

Unitarian Society of New Haven
Minutes of the Board Meeting of the Board of Trustees
February 12, 2015

Accepted March 12, 2015

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

Board Members Absent: Holly Hawkins

Also Present: Fritz Hudson, Sandy Frawley, Randall Spaulding

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

1. Approval of Minutes from 1/8/15 and 1/20/15 Board Meetings

MOTION S. Miller, to approve the two sets of Minutes; **SECONDED** D. Gelperin; **PASSED** unanimously, with one abstention.

2. Approval of Governance policy revisions - Change "Executive Team" to "Management Team" in these previously approved Executive Limitation policies:

- Global Policy on Leadership Responsibilities and Limitations
- Treatment of Congregants, Friends, and Visitors
- Treatment of Paid and Volunteer Staff
- Compensation and Benefits

MOTION R. Groff, to approve the revisions; **SECONDED** D. Gelperin; **PASSED** unanimously, with one abstention.

Management Team Report (Part 1)

Management Team members D. Jones, S. Frawley, and F. Hudson distributed a 2015-2016 budget worksheet for Board consideration. The worksheet details FY15-16 income and expense targets and gives figures from this current year's budget for comparison. A similar sheet will be included in Stewardship Campaign materials to provide a target and incentive for pledging.

The Board reviewed the worksheet and agreed with the Management Team's targets. These include a 10.4% increase in pledge income to balance increased expenses in a number of categories. The personnel budget is increased to fund a new minister at the UUA's recommended mid-point salary, shift the Director of Religious Education position to full-time, and provide 2% COLA raises to staff. Several other expense items are also increased, chief among them UUA and district dues payments, raised to full Fair Share

amounts. Although the worksheet includes some funds for maintenance and repairs, the Management Team is developing a separate Capital Budget for major facility expenses. The Team will discuss the budget worksheet with committee chairs at the Council of Chairs meeting Feb. 14.

D. Jones reported that John Kennedy has resigned as chair of the Building & Grounds Committee, and the Team is looking for a replacement. At this point, the Management Team's report was interrupted to allow the Board to discuss sponsorship of Randall Spaulding, who arrived at the meeting at 7:15 pm.

USNH Sponsorship of Randall Spaulding's Candidacy for UU Ministry

F. Hudson asked the Board to consider congregational sponsorship of Randall Spaulding as a candidate for UU ministry. Randall is seeking fellowship as a UU minister, and sponsorship by a UU congregation is one of the requirements for such Fellowship, showing the congregation's confidence in his suitability for UU ministry. Randall joined USNH in 2012 while in divinity school and considers USNH his home congregation. He has been actively involved in many activities at USNH, including the nominating committee and choir, and has spoken from the pulpit on several occasions. The Board approved sponsorship without hesitation. M. Donohue will notify the UUA Ministerial Fellowship Committee.

MOTION S. Miller, that USNH sponsor Randall Spaulding as a candidate for fellowship in the UU ministry; **SECONDED** M. Losee; **PASSED** unanimously, with one abstention.

R. Spaulding departed at 7:45 pm, and the Management Team resumed its report.

Management Team Report (Part 2)

F. Hudson presented the Management Team's Feb. 12, 2015 Ends Monitoring Report, which is attached to these Minutes. The report now includes initiation dates for activities that are continuing from prior months. Among the initiatives new this month, he noted that he and the Lay Ministry Team have begun Pastoral Services Coordination, using information from the forms people filled out at the Feb. 1 Sunday Service. The Management Team has also been actively involved with the Stewardship Campaign.

Following up on the discussion begun at the Jan. 8, 2015 Board Meeting, F. Hudson summarized a report from Congregational Administrator Tisha Ferguson on encouraging member utilization of Church DB. Tisha noted USNH's current infrastructure does not permit wide-spread one-on-one sessions with individual members to familiarize them with the system. As an alternative, F. Hudson proposed including a flyer with the next quarterly pledge statements to show members how to use Church DB.

The e-group function of Church DB is potentially very useful for committees, but its use will require training and data entry. M. Donohue suggested the Management Team bring the subject up when it meets with committee chairs so they are aware of its possibilities.

Upon conclusion of the Management Team report, D. Jones and S. Frawley departed at 8:05 pm.

