT ends report).

MOTION P. Myers, to accept the MT’s proposal to use a single source bid process to replace the sanctuary roof; **SECONDED B. Marie-Daly**;

PASSED unanimously, with 5 in favor, 0 opposed, and 0 abstentions.

Discussion included options instead of spending the money; these include borrowing the money from congregants (e.g. as was done to pay for a previous roof), or borrow from a bank.

MOTION D. Gelperin, the MT is authorized to spend up to \$50,000 from the gifts and donations fund to replace the sanctuary roof in a timely manner; **SECONDED P. Myers**;

PASSED unanimously, with 5 in favor, 0 opposed, and 0 abstentions.

P. Myers asked about the front doors and whether there is a sense of urgency to fix this. D. Stagg outlined the problem, that the question includes door options and security systems and appearance issues. For the immediate future the plan is to replace the locking mechanism using the same doors and to defer the question of security system until later. The current system of keeping the door locked and relying on a doorbell appears to be working acceptably.

b. Minister's Ends report

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

2. Finance Report

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

Create the Future & Learning

1. Finalize planning events with congregants to explore how we would recognize progress toward our ends. First cottage meetings and then survey.
 - B. Marie-Daily asked what will the board do with this information? Answer- share with the management team and with relevant committees, the board will use this information to inform our consideration of what difference we are making and for whom?
 - We will defer making concrete plans for holding cottage meetings until the 4th Tuesday meeting (February 28th 2017 at 7-9 PM in the Children's Chapel).
 - We will finalize the question we'd like to pose to cottage meeting participants at that meeting. The current version is "USNH is a place where I can feel safe to be myself, treat others and be treated with respect and advance justice in our community and beyond."
 - B. Marie-Daily pointed out we need to be mindful of how we interact with and communicate with committees who may already be asking similar questions. Similar to the Social Justice Council's relationship to the task forces, we are here to support the committees.
 - D. Gelperin will talk with Social Justice Council on Mon, Feb 20 2017 to inform them of the board's planned cottage meetings and get any feedback they might have. B. Pace will talk to Right Relations Committee.
2. Update on sustainability conversations, next steps- Peggy
 - P. Myers, P. Trotta, and D. Gelperin have had conversations with each of the Management Team members (S. Frawley, G. Jennings, D. Jones, D. Stagg, Rev. M. Lloyd Joiner). The next step will be for P. Myers, P. Trotta, and D. Gelperin to get their notes together. Next they will share those notes with the management team to make sure the Management Team agrees that we have heard them correctly. Following that the notes and the interviewers' impressions will be shared with the board.
3. Update on stewardship campaign, what the board's roles will be
 - There is no specific role envisioned for the board, but the Management Team asks that the board be open to being asked to help and be willing to help, e.g. sign on to the letter as being all in.
4. Prepare for monitoring financial statements- all board members should watch the very useful 1.5 hour webinar on church accounting that M. Lloyd Joiner emailed

to the board on Dec 14th 2016 before March's board meeting. This will allow us to properly understand and ask questions about the finances.

- D. Gelperin will send this webinar around to all board members
 - Soon we will have a board meeting devoted solely to finances, at which we will explore the balance sheet, finance policies, profit & loss statements
 - The board will soon receive proposals from the Finance Committee to revise the operating reserve. The board will need to understand USNH's finances in enough depth to make informed decisions about this proposal.
 - A balance sheet used by the Management Team to show balances of different funds during discussion of the sanctuary roof replacement will be sent around to all board members.
5. Learning about policy governance that fits USNH- suggest we all read "**Governance and Ministry: Rethinking Board Leadership** 2nd Edition" by Dan Hotchkiss together.
- Board will pay for a copy of this book for all board members out of the board's education fund
 - D. Gelperin will order hard copies for all board members who request one
 - Anyone who would prefer to get a copy for Kindle or other electronic platform is welcome to order their own and get reimbursed from the board's education fund.
6. Set date for next congregational meeting
- Ran out of time, deferred to the next meeting

Consent Agenda

a. January 12, 2017 BoT minutes

Changes need to be made to the minutes. M. Lloyd Joiner was present, P. Myers did the Chalice Lighting and opening reading.

Announcements

D. Gelperin brought up that the board's current reporting structure of receiving activity reports monthly from the Management Team is transitional and needs to change. The board needs to decide how it will educate itself and how it will remain in touch with important things happening at USNH. The requirement for being informed also needs to avoid putting a burden on the Management Team.

Thank-you's

Thank Greg Feely for long-time efforts in fundraising with the used-book cart.

Adjournment

MOTION – B. Pace, to adjourn; **SECONDED – P. Myers**;

PASSED everyone resoundingly approved, with 0 opposed, 0 abstentions.

Attachments

Management Team Executive Limitations report
Minister's Ends Report
Finance Report

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES
Management Team – February 9, 2017

1. Leadership Responsibilities and Limitations

The Management Team shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, or in violation of USNH Bylaws, or commonly accepted business and professional ethics.

1.1 Treatment of Congregants, Friends and Visitors

- a. "... the MT shall not cause or allow conditions, ... that are unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy."

