

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
May 10, 2018

Approved June 14, 2018

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

Board Member Absent:

Also Present: Jane Ferrall, Gwen Heuss-Severance, Jeremy Hill, Fred Morrison, David Stagg

D. Gelperin called the meeting to order at 6:35pm and P. Miller recorded the minutes. A quorum of Board members was present and the meeting proceeded with D. Gelperin presiding.

Gather:

J. Hill lit the chalice and J. Faber read a poem by Mary Oliver. The covenant was read and was followed by a check in with each person answering the question, "What lifted you up this week?"

There were no changes to the agenda.

Assess the Past (Monitoring) part I:

Learn from Jane Ferrall

J. Ferrall's worst kept secrets are that she loves her job and works with the best people. Staff meetings have been key. There is an esprit de corps.

Her most important suggestion is that the person in the job needs a private place to work. She has no desk. She is often dealing with confidential information. The next person should be placed in an office with a computer.

How can we be more strategic and intentional regarding member retention? The membership team is becoming more organized about member retention. A team member is assigned to keep track of new individuals. We have lost 3 out of 65 new people. They were people who joined on the spur of the moment. We now ask people to attend a membership class before joining.

We have done some follow up with people who decided to leave. The people who responded seemed to be "grievance collectors." Is there a way for people to be heard more easily? When a person doesn't pledge for 2 years, we write to them. It is unusual for these people to come back. We need an early warning system. We have gained 18% net membership since M. Lloyd Joiner arrived. We have a lot to be proud of.

It would be helpful to the nominating committee to know more about members. What skills do they have? Can this information be communicated to the committee? The membership team is open to this idea. The information is not in churchdb. The membership committee keeps those records. C. Durham could provide the information.

How do churches try to bring people back? A typical break point is when kids graduate from religious ed. Another break point is a change of life circumstances. Some people get burned out. Some people only want to come on Sunday mornings. About half of the members are here any given week. How does this compare to other churches? What is their commitment? Can we track who shows up? Can we “do an audit” from time to time?

J. Ferrall will follow up by email if she notices someone is missing. Some people need this contact. The next membership coordinator should do this. Sometimes M. Lloyd Joiner will follow up with these people. Another early warning sign is that people do not open emails from Constant Contact.

Why do people stay? We are generally older and whiter. What keeps these people here? About 50% of the people who visit once never come back. We need to pursue those who visit 5 to 8 times but then leave. Surveys for this type of person have not worked.

A survey might be useful in the fall to find out more about our members.

Some people are confused about the pledge forms. They don't understand that it is on a fiscal year basis.

J. Ferrall was thanked for the amazing job that she has done as membership coordinator. She left the meeting at 7:07pm.

Create the Future & Learning:

Vote on covenant between E&L and USNH to refinance the mortgage.

The proposed covenant is attached at the end of the minutes. The board is not required to vote on the covenant but will do so in case a quorum is not available at the congregational meeting.

Repairs to the dryvit will cost \$54K.

There have been conversations with multiple banks. The proposal will save a considerable amount of bank fees.

E&L originally thought this proposal was not a good idea. They have since then reconsidered their stance. A loan would be problematic. For that reason, they developed the concept of a covenant. It is a contribution rather than a loan, but it would be paid back with interest.

A non-profit should have an endowment that is 3 – 5 times their operating budget. E&L realizes that it is necessary to maintain our facility. The funds used would come from the earnings on the endowment. There are sufficient growth funds to cover the costs. This would be similar to a bond, which is not an unusual investment for the endowment. The endowment would not lose value. The range of interest would allow growth to the endowment regardless of stock market conditions. It would not affect the annual contribution from E&L to the operating budget.

The covenant may be revised before the congregational meeting. We may add a statement that we have the option to change to a bank mortgage at any time. Any changes would have to be identified at the congregational meeting. The decision must

be made on May 20. There will be significant penalties if we miss the deadline. We will make an announcement at the next two Sunday services to get enough people to attend the meeting. A final version of the covenant will be prepared by May 14 to be emailed to the congregation.

The board thanks all those who participated in this process.

MOTION – D. Gelperin, to approve the covenant as written; **SECONDED – P. Myers**;
PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

F. Morrison left the meeting at 7:35pm.

Update on stewardship drive

We have received \$409,700 in pledges, for a total of 209 pledges as of today. The goal was \$490,000. There had been 90 pledges outstanding. That number is now down to 55. These people have been called and letters have been sent to them. We are still counting on the pledges to come in but will look at our options.

Proposed 2018-2019 operations budget

D. Stagg presented the budget proposal, which is attached at the end of the minutes. Comments highlighted in yellow will be discussed at the congregational meeting. We have 20 fewer pledges than we did at this time last year.

The Membership Coordinator position will be increased from 10 to 15 hours. The Hospitality Coordinator will be 5 hours per week. The Bookkeeper will be 12.5 hours per week.

A contribution to the capital fund was removed from the budget. It will be added back into the budget.

The capital budget was also reviewed. This document is included at the end of the minutes. Building and Grounds has a prioritized list of work that should be done.

Note 1 on the Operating Budget would allow us to limit the BLUU contribution if fund raising does not reach the pledged amount. If UUA funds were used to cover BLUU, the congregation would have to approve it. M. Lloyd Joiner will work with ART to prepare services to fund the BLUU pledge. Other restricted funds may be available to cover any shortfalls for BLUU. Note 1 will be removed from the draft budget.

Assess the Past (Monitoring) part II:

Minister's report

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

Funds to cover the cost of the affiliation with Kathleen Green would come from the worship funds. We could remove the requirement for board approval from the agreement. We will meet her at the service on June 3. The board can vote at a later date.

MOTION – D. Gelperin, move to approve the affiliation agreement with Kathleen Green as outlined in the document; **SECONDED – P. Myers**;

The motion was withdrawn.

Quarterly financial update

The financial report is attached at the end of the minutes.

