

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
September 13, 2018

Accepted October 11, 2018

Board Members Present: President - Peggy Myers, Vice President - Craig Machado, Treasurer - Linda Mehta, Clerk - Pamela Miller, Past – President - Dan Gelperin, Ex Officio – Rev. Megan Lloyd Joiner, At Large: Bobbi Pace, Al Bosch, Jeannette Faber, Pat Trotta, Dan Wade

Board Members Absent:

Also Present: Gwen Heuss-Severance, Jeremy Hill, David Stagg, Lois Smith, Carol Cheney

Gather:

P. Myers called the meeting to order at 6:33pm. Attendees read the covenant. This was followed by a life event check in and a check in with each person answering the question, “What is one thing you have packed in your “backpack” as the fall begins?” B. Pace lit the chalice and D. Wade read a poem by Stephen M Shick, “*Useful Anger*”.

Kitchen Proposal:

L. Smith and C. Cheney attended the meeting to discuss the kitchen proposal. Two plans are attached at the end of the minutes. M. Lloyd Joyner will distribute an information packet to board members prior to the retreat.

The board has been asked to provide a timely response. Plans were made over a two year period, allowing time for research and consultation with experts. Financial issues were considered. The current proposal was completed last spring. It was presented to the MT in March. We are in a holding pattern, waiting for a decision on the project.

The first estimate was < \$100,000. D. Thomson worked with the committee to review and cost out requirements. He had an expert on asbestos examine the kitchen. All work was done pro bono. One contractor provided an estimated cost. A 10% contingency was added to the estimated cost.

The committee did not discuss timing since they did not know when funds would be approved. Timely decision making has been a problem at USNH for years. G. Seaman volunteered to be project manager.

MT has a good handle on cost and scope. They understand pros and cons of the project. They need to understand the priorities of USNH in order to know whether to move forward on the project.

C. Cheney discussed a 2-phase approach to fund raising. She believes she can raise about \$60,000. There would be a quiet fund-raising phase prior to a public phase. A lead gift of \$25,000 was promised. It could serve as a match. A “shower” event could be held to acquire needed items. The solicitation would have to occur so as not to collide with stewardship or endowment efforts. The price for the project increased before fund raising could start. She is beginning to investigate grants. She is no longer as confident as she had been. We are running into the holiday/stewardship season. No solicitations were made because the board has not given approval. A window of opportunity has been missed. There will always be a reason not to spend money. It is hard on volunteers who have put so much effort into the project. Our process for approval is “deadly”.

The preferred timing was to do the leadership phase over the summer. Perhaps it could be done during the winter without harming the next stewardship campaign. It could take 6 – 9 months to raise funds. Completion of the project would depend on contractor schedules.

The expectation is that the congregation could come up with \$15,000 on top of the estimated \$60,000 in fundraising. Loans might be a possibility to cover the remaining amount. Who would be responsible for acquiring the remaining funds? Board help would be required. L. Appel has volunteered to assist with grant writing.

The proposal would not create a commercial kitchen, but the kitchen could be used by those renting facilities. This is a major capital project.

There seems to be no middle ground that would cost less than the current proposal. Removing a wall is a large part of the cost. The square footage of the floor would not change, but usable space could be increased. Expanding the floorspace is nearly impossible. The only fallback is to not buy all of the appliances at once. Modular shelving would be used. Additional storage space would be a bonus for the entire building, but it was not considered in this plan. Plumbing or wiring needs to be reworked.

Phase 1 fundraising would take three to four months to complete. Time is required to set up meetings for this purpose. A planning committee would be active during the quiet phase to prepare for the public phase of fundraising.

The kitchen committee will continue with the work but will want additional support from MT or BoT. It would be prudent for the BoT to make a recommendation to be presented to the congregation. Would this interfere with the quiet fund-raising period?

L. Smith and C. Cheney left the meeting at 7:40pm.

The worst way to collect ideas is to have a group brainstorm session. The best approach is to have individuals think of ideas. Please prepare ideas prior to the retreat.

Assess the Past:

Minister's report

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

D. Stagg has agreed to stay on the MT.

Policy Monitoring:

We will be ready to resume monitoring by the November meeting.

