

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
October 12, 2017
Accepted November 9, 2017

Board Members Present: Liz Demsky, Jeannette Faber, Kathy Garner, Daniel Gelperin, Megan Lloyd Joiner, Pamela Miller, Peggy Myers, Bobbi Pace, Pat Trotta

Board Members Absent: Bernice Marie-Daly

Also Present: David Stagg

D. Gelperin called the meeting to order at 6:43 pm and P. Miller recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding.

Gather

L. Demsky lit the chalice and did a reading, Autumnal Welcoming by Sarah Gettie McNeil. Attendees read the Board of Trustees Covenant, then checked in with the question 'Who did you admire in your early years?'

Meeting Preparation for this evening

There were no changes to the agenda.

Assess the Past (Monitoring)

a. Minister's report

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

M. Lloyd Joiner asked whether this format is helpful to the board. It followed the areas of evaluation for the minister's preliminary fellowship. The consensus of the board was that it was a helpful presentation.

We may discontinue the first service if more people do not attend. This change would not happen before Thanksgiving.

b. Policy 1.2 Emergency Management Team Succession

The Management Team's report on Policy 1.2 Emergency Management Team Succession is attached at the end of the minutes.

Minister was dropped from the description because the minister is called by the congregation, not by the board.

Should the word Emergency be in the title of this policy? Do we have a plan for handling emergencies? Yes, the plan is distributed to RE teachers. We have had a drill. Should the plan be on the web page?

Worship is in the minister's portfolio, not in the MT's portfolio.

The board agreed with the MT's assessment. An interpretation is included in the assessment. Is there a need to make any changes to the policy?

Interpretations will be included in the policy book. P. Miller will update the policy book for submission at the November board meeting.

MOTION – D. Gelperin, to accept the interpretation of Policy 1.2 Emergency Management Team Succession as included in the monitoring report; **SECONDED – P. Myers**;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

Financial planning and budgeting will be monitored at the November board meeting. K. Garner will present a report which will not suggest policy changes.

Create the Future & Learning

- a. 5 min Ask Jeremy Hill to serve on Management Team

G. Jennings will rotate off the management team. The MT has proposed that Jeremy Hill be asked to join the MT. What is the expected term? It will be a two-year term. He has been a USNH member for at least a decade. He has been chair of the finance committee and has been on the Endowment and Legacies committee. He has been on the Starr Island corporation.

MOTION – D. Gelperin, to propose Jeremy Hill for a two-year term on the Management Team; **SECONDED – B. Pace**;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

In the future, the management team will present a bio of candidates for the team.

- b. 5 min Update on safe communication initiative (P. Myers)

Roughly 33% of the approximately 95 individuals who participated in the listening circles or provided written responses had times when they did not feel safe. This is not 33% of the entire congregation. The listening circles were an effort to involve people from across the congregation. A meeting will be held on Nov. 1st to discuss making a cultural change. It would be preferable to have one more board member in addition to P. Myers and B. Marie-Daly attend. A second meeting will be held on January 30, 2018. The hope is that others will take leadership of the group. J. Faber volunteered to attend the meetings. This is a board initiative, not a committee. Should Right Relations have some responsibility for this? They have chosen to attend and participate.

- c. 5 min *Approve Jamie's life insurance*

Two documents related to this topic, mea culpa letter and insurance enrollment, are attached at the end of the minutes.

A board vote is required to offer this insurance to Jamie due to our failure to do this on schedule.

MOTION – D. Gelperin, to approve the letter and offer of life insurance and LTD to Jamie Ross; **SECONDED – P. Myers**;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

- d. 5 min Sign up for board members to be recognized at the second service and be available for questions and discussion afterward. If possible the board member can also do the first service, at the board member's discretion.

Oct 15: J. Faber
Oct 22: P. Trotta
Oct 29: P. Myers
Nov 5: B. Pace

D. Stagg does not have a Management Team label on his nametag. M. Lloyd Joiner will take care of this.

M. Lloyd Joiner will work with the service leader to be certain that the designated board member is identified at services.

- e. 10 min Newsletter contributions from the board
We discussed having Jeannette and Dan collaborate on Newsletter contributions, but it would be very helpful to have ideas for topics to write about. As important current topics arise they can be inserted also. It would be greatly appreciated if board members could suggest topics and email them to both Jeannette and Dan.

