

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
July 13, 2017
Accepted August 10, 2017

Board Members Present: Liz Demsky, Jeannette Faber, Kathy Garner, Daniel Gelperin, Bernice Marie-Daly, Pamela Miller

Board Members Absent: Megan Lloyd Joiner, Peggy Myers, Bobbi Pace, Pat Trotta

Also Present: Gwen Heuss-Severance, Georgia Jennings

D. Gelperin called the meeting to order at 7:05 pm and P. Miller recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding. He explained BoT processes to the new board members as each topic of the meeting started.

Gather

G. Jennings lit the chalice and J. Faber read a poem by Naomi Shihab Nye. Attendees read the Leadership Covenant of the Unitarian Society of New Haven. We checked in with the question 'Why did you choose to join the Board of Trustees? What do you hope to help the Board to do?'

Meeting Preparation for this evening

Copies of Moving on from Church Folly Lane were distributed to the board members.

Assess the Past (Monitoring)

a. Management Team report

G. Jennings presented the MT report, which is attached at the end of the minutes.

We still have a deficit of \$11,000 but have reached the budgeted pledge amount. A proposed MT policy change was initiated after it was determined that some special collections funds had been lost. These MT policies are not currently available to the membership. An example of the special collections covered by this new policy is the collection for Linda's Quilt. They are approved activities that are not built into the normal processes.

G. Heuss-Severance and J. Platt have been doing extensive research for the Library, History, and Archives Committee.

There has been discussion at the GA of changing "Standing on the Side of Love" to make it more inclusive.

b. Treasurer's report

K. Garner presented the treasurer's report which is attached at the end of the minutes.

The anticipated transfer of \$23K for operating costs has not been made. In addition to that, we have an \$18K surplus. The roles of the finance committee, the committee chair, and the treasurer need clarification to work with policy governance. The Finance Committee received a proposal from the Endowment and Legacies Committee for mortgage refinancing. We will have to determine whether there is a place for the board in this discussion.

G. Jennings and G. Heuss-Severance left the meeting at 7:57pm.

Create the Future & Learning

a. Update on response to listening sessions

B. Marie-Daly lead this topic. She and P. Myers have discussed ways to move forward on the listening sessions response. A group of 11 people would meet to discuss topics. Committee chairs may have too many responsibilities. It is proposed that they could be consulted to find other members of their committees to serve on this group. This effort could be used to expand leadership within the congregation. The process may start in late September or October. Documents from the listening sessions are available in the June 8, 2017 board package and in the May 11, 2017 board package which has been moved to the archive.

b. Board retreat is scheduled for September 9th; we will decide priorities (including year's goals) and discuss MT structure and sustainability. Discuss and agree on preparation before retreat to be able to be informed enough to set goals.

The retreat will be on September 9th, timing is TBD. It will probably be at USNH or in someone's house. The Hotchkiss book, Governance and Ministry, describes a methodology which seems to fit well with the USNH BoT. We have until September 9th to think about what our goals should be for the coming year. Ideas can be emailed to the board or raised at a BoT meeting. Possible goals may include:

- Dealing with anti-racism. Watch the videos from the GA.
- Work on making the MT sustainable and successful.
- Continue to work on listening session follow-up.
- Determine what the mission calls us to do?

Does the GA provide guidance on establishing goals? Are we looking for SMART goals?

We should all be familiar with the USNH mission and ends.

c. Discuss how the board will operate next year: no report of MT activities, monitoring policy compliance on a pre-arranged schedule, 1-3 goals set in Sept, most reports on consent agenda, closer to Hotchkiss model. Review draft monitoring schedule, adjust as needed.

Proposed changes include:

- In January, we will look at USNH ends statements
- February, May, August, and November do a quarterly internal report on financial planning and budgeting. It will include where we are now and look to the future
- One or two policies will be looked at any given months. MT will provide an assessment of compliance. The board should publish this schedule at the beginning of the year.

The current USNH policy book includes a schedule which should be changed. We should look at this through Hotchkiss' lens. D. Gelperin will distribute a schedule prior to the next meeting.

d. The board has been getting feedback that the congregation does not understand our governance model. We need to make a sustained effort to communicate governance at USNH. Discuss ways to communicate how USNH is governed and how it operates to congregants.

We need to work on communications with the congregation about governance. A chart may help. Information could be put on the web site. PowerPoint incorporating film can be used. We should communicate through the newsletter. We should plan what is to be written each month.

Consent Agenda

- a. June 8, 2017 BoT minutes
- b. June 11, 2017 congregational meeting minutes

MOTION – D. Gelperin, to approve the consent agenda; **SECONDED** – B. Marie-Daly;

PASSED unanimously, 6 in favor, 0 opposed, 0 abstentions

Announcements

D. Gelperin will work on an orientation for new board members.

Action items

For Tuesday July 25:

Watch the GA Videos. The first link is to the GA 2017 page: www.uua.org/ga/off-site/2017

At this page connect to the following videos:

General Session II- Reflections from Co-presidents Panel

General Session III-Beloved Conversations

General Session IV- Kathleen McTigue's presentation College of Social justice (for those of you interested in hearing her talk about what she and the college are up to)

Presidential Candidates Forum- particularly the responses from Susan the newly elected president of the UUA

Review the USNH web site: mission, ends, bylaws, and policy book.

