

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
January 10, 2019

Accepted February 14, 2019

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

Board Members Absent:

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

Gather:

P. Myers called the meeting to order at 6:30pm. D. Stagg lit the chalice and A. Bosch read a chalice lighting written by his daughter. Attendees read the covenant. This was followed by a life event check in and a check in with each person answering the question, “How are you hoping to be (not do) in the year ahead?”

Changes to the agenda:

- Assessing the Past - Add a report from the MT.
- Creating the future – Add 2/10 to the list for Board reps after the service
- Creating the future – Board chats

Assess the Past:

Minister’s report

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

There will be no soup Sunday on Feb. 3, due to the memorial service for David Cross. A memorial service is scheduled on Jan. 18 for Rev. Green’s husband. Ten participants and two facilitators from USNH will attend the Beloved Conversations program, along with people from two other congregations. This allows cost sharing between the congregations. D. Gelperin will be serve as contact for the Stewardship for Us campaign.

Monitoring of policies

Notes from the January 9, 2019 meeting on monitoring are attached at the end of the minutes.

Policies require interpretations before they can be monitored. Interpretations can be updated as often as needed, and will be checked as policies are monitored. We need to approve the policy book as it is changed. We determined which policies have not be created and prepared a schedule for monitoring.

The MT does not report on the financial policies. They will look at the interpretations but assume that the Treasurer will monitor these policies.

The quarterly report was delayed because of questions about discretionary funds and pledge timing issues. The Finance Committee has set a deadline for completing this work by Feb. 5. The MT is willing to do Quarterly reports if the Treasurer agrees.

MOTION – D. Gelperin, to approve the January 9, 2019 draft version of the policy book and upload it to the USNH website; **SECONDED – B. Pace**;
PASSED unanimously, 10 in favor, 0 opposed, 0 abstentions

MT report

A new restricted fund has been created for the Kitchen project. The Finance Committee has proposed that two signatures will be required for any payments below \$5000 and a third signature from the MT (D. Stagg) will be required for anything over that amount. G. Seaman will generate the check requests. A member of the Kitchen committee (possibly P. Niles) will countersign requests. Most bills are expected to be over \$5000. The MT is responsible for managing the financial arrangements for the project. Given that there is a budget for the project, the Board does not need to approve individual requests.

There are five skylights in the sanctuary. One had leaked previously and was replaced by the contractor. Two other skylights have started to leak. MT has a quote from the original contractor, Mr. Skylight, to replace four skylights for \$3545. MT is notifying the board of an exception to policy 1.6.f, regarding unbudgeted expenditures exceeding \$2,500. An urgent event is the reason for this exception.

Create the Future & Learning:

Board rep after 10:30 service:

- 1/13 – D. Wade
- 1/20 – D. Gelperin
- 1/27 – P. Trotta
- 2/3 – C. Machado
- 2/10 – B. Pace

Inform M. Lloyd Joiner if a substitution is made at a service. R. Stockton is an alternate for notifications.

Discussion of VP changes:

C. Machado has stepped down from the vice president role and will remain on the board as a member at large. P. Myers will not take a second term as president. A. Bosch has agreed to be vice president for the remainder of C. Machado's term. The nominating committee has approved the change. It will be brought to the congregation for a vote when the meeting on CONECT takes place.

We should do more to train members for leadership roles. We are losing institutional memory. It might be helpful to establish a governance committee.

Board chats:

Two participants attended the 12/23 board chat. They expressed interest in creating a gender equality task force and expressed interest in using pronouns on name tags. A concern about lack of youth in leadership was also raised. Are young people or young adults approached for projects? There is interest in an Extended Family Initiative. Will the LGBTQ potluck include young people? There will be no alcohol served, so young people can attend. Issues such as creation of a social justice task force should be addressed to socialjustice@usnh.org.

Consent Agenda:

Minutes from Board meeting on 12/13/18

MOTION – D. Gelperin, to approve the consent agenda; **SECONDED – P. Trotta**;
PASSED: 9 in favor, 0 opposed, 1 abstention.

