

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
March 14, 2013

Accepted April 11, 2013

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

Board Members Absent: Russell Heinrich;

Also Present: Emily Melcher

A. Cunningham called the meeting to order at 7:02 pm and G. Burton recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with A. Cunningham presiding.

Consent Agenda

- Approval of Board Meeting Minutes of February 14, 2013 and February 19, 2013 Meetings
- Acceptance of the Board Report of M. Visel

Corrections to the first initial of M. Rae in the minutes were offered to the Minutes of the February 14, 2013 meeting by M. Rae.

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

Financial Consultant Update

S. Frawley presented an update on the effort to secure a financial consultant to review the financial controls and processes of USNH. Karen MacArthur is no longer responding to email and other inquiries. Based on the lack of communication a new consultant will need to be identified. E. Melcher will inquire with the district for another recommendation.

Beer Sampling Fundraiser

The Board considered a proposal to offer a home-brew beer sampling fundraiser. The Board discussed potential concerns regarding alcohol-based fundraising events. It was noted that other religious organizations have hosted similar events with success. Concern was expressed that more detail was needed about the specifics of the event. The Board was generally supportive of the idea, but did not reach a vote as it was felt that additional information and specifics for the event were needed before it could be considered for approval.

ACTION ITEM T. Bourke-Martin to follow up with sponsor for additional event details.

ACTION ITEM G. Burton to research issues regarding the service of alcohol at church events.

Roof Inspection Report

Claude Grazia of the Building and Grounds Committee reported to the Board on the status of roof leaks. The Sanctuary Roof leaked at one point in the winter, but required only minor repair to the rubber membrane. The roof of the RE wing is in desperate shape and all efforts to repair it have been unsuccessful. That roof has simply reached the end of its life. The roof in the Children's Chapel is also leaking and occasional leaking has occurred in the social hall. B&G has solicited quotes to replace the roof. Those quotes are between \$27,000 and \$35,000 to replace the RE wing with EDPM rubber roofing. According to Martin Gent of the Building and Grounds Committee, when all three roofs were last replaced, the total cost was \$70,000 and he expects that the cost today would be \$140,000. While there may be mold issues that arise due to the moisture in the ceiling tiles, the first order of business is to fix the roof then to deal with any collateral issues.

The Board discussed the urgent nature of the roof repairs. Concern was raised about the lack of certainty in the cost quotes provided by the Building and Grounds Committee. The Board expressed concern that the cost of repairs may become much greater due to collateral moisture damage if repairs are delayed.

ACTION ITEM: G. Burton and A. Cunningham to prepare a written bid request and solicit bids from roofing contractors.

S. Frawley presented possible sources of funds for the cost of the roof replacement: (1) Board designated capital fund of \$15,000; (2) Endowment may be able to contribute additional funds to the operating budget over the \$25,000, which was conservative based on current returns; (3) the mortgage loan to Kathleen McTigue is due to be repaid upon the sale of her house, but inquiry must be made regarding limitations on the use of the loan funds; (4) emergency loans from members of the congregation; (5) Endowment Funds other than the Winchell Fund could be loaned to USNH; (6) unrestricted cash on hand from prior budget years; (7) unrestricted liquid funds, i.e. current cash in excess of current expenses; (8) capital fundraising campaign.

Sabbatical Request by M. Visel

The Board considered M. Visel's proposal for a sabbatical leave during this summer. The Board noted that E. Melcher is scheduled to be on vacation for a portion of M. Visel's proposed sabbatical. It was noted that many of the summer services are lay led and would not be significantly affected by the absence of both ministers. Pastoral care would be handled by the lay ministry team with coverage for major events to be provided by another area clergy by agreement.

MOTION by B. Pace to approve M. Visel's request for sabbatical as proposed; **SECONDED**; **PASSED** without dissent or abstention.

Discussion of Ministerial Search Committee Nomination Process

The Board discussed the status of the ministerial search committee nomination process and the means of keeping the congregation informed of the process.

ACTION ITEM: G. Burton to forward frequently asked question updates from the website to Pam Niles to be posted in the social hall.

ACTION ITEM: A. Cunningham and S. Frawley to continue processing questions.

The Board discussed the need to determine the template for candidate write ups.

ACTION ITEM: M. Rae and D. Jones will work together to prepare a template and submit it to the exec committee for approval at the next Board meeting.

The Board discussed several questions posed in the nomination process regarding eligibility limitations and the rationale for such limits. The Board reached a consensus that eligibility limitations with respect to spouses and immediate family members are appropriate in order to mitigate perceived concentration of power and the likelihood of information flow from the Board to the Search Committee.

ACTION ITEM: G. Burton to update frequently asked questions to reflect the Board's consensus.

Board Covenant

The Board discussed the need to create a covenant. A reading on covenants was circulated for review and discussion at the next Board meeting.

Adjournment

There being no further business, the meeting was adjourned at 9:18 p.m.