

## Minutes for Board of Trustees Meeting, August 10, 2017

*Accepted September 14, 2017*

**Present:** Liz Demsky, Jeannette Faber, Kathy Garner, Dan Gelprin, Rev. Megan Lloyd Joiner, Peggy Myers, Bobbi Pace,

**Absent:** Bernice Marie-Daly, Pam Miller, Pat Trotta

**Chalice and Reading:** *Bobbi Pace read an opening reading*

**Covenant Reading**

**Guided check-in:** What challenge have you been wrestling with recently?

**Management Team report** (abbreviated this month due to vacations) *See attached*

**Treasurer's report** – *Kathy reported several areas of questions and concern :*

- *there needs to be clarification of roles – responsibilities and authority should be position-based and not person –based;*
- *who is a key-holder and why?*
- *Where does the role of treasurer fit in the overall structure? Finance Committee? Board? Both ? and with what authority? Should treasurer be overseeing the finance committee?*
- *She will meet with the MT and MLJ on Wed 8/16 to try to iron some of these issues out.*
- *The Board stands ready to assist this discussion in any way that would be helpful.*

**Create the Future & Learning**

Preliminary discussion of whether USNH should join CONECT. Aim to understand how this decision should be made within USNH governance model and what the issues are. Not making a decision in favor or against- just identifying what the issues are.

- *How does the decision re joining CONECT get made – and when?:*
- *It was reported that the whole SJN is behind it and even willing to contribute some of their individual task force funds to make it happen*
- *MLJ has questions and comments in her report*
- *Major concern re timing - \$3500 grant received for this year and must be spent this year. This would require a decision at the November congregational meeting without the congregational preparation that all would wish for. If we wait until next year, we will only receive \$1500. The question is whether \$2000 is worth the lack of processing time. The Board expressed its opinion that even though it would mean forfeiting the \$2000, the decision-making process should be honored and the decision postponed until the June Congregational meeting*
- *A second concern was raised around the possibility of specific fund-raising activities for this project. We are already having a separate fund-raiser to go towards our UUA dues. Is it a good idea to establish a precedence for side projects with their own fund-raising?*

**Board retreat goal brainstorming.** The board retreat is scheduled for September 9<sup>th</sup> where we will decide on the year's goals. Brainstorm possible goals so we have time to educate ourselves about them before the Sept 9<sup>th</sup> retreat.

**a) What 1-3 goals do you think should be considered?**

*The following options were put forward:*

- *Defining the organization structure, enabling management team sustainability, clarifying committee roles and responsibilities. Includes clarifying role and responsibility of USNH Treasurer.*
- *Educating the congregation about structure and governance.*
- *Response to our safe congregation conversations. Aim to change our culture to improve respectful conversation among congregants.*
- *Moving from pastoral to program size- imagination changes, loyalties change. Manage this intentionally. How do we pull things together with a higher level concept to unite the congregation behind a single common idea? What is the unifying idea of USNH? Aim for a vision statement- what is our slogan that we all can stand behind? Rework the mission statement to be short, memorable and powerful.*
- *Combating white supremacy. Can you suggest sources for board members to educate ourselves on this issue?*

**b)** All board members should know USNH's mission and ends statements, read the bylaws and policy book (see links in last month's minutes).

**Board communication via the newsletter.** We need to do a better job of communication, including regularly writing in the newsletter. What do we want to communicate via the newsletter? Decide topics in advance? What should they be? Should everyone write, or a smaller number of people with interest and skill? *Dan will do the newsletter for September.*

We need a facilitator for the retreat- would people prefer a congregant (e.g. David Cross or Mary Donahue or someone else) or should we ask the UUA for a peer facilitator? *Dan has the list of possible facilitators. We decided against an outside facilitator for this retreat. He will explore possibilities*

Do people want to meet for a 2<sup>nd</sup> board meeting on August 22<sup>nd</sup> since it's vacation season? *We will meet on the 22<sup>nd</sup> and will review the Hotchkiss book looking at the broad picture of his work.*

Is 6:00 – 8:00 PM a better meeting time for regular board meetings on the 2<sup>nd</sup> Thursday of each month? Decide on time that works best for most board members. *We decided on a 6:30 PM start. Peggy will email the board making sure it is OK with those not present.*

Review draft monitoring schedule, adjust as needed.