Consent Agenda:

MOTION – D. Gelperin, to approve the April 12, 2018 Board of Trustees meeting minutes; **SECONDED – B. Pace**;

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

Thank you's: No thank you's were proposed.

Adjournment:

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

PASSED unanimously, 8 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 8:42pm.

Attachments:

Covenant Concerning Use of USNH Endowment Funds to Retire Mortgage
Minister's Report
Affiliated Community Ministry
Kathleen Green CV
Finance Report
2018-19 Operating Budget Draft
Capital Budget 2018-19 Draft

Unitarian Society of New Haven

DRAFT

Covenant Concerning Use of USNH Endowment Funds to Retire Mortgage

This covenant has been proposed by the Endowment and Legacies Committee (the "Committee"), recommended by the Management Team and by the Board of Trustees, and approved by Congregational vote at a duly called meeting on _____. This covenant reflects the intent of the Congregation and its members and officers ("USNH") regarding endowment funds proposed to be used to retire the mortgage owed by USNH.

PURPOSE

This proposal by the Endowment and Legacies Committee (the Committee) proposes terms by which USNH will use money from its endowment in order to pay off its current mortgage. The goals are:

1. To reduce USNH operating costs by paying off the commercial mortgage using endowment funds
2. To reduce the cost of refinancing by reducing or eliminating bank, accounting, and legal fees
3. To maintain the expected returns that the endowment would earn if it were invested, so that the endowment will continue to grow

ENDOWMENT CONTRIBUTION

The Endowment and Legacies Committee shall transfer from funds under its control and management (the "Endowment") to the operating budget of USNH the sum of \$440,000 (the "Mortgage Payoff Contribution"). These funds shall be used by USNH to pay off the balance of the mortgage on USNH property and for certain capital repairs and improvements to the property.

ENDOWMENT RESTORATION

In order to support the long term financial sustainability of USNH that the Endowment provides, and in consideration of future savings by USNH on account of the elimination of interest, loan closing and maintenance costs owed to a bank lender, USNH covenants FOR FIFTEEN YEARS to restore to the Endowment the Mortgage Payoff Contribution plus the reasonably anticipated investment return that would have been earned by the Endowment on that amount.

During any period in which USNH is otherwise unable to make monthly payments specified below to Endowment when due, USNH will make the monthly payments to Endowment from its operating reserve.

FIRST SEVEN YEARS

For the first seven (7) years following the Mortgage Payoff Contribution from Endowment, USNH covenants to contribute \$3,642.03 per month to the Endowment

("Endowment Restoration Contributions"). This Endowment Restoration Contribution amount is based on equal payments that would, if paid for fifteen (15) years, restore the Mortgage Payoff Contribution, as well as provide a return on that amount of 5.7% per year.

REMAINING EIGHT YEARS

Beginning with the eighth (8th) year, the interest rate for each year on the remaining principal balance shall be equal to the average actual return on the endowment investment funds for the previous three years, provided that the interest rate shall never be more than 7% nor lower than 3%.

Minister's Report
May 10, 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 resulted (as of 5/8) in \$410,000 in pledges. This is both a great achievement *and* is significantly less than our goal of \$490,000. Letters have been sent this week to approximately 60 "open households" (households that pledged last year but not this year). A report will be sent to the full congregation next week.

Congregational Teams

Thanks to Jane Ferrall's work, we have leaders for 10 out of 12 Congregational Teams and they are beginning to organize. Teams will begin to take responsibility for fellowship hour this month.

Personnel

We have a candidate for the Hospitality Coordinator position who will likely be hired next week. We will soon begin a search for the Membership Coordinator (starting date: August, 2018). I have been reflecting on the racial make-up of our staff and am interested in how we might deepen our search process to ensure that we have candidates of color in the candidate pool for our next job opening. This also has me asking what kind of experience a Membership Coordinator who identifies as a person of color would have at USNH. Are we equipped to be a just employer for people with a wider range of identities? These are important questions to ask as we move forward with our next search.

Safety Circle and Permanent Committee on Right Relations

On May 3, I met with Peggy Myers and Bernice Marie-Daly and members of the Permanent Committee on Right Relations (PCRR) to discuss the continuation of the Safety Circle and the relationship with PCRR. In a wide-ranging discussion, it became apparent that there remains in the "system" that is USNH, a tolerance and acceptance of toxic and non-covenantal behavior. Peggy and Bernice can report on the outcome of the May 8 Safety Circle meeting, but I will let you know that I am pondering what cultural change looks like in this area. How do we, as Peggy says, strengthen our collective immune system so that we are better able to address non-covenantal behavior and invite people back into right relationship.

Affiliated Minister

The Rev. **Kathleen Green**, Executive Director of the Yale Humanist Community (YHC), has requested affiliation with USNH. Please see the attached draft agreement. We would request a vote of the Board as well as a congregational vote on June 10th.

Summer Services

Our summer services are planned and will include a mix of lay-led worship and guest ministers. I will preach the last two Sundays in August.

Anti-Racism and Multi-Culturalism

I am writing to you from the Beyond Diversity 101 intensive in which I am taking part this week. I have had the opportunity to reflect significantly on USNH's relationship to anti-racism work and multiculturalism. I have some possibilities and ideas to bring back, but I mainly want to share that I am especially looking at the disconnect between who we "say" we want to be and our "doing" or what you see of our organization. I have heard multiple people have a hope for a more "diverse" community, which I believe means a desire to see more black and brown faces in the congregation on Sunday morning. I believe we need to examine this hope and ask ourselves honestly what we would need to *do* to make this a reality. I also believe we need to think about other

ways we can live out our commitment to anti-racism and multicultural community that might actually not involve changing the make-up of *members* of our congregation, but would involve examining our social justice work and our way of being in the community. These are some initial thoughts. I look forward to sharing more in coming months.

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 theme for May: Creativity including Process Theology and the work of Michelangelo.
- Anti-racism and anti-oppression at Beyond Diversity 101, May 6-10.

