

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
April 12, 2018

Approved May 10, 2018

Board Members Present: Kathy Garner, Dan Gelperin, Megan Lloyd Joiner, Bernice Marie-Daly, Pamela Miller, Peggy Myers, Bobbi Pace, Pat Trotta

Board Member Absent: Jeannette Faber

Also Present: Lurline DeVos, Gwen Heuss-Severance, David Stagg, Maggie Goodwin, P.J. Deak, Dan Wade, Joan Ciano

D.Gelperin called the meeting to order at 6:30pm and P. Miller recorded the minutes. A quorum of Board members was present and the meeting proceeded with D.Gelperin residing.

Gather:

D. Stagg lit the chalice and B. Marie-Daly read from John O'Donohue's 'To Bless the Space Between Us'. Attendees read the board covenant. This was followed by a guided checkin: What purpose do you feel USNH is called toward right now?

Meeting Preparation for this evening

Add an update on the mortgage to the agenda.

Assess the Past (Monitoring):

Minister's report

The Minister's report is attached at the end of the minutes.

\$381,328 has been raised by the stewardship campaign. 90 pledge units who pledged last year have not pledged this year. Their total last year was \$113,000. The stewardship team will continue to work. The budget called for \$465,000 in pledges.

Congregational teams start in May and are in place through September. We received 41 applications in 3 days for the hospitality coordinator position.

USNH is looking for more diversity. M. Lloyd-Joiner signed up for Beyond Diversity 101 to learn more about how to reach this goal. C. Elferdink will provide coverage while she is gone.

The two services summit will be on May 1st.

There may be more small groups for new members next year.

Monitoring of Policy 1.4 Compensation and Benefits (Management Team)

This document is attached at the end of the minutes. MT reports compliance on 3 sections and has a question on the first section. The proposed wording will be added as an interpretation in the policy book.

Lurline deVos joined the meeting at 7:00pm.

Mortgage update

D. Stagg reported that \$440,000 is due to Citizens Bank on July 2, 2018. Discussions have been held with Endowment and Legacies regarding a loan. Endowment is proposing that they finance the entire mortgage. Extra funds would be borrowed for necessary repairs.

MT, Finance Committee, and Endowment & Legacies Committee will reach an agreement before April 29th. They will also choose a bank before April 29th in case they do not receive congregational approval. The plan will be presented to the congregation at an informal meeting after the service on April 29th.

On May 10th, MT and Endowment & Legacies Committee will present the plan and the budget to the BoT.

BoT and Endowment & Legacies Committee will present the proposal to the congregation on May 20th for approval.

We must commit to the chosen bank on May 21st, if the congregation does not approve the loan from Endowment & Legacies Committee.

The budget will be presented to the congregation on June 10th.

The information on the proposal can be sent to the BoT prior to the May 10 meeting. This year's operating budget will probably let us put funds in a reserve for the capital budget.

Create the Future & Learning

Sign up for board members to be recognized at the second service and be available for questions and discussion afterward at the welcome corner. If possible, the board member can also do the first service, at the board member's discretion.

April 15: K. Garner

April 22: P. Trotta

April 29: D. Gelperin

May 6: B. Pace

Discuss affiliating with Kathleen Green, Executive Director of the Yale Humanist Community. Suggest that we vote on this at the June 10th congregational meeting.

Rev. Kathleen Green, a community minister, is interested in affiliating with USNH. She would offer a humanist service once a month. She would be an additional resource for pastoral care. She needs to be introduced to the congregation. She is teaching a class at USNH. She has an interest in doing workshops. The Humanist Community meets at Yale. USNH would offer space for her use. Services would be held here. She would lead services here once or twice a year. The humanist group that already meets here is more discussion oriented than the Yale Humanist group. Perhaps she could participate in a service in May since the congregational meeting will be filled with other topics.

Interface between MT and committees.

Board members met with Finance Committee. After notes from the meeting are finalized, the Board will act to:

1. Recruit a chair for the Finance Committee
2. Amend bylaws and/or policies as needed to conform with new role of Treasurer.

MT is looking for resources for the Finance Committee. The BoT needs to find a chair for the committee. We can discuss this by email. It may be possible to split out the responsibilities of the chair. Three new people will join the committee.

D. Stagg left the meeting at 7:25pm.

3. Some board members will meet with Buildings and Grounds at 6:30 on April 18th and Peggy will bring pizza (head count for pizza purposes?). We'd like to understand how things are working, interactions of B&G/staff/needs. Lines of authority between B&G and staff; e.g. is it clear under what circumstances Jamie can act or inform or both?
4. Which operations-centric committees should the board meet with next?