Please email ideas for topics to D. Gelperin and J. Faber.

- Three board goals:
 - clarify structure
 - to be intentional about growth
 - to clarify our shared vision for USNH
- Discussion of safe communication work should be the topic for the next newsletter.
- Book reports on Moving on from Church Folly Lane and Hotchkiss: Governance and Ministry
- Rearticulate policy governance
- Policy governance and the org chart – to be done after the congregational meeting

Should we have a separate monthly “blast” from leadership to members of the congregation? About 700 people receive the newsletter. J. Ross gets a report on who opens the newsletter and removes those who don’t read it from the distribution list. We have an open rate of 40%, roughly the same as our membership count. We don’t think we have a members-only list in Constant Contact. Some visitors monitor congregations via newsletters.

- f. 5 min Schedule retreat to plan priorities and goals for next year. Would March 3 or March 10 work? This allows budgeting of 2018 to be guided by board’s goals.

March 10 is the preferable date.

- g. 30 min At our retreat we agreed to ask every group what their charge is, in the format of board and MT are doing this together. MT agreed this is something they’d like to do.

We should discuss growth this month and vision in November.

- i. Do we need to clarify what we would like to accomplish before starting these conversations? Should we first talk with other congregations who have gone through similar size and governance transitions to see what we can learn from them? Might what we learn change our perspective and goals from these conversations?

Conversations within the congregation might not lead to missional conversation but rather look at the past. M. Lloyd Joiner can work with regional staff to connect with 1 – 3 congregations that have grown. This might lead us in a different direction.

Can we talk to Unity Consulting? Laura was better at this than Joe. This is a mix of governance change and size change. Unity Consulting is strong on policy but comes from a large congregation. Do they cover the size transition question?

How quickly can we start conversations with others. M. Lloyd Joiner has reached out to congregations in Burlington and Montpelier, VT. This could happen in the next two weeks to a month. How should we go about talking with other congregations? Should it be an open-ended conversation? Should we have a list of questions? Are we interested in where they are now and how they got there? We would want to know what barriers they encountered. Our membership today is 346 adults. One of the congregations is about that size. The other is larger. Could we arrange a conference call? Skype would be good. Would a road trip be in order? M. Lloyd Joiner will mobilize this.

- ii. Would it be helpful to group committees together into program areas? If so, how would this change our conversations with the committees?

Burlington moved to a program structure rather than using independent committees. How do people serve now that is different than before the change? How do you merge groups or get them to interact?

- iii. Need to integrate the perspective of mission-- how can board and MT help this committee/team further that mission?

It may help to remind ourselves and the committees that we are chasing the mission.

- iv. We need to listen to committees and ask them to articulate their charge, their definition, who they depend on and who they give their work to.
- v. What is the MT's perspective on this effort? What do they hope to accomplish through these conversations?

This is joint work of the board and MT. Does this address the needs of the MT? The MT wrestles with the agenda. What should they be doing with committees? There are concerns about the treasurer, finance, and Endowments & Legacies roles. It would help to have one group focused on it. It isn't clear what the objectives are in the meeting. What is the role of the committee of chairs? Individual MT members don't have a history of working with the committees. It would help to have an MT member on the skype with other congregations. The meeting with the Council of Chairs will be informational but meetings will be held with entire committees, not just with chairs.

What is best for the congregation? This is not the first time that we had a Council of Chairs. In an earlier incarnation, its main purpose was for scheduling activities. There was a desire to avoid conflicting events. The Council of Chairs was not based on program areas. The Social Justice Council was closer to program work. The Council of Chairs should be reimagined with input from the board, the MT and committees. Is it a viable structure?

Can we explore sharing of goals? What would we want to have happen from this activity? How could groups collaborate to achieve goals?

The Council of Chairs will meet on October 19 and the congregation will be informed at the November 12 congregational meeting. We should have a discussion with each committee on how to be more collaborative and mission focused. The committees should define themselves and we would help them become more effective.

- vi. Tone matters a lot- make sure the committee doesn't feel like they are being attacked, or like the inquisition is coming.
- vii. Suggest we prioritize the most central committees first, e.g. finance, building & grounds, membership, Sunday morning team.