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

- I will be in New York City on vacation May 15-17 to celebrate my brother's graduation from Medical School and Anthony and my 10-year anniversary.
- I will be on vacation during Memorial Day weekend.

Activity Report for Areas of Ministry for Preliminary Fellowship Evaluation
(*not exhaustive*)

Counseling and Pastoral Care

I continue to work with members and friends in one-on-one capacities, both in the office and in hospitals and nursing homes. I have had as a goal to connect with all our members at assisted living facilities, but have not been successful in making time to do so. This remains a goal that I hope to achieve by this summer.

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 Sunday morning programming took place on May 1. Thanks to the Board members who attended. We had about 20 participants who worked in groups to present a possible Sunday morning schedule. We gathered good ideas but came to no hard and fast conclusion. Our next step will be to hold one more meeting before we make a decision for the fall.
- A significant observation was that our physical plant has significant limitations. Folks proposed a move or an expansion to do what it is that this community wants to do: have one service with space for newcomers both in the parking lot and sanctuary. Have space during fellowship hour. Have more space for meetings and other programmatic activities.

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.*)

- I participated in our New Member Information Sessions on 4/8 and 4/29.
- I will lead the final two sessions of the New Member Small Group Ministry on 5/20 and 6/3.

Personal and Professional Growth

- I continue my meetings with my professional resources (mentor, spiritual director, coach).
 - I participated in the April UUMA Retreat with programming on "Where Leads Our Call"
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Teaching

- I continue to participate in Third Sunday community circles, lead the New Members Small Group Ministry and help to lead the New Member classes.

Worship

- Delivered a short homily at the 4/15 Music Sunday service
- Brian Garcia of the CT Green Bank preached the 4/22 service. I was actively involved in planning.
- I preached on 4/22 at the UU Church in Meriden
- Planned and preached the 4/29 service on Spirituality That Surprises Us
- Seminarian Dianne M. Daniels planned and preached the 5/6 service

Membership and Attendance (with thanks to Jane Ferrall)

- The month of April saw a decline of 2 in overall member numbers, reflecting the resignations of William and Joanna Miller. We are currently at 346 adult members.
- The five Sundays in April had the following attendance:
 - o 4/1 - first service 14, second service 248
 - o 4/8 - first service 14, second service 176
 - o 4/15 - no first service, second service 211
 - o 4/22 - first service 10, second service 140
 - o 4/29 - first service 17, second service 216
- (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.)
- Average YTD total weekly attendance (commencing 9/10/17 and running through 4/29/18) is 241.
- The five Sundays in April also saw the following results in terms of visitors and returning visitors:
 - 4/1 - 1 new visitor; 22 returning visitors
 - 4/8 - 1 new visitor; 17 returning visitors
 - 4/15 - 1 new visitor; 13 returning visitors
 - 4/22 - 6 new visitors; 7 returning visitors
 - 4/29 - 1 new visitor; 23 returning visitors
- We invited approximately 40 people to our Path to Membership process, which commenced on April 8 and entails three classes and a Membership Celebration on May 20. The class on April 8 attracted 10 people and the mandatory membership class on April 29 attracted 14 people. Based on this, we can expect 13-14 new adult members on May 20. There are also 6 young people graduating from the Affirmations class at the end of this month, and those people are also invited to adult membership.

Denominational Activities

- I attended the regional UU Ministers Association Retreat April 10-12.
- I have been and continue to support graduating, continuing and incoming students at Yale Divinity School.

Prophetic Outreach

- My work with Beyond Diversity 101 will have important implications for my ministry.

Respectfully Submitted by Rev. Megan Lloyd Joiner

Community Ministry Affiliation between
Unitarian Society of New Haven and
Rev. Dr. Kathleen A. Green

Introduction

Within the Unitarian Universalist Association, there are three different ministerial tracks: Parish Ministry, Ministry of Religious Education and Community Ministry. While the first two tracks are well known, the third may not be. “Community Ministers” are persons qualified to perform ministries of counseling, chaplaincy, social justice, education in religious studies, or other such ministries as the UUA’s Ministerial Fellowship Committee may recognize.

Although Parish Minister and Ministers of Religious Education are clearly tied in structured institutional ways to congregational life, community ministers commonly are not. To address this concern, the UUA Department of Ministry and the Ministerial Fellowship Committee, together with the UU Ministers Association and other interested groups and councils, are currently examining ways of strengthening the institutional ties and accountability between Community Ministers and various Unitarian Universalist institutions—especially UU churches. Rule 18 of the Ministerial Fellowship Committee requires that a community minister “maintain ties and receive endorsement by one or more of the following: A UUA member congregation, authorized District body, UUA Associate Member organization, or the UUA. Endorsement includes a pledge of continuing relationship and support and affirmation that the work is recognized by the endorsing body as ministry.”

The following proposal seeks to provide one way of more closely linking UU Community Ministers to the Unitarian Society of New Haven, for the mutual benefit of both the church and the Community Ministers. In the process, we might also provide needed leadership for the denomination in the growing alliance of UU community ministry and congregational life.

In putting forth this proposal, as a matter of policy, it is necessary to first describe how a UU Community Minister might formally affiliate with our congregation, i.e., without reference to any specific Community Minister.

