

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

Accepted December 12, 2013

Board Members Present: Alison Cunningham, Greg Seaman, Suzanne Miller, Nancy Lesh, Rod Groff, Holly Hawkins, David Jones, Peggy Rae, Bobbi Pace

Board Members Absent: Mary Donohue

Also Present: Emily Melcher, Fred Morrison, Bob Congdon, Carol Cheney

A. Cunningham called the meeting to order at 7:04 pm and P. Rae recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with A. Cunningham presiding.

Endowment Development Campaign Proposal

Representing the Endowment and Legacies Committee, F. Morrison, B. Congdon, and C. Cheney outlined the Committee's proposal for a concerted campaign to increase USNH's endowment to \$2.5 million over the next ten years. The endowment currently is about \$750,000. The campaign aims to garner additional funds from legacies, bequests, and contributions.

The plan is described in detail in the Committee's Endowment Development Campaign September 29, 2013 document, which was provided to the Board. The Committee seeks the Board's endorsement to present the proposal to the Congregation for approval, ideally at the January 2014 Congregational Meeting.

After a brief discussion with Board members, F. Morrison, B. Congdon, and C. Cheney departed.

At 7:30 pm the Board turned to its business at hand, the first item being the endowment campaign proposal.

MOTION H. Hawkins to endorse the Endowment and Legacies development plan as presented tonight and in the Sept. 29, 2013 Endowment Development Campaign document; **SECONDED** B. Pace; **PASSED** without dissent or abstention.

Consent Agenda

1. Approval of Minutes of the 10/10/13 and 10/15/13 Board of Trustees Meetings
2. Approval of 2014 Clergy Housing Allowances for Emily Melcher and Marion Visel

MOTION D. Jones to approve the Consent Agenda items; **SECONDED** G. Seaman; **PASSED** without dissent or abstention.

Treasurer's Report

G. Seaman commented on the financial statements provided to the Board, which include the accountant's year-end compilation report for June 30, 2012 and June 30, 2013. Payroll figures in the year-to-date report are incomplete; during the transition from reporting lump sum data to reporting figures for individual staff, entries must be made manually, and some data are not yet entered. In the future, the payroll service will be able to report these figures automatically.

G. Seaman reported that repair of the roof and gutter above the front entry is on hold while additional bids are sought, the initial bid (\$5,500) from Eagle Rivet being higher than expected.

B. Pace inquired as to the disposition of the Shuttee Fund, now that Pat Shuttee has died. G. Seaman replied the Finance Committee is looking into this and will submit a proposal to the Board.

Development of 2014-15 Operating Budget

The Board reviewed the suggestions for an accelerated budget process given by Finance Committee chair Sandy Frawley. The April 3 date for asking a candidate to be USNH's next minister necessitates the budget process be completed earlier than usual. In her Recommendations for Development of USNH 2014-15 Operating Budget SJF, 11/1/13, she proposes a schedule for how the Board and Stewardship, Personnel, and Finance Committees can achieve this goal.

The Board agreed with the general outlines of her proposal. The Board will aim to set budget priorities in January. It was agreed that before then, the Board should hear from the Personnel Committee, and a meeting in December is tentatively planned.

Stewardship Campaign for 2014-15

E. Melcher reported on the Stewardship Campaign, which will run Feb. 2 – Mar. 2, 2014, a little earlier than usual to fit into the earlier budget schedule. Details are given in Stewardship Campaign 2014-15: Preliminary Plan, from Stewardship Committee Chair Carol Cheney, 11/6/13.

Turnpike Players Request

The Board discussed a proposal from Heather Reba, on behalf of the Turnpike Players, to produce a small-scale musical at USNH this winter. For background, E. Melcher provided highlights from their correspondence concerning space reservations and scheduling. The staff had discussed the proposal at its Nov. 6 meeting and recommended that the production be held in June, since there are so many events taking place at USNH this winter and spring.

E. Melcher pointed out the only weekend date available this winter conflicts with the Stewardship Campaign's "Celebration Sunday" on March 2, a festive end to the pledge drive. An additional schedule conflict, pointed out by A. Cunningham, is the UU General Assembly meeting in June, which is being held in nearby Providence, RI, and which USNH members will be urged to attend.

After discussing pros and cons, the Board voted (with one dissent) to inform H. Reba that a production cannot be held until June.

The Board also briefly discussed the separate issue of whether the Board should delegate decisions on space use to the staff. At this time, the absence of policies on space use (other than first-come first-served) is a hindrance, but there was a general feeling that were such policies in place, it would be appropriate for the staff to make the decisions.

Board Role in Candidating Week

E. Melcher reported that the Ministerial Search Committee has set the weeks of May 3-11 and May 11-18 as possible times for the chosen ministerial candidate to visit USNH (the candidate will choose which week). She reminded Board members of the importance of their participation in as many of the candidating week activities as possible.

Other

E. Melcher reported Tisha Ferguson has turned her attention to website improvement and implementation of the new database.

Adjournment

There being no further business before the Board, the meeting was adjourned at 8:52 pm.