Several members have created their own congregational mailing lists. While these have mostly been used in relation to USNH business, some addressees are outside of USNH. The MT is working with the Council of Chairs to develop a policy that backs up the position statement printed on the front page of the directory.

1.2 Emergency Management Team Succession

1.3 Treatment of Paid and Volunteer Staff

1.4 Compensation and Benefits

1.5 Financial Planning/Budgeting

1.5.1 Budgeting *"The Management Team shall not fail to:*

- a. *Create an annual operating budget for congregational approval at the Annual Spring Meeting of the Society."*

The Council of Chairs will meet Feb. 15th to review the first draft of the budget. In accordance with the metrics related to the operating budget, the MT will present the final draft budget to the Board at its meeting prior to the Annual Meeting.

1.5.2 Reserves

1.5.1.1 Operating Reserve

1.5.1.2 Capital Fund

1.6 Financial Condition and Activities *"... the Management Team shall not allow: ...*

- f. *Non-contracted program and facility expenses projected to be more than \$2,500 to be paid without procurement and evaluation of two or more price proposals or by getting approval from the Board for a sole-source justification.*

The MT requests approval to use a sole-source to replace the sanctuary roof. Justification for this action is appended to this report.

1.7 Asset Protection

1.7.1 Insurance

1.7.2 Other

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

The MT recommends that funding for replacing the sanctuary roof be taken from the remaining \$50k in "Gifts and Donations."

1.8 Communication and Support to the Board

The annual UUA membership certification has been submitted to the UUA with a membership count of 326. The Social Justice Council, after inviting comments from the congregation, recommended that USNH endorse having the draft statement of conscience, "Escalating Inequality," placed on the final agenda of the 2017 UUA General Assembly.

The USNH Membership Policy has been changed to include members with pastoral exemptions in the annual UUA count. A donation will be made from the Minister's discretionary fund at the end of each year to offset the UUA dues. There are currently 8 members with pastoral exemptions.

The MT is in the process of hanging the Black Lives Matters banner in the side yard as hanging it from the building is not possible. Panels in our roadside sign are being replaced and will include information about worship services, our minister and being a welcoming community. In addition, a welcoming sign has been ordered and will be placed close to the front door.

An alternate format for the Weekly News is expected to be introduced after consultation with the Council of Chairs on 2/15/17.

1.9 Grants and Contracts

1.9.1 Grants

1.9.2 Contracts

1.10 Safety

B&G is still in the process of determining the best course forward to remedy the fact that the front doors are often not locking.

Request to use a single source bid process to replace sanctuary roof

The Management Team has reviewed and concurs with Building and Grounds' recommendation that we accept the Seal-tite bid of \$48,509* to replace the sanctuary roof using a single source bid for the following reasons:

1. Tom Ginz of Seal-tite is the roof specialist brought in by our preservation architect Leland Torrance to evaluate our whole roofing system. Ginz identified the problems with the roof over the foyer and designed the plan to replace it.
2. Before selecting Seal-tite as the contractor, the committee reviewed proposals from four roofing companies. The review process occurred in May 2016, less than a year ago.
3. Seal-tite was the second lowest of the four bids received for the foyer roof and the only one to completely address the multiple issues with that roof.
4. Seal-tite provided a 15 year roof warranty while the best offer of any of the other bidders was 1 year.
5. The Better Business Bureau gives Seal-tite an A+ rating with no complaints filed against them.
6. During the job on our foyer roof Seal-tite provided an extra layer of insulation, an extra dumpster for debris, and some additional work on the copper gutters on the sanctuary roof without additional charges.
7. Seal-tite is a family company with the second generation in charge and the third generation already working there.
8. Our original sanctuary roofer has gone out of business and is not around to take care of the roof they put on.
9. The sanctuary roof needs replacement soon to avoid water damage to the tapered insulation which is underneath the roof. Replacing the insulation, if damaged, would add \$20,000 to the cost.
10. We have been advised that the roof membrane is now quite fragile. Getting extra quotes would require contractors walking around on the roof with the attendant possibility of causing more leaks.
11. Seal-tite is the most competent roofer we have found and has already done quality work for USNH.
12. *When asked to re-consider their bid, they agreed to reduce their quote by \$1,500 to \$47,009.

For these reasons we request that the board approve an exception to our policy requiring multiple bids for facility expenses projected to be more than \$2,500 and permit a single bid process for replacing the sanctuary roof.