I. Basics of Affiliation

1. A Community Minister at the Unitarian Society of New Haven will receive all of the following:
 - A. Recommendation by the Parish Minister of the congregation
 - B. Vote by the Board of Trustees of the congregation
 - C. Vote by the members of the congregation
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2. The following Terms of Understanding are to be approved by all of the following:
 - A. The Parish Minister
 - B. The Community Minister
 - C. The Board of Trustees of the congregation

II. Terms of Understanding

1. The duties of the Affiliated Community Minister shall be agreed upon by the Parish Minister and the Community Minister. The Parish Minister clearly has overall responsibility for ministerial leadership within the church and, thus, appropriately shall take the lead in seeking clearer delineation of responsibility, accountability, and channels of communication as responsibilities, roles, and relations are negotiated and, as needed, renegotiated. As stated in the UUMA's Code of Professional Practice, the Affiliated Community Minister "...will in all ways honor the priority of the [Parish Minister] call to the ministry of that congregation, and...will carefully shun inappropriate influence which other members may tend to yield." At the same time the Parish Minister shall earnestly seek to respect the calling, strengths, and sensibilities of the Community Minister, taking care to work collaboratively in a spirit of mutual cooperation and consultation.
 2. Referrals to the Affiliated Community Minister shall be in such a manner as the Parish Minister and Affiliated Community Minister shall agree.
 3. Affiliated Community Ministers are neither employed by, nor paid by, the congregation on any continuing basis. When Unitarian Society of New Haven members receive pastoral services from the Affiliated Community Minister, there shall be no charge. When the Affiliated Community Minister officiates at a wedding, funeral or memorial service, or provides other ministerial services on behalf of the congregation, they will be paid by the individuals involved at UUMA recommended rates. When the Affiliated Community Minister preaches at the Unitarian Society of New Haven, standard UUMA preaching fees will be charged.
 4. The Affiliated Community Minister shall have access to the congregational facilities, photocopier, telephone, etc. for services rendered to the congregation, the wider UU community, and activities related to their Community Ministry.
 5. The Affiliated Community Minister shall be identified as such on all staff lists and annual reports to the UUA and other regional institutions. Since Community Ministers in affiliation with a congregation are eligible to vote at General Assembly, the Community Minister may serve as a Ministerial Delegate from the congregation at the annual UUA General Assembly. This, however, would not reduce the number of lay or Ministerial Delegates apportioned to the congregation.
 6. The Affiliated Community Minister shall meet with the Parish Minister at least quarterly in order to review their relationship with one another, and within the life of the congregation. Responsibility for initiating these meetings shall rest with the Affiliated Community Minister.
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7. The Affiliated Community Minister shall write an annual report of his/her activities, which shall be included in the congregation's Annual Report.
8. The UUMA Code of Professional Practice shall be carefully observed by both the Parish Minister and the Affiliated Community Minister. If difficulties arise, various resources may be called upon, including the Good Offices program of the UUMA. The Affiliated Community Minister may resign upon 30 days notice. The Affiliated Community Minister's relationship with the congregation may be terminated upon 30 days notice by either the Parish Minister or the Board of Trustees. Since the Parish Minister's relationship with the congregation is primary, should the Parish Minister resign, the Affiliated Community Minister shall be prepared to resign, if necessary as well, pending establishment of a harmonious working relationship with the new Minister.
9. Changes in this document may be made by agreement between the ministers concerned, and shall be effective 60 days after written notice of the change is given to the Board of Trustees, unless the Board votes to delay, or reject the change.

The following outlines the specific relationship between the Rev. Dr. Green (Rev. Kathleen) and the Unitarian Society of New Haven (USNH) and the Rev. Lloyd-Joiner (Rev. Megan) with regard to ministerial expectations.

Duties of the Rev. Dr. Green as an Affiliated Community Minister with Unitarian Society of New Haven

1. The primary arena of Rev. Kathleen's ministry will be as Executive Director of the Yale Humanist Community (YHC). In her capacity with YHC, Rev. Kathleen offers humanist chaplaincy services to Yale students, organizes community gatherings, programs, and service project opportunities for students as well as greater New Haven area residents, collaborates with other Connecticut humanist groups, coordinates with the Yale Chaplain's office, and encourages interfaith engagement between area humanists and religious adherents. As a Community Minister of the congregation, we understand Rev. Kathleen's ministry to be an extension of our own ministry: a Unitarian Universalist ministry of theological diversity and inclusion that USNH is extending to the larger community under the auspices of Rev. Green's ministry with YHC.
 2. Should Rev. Kathleen's relationship with the Yale Humanist Community be severed, she would continue to serve as Community Minister provided she is actively involved in a search for a related ministry in the greater New Haven area. It is expressly understood that USNH would bear no financial responsibility to her during this interim period. It is also expressly understood that Rev. Kathleen would resign her affiliation with USNH should she find employment that would either (1) take her out of the greater New Haven area or (2) not be work that is clearly understood as ministry (as defined by the Department of Ministry and the Ministerial Fellowship Committee of the UUA).
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3. Within the congregational arena, Rev. Kathleen will seek to be available, as needed and mutually agreed upon, as back-up to Rev. Megan e.g. performing rites of passage (especially non- member weddings and funerals), for on-call, pastoral care, teaching and preaching. Rev. Kathleen will provide one humanist-centered Sunday service per quarter, not to interfere with regularly scheduled worship services.

4. Referrals from Rev. Megan to Rev. Kathleen, and vice versa, shall be carefully worked out so that each person's ministry is affirmed. Consistent with the UUMA Code of Professional Conduct, Rev. Kathleen shall defer accepting from members and friends of the congregation any invitation for her services traditionally associated with Rev. Megan, in the absence of a clear prior understanding to the contrary.

5. A written covenant between Rev. Kathleen and Rev. Megan will be produced and agreed upon by both ministers by September 1, 2018.

Signatures and dates:

Parish Minister	Date
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Community Minister	Date
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Board of Trustees	Date
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Kathleen A. Green, D.Min.
33 Four Mile River Rd. Old Lyme, CT 06371
kathleengreen.yhc@gmail.com
(619) 609-6929

EDUCATION

<i>Doctor of Ministry</i>	New York Theological Seminary	2018
<i>Study track:</i> Multifaith; <i>Dissertation Advisor:</i> Beth Johnson; <i>Dissertation title:</i> The Humanity Coalition - Bringing Humanists And Religious Adherents Together In Interfaith Engagement		
<i>Master of Divinity</i>	Meadville-Lombard Theological School	2007
<i>Bachelor of Arts</i>	Thomas Edison State University	2003

CERTIFICATION

Applied Positive Psychology	The Flourishing Center	2016
Humanist Celebrant	The Humanist Institute	2016
Staff Supervision in Religious Community	Unitarian Universalist Association	2014
Faith Formation 2020	LifelongFaith Associates	2013
Clinical Pastoral Education	Northwestern Memorial Hospital	2004

