

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
December 11, 2014

Accepted January 8, 2015

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

Board Members Absent: Russell Heinrich

Also Present: Fritz Hudson, Sandy Frawley

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 11/13/14 Board Meeting Minutes

MOTION H. Hawkins, to approve Consent Agenda; **SECONDED** D. Gelperin; **PASSED** unanimously, without dissent or abstention.

Board Covenant

Board Members read the Draft 2014-2015 Board Covenant aloud. The covenant, which was drafted at the August 14, 2014 Board Meeting, will be revisited and finalized at a later date.

Management Team Report

The three members of the newly appointed Management Team (F. Hudson, D. Jones, and S. Frawley) reported on the Team's activities in its first few weeks of operation. The Team is meeting weekly and has drawn up a "To Do" list, which Team leader D. Jones previewed for the Board. The Team plans to meet with the Building & Grounds Committee this month and with other committees subsequently. M. Donohue has sent a letter to committee heads explaining the Management Team's function and alerting them to work with the Team when contacted.

S. Frawley reported that rather than having individual Team members oversee specific areas of operations and programs, the Team has decided to operate as a single unit, with all three members overseeing operations and programs together, to allow all to become familiar with the different areas. Decisions are reached by consensus.

F. Hudson presented his Dec. 11, 2014 Ends and Executive Limitations Monitoring Reports, which are attached to these Minutes. He noted in particular that:

- Eleven newcomers attended the first “Steps to Join USNH?” session on Dec. 6; he expects to hold similar sessions for potential new members approximately every other month.
- Covenant conversations with the congregation will begin in January under the auspices of the Right Relations Task Force.
- More than 20 children took part in the Kids Service Team Pie-Baking and Give-away program this past month, and the congregation contributed \$2,168 to the UU Service Committee-UUA Ebola Relief Crisis Fund.
- The third anti-racism discussion in the partnership with Dixwell UCC (United Church of Christ) Church took place Dec. 2 and was attended by more than 50 people, over 30 of them from USNH.
- Bids have been received for replacement of the front rain gutter and vacuuming of drains; the value of installing a copper gutter vs. a less expensive one of aluminum is being weighed.

Interim Progress Appraisal

F. Hudson and the Board will file separate Interim Progress Appraisals with the UUA next month. Prior to filing, the two appraisals will be shared and discussed at the Board’s January 8 meeting. M. Donohue will compile the Board’s appraisal from the comments of individual Board members, who were provided with the appraisal template and a copy of last May’s appraisal by former Interim Minister Emily Melcher.

Treasurer’s Report

M. Losee reported on the current state of the budget and distributed a year-to-date profit-loss summary and full balance sheet. The budget appears to be on track to be balanced at the end of the year, although the extent of major facility expenses such as snow removal, heating oil, and repair of gutters and windows remains unknown at this time.

The Finance Committee and the Endowment & Legacies Committee met and have formed a committee to address how to deal with unspecified donations. A question arose this fall when such a donation was received from the estate of deceased USNH member Ethel Massey. As noted previously (see September 11, 2014 Board Meeting Minutes), the gift was not specifically designated for the Endowment and there was uncertainty about whether it should be applied to the Endowment or elsewhere. The gift has been placed in the Money Market account and is included in the Miscellaneous Donations line in the budget; at M. Donohue’s request, the two committees are to prepare a joint proposal for a policy to handle such situations.

Prioritization of Ends for the Management Team

The Ends Statements affirmed in March 2014 describe what specific measurable differences we at USNH intend to make and for whom. At the suggestion of F. Hudson, the Board discussed which of the stated Ends it felt the Management Team should focus on this year and next. Although the Team will work toward the fulfillment of all the Ends, it will give special attention to those areas the Board feels would be most beneficial to the congregation at this time. The focus will be re-evaluated at the end of six months, or next fall.

It was decided that the Management Team should concentrate on these three Ends describing goals we wish to achieve among our membership:

USNH is a congregation of welcome and connection, where people of all ages:

- *Treat one another with respect*
- *Give and receive support in times of joy, sorrow and transition*
- *Give generously of ourselves and our resources*

Board members offered suggestions to the Management Team on programs and activities that could serve these Ends. It will be the responsibility of the Team to decide specific means and monitor success.