- viii. Need to prepare a presentation to describe this effort for the November congregational meeting

Consent Agenda

- a. Sept 14, 2017 BoT minutes

MOTION – D. Gelperin, to approve the minutes on the consent agenda; **SECONDED** – B. Pace;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

Announcements

Schedule for reading Moving on from Church Folly Lane together for discussion at 2nd board meetings:

Pages 1-66 for Oct 24

Pages 67-106 for Nov 28 - the Tuesday after Thanksgiving

No meeting in December

Pages 107-146 for Jan 23

Pages 147-183 for Feb 27 - this takes us to the appendages.

Oct 19th Council of Chairs meeting: P. Myers and D. Gelperin will talk about MT/board collaboration and board goals

Nov 12th congregational meeting: present draft of org chart and present joint MT/board collaboration and board goals

To be thinking about for next time: how do we engage the congregation in describing a burning coal vision statement?

Thank-you's

Carole Arnold and Linda Bray for replacing plants.

Adjournment

MOTION – D. Gelperin, to adjourn; **SECONDED** – P. Trotta;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 8:34 pm.

Attachments

Minister's Report

Policy 1.2 Emergency Management Team Succession

Insurance Enrollment

MEA Culpa LTD Life

Minister's Report
October 12, 2017
Rev. Megan Lloyd Joiner

State of the Congregation *(recent successes, challenges, observations about the congregation's functioning in relationship to the mission, ministries, members, staff, or other Board concerns)*

- The most striking observations I made this month were the fact that we have welcomed 68 new members during my two year tenure, we are likely going to welcome at least 10 more on 11/12, and we have had repeated Sundays with 22 returning visitors (people who have come more than once). This rapid growth explains a lot of what I observe in the congregation:
 - o excitement and ambivalence about crowding on Sunday morning
 - o full-to-bursting programmatic use of the building on Sunday morning and throughout the week
 - o nostalgia for "the good old days" (potlucks, knowing everyone, how things "used to be)
 - o anxiety about change
- I have greatly appreciated the Board's willingness to raise some of the hard questions that arise during this period of growth and size transition (from pastoral to program). I think we are doing the work that we need to be doing.
- The question of two services remains open-ended. Our first service at 9am has had declining attendance since 9/10. We started with 31. Last week we were at 13. We have no children attending the 9am service. Our 10:30am service draws between 150 and 200 people. On average, on Sunday morning, we have been service 272 people (including children and youth). We are not sure how to draw more people to the 9am service, but we are also aware that we do not have capacity to serve many more people at 10:30am not only in the parking lot, but in the Sanctuary and Social Hall as well.
- The Board is being asked to vote on October 12 on issuing a mea culpa due to the fact that Jamie Ross was not informed of the opportunity to apply for life insurance during the first 60 days of her employment. That was a chaotic time and her onboarding was less than ideal. Jamie has been handling onboarding of employees since then and is responsible for insuring that all employees receive the employee handbook and are informed of benefits for which they are eligible. With the Board's action on 10/12, we will be able to enroll Jamie in life insurance through the UUA.

Major Accomplishments *(Large, new, or not regular-duty projects)*

- Jamie Ross and a cadre of volunteers made our photo directory possible. We learned a lot in taking on this project: 1) it was a HUGE amount of work requiring extensive staff and volunteer time 2) only half of the congregation participated 3) we will likely not use LifeTouch for such services in the future

Primary Ministry Focus *(Areas of intellectual, mental, or spiritual study)*

- My focus currently is on white supremacy as inspired by the second teach-in on 10/15
- I am using the Soul Matters worship resources focusing on the themes for each month (September: Welcome; October: Courage; November: Abundance)

Upcoming Time Away (vacation, study leave, UUMA or UUA gatherings)

- n/a

Activity Report for Areas of Ministry for Preliminary Fellowship Evaluation

(not exhaustive)

Counseling and Pastoral Care

- We have a large number of people in need of pastoral care. I am providing much of that care myself while also relying on lay ministers and other members of the congregation with whom I am working in partnership.

Practical Arts (administration, organizational development in and out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fundraising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.)