PROFESSIONAL EXPERIENCE

Executive Director - Yale Humanist Community	June 1, 2017- present
Teaching Faculty - Claremont Lincoln University, CA	2016 - present
Parish Minister - Unitarian Society of Ridgewood, NJ	2011- 2015
Consulting Minister - Unitarian Church of Anaheim, CA	2010-2011
Parish Minister - Summit Unitarian Universalist Fellowship, CA	2007- 2010
Consulting Minister - Lake Country Unitarian Church, WI	2006-2007
Ministerial Intern - Unitarian Church of Evanston, IL	2005-2006
Ministerial Intern - Faith In Place (environmental interfaith ministry) Chicago, IL	2005-2006

TEACHING EXPERIENCE

Adult Religious Education

The Bible for Skeptics
Building Your Own Theology
An Ethic of Risk - the intersection of ethics and social justice
What to Choose - a course in UU ethics
Articulating Your Faith
Spirit of Life
UU History and Polity
Neighboring Faiths - an interfaith exploration

Congregational Leadership

Pastoral Care and Support
Worship Arts for Lay Leaders
Social Justice For All

Continuing Adult Education

Public Speaking Basics
Humanism 101

Graduate

Religion in the Public Sphere: Faith, Politics, and Rhetoric
Power and privilege in Self and Society
Interfaith Leadership in a Global Context

SERVICE

Fellow - Silliman College, Yale University	2017- present
Town Representative to CT Regional Mental Health Board	2017-2019
Executive Board - UU Ministers Association Clara Barton Chapter (CT/MA)	2016-2017
Board of Directors - Yale Humanist Community	2015-2017
Faith & Reproductive Justice Leadership Council - Center for American Progress	2013-2015
Board of Trustees - Metro NY District of Unitarian Universalists	2013-2015
Board of Directors - Unitarian Universalist Legislative Ministry of New Jersey	2012-2015
Treasurer - Religious Leaders of Ridgewood, New Jersey	2012-2014
Secretary - Interfaith Clergy of East County San Diego	2007-2010
Board of Directors - Unitarian Universalist Legislative Ministry of California	2008-2011
Unitarian Universalist Representative - Interfaith Center for Worker Justice San Diego	2008-2010

RECENT ACHIEVEMENTS

Editorial articles published on Humanist.com and in The Journal of Religious Humanism	2014-2017
Parliament of World Religions Conversations Among Humanists, Atheists, and Religious Believers - Panel Facilitator	2015
Keynote speaker at Martin Luther King, Jr. Day Bergen County, New Jersey	2014
Center for Inquiry, New York Humanists and Religious Believers Playing Nicely Together – Panelist	2014
Member of International Unitarian Universalist Coalition Supporting emerging progressive religious communities in Burundi and Rwanda	2012

PROFESSIONAL MEMBERSHIPS

Interfaith Alliance
The Clergy Project
Unitarian Universalist Ministers Association
Unitarian Universalist Society of Community Ministers
American Humanist Association and Feminist Caucus of the AHA

Finance Report

4/29/2018

Submitted by Kathy Garner

Operating P&L notes

At 3/30/2018, USNH shows \$38,119 for net operating income.

The unrestricted cash calculation as of 3/31/2018 was \$59,503. As always, caution must be used with this number. For example, if the amounts for snow removal (\$7,600) received on May 2 and prepaid pledges for 2018-9 (\$15,716) were removed, that number would decrease by \$23,316. When 6/30/2018 is finalized, the calculation can be completed and compared to the prior year to provide more information.

See below for items of note.

Income

- Pledges are on track to come in at the budgeted amount of \$461,742. Collection Plate and Miscellaneous Income are slightly under performing with 3 months left in the fiscal year.
- Rental Income remains a source of steady income with 84% of the budgeted amount collected 9 months into the fiscal year.
- Interest income of \$350 compares to \$115 at this same time last year. This is a result of moving \$100,000 into a CD at another financial institution.
- Fundraising income was increased in last year's budget to enable fair share contribution to UUA. Based on results to date, it is projected that USNH will come up \$1,000 short of the \$21,500 budgeted for fundraising income.
- The Endowment Contribution was budgeted as \$27,000 with a footnote "only if needed." With the full \$27,000, the budget projected a \$10,478 deficit. Based on analysis to date, in order to maintain that deficit level, USNH would have to realize an additional \$9,000 in income. I do not see any indications of that level of increase, so I recommend the Endowment fully fund the \$27,000 in the budget.

Expenses

- Total expenses to date are 69% of the budget. This is typical as there is usually an influx of requests for reimbursement as the fiscal year end nears.
 - Expenses related to RE: Allowance for RE Director (5682), Curriculum (6204), and OWL training (6208) costs are planned in the next couple of months. I confirmed with Jesse Greist.
 - The bill for snow removal for January, February and March was received on May 2. The clerk responsible for billing was unexpectedly out of the office causing. This will impact the Facility Class (5100) as the total of the bill is \$7,600.
 - Denominational Affairs (5400) is budgeted for a total of \$26,732. This is shown as 2 separate line items on the budget; however, the invoice from UUA does not have the breakdown. As a result, the bookkeeper is charging it all to account 5410. She will research this when she is back in the office to see if a breakdown can be obtained.
-

- The Music Program class (6100) has only spend \$820 of the \$2,450 budgeted. Additionally, the Allowance for Music Director has only charged \$120 of the \$1,600. This may be similar to the RE expenses in that more expenses are planned in the next few months.

Fund Balances

- Within account 7202 (Restricted funds Net Assets) is \$2,513.86 designated for the Minister's Relocation Fund. This expires 6/30/2018.
- Gifts and Donations (3120 aka Board Designated) total \$7,152.95. This is a collection of donations received outside of pledge, In Memory donations, donations from friends, etc.
- Email sent to Management team on 4/29/2018 regarding the Minister's Relocation Fund and Gifts and Donations.