Policy Governance Communication Plan

The Board continued work on a communication plan to familiarize the congregation with policy governance, and Board subgroups were formed to focus on particular communication areas:

- Written materials, including web page (M. Donohue, H. Hawkins)
- Meetings with congregation, committee communications (M. Kaplan, D. Gelperin, M. Losee)
- Congregational survey (R. Groff, P. Rae, S. Miller)

The groups will present plans, including dates, at the Board's January 20 Governance Meeting.

Bylaws Changes Workgroup

M. Kaplan and P. Rae will join M. Donohue as part of a group working on bylaw changes. M. Donohue anticipates the workgroup's activity will be most intense in February and March.

Adjournment

The meeting was adjourned at 9:00 pm, there being no further business before the Board.

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –December 11, 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*

** Grow spiritually*

** Live with more joy and open-heartedness*

** Experience a connection to something larger than ourselves*

+ YRUU 2014 Spring Service Trip to Native Reservation was celebrated November 16

~ Sunday Service music success under assessment

** Find meaning and purpose in our lives*

** Articulate our Unitarian Universalist identity*

+ Website upgrade is now "live", and actively being improved

+ The second monthly Sunday Newcomer Discussion was held December 7

+ Initial "Steps to Join USNH?" was held December 6; 11 newcomers attended

+ Visitor follow-up process is under development

~ CYRE programs success is under assessment

AMONG

USNH is a congregation of

- welcome

and

- connection,

where people of all ages:

** Treat one another with respect*

+ The Right Relations Task force will hold Covenant "Community Conversations" in January

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

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –December 11, 2014

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

- + "Hope's Nest" Welcome Program will begin monthly sessions in January
- ~ Pastoral Care service volunteer recruitment is in process
- ~ Pastoral Services oversight and coordination structure is in development
- ~ Music program support is under assessment

*** Embrace diversity**

- ~ Physical ability diversity support is under assessment

*** Engage in life-long learning**

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

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

- + USNH constituents contributed \$2,168 to the UUSC-UUA Ebola Relief Crisis Fund
- ~ Financial Stewardship success is under assessment
- ~ Time & Talent Stewardship success is under assessment
- ~ Administrative support for generous giving is under assessment

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**

- + USNH constituents participated in New Haven "Black Lives Matter" Rally Dec.5
- ~ 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**

- + Kids Service Team Pie-Baking & Give-away program involved 20+ USNH children
- ~ 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 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 was held December 2 (30+ USNH constituents and 20+ Dixwell constituents participated)

*** 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

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- nurtures spiritual growth**
- cultivates transformative connections, and**
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GLOBAL EXECUTIVE RESTRAINT

The Management 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.

TREATMENT OF CONGREGANTS, FRIENDS, AND VISITORS

With respect to interactions with members, friends and visitors of the church, the Management 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 received bids for**
 - > Front rain gutter replacement**
 - > Drain vacuuming.**Work will be authorized & scheduled ASAP
- + The Building & Grounds Committee is negotiating for bids for closing the window gaps in Rooms 203, 205, & 207. Mold remediation in these rooms will be addressed once the gaps are closed.**
- ~ An Automated External Defibrillator (AED) has been installed. Use procedures are being formulated**

*** *Disrespectful***

- + The Right Relations Task force will hold Covenant "Community Conversations" in January**

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

UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES

Rev. Fritz Hudson –December 11, 2014

TREATMENT OF PAID AND VOLUNTEER STAFF

With respect to treatment of staff/volunteers, the Management 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 received bids for
> Front rain gutter replacement
> Drain vacuuming.

Work will be authorized & scheduled ASAP

+ The Building & Grounds Committee is negotiating for bids for closing the window gaps in Rooms 203, 205, & 207. Mold remediation in these rooms will be addressed once the gaps are closed.

~ 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 Management Team shall not cause or allow jeopardy to the fiscal or institutional integrity of the Society.

Accordingly, the Management 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