- I am pleased at how our staff retreat went on 9/6. We focused on our different personality traits using the *True Colors* personality test. We explored how our personality traits influence our working styles and the staff (and lay) dynamic at USNH.
- I have been working directly with staff members to focus on areas of growth as identified in their 2017 evaluations
- I am currently focused on recruiting Stewardship leaders for this year.

Organizational Ministry (integration of new members and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.)

- I have worked closely with the Membership Coordinator to discuss integration of new members via the new member classes and other programs.
- We will plan to have a small group focused on new members in the spring semester (starting January 2018)

Personal and Professional Growth

- I continue to meet with my mentor and a professional ministry coach

Teaching

- I led the New Member class on UU History and Values on 10/1
- I will lead the second class in the series on 10/22
- I am not teaching other Adult RE courses

Worship

- Led multi-generational Water Communion Ingathering service on 9/10
- Hosted Odell Montgomery Cooper from CONECT on 9/17
- Preached on 9/24 and 10/1

- Lead Worship Team meeting each Tuesday at 10am

Denominational Activities

- I attended the 10/3 UU Ministers' Association Clara Barton Chapter meeting held in Worcester, MA
- I have intentionally declined to serve in any executive capacity with my UUMA chapter so as to concentrate my efforts on USNH
- I met with Jim Sherborne who is teaching the UU History and Polity Class at Yale Divinity School. We discussed ways that I can be of service to the UU students at YDS and Andover Newton (newly housed at YDS)

Prophetic Outreach

- I attended an Accompaniment Training hosted at USNH for those available to accompany immigrants to deportation proceedings (9/17/17)
- I worked with the Anti-Racism Team and Social Justice Council to put together a plan for the second White Supremacy Teach-In on 10/15/17

October 2017 monitoring report on Succession Planning
Submitted by The Management Team
(Georgia Jennings, David Stagg, Gwen Heuss-Severance, Rev. Megan Lloyd Joiner)

Policy Wording

1.2 Emergency Management Team Succession In order to protect the congregation and Board from sudden loss of Management Team services, each Management Team member must not fail to designate and keep informed at least one other Management Team member of their activities as they relate to Board and Management Team issues and processes.

Management Team Interpretation

The Management Team shall ensure that there are at least two people informed of Board and Management Team issues and processes. Key leadership requirements include familiarity with the board's role and functions, with the day-to-day operations of USNH.

Data

The management team works very collaboratively with only a loose "portfolio" structure. All of the members are involved in decision making and aware of financial and operations situations. We are informed of what other members are working on at our bi-weekly meetings and keep track of tasks assigned through carefully recorded minutes. Should one member of the team become, for some reason, unable to serve, we are equipped to reassign their duties and tasks to other members of the team.

We report Compliance.



Unitarian Society of New Haven

Rev. Megan Lloyd Joiner, Minister
Jesse Greist, Director of Lifespan Religious Education
Jeffrey Douma & Erika Schroth, Directors of Music
Daniel Gelperin, President, Board of Trustees

*Patti Angelina, Insurance Plans Manager
UUA / OCSF
24 Farnsworth Street
Boston, MA 02210*

October 13, 2017

Dear Ms. Angelina,

The board of directors/trustees of The Unitarian Society of New Haven met on October 12, 2017 and recognized that their employee(s), named below, were not offered timely opportunity to enroll during their eligibility period, as required by the plan.

Therefore, we have now provided this/these employee(s) with benefit coverage details and enrollment forms. We have informed the employee(s) that they must elect or decline each available plan within 60 (sixty) days of being offered this opportunity to enroll.

The following employee(s) had not previously been offered timely opportunity to enroll for these group insurance benefits:

First Name	Last Name	Job Title	Date Actually Eligible	Date LTD and Life/AD&D enrollment was offered
Jamie	Ross	Congregational Administrator	9/24/2015	9/19/2017

Please find their enrollment form attached.

A copy of the employee's election, along with this letter, has been filed in the employees' permanent personnel file here at The Unitarian Society of New Haven.

To help ensure that no other employees encounter a similar enrollment timing problem, the board of directors/trustees of The Unitarian Society of New Haven has instituted written procedures to support the proper on-boarding of employees and timely completion of administrative paperwork including insurance enrollment documents.

