

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
January 10, 2013

Accepted February 14, 2013

Board Members Present: Alison Cunningham; Thea Bourke-Martin; Gregg Burton; Sandra Frawley; Russell Heinrich; David Jones; Georgia Jennings; Sue Linsley; Bobbi Pace; Margaret Rae,

Board Members Absent: Jessie Whitehead

Also Present: Emily Melcher

A. Cunningham called the meeting to order at 7:00 pm and G. Burton recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with A. Cunningham presiding.

Stewardship Campaign Update

D. Rae presented the stewardship campaign plan prepared by the stewardship committee. The committee is planning several stewardship events over the course of the campaign. Focus is on narrowing the campaign season, which is expected to begin March 3, 2013 and be completed by April 14, 2013.

Consent Agenda

- Approval of Board Meeting Minutes 12/13/2012 Meeting
- Acceptance of the Board Report of M. Visel

Corrections were offered to the Minutes of the December 13, 2012 meeting.

MOTION D. Jones to approve the consent agenda; **SECONDED** S. Frawley; **PASSED** without dissent or abstention.

Treasurer's Report

S. Frawley presented the treasurer's report. Rentals to date are lower than anticipated. Fundraising activities have not matched prior activities. Dedicated plate collections have increased plate donations, but miscellaneous donations have decreased, although it is not clear whether these two trends are correlated. In terms of the operating budget, excess expenses of \$8,645 have been approved. In addition, two revenue lines are currently projected not to achieve their targets: fundraising faces a possible shortfall of \$1-2K, and incidental rentals a shortfall of about \$7K. Noted that the fundraising committee remains inactive without a chair. Ongoing fundraisers and annual events are continuing nonetheless.

No new fundraisers are currently planned. The Board discussed whether it is a worthwhile use of energy and resources to continue to push for new fundraisers.

Executive Session - Donation

The Board went into executive session at 7:40pm to discuss matters related to a potential donation. The Board closed executive session and returned to its regular meeting at 7:55pm

Interim Progress Appraisal

E. Melcher discussed the interim progress appraisal process. The report is due on February 15. The purpose is to inform the transitions office of the UUA on the status of the transition process. The Board will complete an assessment and E. Melcher will complete a separate assessment, which will be shared prior to the next board meeting.

ACTION ITEM: Next meeting agenda to include discussion of Interim Progress Appraisals

ACTION ITEM: G. Burton, R. Heinrich; A. Cunningham and T. Martin volunteered to prepare an initial draft of the Board's appraisal report.

Big Picture Attention

The Board reviewed an overview of the transition process and the various undertakings involved. Consideration was given to which processes are ongoing and which efforts are to be commenced in the near and long term. The Board discussed the implications of where the congregation is in this process.

Readiness for Search Process

The Board discussed the status of the ministerial search process and the critical path items in order to be ready to engage in the search process going into next year.

Financial Consulting Proposal

R. Heinrich presented a proposal from Karen MacArthur, a church financial consultant, to evaluate the financial systems and procedures of USNH. The Board reviewed Ms. MacArthur's credentials and experience. It was noted that the consultant would be working in conjunction with the Treasurer, staff and the Finance Committee.

MOTION by T. Martin to retain Ms. MacArthur to provide an initial review of USNH financial systems and procedures and to present a specific proposal for a comprehensive review;
SECONDED by G. Jennings; **PASSED** without dissent or abstention.

Governance Consulting Proposal

A. Cunningham presented a proposal from Unity Consulting to facilitate a governance board retreat and follow-up consulting on governance reform efforts. Unity Consulting provides webinars online at a reasonable cost for group viewing. The Board reviewed the resume of Unity Consulting and materials available on the group's website. The consensus of the Board was to watch the first webinar before deciding whether to retain Unity Consulting.

ACTION ITEM: Board to watch the first Unity Consulting webinar together at Tuesday meeting in order to begin governance discussion.

ACTION ITEM: G. Burton to arrange for equipment to watch webinar.

ACTION ITEM: A. Cunningham to confirm availability of the library for Tuesday meeting.

Before moving to the next agenda item, G. Burton requested a return to the Financial Consulting proposal to address cost approval.

MOTION by G. Burton to amend the prior motion to approve the expenditure of \$300 for the initial review by Ms. MacArthur; **SECONDED** by T. Martin; **PASSED** without dissent or abstention.

Transition Next Steps

E. Melcher described the next steps in the transition process. Georgeanne Green will be at USNH on January 27 and will preach at both services. There will be a congregational meeting from 12:30-1:30 and a Board meeting from 1:30-2:30, each facilitated by Georgeanne Green.

ACTION ITEM: Read settlement handbook prior to January 27.

ACTION ITEM: Consider looking at book "Getting Started with Policy Governance".

Adjournment

There being no further business, the meeting was adjourned at 9:10 p.m.