

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

Accepted November 14, 2019

Board Members Present: President Al Bosch, Vice President Nancy Apfel, Treasurer Linda Mehta, Clerk Becky Friedkin; At Large: Jeannette Faber, Craig Machado, Bernice Marie-Daly, Emily McCave, Pat Trotta; John Marsh, Interim Minister (ex-officio)

Board Members Absent: Peggy Myers, Past-President

Others Present: David Stagg (MT)

1. Gather

Al called the meeting to order at 6:34 pm.

David lit the chalice and Al read Peggy's reading from *What Does it Mean to Be Saved?*

We read the Board covenant and followed that with a combined life events and guided check-in (What is it like for you as the light hours in the days grow shorter?).

2. There were no changes to the agenda

3. Assess the Past

Minister's Report

John reported on the MT's work on the goals on Belonging. MT wants achievable goals. As interim, John is less concerned with achievable goals. He urges us to be willing to try things, some of which might not work. The 9/29 Commitment Sunday breakfast and 10/5 History Timeline and potluck supper were both successful. A games night for newer members, planned for 10/11, was cancelled for lack of interest.

MT believes we need an Events Team, e.g., the Fun and Frolic Team.

Monitoring of Policies

We reviewed the Management Team's compliance report for *Policy 1.9, Grants or Contracts*. Several issues about B&G/Capital projects discussed previously were clarified: We did not have to replace the two front doors, only the locking mechanism. Regarding the path to Mishkan Israel, there is a problem with drainage that needs to be resolved. The MT is exploring a path from the Memorial Garden doors to the Mishkan Israel parking lot, which would be less expensive.

Financial Reports

Linda shared a preliminary FY19 year-end report. Most line items were close to budget. Total expenses for FY19 exceeded revenue by \$6,715.

Final kitchen report – no further information available, will update in November. There was some discussion about the impact of the kitchen fundraising on the FY20 operating budget. David shared some preliminary analysis indicating that kitchen donors contribute disproportionately to the operating budget and increased their aggregate pledges by a greater percentage than non-kitchen donors.

4. Create the Future & Learning

Proposed By-Laws Changes: Board of Trustees Youth Member

Al described the proposed changes to the By-Laws to permit a voting youth trustee on the Board of Trustees (in addition to the existing Board positions). The proposed changes have been reviewed by the DLRE, the CYRE committee, and Lisa Anderson. The language is designed to make it clear that the youth trustee will explicitly represent the youth.

MOTION: Linda moved and Craig seconded to take the by-law revisions to the congregation in November. Passed unanimously.

November 20 Second Board Meeting – Listening Circle

Becky reported for the ad-hoc committee (Becky, Bernice, Craig, Pat, with Emily as a consultant). Although we want to make the language around this meeting as inclusive as possible, the impetus for the meeting and its primary focus is on the experiences of younger and newer congregants (see language for newsletter announcements.)

- We reached out to the Covenantal Relations Committee (CRC) for a co-facilitator to work with a Board member. Nancy Apfel and Amanda Dettmer (a newer member of the congregation and the CRC) will facilitate the Listening Circle. Becky will take unattributed notes during the session, which will be aggregated and shared with the congregation. Emily is arranging for Facebook Livestream for those who cannot be on site.
- Nancy, Amanda, and Bernice will be developing the process and guiding questions for the session, as well as the exact timing for the session.
- Child care will be provided, paid for by the CRC.
- We will petition the Worship Committee to allow Emily to make an announcement from the pulpit on Nov 10 and 17.

Recommendations for future 2nd Board meetings

There has been some confusion about the precise charge to the Second Board Meeting committee, whether it was short-term or long term. After the Nov 20 Listening Circle, we will debrief on it at the January 15 meeting. After that we will likely proceed with topic-specific sessions to further educate the Board. Possible topics include the Trans Inclusion in Congregations curriculum, White Supremacy, and Collaborative Leadership.

Sunday Service Board Representatives for November

11/3 Bernice
11/10 Emily
11/17 Becky
11/24 Nancy

5. Consent agenda

There were no changes to the minutes of the 9/12/19 Board meeting; they are accepted

6. Adjournment

MOTION: Bernice moved and Pat seconded to adjourn; passed unanimously. The meeting was adjourned at 8:10 pm

Attachments:

Minister's Report

MT compliance report on Policy 1.9 Grants or Contracts

FY19 Year-end financial report

Proposed By-Laws Changes

Draft language for November 20 Listening Circle announcements

Submitted by Becky Friedkin

Interim Minister's Report to the Board, October 10, 2019

The Management Team (including, and perhaps especially myself) are still struggling with how to implement the Board's priority for "CELEBRATING, EMBRACING, NOURISHING AND SUPPORTING OUR COMMUNITY." There has also been some conversation about modifying the board's document to make the goals more achievable.