Create the Future & Learning:

Sign up for Chalice lighting and reading:

- 10/11 D. Gelperin
- 11/8 L. Mehta
- 12/13 J. Faber
- 1/10 A. Bosch
- 2/14 C. Machado
- 3/14 P. Miller
- 4/11 B. Pace
- 5/9 P. Trotta
- 6/13 D. Wade

Sign up for Board Rep after the 10:30 service:

- 9/16 C. Machado
- 9/23 P. Trotta
- 9/30 D. Gelperin
- 10/7 L. Mehta

Reading for 4th Tuesday meeting:

Preparation for the retreat: An agenda will be distributed later tonight.

Address / time, etc. – Joe Sullivan will facilitate;

9:00 for coffee;

9:30 start

3:30 adjourn

Who will bring what?

Reimbursement understandings – Reimbursement will be made for any food purchased for the meeting.

Consent Agenda:

MOTION – P. Myers, to approve the consent agenda; **SECONDED – D. Gelperin**;

PASSED unanimously, 6 in favor, 0 opposed, 3 abstentions

Thank you's: Carol Cheney for providing a location for the board retreat

Closing reading:

D. Wade provided a closing reading.

Adjournment:

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

PASSED unanimously, 9 in favor, 0 opposed, 0 abstentions

The meeting was adjourned at 8:27pm.

Attachments:

Minister's report

Kitchen Design Proposal 1

Kitchen Design Proposal 2

Minister's Report
September 13, 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*)

When it comes to the discussion of two vs. one services, our challenges have been how to fit everything that happens here on Sunday morning into the 9am-1pm timeframe and how to provide the various experiences our members and friends are seeking.

Bill Braum and I met with five members on Sunday, September 9 to discuss a quieter space during the 9am-10am. We concluded that we would try the following starting September 30:

- From 9am-9:30am, the Sanctuary will be open for quiet reflection, meditation or prayer.
- From 9:30-10am, Bill will provide a Music and Meditation service with opening and closing piano or other music (from guests) and significant time of silence for quiet reflection, meditation or prayer.
- We will publicize the week before what musical selections will be played and utilize all media available (website, order of service announcements, pulpit announcements, etc.) to publicize.

I appreciate the work the Board is doing to consider the Kitchen Project. You are asking the right questions and being attentive to process. I commend you.

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*)

- September's Soul Matter's theme of VISION
- Black Universalist ministers (for a 9/30 service)

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

- none

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

Counseling and Pastoral Care

I have made myself available this year with office hours on Tuesday, Wednesday and Thursday. I will also continue my efforts to meet with member in area retirement homes.

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.*)

Staff reviews have been late this year, but have provided opportunity for candid conversations with staff members and have yielded ongoing work plans and goals that I think will be beneficial for staff and USNH.

We held a staff retreat on August 15 focused mostly on team building (we did Escape the Room New Haven), a Management Retreat on August 28 (focused on roles and workload as well as how we work as a team) and our Board Retreat is planned for September 15 (focused on vision, energy, and the kitchen project).

I am working with Management Team and Finance Committee to put together a plan for enhancing our organization around revenue (stewardship, fundraising) and am in the process of putting together a Stewardship Team for 2019.

I am also putting together a communications team that will work on publicity and communications across multiple media (website, print, social media)

I have been working with Jamie Ross (Administrator) and Christine Durham (chair, Membership Team) to onboard Anna Flores, our new membership coordinator. It will take time as it always does to bring on a new employee, but Anna is glad to be here and already a valuable member of the team.

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.*)

This year, I will be offering again with Jesse Greist (DLRE) a small group for new members and offering new member classes in conjunction with the Membership Team.

We had our first Millennial to GenX potluck with 15 adults and 9 children. I welcome this opportunity to connect with younger members and visitors to the congregation.

Personal and Professional Growth

- Continuing to work with my coach and spiritual director to focus my priorities in our shared ministry as well as the skill of tolerating other's distress and not focusing on pleasing everyone all of the time. An ongoing lesson in ministry!

Teaching

- This year, I will be leading the common read at two sessions in February and March.

Worship

Sermons Preached/Services Led

August 19, 2018 – No Time for a Casual Faith

August 26, 2018 – Blessing of the Backpacks: What's in Your Backpack?

