

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

Accepted January 10, 2019

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

**Board Members Absent:** Past – President - Dan Gelperin, At Large: Dan Wade

**Others Present:** G. Heuss-Severance, D. Stagg

**Gather:**

P. Myers called the meeting to order at 6:34pm. D. Stagg lit the chalice and J. Faber read *Winter Solstice* by Hilda Morley. 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 or has been a new beginning time or event in your life?”

No changes were made to the agenda.

**Assess the Past:**

**Minister’s report**

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

Board members have been asked to save the dates for the Next Steps Weekend February 22 – 23. We expect 8 participants plus 2 facilitators to attend the Beloved Conversations meetings. Our attendance has been high in recent weeks.

It has been recommended that the spring Board retreat should take place after the Next Steps Weekend. Dates to be considered are March 2 and March 9, 2019. The fourth Tuesday between the two weekends may also be spent on stewardship issues.

**Monitoring of policies (1.10)**

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

The Disruptive Behavior Policy is nearly ready to be released.

**Financial report for FI 2017-2018**

The Financial report for 2017-2018 is attached at the end of the minutes.

Handling of prepaid and postpaid pledges is still under discussion.

Concern was expressed about the level of payment to be made to the UUA. If money were to become available, the payment would be increased. This can be discussed with Liz Coit.

### **Financial report for 1st quarter FY 2018-2019**

The Financial report for the 1<sup>st</sup> quarter is attached at the end of the minutes.

There was discussion about the explanation for why the monthly mortgage payment has been reduced.

Guidelines will be added to future reports.

C. Machado left the meeting at 7:24pm.

### **Create the Future & Learning:**

Board rep after 10:30 service:

12/16 – P. Trotta

12/23 – B. Pace

12/30 – J. Faber

1/6 – A. Bosch

### **Identify Board representative to the Nominating Committee**

Nominating committee meets on the 3<sup>rd</sup> Thursday of the month. P. Trotta has volunteered for the role. P. Trotta will contact R. Camm.

### **Food bank idea**

P. Perkins recently mentioned that our donations have dropped. Small Group Ministries, the Board, and other groups could be asked to bring donations when they meet near the 20<sup>th</sup> of the month. It could be brought to the Counsel of Chairs. The

**MOTION** – A. Bosch, the Board to bring donations to the 2<sup>nd</sup> meeting of the month and recommend that an article be put in the newsletter; **SECONDED** – J. Faber  
**PASSED** unanimously, 7 in favor, 0 opposed, 0 abstentions

### **Consent Agenda:**

Minutes from Board meeting on 11/8/18

Minutes from Congregational meeting 11/11/18

Minutes from Congregational meeting 12/2/18

**MOTION** – B. Pace, to approve the consent agenda; **SECONDED** – A. Bosch;  
**PASSED** unanimously, 7 in favor, 0 opposed, 0 abstentions

**Announcements:** None

**Thank you's:** C. Cheney for raising \$95,000 for the Kitchen Project

**Adjournment:**

**MOTION – P. Myers**, to adjourn; **SECONDED – A. Bosch**;  
**PASSED** unanimously, 7 in favor, 0 opposed, 0 abstentions  
The meeting was adjourned at 7:43 pm.

**Attachments:**

Minister's report  
MT Monitoring Policy 1.10 Report  
Financial report for FI 2017-2018  
Financial report for 1st quarter FY 2018-2019

**Minister's Report**  
**December 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*)

I recently brought to the Management Team a request to look into funds for a 10 hour/week assistant ministry position for pastoral care, with a potential for a January-June 2019 trial period. We have decided to work with the Personnel Committee on a staffing plan and hopefully write a ¼ time pastoral support position into the budget for 2019-2020.

Jamie Ross and I have been working with the Finance Committee to correct a situation which was unfortunately the result of our mistake. We wanted to have someone on site for rentals and thought it easiest to have renters pay directly for sexton services. This created a liability for both USNH and the employee in question. The situation has been rectified through payroll and going forward, sexton fees will be built into the rental fee. Thank you to the Finance Committee for catching this and fixing it.

We had our first meeting with Liz Coit from Stewardship for Us. Thank you to Board members for being present. Our next steps are to appoint liaisons for both logistical and program preparation for the Next Steps Weekend on February 22-24 and to continue to build our Stewardship Team.

The Management Team has concerns about the current arrangement with the Mental Health Support Group that meets on Tuesday afternoons. We have asked to meet with the member who is facilitating the group and have asked the group not to meet until we can have further discussion.