Sincerely,

Dan Gelperin, President, Board of Trustees

*Attachments/Enclosures
Enrollment form for Jamie Ross*



700 Hartford Turnpike Hamden, Connecticut 06517 (203) 288-1807 office@usnh.org www.usnh.org



Unitarian Society of New Haven

Rev. Megan Lloyd Joiner, Minister
Jesse Greist, Director of Lifespan Religious Education
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Daniel Gelperin, President, Board of Trustees



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UNITARIAN UNIVERSALIST ASSOCIATION
OFFICE OF CHURCH STAFF FINANCES (OCSF)

24 Farnsworth St Boston, MA 02210

Insuranceplans@uua.org

617-948-6401

Insurance Enrollment – beyond the initial eligibility period:

Long term disability (LTD) or Life/Accidental death and dismemberment (Life/AD&D)

When timely completion of an enrollment application for long term disability (LTD) insurance or Life/Accidental death and dismemberment (Life/AD&D) insurance does not take place, there is normally no recourse except for the employee to apply for coverage via an evidence of insurability process. The insurance company alone decides to accept or to permanently decline the application for coverage, based on medical information concerning the employee. If denied, an employee cannot secure the coverage during a subsequent Open Enrollment period.

When the employee's failure to elect enrollment in the necessary timeframe is caused by a failure of administrative process at the local congregation, which is beyond the control of the employee, then the employee should not be penalized.

- There is no waiting period for eligible employees to enroll in these plans.

When the congregation's own formal written personnel policy prohibits employee enrollment until after an initial probationary period longer than 60 days in duration, or when a one-time administrative error occurred resulting in failure to offer the eligible employee the opportunity to enroll during their initial eligibility, then the congregation may document the error and submit a letter (see sample attached) and the enrollment form(s) to our office.

If applicable, the congregation must send to our office the signed letter of agreement or contract between the congregation and employee, which promised to enroll the employee(s) in these plans. In that case, the enrollment form supporting day-one enrollment, and the letter should permit entrance to the plan with premium payment retroactive to date of eligibility.

Important notes:

- An eligible employee is one who has been hired to work a minimum of 750 hours/year, and who is a bona fide employee (not a 1099 contract worker).
- The congregational-employer is not required to fund the premiums of these plans. In fact, there are tax consequences to the eventual benefit if the LTD premium is not paid with the employee's own post-tax dollars.
- Congregations are required to offer their eligible employees the opportunity to enroll, and employees must elect or decline enrollment during their first 60 days of eligibility.
- Employees are typically informed of the details of their compensation, benefits, work schedule and the like during an official on-boarding process when they are hired. At that time, the employee should be presented with the necessary enrollment forms, W-4, I-9, and other documents pertaining to employment with the congregation.

Insurance Enrollment – beyond the initial eligibility period:
Long term disability (LTD) or Life/Accidental death and dismemberment (Life/AD&D)

Sample Letter

*Patti Angelina, Insurance Plans Manager
UUA / OCSF
24 Farnsworth Street
Boston, MA 02210*

(date)

Dear Ms. Angelina,

The board of directors/trustees of (Congregational-Employer name) met on (date) and recognized that their employee(s), named below, were not offered timely opportunity to enroll during their eligibility period, as required by the plan.

Therefore, we have now provided this/these employee(s) with benefit coverage details and enrollment forms. We have informed the employee(s) that they must elect or decline each available plan within 60 (sixty) days of being offered this opportunity to enroll.

The following employee(s) had not previously been offered timely opportunity to enroll for these group insurance benefits:

<i>First Name</i>	<i>Last Name</i>	<i>Job Title</i>	<i>Date Actually Eligible</i>	<i>Date LTD and Life/AD&D enrollment was offered</i>

Please find their enrollment form(s) attached/enclosed.

A copy of the employee(s)' election/decline, along with this letter, has been filed in the employees' permanent personnel file here at (Congregational-Employer name).

To help ensure that no other employees encounter a similar enrollment timing problem, the board of directors/trustees of (Congregational-Employer name) has instituted written procedures to support the proper on-boarding of employees and timely completion of administrative paperwork including insurance enrollment documents.

*Sincerely,
(signature)*

Typed name of Representative of the congregation/board

Attachments/Enclosures