Finance Committee notes

Greg Berg and Terry Durham have joined the Finance Committee. The transition is an ongoing process that involves the entire Finance committee, Management Team, and Treasurer. With refinancing, stewardship campaign and budget finalization all in process, resources are spread thin to dedicate to creating the new working relationship. The goal is to have a new plan (how all 3 will work together) in place by June 30, 2018. It is recommended that background checks be completed on all members of the Finance Committee if one has not been completed in the last 3 years.

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-2017 Actual	2017-18 Budget	3/31/2018 actual	% of Budget	Proposed budget	Comments (from 17-18 and for 18-19)	
	INCOME										
1	4000 Pledges	467,829.00	466,265.00	465,000.00	448,594.93	461,742.00	354,667.15	76.8%	462,000.00	FC 474,329 i.e. 5% increase	1
2	4100 Collection Plate	23,000.00	26,227.00	25,000.00	25,264.25	25,000.00	17,090.65	68.4%	25,000.00	same as last year	2
3	4200 Misc. donations, ind. Coffee and Flower donations	3,300.00	1,923.00	2,000.00	1,961.42	1,500.00	1,020.94	68.1%	1,500.00	same as last year	3
	4300 Rentals										
4	4310 Regular Tenant	55,520.00	54,903.00	58,000.00	57,781.00	58,000.00	43,317.00	74.7%	58,000.00	FC 59,000	4
5	4320 Incidental	7,400.00	5,750.00	6,000.00	9,303.00	8,000.00	4,905.00	61.3%	7,000.00	FC 8,000	5
6	4400 RE Income	900.00	1,150.00	900.00	170.00	0.00	250.00		500.00	based on actuals	6
	4500 Fundraising										
7		14,000.00	14,282.00	16,000.00	16,689.37	21,500.00	18,399.52	85.6%	21,000.00	Additional income projected for Service Auction November 5, 2017. Using 6 mo actuals + 2000 for grocery cards	7
	4600 BLDU fundraising Interest								3,500.00	See Note 1.	
8		1,000.00	1,089.00	1,500.00	630.01	500.00	5.28	1.1%	1,700.00	New 1 yr CD at 1.7% APY, monthly interest. Assume renewal at same rate.	8
	4700 Restricted Funds Released										
9	Released from Serrin fund	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100.0%	0.00	Restricted fund for RE. Used to bring DRE to full time. Depleted this year.	9
	Released from Emerson fund										
10		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	100.0%	10,000.00	Restricted fund for RE. Used to help bring DRE to full time. Funds remain for future use.	10
11	4900 Endowment contribution (2%)	16,255.00	16,255.00	17,461.00	17,461.00	27,000.00	9,096.50	33.7%	19,062.00	Approx 2% of Endowment. 3% in 2017-18.	11
12	Total Income	616,327.00	602,844.00	606,861.00	582,854.98	618,242.00	463,752.04	75.0%	609,262.00	Total Income	12
	EXPENSES										
14	5100 Facility										
	5110 Utilities	39,000.00	23,976.00	31,000.00	23,754.93	27,000.00	17,650.57	65.4%	25,000.00	Decreased due to switch to natural gas FC 27,000	15
	5120 Maintenance and Repair	10,000.00	13,428.00	9,200.00	7,138.74	9,200.00	1,699.93	18.5%	9,200.00	Some expenses moved to Property management and Landscape.	16
	5130										
17	Property management	20,000.00	8,084.00	8,000.00	9,396.88	9,000.00	7,024.54	78.1%	9,000.00	Some expenses moved to Office Service Contracts and snow removal moved to Landscape.	17
18	5140 Custodial Supplies	4,200.00	3,598.00	3,500.00	2,665.90	2,700.00	2,163.49	80.1%	2,700.00	Estimation based on actuals	18
19	5150 Landscape	2,000.00	12,460.00	11,000.00	9,506.78	10,000.00	2,909.25	29.1%	10,000.00	No bills for snow removal yet	19
20	5160 Security/Alarm system	360.00	3,175.00	3,260.00	3,571.84	3,000.00	2,301.93	76.7%	3,000.00	same as last year	20
21	Facility total	75,560.00	64,721.00	65,960.00	56,035.07	60,900.00	33,749.71	55.4%	58,900.00		21
22	5200 Communication, Media										
23	5210 Office Supplies (copier paper, supplies)	1,800.00	1,418.00	1,500.00	1,431.74	2,000.00	1,209.41	60.5%	2,000.00	same as last year	23
24	5220 Postage	1,150.00	739.00	700.00	791.48	1,000.00	630.75	63.1%	1,000.00	same as last year	24
25	5230 Office service contracts (copier, Poland Spring)	7,000.00	8,050.00	7,000.00	8,571.88	10,000.00	6,537.08	65.4%	10,000.00	same as last year	25
26	5240 Cable service: internet, phone, TV, wi-fi	3,400.00	3,328.00	3,400.00	3,642.24	3,500.00	3,074.83	87.9%	4,000.00	New Contract	26
27	5250 Office contingency	500.00	119.00	400.00	295.21	300.00	0.00	0.0%	0.00	To be used in the case of overages or unexpected office expenses	27
28	5260 Tech: hosting, software, licensing	1,800.00	1,867.00	1,500.00	2,611.00	1,800.00	1,401.48	77.9%	1,800.00	Estimation based on actuals	28
29	Communication total	15,650.00	15,521.00	14,500.00	17,343.55	18,600.00	12,853.55	69.1%	18,800.00		29
30	5300 Committee Support/Member Services										
31	5310 Membership Committee	1,000.00	742.00	1,000.00	982.16	1,000.00	532.21	53.2%	1,000.00	same as last year	31

