

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
April 12, 2012

Accepted April 26, 2012

Board Members Present: Gil Belaval; Sarah Berke; Thea Bourke-Martin, Gregg Burton; Patricia Duff; Sandra Frawley; Sue Linsley; Larry Rizzolo, Alan Price; Jessie Whitehead

Board Members Absent: Lisa Anderson;

Also Present: Tansy Birenbaum; Kathleen McTigue; Marion Visel

T. Martin called the meeting to order at 7:06 p.m. and G. Burton recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with T. Martin presiding.

Treasurer's Report and Canvass Report

S. Frawley presented the Treasurer's Report. S. Frawley also updated the Board on the status of the canvass campaign. Approximately 60 households have not pledged. The Board discussed mailings to people that have yet to make their pledges. It was noted that personal contact is often most effective for securing pledges. Board members volunteered to make phone calls to follow up on outstanding pledges.

ACTION ITEM: S. Frawley to follow up with with Canvass Committee to finalize the list of outstanding pledges.

ACTION ITEM: A. Price to draft a letter to new pledge units to particularly welcome and thank them.

ACTION ITEM: Once the outstanding pledge list is complete, G. Burton is to post the sheet on the Board website and board members will sign up to contact people that they know or have a connection to that are on the list.

The Board discussed the communication that should be made about Canvass. It was noted that the Finance Committee spoke at the last two services about the critical need to complete the pledge campaign.

ACTION ITEM: A. Price to draft a note to be included in the next newsletter regarding the Board's efforts to close out the canvass campaign.

Lovefest Expenses

L. Rizzolo reported on his conversations with Canvass Committee members regarding the expenses incurred on Lovefest in excess of the budget. The response from the Committee was that their understanding was that there was not a real budget limit for Lovefest and that the Committee was able to spend what it felt was reasonably necessary for a successful event since the expenditures were directly related to receiving back pledges. The Board discussed that shifting to a more disciplined financial management and oversight requires a cultural shift,

but that the shift is necessary in order to avoid ongoing budget shortfalls. The Board inquired as to whether there is an accounting of the amount or number of pledges made at Lovefest.

ACTION ITEM: T. Birenbaum to inquire whether there is an accounting of the pledges made at Lovefest.

Report of Interim Minister Task Force.

T. Martin updated the Board on the status of the Interim Minister selection process. The application was submitted to the UUA. The range of expense for the Interim Minister provided by the Finance Committee is \$118,077 (including a salary of \$80,600) to \$125,000 (including a salary of \$85,600). Applications from ministers are expected by April 24th.

ACTION ITEM: G. Burton is to post the application for the Interim Minister on the Board website.

Director of Religious Education Update and Relocation Expense Proposal

T. Martin reported that the employment letter with Jesse Greist as Director of Religious Education has been signed.

T. Martin presented a proposal of the Personnel Committee to add moving expenses to the DRE compensation. The Board noted that relocation expenses were inadvertently omitted from the compensation proposal that was originally approved.

MOTION by P. Duff to pay relocation expenses for the Director of Religious Education consistent with relocation expenses that have been provided in the past. **Seconded. One (1) in favor, five (5) opposed and four (4) abstentions. Motion failed.**

Concern was raised that the Finance Committee had not considered the request. The Board referred the proposal to the Finance Committee to determine the feasibility of the proposal and to address whether such expenses would be appropriate for inclusion in the current year expenses or 2012-2013.

Personnel Committee Handbook Recommendation

K. McTigue presented a recommendation from the Personnel Committee to amend the employee handbook to change the "full time" equivalent from 35 hours a week to 40 hours a week. It was noted that this does not change the compensation of any employees, but informs salaried employees that the expected work requirement is at least 40 hours per week. It was also noted that full time staff currently work 40 hours or more per week and that this change simply reflects the current state of facts.

MOTION by S. Berke to approve the Personnel Committee proposal to amend the definition of full time equivalent. **Seconded and passed without dissent.**

Preparations for K. McTigue's Departure

K. McTigue presented a report on preparations for her departure from USNH. The Board discussed plans for transition of responsibilities. It was noted that the absence of a head of staff between K. McTigue's departure and the start of the Interim Minister should be addressed by the Personnel Committee. Sue Phillips of the UUA is scheduled to speak to the Board via Skype at the next Board meeting on April 26th.

ACTION ITEM: G. Burton is to ensure Internet access in the library for a Skype call with Sue Phillips at the next meeting.

Communication to the Congregation

The Board discussed the continuation of communications to the congregation regarding K. McTigue's departure and the Interim Minister selection process. The Board discussed having a regular note or letter from the Board included in the newsletter, which would include a timeline for the ministerial transition. The Board also wishes to have announcements included on the website.

ACTION ITEM: G. Burton to draft the Board newsletter piece for the next newsletter and to take the lead to prepare or identify the Board member that will be responsible for each subsequent update.

Miscellaneous

It was noted that the June Congregational Meeting will be held on June 10 and that the budget for 2012-2013 will need to be finalized prior to that time so that it may be presented at the meeting and approved by the congregation. The Board expressed a desire to have the budget finalized in advance of the meeting in order to publish the proposed budget and allow the congregation to review prior to its presentation at the meeting of the congregation.

T. Martin reminded Board members that are on committees to nominate their chairpersons so that the board can approve the nominations.

T. Martin reminded Board members to review the memorandum for the next board meeting in order to discuss the structure and format for future Canvass campaigns.

Adjournment

The meeting was adjourned at 8:56 p.m.