P. Myers suggested that we reserve a half day on March 2 for a follow up to the stewardship weekend.

Announcements: None

Thank you's: None

Adjournment:

MOTION – A. Bosch, to adjourn; **SECONDED – L. Mehta**;
PASSED unanimously, 10 in favor, 0 opposed, 0 abstentions
The meeting was adjourned at 7:52 pm.

Attachments:

Minister's report

Notes from Monitoring Review meeting – Jan. 9, 2019

Minister's Report
January 10, 2019
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*)

My main focus over the past month was on the December worship services, including Christmas Eve. I am also preparing for the upcoming Stewardship for Us weekend (February 22-24) as well as Beloved Conversations (retreat January 18-20; class Wednesday evenings January 30-March 20). Both are significant events for the congregation especially in terms of reaching out beyond our walls.

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

Nothing to report at this time.

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

- January's theme of "Possibility"
- 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*)

- none

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

Counseling and Pastoral Care

As you know, David Cross died on December 22. The service is planned for February 3, 2019 at 12:30pm. Rev. Kathleen Green's husband died on January 8, 2019. A service will be held at USNH.

The holidays are often a hard time for folks and USNH was no exception. We continue to have a number of significant pastoral events and situations in the congregation at the present time.

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.*)

The MT and I have been working closely with the Finance Committee on a number of financial matters.

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.*)

We will hold new member classes again in April 2019.

I am thinking about leadership development in the context of changes in the Board make-up and thinking through how I can be supportive to the Board and the Nominating Committee.

Personal and Professional Growth

Continuing to work with my coach and spiritual director and mentor

Teaching

Nothing new to report at this time. I will lead the Common Read discussions in February and March.

Worship

Our 9:30am meditation and music time is on hiatus. We have had very low attendance (0-2 people) and are working with Bill Braun to determine the best way to proceed with this time slot.

Sermons Preached/Services Led

December 16 – Multi-Generational “Solstice Spiral”

December 23 – “Mysteries of the Stars”

December 24 – Candlelight and Carols Christmas Eve

Lay Led Services

December – 30 Lay Led “Savor the Moment”

Guest Preacher Services

January 6 – Sierra-Marie Gerfao “Pursuit of the Possibility of God (and Other Ways of Making Meaning).”

Attendance

December 16 – 242 total

December 23 – 179 adults in service; 22 children in RE; 5 teachers in RE = 206 total

December 24 7pm – 206 total

December 30 – 127 total

January 6 - 189 adults in service; 41 children in RE; 10 teachers in RE = 240 total

Denominational Activities

- Nothing to report at this time

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

Unitarian Society of New Haven

January 9, 2019

Board Attendees: Peggy Myers, Dan Gelperin, Al Bosch, Pam Miller

MT Attendees: Gwen Heuss-Severance, David Stagg

Purpose of Meeting: Review policy monitoring schedule, status of policy interpretations, and Policy Governance Book draft document.

The draft policy book contains interpretations for several board policies. In the future, when the MT produces a monitoring report an existing interpretation will be used. Changes to interpretations will be made if needed when a policy is monitored. If no interpretation exists for a policy when a monitoring report is due, the MT will draft an interpretation. Board approval will be needed for new and changed MT interpretations. *n.0* level policies do not need to be interpreted. Policy subsections require interpretations although "No interpretation required" is an acceptable interpretation.

Discussion: How should monitoring be done for the financial policies? What is the breakdown between roles of MT / Treasurer/ Finance Committee? Quarterly report and a yearly look at compliance of policies 1.5 & 1.6 is prepared by the Treasurer. The Accountant's annual review has nothing to do with policy. We should review the policy on the Treasurer with Linda.

Policy	Interpretation Status	Monitoring schedule
1.0	No interpretation needed	N/A
1.1	Interpretation needed	April 2019
1.2	Interpretation available	February 2019
1.3	Interpretation needed	May 2019
1.4	Interpretation available	June 2019
1.5	Review interpretation for next report	March 2019
1.6	Review interpretation for next report	March 2019
1.7	Interpretation available	February 2019
1.8	Interpretation needed	September 2019
1.9.2.a	Interpretation needed	October 2019
1.10	Interpretation needed	December 2019

Treasurer's Report	Schedule
Quarterly	February 2019
Quarterly	May 2019
Quarterly	August 2019
Quarterly	November 2019
Annual	November 2019