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-2017 Actual	2017-18 Budget	3/31/2018 actual	% of Budget	Proposed budget	Comments (from 17-18 and for 18-19)
32	5320	2,000.00	2,000.00	2,000.00	1,780.03	1,500.00	800.00	53.3%	1,500.00	same as last year
33	5330	2,000.00	1,918.00	2,000.00	1,702.03	1,800.00	1,377.91	76.6%	1,800.00	same as last year
34	5340	2,000.00	1,518.00	2,000.00	1,637.82	1,800.00	558.03	31.0%	1,800.00	same as last year
35	5350	2,000.00	247.00	2,000.00	1,250.75	1,500.00	1,842.30	122.8%	2,000.00	increase from last year
36	5360	300.00	100.00	300.00		150.00	0.00	0.0%	150.00	same as last year
37	5370	100.00	84.00	245.00	210.89	200.00	131.50	65.8%	200.00	same as last year
38	5380	200.00	120.00	200.00	200.00	200.00	0.00	0.0%	200.00	same as last year
39		9,600.00	6,729.00	9,745.00	7,763.68	8,150.00	5,241.95	64.3%	8,650.00	
40	5400									
41	5410	20,088.00	19,440.00	17,760.00	17,760.00	19,560.00	20,049.00	102.5%		Jan 19, 2018 letter from UUA combines UUA & regional dues at 29,405. Propose \$1000 more than last year
42	5420	6,480.00	7,128.00	6,512.00	6,512.00	7,172.00	0.00	0.0%		
43		26,568.00	26,568.00	24,272.00	24,272.00	26,732.00	20,049.00	75.0%	27,732.00	94% of requested amount
44	5500									
45	5510	83,853.00	82,563.00	85,100.00	82,869.61	85,234.00	63,972.12	75.1%	44,268.00	Assuming 5.9% new mortgage, 15 year amortization, on \$440,000.
46	5520	7,200.00	7,262.00	7,900.00	7,790.00	7,900.00	7,791.00	98.6%	7,900.00	same as last year
47	5530	4,700.00	3,875.00	4,350.00	3,500.00	3,500.00	3,600.00	102.9%	3,600.00	Estimation based on actuals
48	5540	280.00	268.00	270.00	526.47	270.00	312.21	115.6%	400.00	We hope members will use other methods to fulfill pledges
49	5550	600.00	600.00	600.00	600.00	0.00	900.00		0.00	Roof Loans repaid 12/31/2017
50	5560		56.00		-138.83		93.30		200.00	very variable
51	5570	650.00	535.00	600.00	524.60	500.00	363.11	72.6%	500.00	We hope members will use other methods to fulfill pledges
52	5570	100.00	248.00	250.00	133.35	250.00	265.82	114.3%	250.00	
53	5580		35.00	0.00	35.37	50.00	28.69	57.4%	50.00	same as last year
54		97,383.00	95,442.00	99,070.00	95,840.57	97,704.00	77,346.25	79.2%	57,168.00	Due to lower mortgage cost
55	5600									
56	5610	245,650.00	270,572.00	249,370.00	239,085.27	243,640.00	180,121.20	73.9%	248,512.82	2% COLA for employees with more than 1 year service
57	5620	26,572.00	26,270.00	27,110.00	31,799.89	35,346.00	26,722.00	75.6%	37,826.52	Increase Membership Coordinator hours and rate. Add Hospitality Coordinator
58	5625	0.00	4,673.00	12,000.00	11,456.25	12,000.00	9,307.50	77.6%	14,250.00	Increase Bookkeeper hours
59	5630	37,286.00	26,201.00	24,247.00	22,978.87	26,659.00	17,880.10	67.1%	26,659.00	10% Increase midway through year
60	5640	7,675.00	6,048.00	7,366.00	7,138.84	8,149.00	6,488.93	79.6%	8,963.90	small increase
61	5650	20,557.00	22,137.00	20,878.00	19,178.55	21,342.00	15,259.61	71.5%	21,768.84	Increase based on 2% salary increases
62	5660	21,405.00	17,564.00	21,352.00	21,855.84	22,898.00	16,897.79	73.8%	23,355.96	Increase based on 2% salary increases
63	5670	2,700.00	2,688.00	3,000.00	2,601.28	3,000.00	2,155.72	71.9%	3,200.00	slight increase