Treasurer's Report

M. Losee distributed a balance sheet and year-to-date budget vs. actual profit-loss statement. The Chocolate Auction raised \$1,600, bringing the fund-raising total to \$12,128 so far this year; the amount budgeted for the year is \$18,000, and M. Losee expressed some concern that this goal will not be reached without an additional fund-raising event.

The Finance and Endowment Committees are putting together a proposal on cash management, including donation dispositions and operating reserve investment. They expect to submit the proposal to the Board next month.

Preparation for Board-Nominating Committee Meeting

The Board discussed its upcoming meeting with the Nominating Committee, to be held Feb. 17 at the beginning of the Board's monthly Governance meeting. The meeting was requested by the Nominating Committee to clarify how the switch to policy governance impacts Nominating Committee actions this spring, particularly with respect to the number of Trustees and Officers to be nominated and the Committee's role in Management Team selection. The Committee also would like to know how the shift affects the Trustee job and the skills a Trustee should have.

It was agreed that R. Heinrich will give a short introduction to explain that the Committee should continue to operate under current USNH bylaws when it nominates Trustees and Officers this spring. The Committee will not need to put forth Management Team nominees. The Board will be actively evaluating Management Team structure, operation, and selection over the next few months, but does not expect to conclude its work until after the Annual Congregational Meeting in June (when elections are held); the Board will be in communication with the Committee as it proceeds. M. Donohue will prepare a Trustee job description for the Committee.

Governance Policy Discussion

The Board discussed a draft schedule for monitoring Management Team performance suggested by Laura Park, the consultant who has been working with the Board on policy governance. The Board agreed on some changes, and the new policy (Policy 3.5.5 under the current numbering system) will be brought up for formal approval at the March 12 Board Meeting.

Adjournment

Due to the lateness of the hour, the Board decided to postpone further governance policy discussion to its monthly Governance meeting, and the meeting was adjourned at 9:00 pm, there being no other business before the Board.

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Management Team – February 12, 2015

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

AMONG

USNH is a congregation of

- welcome

and

- connection,

where people of all ages:

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

+ The Right Relations Task force Covenant "Community Conversations" were held January 18 & 31. The Task Force is now compiling input for a draft Covenant

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

+ "Hope's Nest" Welcome Program held initial monthly session January 11

+ Lay Ministry Team & Minister have begun Pastoral Services Coordination utilizing congregational input gained at the February 1 Sunday Service

~ Music program support in such times is under assessment. (Oct.2014)

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

+ Operating Budget 2015-16 Stewardship Campaign is underway

+ Administrative support for Stewardship Campaign is underway

~ Our Time & Talent stewardship success is under assessment (Nov.2014)

**** Embrace diversity***

~ The Sanctuary Hearing Assist system is undergoing experimentation to improve performance or provide a basis for an upgrade proposal. (Jan.2015)

~ Proposals to enhance wheelchair accommodations in Sanctuary are under consideration. (Jan.2015)

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

+ A proposal to expand staff support for life-long learning will be presented as a 2015-16 Stewardship Goal

UNITARIAN SOCIETY OF NEW HAVEN

ENDS MONITORING REPORT TO TRUSTEES

Management Team – February 12, 2015

WITHIN

Respecting different spiritual journeys, the people of USNH find

- inspiration

and

- a safe place to

**** Develop our best selves***

**** Grow spiritually***

+ A proposal to expand staff support for spiritual growth programming will be presented as a 2015-16 Stewardship Goal

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

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

~ Sunday Service music success in creating this experience is under assessment. (Oct.2014)

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

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

~ Visitor follow-up process is under development (Nov.2014)

~ CYRE programs success is under assessment (Oct.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. (Dec.2014)

~ Justice advancement potential through USNH potential for involvement in CONECT (congregation-based social justice organization) is under assessment (Dec.2014)

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

+ The Peace Task Force Members participated in a statewide "Counter Recruitment Workshop" held February 1.

~ Environmental understanding/awareness expansion through Green Sanctuary program is under assessment. (Nov.2014)

~ Poverty understanding/awareness expansion through Columbus House monthly dinners, Waverly educational programs, East Rock mentors program, Interfaith Cooperative Ministry, Food Bank is under assessment. (Dec.2014)

~ Mental Health understanding/awareness expansion through Mental Health Awareness (Group) is under assessment. (Dec.2014)

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

+ The Anti-Racism<>Dixwell-UUC partnership discussion #4 has been rescheduled

**** Strengthen Unitarian Universalism***