

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
November 13, 2014

Accepted December 11, 2014

Board Members Present: Mary Donohue, Russell Heinrich, Holly Hawkins, Mary Losee, Rod Groff, David Jones, Merrily Kaplan, Suzanne Miller, Peggy Rae

Board Members Absent: Dan Gelperin

Also Present: Fritz Hudson

M. Donohue called the meeting to order at 7:00 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 10/9/14 and 10/21/14 Board Meetings

MOTION D. Jones, to approve Consent Agenda; **SECONDED** R. Heinrich; **PASSED** unanimously, with one abstention.

Treasurer's Report

M. Losee reported that the FY14-15 budget appears to be in the black by \$6,164 as currently projected.

The departure of Associate Minister Marion Visel and the Board's decision to leave the position unfilled have decreased expenses by \$34,512 and eliminated the \$33,214 deficit present in the budget passed last June. Miscellaneous donations have already exceeded the budgeted amount by more than \$11,000, offsetting a lower than budgeted level of pledging. Lower costs for liability insurance and for the CPA's year end report offset unbudgeted expenses for website development and sound system maintenance. Taken together, these have resulted in the modest budget surplus currently projected.

Facility repairs remain a major expense of unknown size. M. Kaplan attended the Building & Grounds (B&G) Committee's Nov. 12 meeting and reported that B&G is awaiting a bid from Eagle Rivet for repair of front and back gutters and of the gap by the windows where rainwater leaked into rooms 203, 205, and 207. Fortunately, mold remediation does not appear necessary. The committee has a quote from Roto-Rooter to clear drains and is awaiting a second quote from another firm.

Minister's Report

F. Hudson distributed his November 12 Ends and November 13 Executive Limitations Monitoring Reports, which are attached to these Minutes and detail the areas and activities he assessed this past month. The reports note new or ongoing initiatives and assessments; those that were previously completed are archived on the Board's website.

Fritz mentioned that in his meetings with the Worship Committee, the low attendance at the Sunday morning first service had come up. He suggested to the Board that over the course of a month or so he explore with the congregation ways to energize worship on Sundays. The Board agreed. He expects to begin the process in January, with the assistance of the Worship Committee.

Working Group for review of unrestricted funds proposals

The Board discussed setting up a sub-group of Board members to look more closely at proposals for use of unrestricted funds. There was uncertainty about the group's objectives and about the necessity of having a group set up at this time. H. Hawkins agreed to write up some thoughts.

Executive Team Proposal

The Board discussed and approved F. Hudson's Oct. 9 proposal for an Executive Team to operate Dec. 1, 2014 through May 31, 2015. The proposal will give the Board and congregation a chance to experience how such a team functions in a policy-based governance system and will provide a basis for considering how to structure the Executive Team in the future.

The team will consist of the Minister and two Board-appointed USNH members, with additional staff or members appointed by the team as needed. In keeping with policy-based governance structure, the team will have oversight responsibility for committees dealing with programs and operations and will provide regular reports to the Board on progress toward the achievement of USNH's Mission and stated Ends. It will be constrained by the Board's Executive Limitations policies.

MOTION Merrily Kaplan, to implement F. Hudson's proposal; **SECONDED** Mary Losee; **PASSED** unanimously, without dissent or abstention.

The Board decided to appoint David Jones and Sandy Frawley to the Executive Team. Both are knowledgeable about Policy Governance and have long experience with USNH operations and committees. D. Jones will remain a Board member until his term expires in June, 2015, but will recuse himself from voting and from matters outside those appropriate for Executive Team consideration.

[Note added by P. Rae - At its Nov. 18, 2014 Governance meeting, the Board renamed the team the "Management Team"]

Budget feedback and Dec. 7 Special Congregational Meeting

The Board reviewed feedback from the approximately 40 USNH members who attended the Oct. 19 and Nov. 2 budget roundtable meetings, then discussed plans for the Dec. 7 Special Congregational Meeting. The Board will provide an update on the budget's current status at the Meeting and share congregant feedback, including suggestions for increased expenditures in future budgets.

Other Business

M. Donohue will provide a paragraph on Governance for the re-vamped USNH website, which is now live. F. Hudson's sermons will be posted on the site in written form; the hope is to have audio versions in the future, as well.

The Board will devote its Nov. 18 Governance meeting to developing a plan for communications between the Board and congregation about policy governance and its progress at USNH.

M. Kaplan will send thank you notes to Tisha Ferguson for her work on the website and to Sally Connolly for her role in contacting people for the Founder's Day service.

Adjournment

There being no further business before the Board, the meeting was adjourned at 9:15 pm.

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –November 13, 2014

We are a diverse, multi-generational faith community that

- inspires lives of compassion and generosity**
- nurtures spiritual growth**
- cultivates transformative connections, and**
- creates a more just world**

["+" = activity initiated in this month

["~" = activity continuing from prior months

WITHIN

Respecting different spiritual journeys, the people of USNH find

- inspiration

and

- a safe place to

**** Develop our best selves***

~ Right Relations support under assessment

**** Grow spiritually***

+ Small Group Ministry facilitator in-service session was held October 28

+ Remembrance Multi-generational Service was essayed October 26; possible annual rite

**** Live with more joy and open-heartedness***

**** Experience a connection to something larger than ourselves***

+ Founders Sunday Service was essayed November 9; possible annual rite

~ Sunday Service music success under assessment

**** Find meaning and purpose in our lives***

**** Articulate our Unitarian Universalist identity***

+ Website upgrade is in "beta-testing"