Maggie Goodwin, P.J.Deak, Dan Wade, and Joan Ciano joined the meeting at 7:33pm.

Discuss BLUU funding as part of practice and promise campaign. Megan will present the issue, SJC will send a representative.

Practice and the Promise is to endow funds for BLUU. Previous promises were not kept. This changed the makeup of our faith. It is imperative to fulfill the current promise. The Board transferred some funds. Matching funds have been offered. Congregations have been asked to make contributions. USNH has put up a banner but must do more. The CONECT campaign got in the way of this topic. Pledges must be made by the end of June 2018 and be raised by the end of June 2019. It is suggested that we make a pledge to raise the money over the next year. This would be \$3500 at the per member rate.

Some congregations are holding special services and holding collections for this purpose. We would make the pledge and do services through the fall, possibly through the year, educating the congregation about the movement. We would do special collections to allow people to give to the effort. Our budget has room for 2 – 3 special Sunday collections. Giving also rises on these occasions. This would mean we could not do special collections for other purposes. SJC would ask that some of our UUA dues should be used if we can't raise the money.

We had 2 teach-ins that were well attended. It shows that the congregation is interested in this. This is an opportunity to ask for more from the congregation. It is a start for the congregation. \$3500 should be a base amount. Members should be encouraged to give more. The services can help members learn more about black UUs history.

How can this become more cohesive with CONECT and other concerns? There may be some overlap but they are not the same. They can be mutually reinforcing. This can be done in communications and from the pulpit. The story is the hard part. How do we challenge the congregation? This is a job of communicating to the congregation about who we want to be. The aim is for the whole congregation to be part of this.

MOTION – D. Gelperin, that USNH pledges a minimum of \$3500 outside of the operating budget toward BLUU, to be paid in fiscal year 2019; **SECONDED – B. Marie-Daly**;

PASSED, unanimous- 7 in favor, - 0 opposed, - abstentions

All visitors left the meeting at 8:12pm.

Monthly board chats.

On April 22nd, should we describe how things are run here, how questions get answered, etc? Should we repeat K. Garner's discussion from last month which was successful?

One person is needed to facilitate and one is needed to scribe. Individuals need to be personally invited to get them involved. Can we send emails to members or call them to ask them to attend? B. Pace will prepare the wording for the script. BoT members will contact people about the session.

May 27th is on Memorial Day weekend. Should we have a chat that Sunday? Who would be facilitators and what would be the topic? May 27th is not a good time for a meeting. We should announce the change if there will not be a meeting on that date.

June 24th we will need facilitators and a topic.

4th Tuesday meetings after Folly- If we need to discuss concrete things to act on what we've learned from Folly, then we can discuss that. Otherwise, we will continue having these meetings sparked by readings that Megan will suggest.

For April 24th we will read The Illusion of Congregational Happiness (thanks Megan!)

P. Myers wants to have some time to discuss the safety subject. Should we discuss the antiracism issue? Can it be an initiative for the congregation?

Should we read Barber's 3rd reconstruction over the summer and continue to meet to discuss?

Should the board recruit and approve delegates to GA (including off-site delegates)? If so, Board should write a request for volunteers to be delegates, note that \$ may be available for off-site delegates from the minister's discretionary fund if that's necessary. If there were more volunteers than spots, how would the board make that decision? Right now, it's first-come-first-serve. If we have more people in the future, we'll need a better system.

We have space for 4 off site delegates. It costs \$150 to register. It would be a good idea to have a board member be a delegate. Purchases made in June can be reimbursed in July.

Homework

- i. Suggest candidates for new board members and vice president (and chair of finance committee). Send ideas to Peggy and Bernice.

- ii. As we're thinking about our nominations for new board members, what would be helpful to have in an orientation to the board? (Please share thoughts with Dan and Peggy.)

Current content thoughts include Policy book, Bylaws, notes from our discussions from the last year. How to navigate the website, elements in a congregational year, responsibilities of a board member.

Consent Agenda

Mar 08, 2018 BoT minutes

MOTION – D. Gelperin, to accept the March 8, 2018 BoT minutes; **SECONDED – P. Myers**;

PASSED, 7 in favor, 0 opposed, 0 abstentions

Announcements

Date of congregational meeting will be June 10th noon-2PM; publish agenda in advance.