September 9, 2018 – Water In-Gathering: Drop by Drop (Multi-generational)

Attendance

Aug 12 – 91 adults 9 children

Aug 19 136 adults 3 children

Aug 26 101 adults 10 children

Sept 2 113 adults 3 children

Sept 9 190 adults 14 children/youth

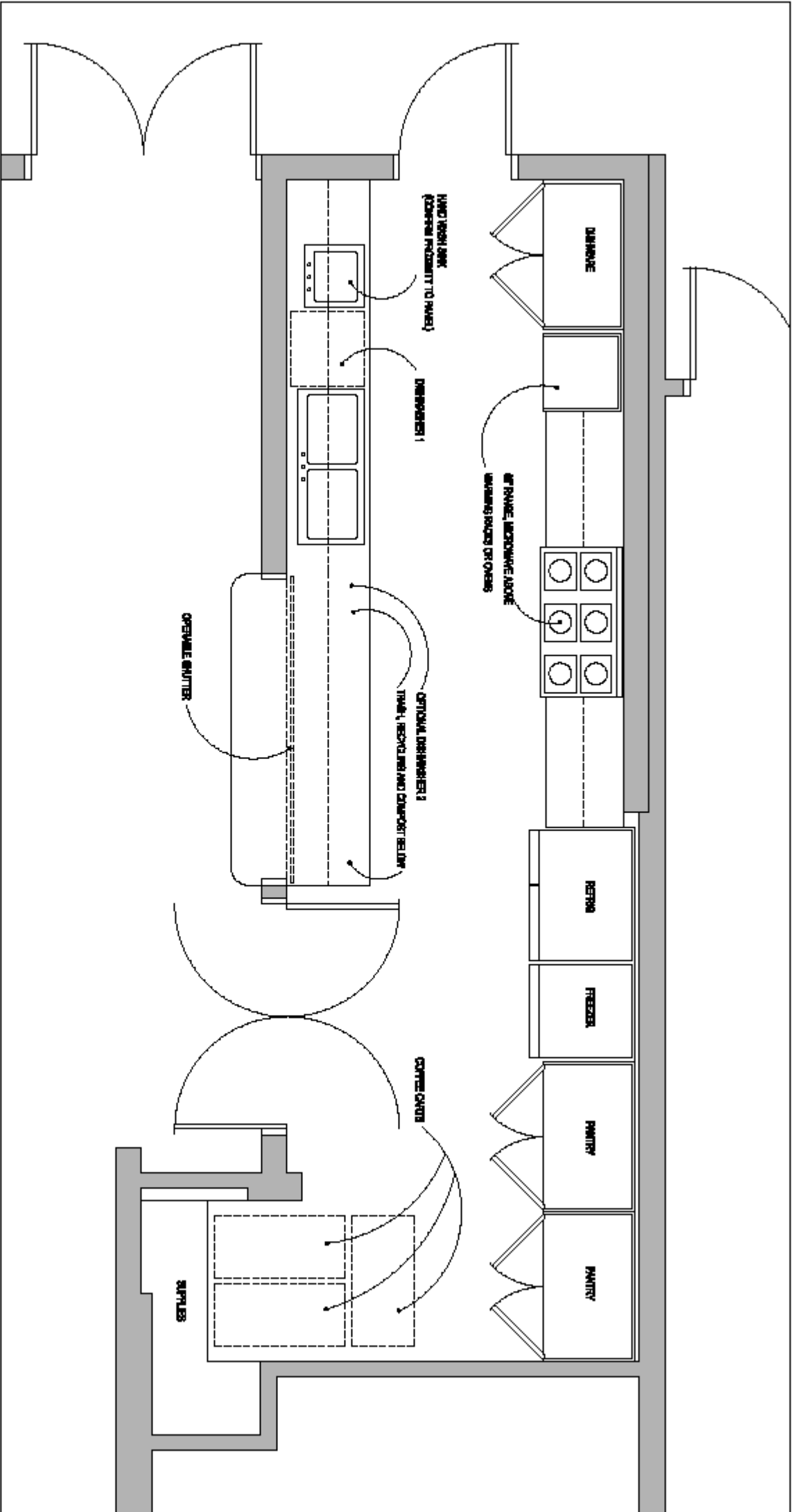
Denominational Activities

- I will attend the UUMA cluster gathering in October and chapter (wider area) gathering in November.

