

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
April 13, 2017
Accepted May 11, 2017

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

Board Members Absent:

Also Present: Georgia Jennings, David Stagg, Gwen Heuss-Severance

D. Gelperin called the meeting to order at 7:05 pm and P. Miller recorded the minutes. A quorum was present, and the meeting proceeded with D. Gelperin presiding.

Gather

B. Pace lit the chalice and read 'Opening Words for a Leadership Team Worship' by Gina Whitaker. Attendees read the Board Covenant then checked in with the question 'How are you celebrating the arrival of Spring?'

Assess the Past (Monitoring)

a. Management Team Report for past month

Management Team Executive Limitations report

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

The MT is starting to look at what might be trimmed if the stewardship campaign does not meet its goal.

In the first or second week of May we expect the roof work to be done.

A design for a new sign was enthusiastically received when it was posted in the lobby.

IRES will reimburse us for expenses related to the refugee settlement.

Minister's Ends report

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

Right Relations held a Harm circle for its first circle. Others circles are going to be scheduled that are not focused on problems.

We are considering ways to reduce the need for cars for the single service. The Worship committee thinks that members prefer only one service.

There will be a guest preacher on May 7, the day that the conversation on institutional racism will be continued.

Hamden clergy have been working on sanctuary for immigrants. It is a standard but not a law that ICE will not go into schools and houses of worship.

We have not heard back from the neighbor who complained about the BLM sign. We were asked if we would split the cost of planting trees but have not received an estimate.

b. Finance Report

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

Create the Future & Learning

a. Brainstorm better ways to do reporting with MT

Hotchkiss says the board's duty is to serve the mission. How do we stay in touch and informed? Governance by policy tells us to look back at progress however the board may want to be informed about issues. We are looking for a way to balance these two things and to make it less onerous for the MT. As an example, engagement with white supremacy may be more important than getting into details of operations.

Could we follow Hotchkiss's suggestion of having MT reports be included in the consent agenda? The MT report is time consuming to prepare. Perhaps it would be possible for MT to put its work into a google docs that would be available for BoT to read instead of writing reports. D. Stagg prepares an MT agenda and adds notes from the meeting. This could be an alternative to the MT report. That may be the wrong type of information for the BoT. It would be easy for the BoT to lose its focus in this document.

The Ends report does not cover all the work that is being done by Social Justice, nor does it capture the entirety of the work that is being done towards USNH ends. We could have the heads of committees come in to talk to BoT at various times through the year. Would committee heads want to do this since they are tied to MT not to BoT?

We will keep thinking of better ways to deal with linkage. BoT members need to be tuned in to the congregation. Next month we will have a financial report instead of the usual MT report.

b. Finance team's proposal for size of operating reserve, cash management proposal and plan for mortgage refinancing

The Finance committee prepared a report recommending how to refinance the mortgage. We will wait to refinance due to prepayment penalties.

The second part of the report was on how to balance funds and manage cash. MT wants to figure out if and how to invest funds, balancing that with the needs of growing congregation. It does not feel like this is a time to tighten our belts. MT wants more time to work with the Finance and Endowment committees to prepare a plan. We should invest in our congregation. Could we be spending more? MT may propose a finance policy change when it presents a plan. The 25% reserve is not untouchable but does need to be repaid at the end of the year under the current policy. Any policy change should be reviewed again next year.

c. How finances work at USNH

K. Garner reviewed a PowerPoint file which included information from a webinar that the BoT members watched along with USNH process details.

The P&L by Class report covers temporarily restricted accounts. This is a memorized QB report prepared by our bookkeeper. The bookkeeper assigns checks to classes and the treasurer checks on the accounts. There is a book which documents restrictions on funds, who is authorized to use the funds and for what purpose the funds can be used.

The Balance sheet does not readily show available cash. We run on a cash rather than an accrual basis. We only do accrual at the end of the fiscal year. The bookkeeper has access to all necessary information.

The presentation concluded with a list of questions to be considered: When analyzing budget - what is the vision and what is the necessary funding? When funds are limited, how to prioritize? Do we have non-negotiable items highlighted? What is the financial health of our congregation? What data points are required to accurately assess this? Pledges are the primary revenue source, are we capturing enough data points to determine if we are a sustainable congregation. Are we analyzing trends? Capital expenses are similar to owning a home; owning our property comes with expenses. Does the operating budget address these ongoing expenses? How do we feel about the endowment? How do we feel about communicating financial requirements during pledge drives (ex. Are we comfortable saying that the membership fee is \$#,###)? What else should be monitored by the Board? What else should be monitored by Management Team? What else should be monitored by Treasurer? Some but not all of these questions are answered by policies. Should we establish a central database so we can create other reports?

