

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
May 9, 2019

Accepted June 13, 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: Craig Machado, Bobbi Pace, Pat Trotta,

Board Members Absent: At Large: Jeannette Faber, Dan Wade

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

Gather:

P. Myers called the meeting to order at 6:30 pm. J. Hill lit the chalice and P. Miller read Today by Billy Collins and Lines Written in Early Spring by William Wordsworth for the chalice lighting. Attendees read the covenant. This was followed by a life event check in and a check in with each person answering the question, “What do you do to perk your spirits up on the 5th consecutive cloudy and gray day?”

Changes to the agenda:

Add minutes from May 7, 2019 to the Consent Agenda

Assess the Past:

Minister’s report

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

People are moving forward. They are energized about next steps for USNH.

Electronic and paper files are being organized for the incoming minister.

Area ministers will be informed that there will be a gap in emergency ministerial care from the end of June until the interim minister arrives. C. Elferdink will be available to help.

C. Machado will send condolence cards from the USNH Board to J. Greist for the loss of his father and to J. Ross on the loss of her mother.

M. Lloyd Joiner will send a list of questions to board members to review prior to her exit interview.

Monitoring of policies

MT report and interpretation of Policy 1.3 is attached at the end of the minutes. The interpretation was presented at an earlier Board meeting but the MT did not as it to be approved until additional work was completed.

MOTION – A. Bosch, to accept the amended MT interpretation of Policy 1.3;

SECONDED – P. Trotta;

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

Update on financial reports

What is the required frequency of reporting?

The treasurer has not always received financial reports when they are generated. The accountant only reviews the annual report. MT will ask A. Baroga to remedy this problem. What is the relationship between the finance committee, MT, treasurer, and bookkeeper? The treasurer is not a member of the finance committee but offers financial guidance to the board.

P&L reports are cumulative. It might be helpful to review documentation created by K. Garner, the previous treasurer. This information is in the financial reports page of the board web site: Financial Roles March 14 2018.docx

Create the Future & Learning: **Policy Governance Committee**

The Draft Board Governance Committee document is attached at the end of the minutes.

Is it necessary to have a Board Governance Committee? There is a need to help with people who need to be trained in policy governance. The committee members might act as parliamentarians if needed at board meetings. We have turned policy governance into a hybrid which makes it more necessary to have people who understand the current usage. There needs to be a rotation of committee members. The role is to be a resource to the board, not to be a monitor.

MOTION – D. Gelperin, to set up a governance committee as described in the document consisting of 3 members with terms to be determined by the board; **SECONDED – A Bosch**;

PASSED: 7 in favor, 1 opposed, 0 abstentions

An update on the Interim minister search

Available candidates have been interviewed. We started with 6 candidates, 4 candidates were eliminated, an additional candidate was added but then dropped. We have chosen a candidate and checked references. UUA told us that our chances of getting the interim we want are excellent. We will be informed as soon as the candidate decides on our proposal. We have a backup available.

Budget proposals

The proposed budget is attached at the end of the minutes. MT is proposing 2019-20 Budget (2) column in the document. We need more staff, but we may not be able to do it in the upcoming year. Adding pastoral care ministry is a second goal for the year. It would provide support for the interim minister. It may be more important for a settled

Minister's Report
April 11, 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)*

I believe many in the congregation have come to terms with my departure. The focus now seems to be on concluding stewardship, anticipation about the Interim Minister choice, and selection of the Ministerial Search Committee.

Many members have made appointments with me to discuss their feelings around my departure and to say goodbye. This feels healthy and like an important step in the processing.

My focus has turned to preparing an exit memo for the interim and next settled minister.

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

The Mental Health Awareness Task Force has presented a proposal to the Management Team for consideration of USNH hosting a mental health support group. The previous support group meeting at USNH lacked trained peer facilitators and any accountability or oversight. We are seeking to rectify that situation.