Prophetic Outreach

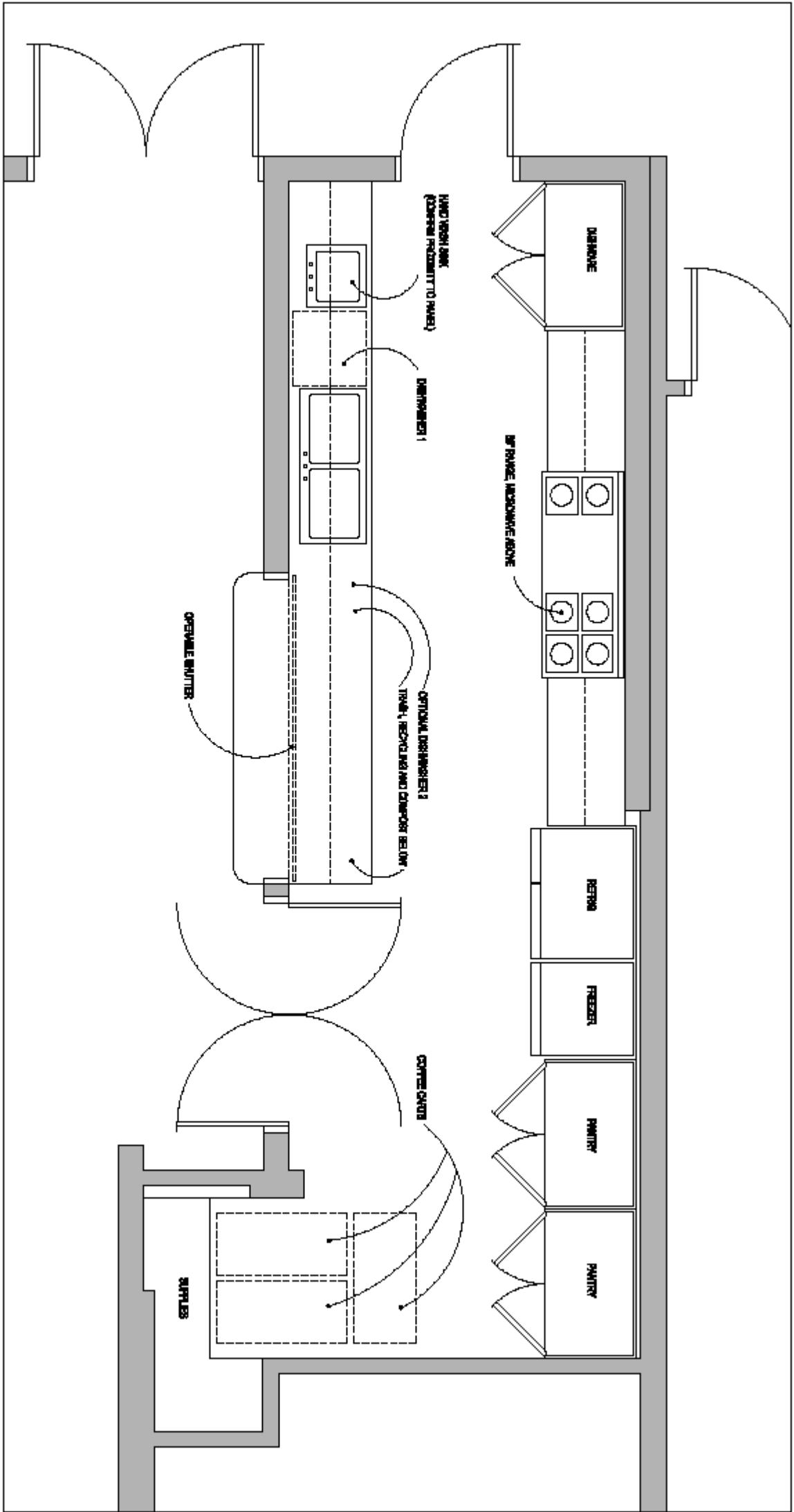
- Nothing to report at this time

Respectfully Submitted by Rev. Megan Lloyd Joiner



PROPOSED KITCHEN PLAN - OPTION 4B
UNITARIAN SOCIETY OF NEW HAVEN

DAVID THOMPSON ARCHITECTS
 670 AVENUE 24, 3RD FL.



PROPOSED KITCHEN PLAN - OPTION 4A
UNITARIAN SOCIETY OF NEW HAVEN

DAVID THOMPSON ARCHITECTS
 670 AVENUE 24, 3RD FL