At our March retreat, the Board decided to on the following goals for 2018-2019:

1. Have a congregational vision statement.
2. Ensure that each committee's purpose is aligned with the mission. Also ensure the MT and committee share an understanding of that committee's purpose. Suggest to each committee that they are also important avenues for members to connect with each other and thus with USNH. Point out ways that they could promote intimate connections among their members. Complete an energy audit.
3. Improve communication by the board, particularly using social media.

Thank-you's: Thank Carol Cheney for allowing the board to have our retreat in her office suite. Others? Thank Greg Feeley for doing the book sale. Thank Greg Seaman for the work he has done on financing. D. Gelperin and K. Garner will ask J. Faber to send the thank you notes.

Adjournment

MOTION – D. Gelperin, to adjourn; **SECONDED – P. Myers**;

PASSED unanimously,

The meeting was adjourned at 8:38 pm.

Attachments:

Minister's Report

MT Monitoring Policy 1.4 Compensation and Benefits

Minister's Report
April 12, 2018
Rev. Megan Lloyd Joiner

State of the Congregation *(recent successes, challenges, observations about the congregation's functioning in relationship to the mission, ministries, members, staff, or other Board concerns)*

Stewardship

The Stewardship Campaign has "wrapped" with many calls to be made to encourage more than 100 households who have not pledged to do so. These calls will take place over the next month. The goal for the year is \$490,000. This is a calculation that takes into account the realization of pledges we see each year. \$465,000 is budgeted in the draft 2018-2019 budget.

Congregational Teams

Congregational Teams are IN PLACE for May through September! Thanks to Jane Ferrall for her amazing work on this initiative. Again, Each team will be assigned one month of the year to coordinate the Fellowship Hour during that month (3-4 weeks excluding the first Sunday which will be hosted by the Sunday Morning Team). Team leaders (2-3 per team) will do coordination. Each person on the team will most likely only be responsible for one Sunday a year.

Personnel

We have a large number of applications in for the Hospitality Coordinator with the hopes of getting someone in place within the month. We will soon begin a search for the Membership Coordinator (starting date: August, 2018).

USNH and Black Lives of Unitarian Universalism

The Social Justice Council proposes making a pledge of \$10/member to the fundraising initiative The Practice and The Promise with Black Lives of Unitarian Universalism (BLUU) and the UUA. Funds raised by congregations pledging \$10/member before June 30, 2018 will be matched up to \$1 million. We would like to participate by pledging \$10/member to be raised over the period of the next fiscal year. This would be around \$3500. There are many ways this money could be raised: through special collections, second collections, special fund drives and giving members the opportunity to give. We envision a number of special services including a sermon series on Black Unitarians and Universalists. The SJC and I would like the Board's opinion and approval of this effort.

Retired and Affiliated Ministers

The Rev. Claudia Elferdink and I have created a covenant so as to continue our mutually beneficial relationship and set some boundaries around her involvement at USNH as a retired minister and a new member of the Society. Copies will be available to Board members upon request. Claudia is working with me and the Lay Ministers as well as providing pastoral care coverage during times I am away.

The Rev. Kathleen Green, Executive Director of the Yale Humanist Community (YHC), has requested affiliation with USNH. As an Affiliated Community Minister, Kathleen would preach 1-2 Sundays per year, provide pastoral care coverage and conduct a quarterly humanist service at USNH. In addition, she is already teaching a class at USNH and would likely provide workshops on occasion, though this would not be in our formal agreement. In exchange, we would provide space for her and YHC as needed and the status of official affiliated minister.

Major Accomplishments *(Large, new, or not regular-duty projects)*

None to report at this time

Primary Ministry Focus (*Areas of intellectual, mental, or spiritual study*)

- Our themes for April: Emergence and May: Creativity
- I am also studying in preparation for an anti-racism intensive, Beyond Diversity 101, May 6-10.

Upcoming Time Away (*vacation, study leave, UUMA or UUA gatherings*)

- I will be preaching 4/22 at The UU Church of Meriden. Bryan Garcia of the CT Green Bank will guest preach.
- I will be away Friday May 4th-Sunday May 6th at a family wedding in NYC. Seminarian Dianne Daniels will guest preach.
- I will be at Wisdom House Retreat and Conference Center May 6-10 for the Beyond Diversity 101 intensive.