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

Preparing for Beloved Conversations and Stewardship for Us Next Steps Weekend

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

- November's theme of MYSTERY
- Stewardship and Generosity
- Pastoral Care and Lay Ministry Teams
- Preparation for the Common Read : *Justice on Earth*

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

- I will be in Hartford next Tuesday for a UUMA gathering
- I'll be away on vacation December 29-Jan 1 and study leave/vacation Jan 3-9.

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

**Counseling and Pastoral Care**

We continue to have a number of significant pastoral events and situations in the congregation at the present time.

Ed Biewald died on December 9<sup>th</sup>. I was able to be with the family on December 7<sup>th</sup> and have been in close touch since planning for the service on December 15<sup>th</sup>.

**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.*)

We have begun weekly check-ins with full time staff (Jamie, Jesse, Megan). Because of the part-time nature of our staff, we have found it difficult to schedule regular staff meetings.

I am working with a member, Rob Garskoff, to hopefully put more sermons online in audio form.

**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.*)

nothing new to report at this time.

I continue to meet with new members to help in their integration.

### **Personal and Professional Growth**

Continuing to work with my coach and spiritual director and mentor

### **Teaching**

I have been co-leading with Jesse the Newer to USNH small group ministry sessions.

### **Worship**

#### *Sermons Preached/Services Led*

November 11, 2018 – “Memories Made Possible”

November 18, 2018 – Multigenerational “Coming Together, Singing Our Songs”

December 2, 2018 – “The Eight Day Mystery”

December 9, 2018 – Music Sunday “Tonight a Stolen Moment”

#### *Lay Led Services*

November 25, 2018 – “Reflections on the Theme of Memory”

#### *Attendance*

November 11 - 216 adults in service; 45 children and youth in RE; 8 adults in RE = 269 total

November 18 – 226 total

November 25 – 117 total

December 2 - 227 adults in service; 50 children and youth in RE; 15 adults in RE = 292 total

December 9 - 204 adults in service; 48 children and youth in RE; 14 adults in RE = 266 total

### **Denominational Activities**

- I will attend the UUMA chapter gathering on December 18.

### **Prophetic Outreach**

- Working to coordinate Beloved Conversations for January – March 2019
- Working with CONECT to set up meetings with local legislators

Respectfully Submitted by Rev. Megan Lloyd Joiner

## **Monitoring of Policy 1.10; Safety**

Submitted by the Management Team, December 2018

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

### **1.10 Safety**

*The Management Team shall not fail:*

- a. *To ensure that all appropriate activities and actions are performed to ensure that staff, visitors, and congregants are provided with a safe environment.*
- b. *To assess and report to the Board as appropriate regarding safety issues in order to give the Board information that should be addressed in the budget for the next year.*

**We now keep the front door locked except when there is a service or a function that requires access to the building by multiple people who do not have a key. We are continuing to oversee revision of the lockdown procedures for the facility in the event of internal or external threats. We have a new Safety Task Force in the process of (a) reviewing physical enhancements to the building to increase safety (e.g. additional locks for internal doors and a PA system to announce security related announcements) and (b) developing a response plan and training for the congregation in the fall. This task force will make recommendations for MT to bring to the Board for approval.**

**We also have developed a "Disruptive Behavior Policy". In June 2018 this was rewritten into the Standard Operating Procedure format that the MT is now using. In the Master List it is SOP-0007 Behavior and Safety. This procedure is currently waiting for comments from our lawyers and approval from the Board before being released for inclusion in the printed book kept in the office and the online library on our website.**

**We report compliance with section 1.10.**

## **FINANCIAL CONDITION AND ACTIVITIES MONITORING REPORT Fiscal 2017—2018**

**Submitted by the Treasurer — Linda Mehta  
12/13/2018**

### **Summary**

In the past the wording for each point of policy referencing financial processes from the USNH Governance Policy Book (Version 1.2) has been transferred to the Treasurer's Report and an Executive Interpretation of the policy has been provided, followed by the Treasurer's response and rating. I am not going to include the wording policy here, as it is available to the board members, but I will include the headings and item numbers to aid referencing the policies. I will include a response if there's something specific to the period of time covered. I have reviewed the relevant documents and will so note that review with a rating. Full explanations of the policy items can be found in the Policy Book and in the 6/30/2017 Treasurer's Report.