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

- May's Theme of "Curiosity"
- Studying examples of "leaving well"

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

- My last Sunday in the pulpit will be June 16th. I have unused vacation and study leave time and will be using some of that time between June 16-June 30. I will also focus on packing up and will be available for pastoral care emergencies.
- Claudia Elferdink, retired UU minister and member of USNH will work with the Pastoral Care Associates to provide pastoral care coverage for July until the interim arrives in August. I will contact other area ministers to make sure they are aware of our gap during July.

Activity Report for Areas of Ministry

(not exhaustive)

Counseling and Pastoral Care

- Meetings to discuss my departure and say goodbye
- We have a number of seriously ill people who we are following and a number of people that we are referring to Pastoral Care Associates. I will leave information about these situations in the exit memo.

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 is presenting the Board with two potential budgets on May 9. One includes a Pastoral Care Coordinator. One does not. It is possible that two budgets could be presented to the congregation, but we would prefer to present one.

- Volunteers will be recognized on June 9th at our annual Flower Communion service
- The June 16th service will include a commissioning of the current Pastoral Care Associates as well as the Ministerial Search Committee
- I am not sure if I've reported to the Board that Jesse Greist, DLRE, is in the process of completing his credentialing as a Masters Level Religious Educator. This involves taking courses, working with a mentor and writing a significant number of essays. Jesse expects to complete the requirements by 2021.

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 welcomed 9 new members on May 5th.

Personal and Professional Growth

- Continuing to work with my coach, spiritual director and mentor.

Teaching

Nothing to Report at this time

Worship

Sermons Preached/Services Led

April 21 – Easter/Passover/Earth Day “They Didn’t Know We Were Seeds”

April 28 – Music Sunday “Gloria”

May 5 – “I Can’t Wait to See”

Lay Led Services

none

Guest Preacher Services

April 14 – Dan Cayer (Buddhist Teacher) “Don’t Get Better”

Attendance –

April 14 – 164 in sanctuary; 36 children and youth; 7 teachers = 207 total

April 21 – 261 total

April 28 – 237 in sanctuary; 50 children and youth; 14 teachers = 301 total

May 5 – 210 in sanctuary; 56 children and youth; 11 teachers = 277 total

Denominational Activities

- I attended the May 1st meeting of the UUMA Clara Barton Chapter. We were visited by the New England Regional Lead, Woullard Lett.

Prophetic Outreach

- I have been active in protests and activism regarding the shooting of Stephanie Washington and Paul Witherspoon and providing updates to USNH members and friends on how people can get and stay involved.
- I opened the press conference at the Capitol regarding Clean Slate Legislation on April 24.

Respectfully Submitted by Rev. Megan Lloyd Joiner

MT Interpretation and Monitoring of Policy Governance Section 1.3

1.3 Treatment of Paid and Volunteer Staff

With respect to treatment of staff/volunteers, the Management Team may not act in a manner inconsistent with UU Principles or cause or allow conditions that are inhumane, unfair, or unprofessional.

Furthermore, the Management Team shall not:

- a. Discriminate against existing or potential paid or volunteer staff based on race, ethnicity, national origin, gender, physical disability, marital status, sexual orientation, or gender characteristics, identity, or expression.
- b. Operate without or fail to comply with written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions.
- c. Subject paid or volunteer staff to unsafe or unhealthy conditions.

Approved by the Board: October 9, 2014; revised February 12, 2015

MT Interpretation.

Section 1.3 a. and b. are explicit and require no interpretation. However, we note that the USNH Employee Handbook elaborates the requirements of 1.3 a. and describes in detail the rules and procedures called for by 1.3b.

Section 1.3 c indicates two areas to be addressed. USNH must comply with longstanding regulations from the fire marshal and the building inspector. Examples include inspection of fire extinguishers, the sprinkler system and testing of the fire alarm. More recent safety concerns require that we develop new procedures e.g. lockdown procedures and new ways of alerting building occupants to emergency situations.