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-2017 Actual	2017-18 Budget	3/31/2018 actual	% of Budget	Proposed budget	Comments (from 17-18 and for 18-19)	
	5680 Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)										
64		13,500.00	11,235.00	13,600.00	12,585.51	13,700.00	7,072.20	51.6%	13,700.00	same as last year	64
65	Personnel total	375,345.00	387,388.00	378,923.00	368,680.30	386,734.00	281,905.05	72.9%	398,237.04		65
66	5700 Trustees Research and Development	3,000.00	1,554.00	3,000.00	275.00	500.00	182.74	36.5%	2,000.00	modest increase towards previous years	66
67											67
68	5710 Management Team Discretionary Fund (new in 2016-17)	0.00		3,000.00	1,951.99	1,000.00	0.00	0.0%	1,000.00	same as last year	68
69											69
70	6100 Music										70
	Music Dir-Training,Conference									For 2017-18 and 2018-19 music conference and dues have been moved to professional expenses.	
71		1,000.00	1,096.00	0.00							71
72	6110 Paid Instrumentalists	800.00	400.00	1,000.00	550.00	1,150.00	0.00	0.0%	1,150.00	same as last year	72
73	6120 Accompanist for memorials	300.00	0.00	300.00	150.00				0.00		73
74	6130 Sheet Music/Library	800.00	576.00	800.00	496.43	500.00	394.00	78.8%	500.00	same as last year	74
75	6140 Piano Tuning/Repair	700.00	675.00	750.00	1,281.00	700.00	375.00	53.6%	700.00	same as last year	75
76	6150 Dues, Tapes, Misc	200.00	146.00	200.00	81.00	100.00	50.00	50.0%	100.00	same as last year	76
77	Music total	3,800.00	2,893.00	3,050.00	2,548.43	2,450.00	819.00	33.4%	2,450.00		77
78	6200 Religious Education										78
79	6201 Adult RE	600.00	607.00	1,300.00	1,088.27	1,300.00	1,064.26	81.9%	1,300.00	same as last year	79
80	6202 CYRE discretionary fund	500.00	426.00	500.00	302.97	400.00	214.00	53.5%	400.00	same as last year	80
81	6203 Teacher Training & Support	300.00	300.00	300.00	300.00	300.00	131.74	43.9%	300.00	same as last year	81
82	6204 Curriculum, supplies, equipment	1,200.00	1,121.00	1,200.00	897.30	1,200.00	366.97	30.6%	1,200.00	same as last year	82
83	6205 YRUU Support	800.00	597.00	800.00	580.10	700.00	291.20	41.6%	700.00	same as last year	83
84	6206 Family Multigenerational Activities	750.00	413.00	750.00	537.86	500.00	392.03	78.4%	500.00	same as last year	84
85	6207 Teacher/volunteer background checks	300.00	96.00	300.00	0.00	150.00	0.00	0.0%	150.00	same as last year	85
86	6208 OWL Teacher Training	1,500.00	750.00	1,500.00	1,501.15	500.00	0.00	0.0%	500.00	same as last year	86
87	6209 Affirmations Class Expense	1,500.00	1,592.00	1,500.00	1,500.00	1,500.00	473.68	31.6%	1,800.00	slight increase from last year	87
88	Religious Education total	7,450.00	5,902.00	8,150.00	6,707.69	6,550.00	2,933.88	44.8%	6,850.00		88
89	6300 Social Justice										89
90	6301 Abraham's Tent/Columbus House (HEART)		434.00	600.00	569.04	450.00	449.97	100.0%			90
91	6302 Anti-Racism TF		971.00	700.00	700.00	400.00	207.00	51.8%			91
92	6303 Peace TF		550.00	650.00	650.00	650.00	400.00	61.5%			92
93	6304 Kids' Service Team TF		1,032.00	1,000.00	1,000.35	1,000.00	702.57	70.3%			93
94	6305 Immigration and Refugee TF		1,472.00	1,450.00	1,387.37	1,300.00	1,163.59	89.5%			94
95	6306 Green Sanctuary TF		53.00	200.00	141.47	280.00	190.00	67.9%			95
96	6307 Preventing Gun Violence TF		0.00	600.00	516.52	400.00	185.05	46.3%			96
97	6308 Waverly/USNH Partnership TF		8,933.00	9,500.00	9,499.62	9,000.00	6,346.57	70.5%			97
98	6309 UU-UNO TF (Dues)		400.00	400.00	0.00	570.00	88.29	15.3%			98
99	6310 UUSC TF (Dues)		330.00	600.00	598.47	350.00	0.00	0.0%			99
100	6311 Social Justice Council Reserve		330.00	300.00	300.00	650.00	259.14	39.9%			100
101	6312 Mental Health Awareness					400.00	104.00	26.0%			101
102	6300 Social Justice Programs - Other				237.16						102

		2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-2017 Actual	2017-18 Budget	3/31/2018 actual	% of Budget	Proposed budget	Comments (from 17-18 and for 18-19)
101	Social Justice total	16,000.00	14,505.00	16,000.00	15,600.00	16,000.00	10,056.28	63.1%	17,000.00	Allocation determined by SJ Network
102	6313 CONECT					550.00	550.00	100.0%	1,000.00	See Note 2.
	BLUU Support								3,500.00	See Note 1.
103	6400 Worship									
104	6410 Speakers	2,400.00	2,553.00	2,400.00	1,481.00	2,000.00	450.00	22.5%	2,000.00	same as last year
105	6420 Sanctuary supplies	400.00	73.00	400.00	45.34	400.00	393.30	98.3%	400.00	same as last year
106	6430 Sunday Flowers	1,500.00	2,045.00	1,500.00	2,105.65	1,000.00	1,114.78	111.5%	2,000.00	Increase from last year
	6400 Worship - Other				516.95					
107	Worship total	4,300.00	4,671.00	4,300.00	4,148.95	3,400.00	1,958.08	57.6%	4,400.00	
111	Capital Fund Contribution					0.00			1,574.96	Funds to be contributed toward Capital Fund in the event of Net Income
108	Total Expenses	633,656.00	624,498.00	630,170.00	601,167.19	628,720.00	447,685.49	71.2%	607,687.04	Total Expenses
109	Income - Expenses	-17,329.00	-21,654.00	-23,309.00	-8,312.21	-10,478.00	16,066.55	-153.3%	0.00	Negative means Deficit
110	Unrestricted Funds (Savings)			23,500.00		12,000.00			0.00	To be transferred from unrestricted funds at end of year to cover expenses if need be.
<p>Note 1. The Board has pledged \$10/member to support BLUU in fiscal 2018-19. Fundraising will be from a combination of one or more of the special collection plates reserved to the Social Justice Network and separate fundraising activities. At no time during the fiscal year will total contributions to BLUU exceed the total amount raised specifically in support of BLUU.</p>										
<p>Note 2. The congregation will vote on continuing CONECT membership next February. A grant submission for \$1500 is planned to cover CONECT dues next Spring. The SJM budget has \$500 set aside for CONECT. This together with \$1000 allocated here will support CONECT through June 2019.</p>										

Capital Budget 2018-19 - DRAFT 5/2/2018	
Income	
Balance 7/1/2018	39,352.30
Funds from Mortgage Refinance	60,000.00
Total available	99,352.30
Expenses	
Patching of rear parking lot	2,900.00
Repair of Front Steps	11,600.00
Dryvit Repair	60,000.00
Improvement to Hearing assist system	650.00
Repairs to Driveway lights	931.63
Addition of third wireless channel to Sanctuary sound system	700.00
Add new leader and drywell to rear of RE wing	3,000.00
Replace or repair blinds in offices/classrooms	2,000.00
Install camera for front door entry	500.00
Level bluestone patio beyond the lobby	1,000.00
Reserved towards Sanctuary HVAC replacement	16,070.67
Total Expenses	99,352.30