A major change in this fiscal year that affects our financial condition in the future is the refinancing of our mortgage using funds loaned by our endowment. The Endowment Fund will charge interest at levels expected to be earned by otherwise invested funds. This will be considered an asset in the Endowment Fund, because it will be one of the Fund's investments that will accrue interest. Therefore, the Fund's annual contribution of 2% of its value to the budget will include this investment as part of the total endowment.

### **Financial Policies Reviewed**

#### **1.5 Financial Planning/Budgeting**

##### **Treasurer Response:**

The budget and actual financial report for fiscal 2017-2018 was formally presented at the June 10, 2018 Congregational Meeting. There was some discussion, mostly questions for clarification, but including some discussion about committing only 50% of the requested per-member amount for Denominational Affairs (UUA and New England Region) dues. The budget was approved.

**Treasurer Rating: Compliant**

##### **1.5.1 a, b, c, d Budgeting:**

##### **Treasurer Response:**

- a. The budget was presented with the two previous years' figures included for reference. Newer items on the budget include our CONECT dues of \$1500 to be paid through a \$1000 grant and \$500 budgeted funds. A contribution to BLUU of \$10 per member has been pledged and will be funded through dedicated fundraising and one or more special collection plates. One expense that has been significantly reduced is the mortgage payment because of the refinance through endowment funds.



- b. Operating budget was submitted to the Board for review on 5/10/2018 and approved at the June 10, 2018 Congregational Meeting.
- c. A capital budget (property, building, equipment, furnishings) was presented to the congregation at the annual spring meeting (6/10/2018) and approved. The budget projected \$99,352 in expenses which will be funded through a balance of \$39,352.30 (as of 7/1/2018) and funds from the mortgage refinance of \$60,000.

**Treasurer Rating: Compliant (1.5.1 a,b,c,d)**

#### **1.5.2 Reserves**

**1.5.2.1 Operating Reserve**

**1.5.2.2 Capital Fund**

**1.5.2.3 Cash Management**

**Treasurer Rating: Compliant (1.5.2, 1.5.2.1, 1.5.2.2, 1.5.2.3)**

#### **1.6 Financial Condition and Activities**

**1.6a Financial Expenditures not deviating from BoT priorities**

**1.6b Discretionary expenditures should be accompanied by a Request for Funds application.**

**1.6c Discretionary expenditures exceeding \$2500 in a fiscal year.**

**1.6d Settlement of payroll, employee benefits, and bills on time.**

**1.6.e Restricted funds to be used only for donor-designated purposes.**

**Treasurer Rating: Compliant (1.6a—e)**

#### **1.7.2 Other**

**Treasurer Rating: Compliant**



## **FINANCIAL CONDITION AND ACTIVITIES MONITORING REPORT**

**First Quarter of Fiscal 2017—2018**

**(7/1/2018-9/30/2018)**

**Submitted by the Treasurer — Linda Mehta**

**12/13/2018**

### **Summary**

What is most relevant for this report is to record projects undertaken by the Finance Committee to improve and refine our financial management and record-keeping as well as to understand better the whys and wherefors of our income and expenses.

### **Treasurer Comments on First-Quarter Actual Income and Expenses**

As of 9/30/2018, pledges were at 28% of total commitments, which is comparable to previous experience, as some pledging units are fully paid at the beginning of the fiscal year. (See comments below on Finance Committee Projects.) Total income is at 25.2%, so is on target. Total expenses are at 23.6% of budget, also on target.

### **Continuing Projects Undertaken by the Finance Committee Members**

#### **Rental Policy**

Improve the rental agreement to more fully protect USNH and seek ways to increase availability of rooms to potential renters without impinging on use for USNH programs and social events.

#### **Use and Management of Discretionary Funds**

Guidelines for managing, using, and reporting on surplus monies in the operating reserve and gifts and donations (given without restrictions) are being considered and recommendations have been presented to the Management Team and the Treasurer.

#### **Use and Management of Temporary Restricted Funds**

Recommendations for guidelines and procedures regarding purposes and use of TRFs have been presented to the MT and the Treasurer.

#### **Treasurer's Response:**

We as a congregation, its Board of Trustees, and its staff are blessed with the finance committee members who are willing to put their considerable skills and wisdom to work for USNH. The work they are doing now to recommend procedures and to define the purposes of the various funds, the generation of income, and the careful spending our resources will protect us during times when we may not be so lucky as to have a finance committee that has so much to offer us in the management of our resources.