Activity Report for Areas of Ministry for Preliminary Fellowship Evaluation

(not exhaustive)

Counseling and Pastoral Care

Practical Arts (*administration, organizational development in and out of congregation, management of staff, attention to detail, support and leadership development, recognition and appreciation of others, delegation of responsibility and authority, follow through and completion of tasks, time management, attention to finances, fundraising, funding ministry, public relations and publicity skills, ability to work with boards and committees, clarity of roles, attention to long range plans, etc.*)

- Our "Two Services Summit" to discuss the implications around having two services and what our Sunday morning programming should look like will take place on May 1.
- We had a productive meeting with Maria Anthony of Cuddletime Day Care with the hopes of resolving a few concerns and issues that have evolved from our sharing space.
- I continue my work with the Stewardship and Personnel Committees.
- I have not been majorly involved in discussions around refinancing of the Mortgage. Members of the Management Team, Finance Committee and Endowment and Legacy Committee have been handling details with a decision to be presented to the Board likely next month.

Organizational Ministry (*integration of new members and clients, creates a welcoming environment, encourages a sense of community, encourages growth, supports broad variety of programs, involvement of others in planning and conducting programs, nurtures lay leadership, professional presentation of self, pastors to various age groups, etc.*)

- Jesse and I have enjoyed our Newer to USNH Small Group Ministry. Our last meeting focused on the Seven Principles and Six Sources of Unitarian Universalism.
- I am also participating in our New Member Information Sessions on 4/8 and 4/29. A third session will focus on nuts and bolts of USNH organization.

Personal and Professional Growth

- I continue my meetings with my professional resources (mentor, spiritual director, coach).
- I am participating this month in the UUMA Retreat with programming on "Where Leads Our Call"

Teaching

- The March 18th Community Circle on the theme of Balance was held in my office and I participated.
- I have greatly enjoyed co-leading the New Member Small Group Ministry with Jesse Greist.
- I am helping to lead the New Member Information sessions in April.

Worship

- Planned and Preached 3/11 Service "The Way of the World: Nature's Balance" on "rewilding" natural landscapes and our own hearts
- Planned and Preached 3/18 Service "Balancing You, Me, and Us" on congregational life.
- 3/25 Service was presented by the Worship Committee
- Planned and led 4/1 Multi-generational Easter service with Jesse Greist "Ancient Wisdom; New Life"
- Planned and Preached 4/8 service "The Emergent Congregation" closing the Stewardship Campaign and looking at congregational life in the 21st century.
- Attended Worship Committee meeting on 3/14
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Attendance - Attendance includes every person in the building on the morning of the service whether in the Sanctuary, the Social Hall, in CYRE or teaching CYRE, except for staff.

3/4 - first service 31, second service 236
3/11 - first service 9, second service 206
3/18 - first service 12, second service 252
3/25 - first service 16, second service 181

Visitors

The four Sundays in March also saw the following results in terms of visitors and returning visitors:

3/4 - 2 new visitors; 24 returning visitors
3/11 - 2 new visitors; 14 returning visitors
3/18 - 0 new visitors; 16 returning visitors
3/25 - 2 new visitors; 13 returning visitors

Denominational Activities

- I am attending the regional UU Ministers Association Retreat April 10-12.
- I am supporting both graduating, continuing and incoming students at Yale Divinity School.

Prophetic Outreach

- I am continuing work with CONECT and hope to attend an organizing training in the coming month.

Respectfully Submitted by Rev. Megan Lloyd Joiner

Monitoring of Policy 1.4 Compensation and Benefits

Submitted by the Management Team

Rev Megan Lloyd Joiner, David Stagg, Gwen Heuss-Severance and Jeremy Hill

1.4 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:

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

The management team includes changes to the minister's compensation, benefits, or allocated professional expenses only when staff-wide COLA or structural changes are recommended by the Personnel Committee as part of the new annual operating budget. When these changes are accepted by the Board we assume they replace the "previously established" numbers. With that assumption, we report compliance.

- b. *Promise or imply permanent or guaranteed employment.*

The Management Team does not promise or imply permanent or guaranteed employment. We report compliance

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

The Management Team is responsible for including compensation and benefit payments in the annual operating budget which projects sufficient income to make those payments. One of the reasons we haven't hired additional staff is that we will only do so when our predicted revenues can cover those costs. We report compliance.

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

The Management Team relies on the Personnel Committee for compensation and benefits advice. The committee has direct experience, is highly qualified and takes note of both UUA recommendations and general market conditions. We report compliance.