MT Interpretation submitted for approval May 9th 2019

MT Report

All staff were asked to report any issues covered by 1.3. There were no complaints. We report compliance with sections 1.3a and 1.3b.

Here is the list of new measures implemented in response to the requirements of 1.3c:

1. A spreadsheet is now maintained in the Office by the Administrator detailing regular inspections of fire extinguishers, sprinkler system, elevator maintenance, emergency lighting etc
 2. The windows in the Sanctuary doors have had a vision blocking film installed restricting the view of the sanctuary from the lobby.
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3. Small windows have been installed in the office doors of the main office, the DRE office and the Minister's office.
4. The Children's Chapel has had deadbolts installed allowing locking from the inside but allowing key access from outside.
5. The upstairs fire doors are now closed during the service when the Children are with their teachers.
6. Policies concerning Behavior and Safety (originally called Disruptive Behavior Policy) have been developed and published
7. Policies concerning Children and Youth Protection have been developed and published
8. Installing a PA system is not considered a workable option at this time because of expense and complexity and also because it is not clear how it would be used.
9. Two additional wireless panic buttons have been installed in the kitchen and sanctuary

We report compliance with section 1.3 c.

Submitted by the Management Team March 14th 2019

Draft Board Governance Committee:

Minimum 3 members

3-year term

Evaluation with Board and Committee members at 2 years to determine ongoing role of committee.

Requirements:

- **Competency in policy governance within UU setting.**
- **Ability and availability to facilitate or help facilitate annual training of new board members between July 1 and Sept 1.**
- **Availability to attend ¼ of all official board meetings a year (rotating basis with members of the committee) for the purpose of observing and advising board as needed with effective PG decisions, policies, monitoring procedures etc.**
- **Maintain relevant policy governance skills through additional trainings on line or attendance at UU workshops.**

Charge:

1. **Observe and support the BOT's progress towards a fully implemented policy-based governance system at USNH.**
 2. **Advise and or consult with the BOT on areas needing attention or education regarding policy - based governance.**
 3. **Provide orientation on Policy-Based Governance for new Board members.**
 4. **Act as a resource for the Board and Management Team on policy- based governance questions.**
 5. **Suggest appropriate ways to spread PG knowledge within the larger congregation.**
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	Draft Operating Budget for 2019-20 Version 2.10 June 2019	2018-17 Budget	2018-2017 Actual	2017-18 Budget	2017-18 Actual	2018-18 budget	3/31/2018 Actual	% of Budget	2018-20 Budget (1)	2018-20 Budget (2)	Comments.	
73	6340 Piano Tuning/Repair	750.00	1,281.00	700.00	375.00	700.00	500.00	71.4%	700.00	525.00		73
74	6350 Dues, Tapes, Misc	200.00	81.00	100.00	50.00	100.00	0.00	0.0%	100.00	75.00		74
75	Musico total	3,060.00	2,648.43	2,460.00	2,386.79	2,460.00	788.88	32.1%	1,800.00	1,360.00		75
76	6200 Religious Education											76
77	6201 Adult RE	1,300.00	1,088.27	1,300.00	1,132.21	1,300.00	597.47	46.0%	1,200.00	900.00		77
78	6202 CYRE discretionary fund	500.00	302.97	400.00	422.04	400.00	31.29	7.8%	400.00	300.00		78
79	6203 Teacher Training & Support	300.00	300.00	300.00	337.69	300.00	300.00	100.0%	300.00	225.00		79
80	6204 Curriculum, supplies, equipment	1,200.00	897.30	1,200.00	1,011.48	1,200.00	637.52	53.1%	1,200.00	900.00		80
81	6205 YRUU Support	800.00	580.10	700.00	429.87	700.00	334.43	47.8%	700.00	525.00		81
82	6206 Family Multigenerational Activities	750.00	537.86	500.00	392.03	500.00	238.34	47.7%	500.00	375.00		82
83	6207 Teacher/volunteer background checks	300.00	0.00	150.00	36.00	150.00	173.00	115.3%	200.00	150.00		83
84	6208 OWL Teacher/Training	1,500.00	1,501.15	500.00	400.00	500.00	504.67	100.9%	500.00	375.00		84
85	6209 Affirmations Class Expense	1,500.00	1,500.00	1,500.00	1,500.00	1,800.00	0.00	0.0%	1,800.00	1,350.00		85
86	Religious Education total	8,160.00	6,707.86	8,560.00	6,881.32	8,860.00	2,818.72	41.1%	8,800.00	6,160.00		86
87	6300 Social Justice										Allocation (other than CONECT determined by SJ Network	87
88	6301 Abraham's Tent/Columbus House (HEART)	600.00	569.04	450.00	449.97	500.00	666.66	133.3%				88
89	6302 Anti-Racism TF	700.00	700.00	400.00	526.94	400.00	400.00	100.0%				89
90	6303 Peace TF	650.00	650.00	650.00	650.00	500.00	40.59	8.1%				90
91	6304 Kids' Service Team TF	1,000.00	1,000.35	1,000.00	1,017.29	1,100.00	785.63	71.4%				91
92	6305 Immigration and Refugee TF	1,450.00	1,387.37	1,300.00	1,353.59	1,400.00	778.80	55.6%				92
93	6306 Green Sanctuary TF	200.00	141.47	280.00	190.00	635.00	438.19	69.0%				93
94	6307 Preventing Gun Violence TF	600.00	516.52	400.00	227.05	365.00	0.00	0.0%				94
95	6308 Waverly/USNH Partnership TF	9,500.00	9,499.62	9,000.00	8,990.00	10,000.00	6,275.21	62.8%				95
96	6309 UU-UJO TF (Dues)	400.00	0.00	570.00	123.29	250.00		0.0%				96
97	6310 UUSC TF (Dues)	600.00	598.47	350.00	350.00	350.00		0.0%				97
98	6311 Social Justice Council Reserve	300.00	300.00	650.00	447.09	500.00		0.0%				98
99	6312 Mental Health Awareness			400.00	420.90	500.00		175.03	35.0%			99
100	6300 Social Justice Programs - Other		237.16	550.00	550.00	500.00	1,100.00	220.0%				100
101	6313 CONECT					1,000.00	1,000.00	100.0%	7,000.00	7,000.00		101
102	Social Justice total	18,000.00	16,800.00	18,000.00	16,288.12	18,000.00	11,880.11	84.8%	22,000.00	18,260.00	excluding CONECT SJ is down \$2,000	102
103	BLUU Support					3,600.00	3,662.00	101.5%			2018-2019 only	103
104	6400 Worship											104
105	6410 Speakers	2,400.00	1,481.00	2,000.00	1,504.00	1,500.00	844.25	56.3%	1,500.00	1,126.00		105
106	6420 Sanctuary supplies	400.00	45.34	400.00	393.30	400.00	55.98	14.0%	400.00	300.00		106
107	6430 Sunday Flowers	1,500.00	2,105.65	1,000.00	1,746.70	1,500.00	1,202.26	80.2%	1,950.00	1,482.60		107
108	6400 Worship - Other		516.96			150.00					\$300 request for Soul Matter Subscription	108
109	Worship total	4,300.00	4,148.96	3,400.00	3,844.00	3,400.00	2,262.48	88.2%	3,860.00	2,887.60		109
110	Capital Fund Contribution					1,687.22	0.00	0.0%	644.82	586.83	Calculated to produce deficit equal to Funds below	110
111	Total Expenses	830,170.00	801,187.19	828,720.00	812,473.90	694,027.60	434,364.80	73.1%	828,258.33	828,258.33	Total Expenses	111
112	Income - Expenses	-23,308.00	-8,312.21	-10,478.00	14,283.42	0.00	18,000.41		-26,207.67	-26,207.67	Negative means Deficit	112

