

Unitarian Society of New Haven  
Minutes of the Board Meeting of the Board of Trustees  
March 18, 2014

Accepted April 10, 2014

Board Members Present: Suzanne Miller, David Jones, Bobbi Pace, Rod Groff, Greg Seaman, Mary Donohue, Peggy Rae, Holly Hawkins

Board Members Absent: Alison Cunningham, Nancy Lesh

Also Present: Emily Melcher

M. Donohue called the meeting to order at 7:05 pm and P. Rae recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with M. Donohue presiding.

Consent Agenda

- Approval of Minutes of 2/18/14 Board Meeting
- Acceptance of Draft Minutes of 1/26/14 Special Congregational Meeting

**MOTION** B. Pace, to approve consent agenda; **SECONDED** R. Groff; **PASSED** unanimously, without dissent or abstention.

Financial Report

G. Seaman reported the YTD for the end of February looks good.

Concerning the recovery of overpayments that were made to Marion Visel and Jesse Greist due to payroll errors 7/1/13 through the end of January, 2014, G. Seaman reported that M. Visel reimbursed USNH for the 2013 overpayments and was issued a revised W2 for 2013. She has arranged for the balance (Jan. 2014 overpayments) to be taken out of her paychecks. The Finance Committee will recommend that J. Greist be given the option of working off some or all of his debt. E. Melcher said the Personnel Committee will offer recommendations for work he might undertake.

Board members expressed concern that there are no policies in place with regard to recovery of overpayments, either with respect to who makes the decisions regarding a repayment plan or with respect to the extent to which recovery is sought. They noted the importance of having such policies in place for the future.

G. Seaman presented a recommendation from the Personnel Committee concerning pension contributions to the UUA retirement plan on behalf of eligible USNH employees. As outlined in a 3/16/14 memorandum to A. Cunningham, which was shared with the rest of the Board, the Personnel Committee recommends that USNH make no changes

in its pension policy and funding for the coming fiscal year (FY14-15). The Board voted to accept the recommendation.

**MOTION G.** Seaman, to accept the Personnel Committee recommendation to continue with the current USNH pension contribution plan in FY14-15; **SECONDED** D. Jones; **PASSED** unanimously, without dissent or abstention.

### Stewardship Campaign Update

Although awaiting an updated report from Tisha Ferguson, H. Hawkins estimated that 50-80 members have not yet responded to the pledge campaign. She, Stewardship Campaign co-chair Carol Cheney, and E. Melcher are working out a contact plan for follow up that will probably involve a combination of email and phone calls. Board member S. Miller volunteered to make phone calls, joining E. Melcher and the group of 4-5 other people (mostly from the Endowment Committee) who had previously volunteered to do so.

Reception has been good to the way this year's campaign has been run, with many people commenting in particular on the logo. H. Hawkins remarked that consistency of logo and message is helpful not only within a single campaign but also from year to year. She recommended that an effort be made to keep logo and message constant, if possible.

### Rental Committee Task Force

The Board discussed the formation of a task force to develop rental policies. D. Jones agreed to assemble a group of 3 to 4 people to develop written policies around rental rates, rules, and procedures. The task force will use as its starting point the draft rental committee charge composed by E. Melcher, which outlines several areas where policies are needed and other areas where existing policies might be reviewed. Tisha Ferguson has been collecting rental policies from other congregations that may provide helpful examples.

The task force will also address the function of the rental committee and perhaps the question of whether a rental committee is actually needed once policies are in place. Among the functions that might be retained are negotiations and marketing, although these might not require a separate rental committee for coverage. Consultation with T. Ferguson will be important when the task force turns to this aspect of its charge.

### Buildings and Grounds Committee

D. Jones and G. Seaman reported that Martin Gent is stepping down as chair of the committee. Present committee members are being queried as to their willingness to become chair, or co-chair, of the committee.

## Other business

Policies and Procedures Manual: Board members discussed the desirability of having existing policies and procedures collected in a single place where members of the congregation, committees, Board, and staff would be able to view them. At present, they are scattered in many places; some may be located in computer files on the Congregational Administrator's computer, while others may be on paper only or in the files of individual committees. **ACTION:** H. Hawkins agreed to take on the project of collating policies. **ACTION:** E. Melcher to upload existing rental policies onto the Board website.

Thank You Notes from the Board: Board members agreed with the suggestion from H. Hawkins that thank you notes be sent to Georgia Jennings, Terry Vidal, Sally Connolly, and the others who gave the USNH lobby and coatroom a re-do this winter. H. Hawkins suggested that Thank You's should be a regular agenda item for the Board's monthly meetings, and she volunteered to write the notes. **ACTION:** H. Hawkins to send thank you notes to the lobby/coatroom refurbishment team. **ACTION:** P. Rae to remind the Board Executive Committee about putting Thank You's on the agenda.

GA Delegates: Anticipating that the number of USNH members wishing to be delegates to GA may exceed the number of positions available, the Board agreed to set a cut-off date of April 9 for people to sign up to be delegates; if more people sign up than there are slots, a lottery will be held to determine the delegates. **ACTION:** M. Donohue to notify Sue Linsley, who has been publicizing GA; either she or Sue will write an item for the March 27 newsletter to inform the congregation of the procedure.

## Adjournment of Regular Meeting to meet in Executive Session

The regular meeting was adjourned at 8:15 pm, and the Board met in Executive Session to hear a matter of concern brought by E. Melcher and to discuss revision of the draft Values, Mission, and Ends Statements to be presented for acceptance at the March 30 Special Congregational Meeting.

## Adjournment of the Executive Session

The Executive Session was adjourned at 9:12 pm.