+ Membership Committee has been formed

+ Initial Sunday Newcomer Discussion was held November 2

+ Initial "Introduction to UUism" session was held November 1

+ Initial "Do You Want to Join USNH?" is under development for December 6

+ Visitor follow-up process is under development

~ CYRE programs success is under assessment

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –November 13, 2014

AMONG

USNH is a congregation of

- welcome

and

- connection,

where people of all ages:

**** Treat one another with respect***

+ Adult-Child one-to-one connection-creation program is under development

~ Right Relations support under assessment

**** Give and receive support in times of joy, sorrow and transition***

+ Sunday Service Joys & Sorrows Sharing format has been tentatively established

~ Pastoral Care service volunteer recruitment in process

~ Pastoral Services oversight and coordination structure in development

~ Music program support under assessment

**** Embrace diversity***

+ Sanctuary hearing assistance system has been upgraded

~ Physical ability diversity support is under assessment

**** Engage in life-long learning***

+ Cakes for the Queen of Heaven program was initiated October 25

~ Expanded staff proposal to support life-long learning is under development

**** Give generously of ourselves and our resources***

+ Founder's Sunday recognition of Legacy Society was held; possible annual practice

~ Financial Stewardship success is under assessment

~ Time & Talent Stewardship success is under assessment

~ Administrative support for generous giving is under assessment

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –November 13, 2014

BEYOND

The people of USNH, together and with our partners, act on our values in the larger world. We:

*** Advance justice in our community and beyond**

+ Justice advancement through Health Care Reform Advocates, Economic Justice (Group) Immigration Rights (Group) is under assessment

+ Justice advancement potential through USNH potential for involvement in CONECT (congregation-based social justice organization) is under assessment

*** Expand our understanding and awareness of social and environmental issues**

~ Environmental understanding/awareness expansion through Green Sanctuary program is under assessment

+ Poverty understanding/awareness expansion through Columbus House monthly dinners, Waverly educational programs, East Rock mentors program, Interfaith Cooperative Ministry, Food Bank, Kids Service Team is under assessment

+ Peace/Conflict understanding/awareness expansion through Peace (Group) is under assessment

+ Mental Health understanding/awareness expansion through Mental Health Awareness (Group) is under assessment

*** Develop new understanding of ourselves and others through our justice work**

+ Anti-Racism<>Dixwell-UUC partnership discussion #3 is scheduled December 2

*** Strengthen Unitarian Universalism's Mission**

~ Request: interpretation/clarification of this end:

? Does the UUA have a mission statement?

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –November 12, 2014

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- inspires lives of compassion and generosity**
- nurtures spiritual growth**
- cultivates transformative connections, and**
- creates a more just world**

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GLOBAL EXECUTIVE RESTRAINT

The Executive Team shall not cause or allow any practice, activity, decision or organizational circumstance which is either

- unlawful,**
- imprudent, or**
- in violation of USNH Bylaws,**
or commonly accepted business and professional ethics.

- USNH Bylaw possible "violations" – Update to October, 2014 report**

[3. Art. VIII, Sec. 3. The Society's standing committees are]:

Committees with no 2014 evidence of activity discovered to date

- * Committee on Memorials (not = to Committee on Endowment & Legacies)
- * Fundraising (not = to Stewardship)
- * Ministry (not = to Transition Team; Ministerial Search)
- * Publicity
- * Social Activities
- * Unitarian Universalist Affairs

TREATMENT OF CONGREGANTS, FRIENDS, AND VISITORS

With respect to interactions with members, friends and visitors of the church, the Executive Team shall not cause or allow conditions, procedures, or decisions that are

- unsafe,**
- disrespectful,**
- unnecessarily intrusive, or fail to provide appropriate confidentiality and privacy.**

*** Unsafe**

- + The Building & Grounds Committee is in process of addressing**
 - rain water in-flow and mold presence in Rooms 203, 205, & 207
 - rain gutter over-flow unto front entrance
- ~ An Automated External Defibrillator (AED) has been installed. Use procedures are being formulated**

*** Disrespectful**

- ~ Right Relations support is under assessment**

*** Unnecessarily intrusive, or fail to provide appropriate confidentiality and privacy.**

- + Privacy Policy has been adopted and is guiding office functions and procedures**

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –November 12, 2014

TREATMENT OF PAID AND VOLUNTEER STAFF

With respect to treatment of staff/volunteers, the Executive Team may not act in a manner inconsistent with UU Principles or cause or allow conditions that are inhumane, unfair, or unprofessional. Furthermore, the Executive Team shall not:

1. Discriminate against existing or potential paid or volunteer staff based on race, ethnicity, national origin, gender, physical disability, marital status, sexual orientation, or gender characteristics, identity, or expression.

2. Operate without or fail to comply with written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions.

~ Grievance procedure effectiveness is under assessment

3. Subject paid or volunteer staff to unsafe or unhealthy conditions.

+ The Building & Grounds Committee is in process of addressing

- rain water in-flow and mold presence in Rooms 203, 205, & 207
- rain gutter over-flow unto front entrance

~ An Automated External Defibrillator (AED) has been installed. Use procedures are being formulated

COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Executive Team shall not cause or allow jeopardy to the fiscal or institutional integrity of the Society.

Accordingly, the Executive Team may not:

1. Change any minister's compensation, benefits, or allocated professional expenses previously established by the Board.

2. Promise or imply permanent or guaranteed employment.

3. Recommend compensation and benefits that create obligations over a term longer than revenues can be safely projected.

4. Establish current compensation and benefits that deviate materially from the non-profit, geographic, and professional market for the skills employed.

~ Compensation & benefit deviation from market is under assessment