<http://www.usnh.org/our-mission>

<http://www.usnh.org/policy-governance>

<http://www.usnh.org/welcome/about-us/governance>

Be prepared for additional discussion of the Governance and Ministry by Hotchkiss..

Thank-you's

None are planned for this month

Adjournment

MOTION – B. Marie Daily, to adjourn; **SECONDED** – L. Demsky;

PASSED unanimously, 6 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 9:09 pm.

Attachments

Management Team Report

Finance Report

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Management Team – July 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

Thirteen people, including 3 staff members, recently completed training on how to use our CPR and defibrillator (AED) equipment.

1.2 Emergency Management Team Succession

Regarding MT composition, Georgia will be leaving the MT at the end of December 2017. We have begun a process of speaking with potential candidates about their interest in serving on the MT at some time in the future with the hope of having a few interested people available as members complete their terms.

1.3 Treatment of Paid and Volunteer Staff

1.4 Compensation and Benefits

1.5 Financial Planning/Budgeting

1.5.1 Budgeting

As of 7/10/17, pledges totaling \$461,742 have been received, exceeding our budgeted pledge goal of \$460,000!

Regarding capital projects, the compressor has been replaced in the copier room and quotes are currently being solicited for the electrical work in the Cuddletime space and replacement of the front steps.

1.5.2 Reserves

1.5.2.1 Operating Reserve

1.5.2.2 Capital Fund

1.6 Financial Condition and Activities

Based on a proposal from Mary Losee, the MT will implement a policy and procedure to be sure that funds collected at special events are managed in a systematic way to insure that they pass through the correct hands to be deposited and recorded accurately.

1.7 Asset Protection

Working with the Library, History and Archives Committee, the MT is in the process of developing policies related to 1) acquisitions and placement of art objects, and 2) the naming of items donated by or in memory of a member or former member. In addition, the MT is planning to install a plaque that will identify those whose ashes have been buried on USNH grounds. Historical records are being searched to compile a complete list.

1.7.1 Insurance

1.7.2 Other

Several unexpected facility issues have occurred recently. A crack was discovered in one of the newly installed skylights. This was replaced by the vendor without charge. Also, during a recent heavy wind storm, several trees fell on and around the shed. It appears our insurance will cover damage to the shed and cutting the fallen trees, but not hauling the debris away. Several members cut up the smaller limbs. Quotes are being sought for the remaining work.

The MT has asked the SJC to propose a location for the BLM sign, which is felt to be somewhat obscured by foliage. They will also suggest where and how the SSL message should be displayed. Once this has been resolved, no signs will be hung on the building or from the roof.

1.8 Communication and Support to the Board

1.9 Grants and Contracts

1.9.1 Grants

1.9.2 Contracts

1.10 Safety

Finance Report

7/11/2017

Submitted by Kathy Garner

Operating P&L notes

Assuming all expenses for the fiscal year have been submitted, the operating results for fiscal year ended June is \$18,719.84. That is the best information that is available today, July 11, and is subject to change. Antonia was on vacation prior to the last couple of weeks and just returned today. There may continue to be expenses incurred prior to June 30 that we have not yet received vouchers.

Income

- The Collection Plate closed out at \$25,264 which was \$264 more than budgeted.
- Late pledges are reflected in account 4020. These are monies pledged for 2016-17 received after June 30, 2017. I will meet with Antonia in early August and propose a cut off date for recognizing those pledges on our financial statements with the Finance Committee. Currently, we have collected \$459,211 of the \$465,000 pledged for FY 2017.
- Overall income was down \$29,347 from the budgeted amount; however, we did not record the \$23,500 "transfer" in account 4730 "Released for Operating Costs."

Miscellaneous Notes

I have a number of items I plan to review with Antonia in the next month.

- We need to establish a procedure for the spontaneous collections that occur during the congregational year. There was an issue identified with the Linda's Quilt collect that resulted in a lost envelope with an unknown amount of donations. This procedure will be confirmed with the Finance Committee, then forwarded onto the Management Team. We have informally agreed to a new procedure, but I recognize the need to document and communicate it with the staff.
- The Finance Committee has a page off of the board's website that will be used to upload the board meeting reports submitted by the Treasurer.
- The Finance Committee will establish a schedule for the next fiscal year to publish quarterly reports. These reports will be reviewed and signed off by the Treasurer and can be used as the official reports. Ad Hoc requests made by committees (a simple report showing their expenses) will continue to be honored, but all other requests for reports must be made to the Treasurer. The Treasurer will then coordinate getting the report for the requestor.
- As part of the fiscal year end close, I will get a clear understanding as to how to recognize the net income/loss generated. If in fact we have a net income, I will work with the Finance Committee and Management Team to understand our options on recognizing that net income.