It seems puzzling that the Endowment committee and the Finance committee do not work more closely together. The Finance committee does not meet regularly.

d. Update on “conversations” with congregation

P. Myers spoke about the series of conversation meetings that have been held in the past month. Several people have been in on these meetings. They are going well. Although nobody signed up for the meeting last Sunday, 5 people showed up. Another meeting is scheduled for April 23. We will send a mailing containing the questions on April 26 for those who have not attended a meeting. Holly and TBD will meet with the Sunday morning team on May 4. There has been positive feedback. Responses will be collated. Information will be distributed at some point. This may occur at the congregational meeting on June 11.

e. Brief update on discussion of Hotchkiss book chapters 1-4

BoT members are to continue reading through chapter 8 for the next meeting.

f. Does the board need to respond to the challenge of institutional racism at USNH as brought forward by the hiring decisions that led to the resignation of senior staff at UUA? If so, how?

Does this meet the definition of board work? Hotchkiss talks about board establishing goals. That might be the framework for this question. It also fits with long range planning. It comes back to mission. One year may not be enough time. Some congregation boards have made statements on the subject. How does it dovetail with the work of the Anti-Racism Taskforce? Is there support for putting out a statement? Perhaps some BoT members could meet with the Anti-Racism Taskforce. B. Marie-Daly and B. Pace will contact the group.

Consent Agenda

a. March 9, 2017 BoT minutes

b. November 6, 2016 Congregational Meeting minutes

MOTION R Heinrich, to approve the consent agenda; **SECONDED B Marie-Daly;**

PASSED with all in favor, 0 opposed, and 0 abstentions.

Announcements

The Congregational Meeting will be on June 11.

New music co0directors have been named: Jeffrey Douma and Erika Schroth.

Thank-you's

Kevin Chapin and Patrick Korth are to be thanked for working on the BLM sign.

Peter Hansen is to be thanked for chairing the search committee for the Music Director position.

Adjournment

MOTION – D. Gelperin, to adjourn; **SECONDED – R. Heinrich**;

PASSED unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:02 pm.

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 – April 13, 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

1.2 Emergency Management Team Succession

1.3 Treatment of Paid and Volunteer Staff

1.4 Compensation and Benefits

1.5 Financial Planning/Budgeting

“... the Management Team may not jeopardize the programmatic or fiscal integrity of the Unitarian Society of New Haven.”

Based on analyses done by the Finance Committee showing no financial advantages in the early repayment of our mortgage, the MT is in agreement with the FC proposal to allow the current mortgage to run as scheduled until the end of June, 2018. The principal balance at that time will be approximately \$380,000. The goal will be to secure a simple mortgage with no Swap or LIBOR agreements, spread over a ten-year term with ten-year amortization so that it is fully paid in ten years.

The MT is continuing its review of the FC proposal to reallocate unrestricted cash assets. We are looking at the proposal both as it pertains to long term change and to our current operating and capital budgets. We will be prepared to discuss the proposal, the operating and capital budgets at the next Board meeting.

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

a. Use realistic assumptions of income and expenses when creating budgets.

Stewardship: As of 4/11/17, 194 pledges totaling \$405,846 have been received. Our budget goal is \$485,000. There are approximately 80 pledges outstanding. The Stewardship Committee is currently making phone calls to those who haven't pledged.

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.*

1.5.2 Reserves

1.5.2.1 Operating Reserve

1.5.2.2 Capital Fund

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

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 contract to replace the sanctuary roof has been signed. Work is expected to begin soon.

A request by a member to erect a shed to house used medical equipment was not approved at this time due to concerns about an increased role for the office as well as the potential liability if and when the project fades.

1.8 Communication and Support to the Board

As part of its development of a comprehensive communications plan, the MT will replace the panels in the roadside sign. Changes include Rev. Megan's name and Sunday service time (both on a removable insert that can be updated as needed), the UUA rainbow chalice and "All Are Welcome!" A preview to congregants last Sunday was enthusiastically received.

1.9 Grants and Contracts

1.9.1 Grants

1.9.2 Contracts

After reviewing the rental lease for the refugee family, the MT authorized Lurline deVos to sign the one-year agreement. The refugee resettlement group has raised \$11,000 including a \$5,000 anonymous donation. They have assured us that they will not look to USNH should additional funds be required before the family becomes self-sufficient.

1.10 Safety

The closing and locking mechanisms in the front doors have been replaced and are working well.

UNITARIAN SOCIETY OF NEW HAVEN

MINISTER'S ENDS MONITORING REPORT TO TRUSTEES

April 13, 2017

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*

The Permanent Committee on Right Relations facilitated a community building circle on 4/9/17. Turnout was low. The committee is working on recruiting more members and determining the best ways to keep right relations in the forefront of our work and life together at USNH.

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

Lay ministers continue to visit those to whom they are assigned. Food has been prepared for those in need.