UNITARIAN SOCIETY OF NEW HAVEN

MINISTER'S ENDS MONITORING REPORT TO TRUSTEES

January 12, 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*
- * Give and receive support in times of joy, sorrow and transition*
- * Give generously of ourselves and our resources*
- * Embrace diversity*
- * Engage in life-long learning*
 - Rebecca Sandman's "Becoming Women of Wisdom: Marking the Passage into the Crone Years" class has concluded and was a success. Approximately a dozen women participated.**

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

**We are experiencing difficulties with counting number of attendees.
We are working with Ushers to rectify the situation.**

The following services were presented over the past month:

1/15/17 "Staying Woke" Rev. Megan

1/22/17 "Now More Than Ever" Rev. Megan

1/29/17 "New Year All Year" Rev. Megan

2/5/17 "Forgiveness: Love That Sets Us Free" Rev. Megan

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*

- See the report on the BLM Banner in the MT Limitations Report
- 26 USNH members and friends traveled (via 2 15 passenger vans) to the Women's March in Boston on 1/21/17. Other members attended marches in New York City, Washington D.C. and elsewhere.
- Members of the Youth Group served food at Columbus House on 1/27/17
- The "Refugee Resettlement Coalition" has made progress in their fundraising and was close to telling IRIS that we were ready to welcome a family when the President's E.O. was issued. There is currently a stay on the order and we are in the process of waiting to see what progress happens towards welcoming a family. A forum was held on January 29th to inform members of the congregation about the effort. Attendance was light.
- The Immigration and Refugee Task Force is exploring (with Rev. Megan) how congregations and individuals are becoming involved in the New Sanctuary Movement, an effort to support immigrants facing deportation in anticipation of increased deportations under the Trump administration. We have attended webinars hosted by the UU Service Committee and UU College of Social Justice as well as other national immigration rights groups. A dozen USNH members will attend a training at Mishkan Israel on Feb. 19th. It has become clear through the webinars and clergy meetings that USNH does not currently have the facilities needed to host an individual seeking long-term sanctuary in our physical space, but there are many other ways to be involved. Yet to be determined: how the entire congregation should be involved in decisions about moving forward if, for example, we were to support Mishkan Israel in providing long-term sanctuary.
- There is increased interest in joining the Congregation Based Community Organization, Congregations Organized for a New Connecticut (CONNECT). We are in the process of negotiating possible dues to see if this is something USNH can undertake.

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

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

** Strengthen Unitarian Universalism*

Minister's Report – January 13, 2017-February 9, 2017

Within Our Walls:

- Pastoral connections: phone, post, email, in-person visits (home, office)
- Meetings attended: Board, Weekly Worship Team (4), Lay Ministry, Management Team (2), Worship Committee (2), Music Director Search Committee, Executive Team
- Weekly supervision meetings: Jamie, Jesse, Jane
- Bi-Monthly Staff meeting and post-holiday lunch
- 20s and 30s Potluck 1/18/17
- Attended Intruder Webinar by Church Mutual 2/7/17

Nurturing Spiritual Growth:

- Preached and led four services
- Newsletter column and worship blurbs
- Offered Third Thursday with Rev. Megan small group session on "action" (4 attendees)

Beyond Our Walls:

- Denominational/Regional Service
 - Provided consultation for ministers in search
- Community Service / Social Justice
 - Participated in Congregation Mishkan Israel's MLK Day Service 1/13/17
 - Attended New Haven Rising MLK Solidarity Rally 1/16/17
 - Attended CONECT Solidarity Meeting 1/24/17
 - Met with Hamden Clergy re: sanctuary for immigrants
 - Led monthly liturgy at the Iraq/Afghanistan Memorial Caim in New Haven 2/6/17
 - Attended webinar re: sanctuary for immigrants
 - Attended Women's March in Boston with 25 USNH members and friends

Rites of Passage:

- Wedding: Mary Smith and Jackie Decaro (visitors) Sleeping Giant St. Park 1/12/17
- Memorial Service Consultation: 1

Respectfully Submitted by Rev. Megan Lloyd Joiner

Finance Report

2/9/2017

Submitted by Kathy Garner

Operating P&L notes

Overall, Income and Expenses are overall in line with expectations for 7 months into the fiscal year. Total Income is at 62% and Expenses are at 54%. At 2/2/2017, USNH shows \$50,666.07 for net operating income. See below for items of note.

Income

- Miscellaneous donations remain soft at only 29% of the budgeted amount. This represents primarily Sunday flower donation and coffee donations. Total budgeted is \$2,000.
- As of February 3, pledges for 2016-17 total \$455,999. The budgeted amount was \$465,000.
- I have not yet submitted the requests to transfer (1) \$23,500 from temporary restricted funds for the operating cost or (2) \$17,461 from Endowment. My thought for Endowment is the longer they have the funds to earn \$, the better it will be for USNH. I will initiate the request no later than April 30.

Expenses

Committee and program expenses are relatively restrained which are the primary contributors to the overall net income.

- EFT fees (aka Vanco fees which supports e-Giving) are at \$318 against a budgeted expense of \$270. More members are taking advantage of donating electronically.
- The Office/Communications /Media budget is at 73% of budget. I have reached out to the Management Team to see if they have a plan to make reductions in other areas to compensate.
- Medical Insurance and Insurance categories are at 66% and 77% respectively.

Finance Committee notes

Greg Seaman has announced that Susan Godshall will be joining the Finance Committee. Greg is working directly with the Management team on the 2017-18 budget and recommendations for refinance (July 2018) and cash management (current and future). The Finance Committee will meet on February 13 in order to determine the best way to calculate USNH's cash position(s). Understanding the cash is vital to future planning and projections.

I will be speaking about Finances at the February 19, 2017 New Member session. Suggestions are welcome!

Correction from last board meeting minutes: Sandy Frawley stepped down as Finance Committee chair but she remains a member.