Note that reports need to be posted to board site at least 1 week before the meeting.

By default reports are on the consent agenda unless people have questions.

## **Announcements**

We will read *Moving on from Church Folly Lane* together this year to use it as a springboard for discussion at 2<sup>nd</sup> board meetings and hopefully during some regular board meetings.

The board retreat will be Sept 9<sup>th</sup> at Carol Cheney's space at 20 Grand Avenue, New Haven on the 3<sup>rd</sup> floor. Exact time TBD, but probably 6 hours. A simple lunch (sub sandwiches) and snacks will be provided- pls let Dan know if you have food preferences.

Meeting adjourned at 9:05

Respectfully submitted, Peggy Myers

**Attachments**

Finance Report

Management Team/Minister's Report

# Finance Report

8/9/2017

Submitted by Kathy Garner

## Operating P&L notes

I met with Antonia on July 31 and covered many details. She and I agreed that for purposes of closing the 6/30/2017 books, any pledges received for 2016-17 after July 31 will not be recognized in the 2017-18 fiscal year. For purposes of Church Database, their pledge will be credited to the 2016-17 fiscal year. Establishing the July 31 cutoff allows us to close out June 30 in a more timely manner.

If a Net Income is realized for June 30, 2017, I will work with the Management Team and accountant to close out into the desired equity account.

### 2017-18 goals

1. Pay more vendors electronically. Ideally, we target those vendors where we incurred late fee charges over the past year first, followed by all others. Paying electronically allows us to eliminate the need to print/sign/mail physical checks.
2. Publish Operating P&L (shows comparison to budget), Overall P&L, Balance Sheet, and Available Cash calculation on a quarterly basis. The workflow will be Antonia will provide the reports to the Finance Committee, the Finance Committee signs off, then the reports are published. The primary obstacle to implementing this goal is receiving the statements from Endowment. Kathy is reaching out to Fred Morrison and Jeremy Hill to resolve the delay if possible.
3. Define roles and responsibilities of Finance Committee. Assign tasks to roles (safe key holder; signers on bank accounts; ownership of investment account).

## **Management Team/Minister's Report**

### **August 10, 2017**

#### **CONNECT**

A core team of members met with Matt McDermott of CONECT this month to discuss USNH's relationship to the Congregation Based Community Organization. We also received word that we received a matching grant from the UU Funding Program in the amount of \$3500. This grant would be available to us to pay dues for the 2017-2018 program year WHEN/IF USNH is able to raise the matching funds. While the group had previously discussed using this program year to garner support and educate the congregation about our potential membership in CONECT, aiming for a congregational vote in June 2018, the matching funds grant raises the question of whether we should try to join earlier and aim for a November 2017 vote. The group is interested in working with CONECT to engage in a one-on-one meeting campaign at USNH, using the organizing tool of one-on-ones to meet with members and friends and discern together what people's interests and desires are for social justice as well as their experience at USNH. We feel this would be a good tool to use not only to garner support for joining CONECT but to meet the needs of the USNH community at this time. Additionally, if we do move forward, the core team is in discussion about fundraising possibilities for raising the additional \$3500.

Thoughts needed from the Board:

- What do you think about USNH joining CONECT?
- What do you think about November 2017 vs. June 2018
- Would you be interested in being trained to do one-on-one meetings?
- What do you think about additional fundraising for this effort?

#### **Staff Evaluations**

Rev. Megan is currently working on staff evaluations with staff members with a goal to complete all evaluations by the end of August. If you have feedback you'd like to have considered in staff evaluations, please email it to [rev.megan@usnh.org](mailto:rev.megan@usnh.org). The minister will be evaluated in the fall with the same format we engaged last year.

#### **B&G**

- Electrical work is complete in Cuddletime
- After extensive damage due to a fallen tree during a storm, trees have been removed and the shed roof has been repaired.

#### **Community Life**

- Committees are planning their work for the year ahead.
- Turnpike Players will produce a play in 2018 on June 1 - 3 and June 8 - 10.

Respectfully Submitted by Megan Lloyd Joiner for the Management Team