** Give generously of ourselves and our resources*

Abraham's Tent was hosted from April 3 through April 9, with dozens of volunteers giving of their labor and resources. It was truly a joy to witness.

** Embrace diversity*

** Engage in life-long learning*

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: We have been working with Ushers and Volunteers to improve our attendance figures and believe we have better numbers now.

3/12 - 198
3/19 - 202
3/26 - 229
4/2 - 188
4/9 - 208

The following services were presented over the past month:

3/12/17 Who/se Are We? Rev. Audette Fulbright
3/19/17 The Mystery of Life on Earth John Pawelek
3/26/17 Here Together (Celebration Sunday) Rev. Megan Lloyd Joiner
4/2/17 Green Sanctuary Committee
4/9/17 Stars in the Desert and Other Terrible Blessings Rev. Megan Lloyd Joiner

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
- * Develop new understanding of ourselves and others through our justice work
- * Expand our understanding and awareness of social and environmental issues
- * Strengthen Unitarian Universalism

The Green Sanctuary Committee has started a new program called the Green Scene with information in newsletters and tables after service. This will provide opportunities to take action on environmental issues.

Multiple task forces and action groups are working with the Social Justice Council to have legislative action tables after the service to provide people opportunities to contact their elected officials on a variety of issues.

On 4/9 The Gun Violence Prevention Task Force hosted a forum with Ron Pinicario of CT Against Gun Violence. State Representatives Michael D'Agostino and Josh Elliot were in attendance. The program was well attended.

Abraham's Tent (see above)

We responded to the Black Lives of UU call for a teach-in on white supremacy by changing our worship plan for 4/9. I will be working with leaders on other ways that we will respond to this call.

Work is underway by members of the Refugee Resettlement Coalition (headed up by USNH) to welcome a refugee family on 4/25.

Conversations and trainings on sanctuary and accompaniment for immigrants facing deportation have been attended by members of the Immigrant and Refugee Task Force. While we have determined that USNH is not a suitable facility in which to host those facing deportation who are seeking sanctuary for a long period of time, it is possible that we could be a site for short-term sanctuary. We certainly could aid other

communities hosting immigrants in long-term sanctuary. Should we pursue hosting those in short-term sanctuary, the issue would be presented to the congregation for a vote.

Minister's Report – March 10, 2017 – April 11, 2017

Within Our Walls:

- Pastoral connections: phone, post, email, in-person visits (office, home, hospital)
- Meetings attended: Weekly Worship Team (4), Lay Ministry, Management Team (2), Worship Committee, Board of Trustees alternate meeting, Executive Team, Stewardship Committee
- Weekly supervision meetings: Jamie, Jesse, Jane
- Worked with MT and printer to design our new sign
- Worked closely with Stewardship Committee and Jamie Ross to prepare online materials and Celebration Sunday events for 2017-2018 Stewardship Drive
- Attended Stewardship Sustainer Event 3/11/17
- 20s and 30s Potluck 3/15/17
- Attended Sundays at Four Concert in Honor of Linda Pawelek 3/26/17
- Was present for Mon, Tues, Thurs, Fri and Sunday of Abraham's Tent week at USNH
- Organized and hosted closing ceremony for Abraham's Tent

Nurturing Spiritual Growth:

- Preached two services
- Led three services
- Newsletter column and worship blurbs
- Led Third Thursday with Rev. Megan (2 attendees)

Beyond Our Walls:

- Denominational/Regional Service
 - Provided consultation for ministers in search
 - Attended Installation of Rev. Jeanne Lloyd at Shoreline Unitarian Universalist Society 4/2/17
- Local Connections
 - Represented USNH at the 3/19/17 Installation of Rev. Jack Perkins Davidson at Spring Glen Church
 - Attended the CEIO Deeper Change Forum 4/6/17
- Community Service / Social Justice
 - Attended *Friends of Interfaith Cooperative Ministries* meeting 3/21/17
 - Attended Accompaniment Training 3/26/17
 - Met with Jamie Meyers McPhail of New Haven Rising

Rites of Passage:

- Wedding: Amy and Ken Glick 3/10/17
- Memorial Service Consultation: 1

Respectfully Submitted by Rev. Megan Lloyd Joiner

Finance Report

4/13/2017

Submitted by Kathy Garner

Operating P&L notes

Overall, Income and Expenses are overall in line with expectations for 9 months into the fiscal year. Total Income is at 74% and Expenses are at 71%. At 4/6/2017, USNH shows \$23,909 for net operating income. See below for items of note.

Income

- RE Tuition Income and Miscellaneous donations continue to underperform. Miscellaneous donations were recently buoyed by a \$400 donation from a non-member.
- Endowment contribution (scheduled for May) and a transfer from restricted funds of \$23,500 are still pending actions.

Expenses

- Nothing to note.