I would welcome a discussion of this at the next meeting of the Board Officers and encourage any Board Members with opinions about this to speak with the officers. My apologies that this report is coming so late that it does not make sense to have an extensive discussion at tonight's meeting.

My thinking is to let the board's document stand as it is, and to let you know that there is a high probability of limited success in some areas. Also, in terms of what the Management Team reports to the Board, my strong suggestion is that the reports should concentrate on the Board's priorities, and not concern the board with such matters as the improvements being proposed for the second floor handicapped accessible bathroom.

Herewith:

Let me review some recent events.

September 29th, Commitment Sunday Potluck Breakfast and October 5 History Timeline and Potluck Supper. Both of these events were well attended. The majority of those in attendance were people who had been in membership for over five years. However, there were some new members at both events as well. Both met the board's goal of "developing positive relationships among the Congregation." Indeed, the greatest success of the Commitment Breakfast was providing the opportunity for members of the congregation committed to one area, to learn about the work being done by others in other areas. As it was attended largely by those who were already committed in one area, it was not successful at getting a large number of people to make new commitments. There were some people, however, who did make new commitments and this is to be celebrated.

October 11, Game Night for those who have joined the Church in the last two years. This event has been canceled for lack of interest from those who had recently joined the church. There were more than enough members of the Membership team who were prepared to come and enjoy board games, but were not wanting to do it if there were no new members there.

At the last Membership Team meeting there was discussion about hosting events for Thanksgiving and Christmas meals. The Team made it clear that it is not interested in becoming the "Special Events" team for the Congregation. However, it is willing to host a sign up board for those who might welcome other Congregational members as guests in their home at those times, and also for those who might enjoy spending part of those holidays with other members of the Congregation.

September 22: My wife and I hosted a dinner for: Divinity Students, Recent Graduates, Divinity School Professors, other and Clergy in the Church. We initially sent out twelve invitations. I subsequently learned of three others who fit into this category and we had three regrets. Of note is that two Divinity School students who were active in recent church life activities (Tara Humphries and Ethan Loewi) are now doing internships that will pull them away from our Congregation. However, we have four others who will be enriching our congregational life for at least the next year. The dinner was successful in helping me get to know other professional religious leaders in the Congregation, including those who were not able to attend that evening. It was also an opportunity for others to be introduced for the first time and others to deepen bonds already in existence.

John Marsh, Interim Minister

Excerpt from the Governance Policy Book

2.7 Board Committees

Board committees when used, will be assigned to reinforce the wholeness of the Board's job and so as to never interfere with delegation from Board to Management Team. Accordingly:

2.7.1 Speaking on Behalf of the Board

Committees will not speak on behalf of the Board without prior authorization from the Board.

Approved by the Board: January 8, 2015

2.7.2 Purpose of Committees

Board committees are to help the Board do its job, not to help or advise the staff, i.e., not to help the Management Team or staff to do its job.

Approved by the Board: January 8, 2015

2.7.3 Committees' Authority Over Staff

Board committees cannot exercise authority over staff.

Approved by the Board: January 8, 2015

USNH 3rd Quarter Report Compared with Annual Budget

		2018-19 budget	1st quarter 9/30/2018 Actual	2nd quarter 12/31/2018 Actual	3rd quarter 3/31/2019 Actual	4th quarter 6/30/2019	Running Total	% of Budget
	INCOME							
1	Pledges	445,000.00	124,554.92	184,060.17	37,154.66	87,233.63	433,003.38	97.30%
2	Other Congregational Income	50,200.00	4,513.52	28,557.76	5,010.90	12,409.24	50,491.42	100.60%
3	Rentals	65,000.00	15,114.00	27,905.00	21,027.00	1,670.00	65,716.00	101.10%
	Restricted Funds Released							
4	Released from Emerson, Senn	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	100.00%
5	Endowment contribution (2%)	23,827.50	0.00	10,000.00	0.00	13,827.50	23,827.50	42.00%
6	Total Income	594,027.50	142,182.44	260,522.93	63,192.56	115,140.37	581,222.69	97.84%
	EXPENSES							
7	Facility	58,700.00	16,271.08	23,309.32	13,940.37	11,839.63	65,360.40	111.35%
	Communication, Media							
8	Office Supplies, wi-fi, cable service, etc.	18,800.00	3,963.63	6,008.47	1,771.32	4,715.76	16,459.18	87.55%
	Committee Support/Member Services							
9	All committees, lay ministry, Library/Archives, Stewardship, E&L, Small Groups	8,650.00	435.75	3,012.68	835.55	2,034.19	6,318.17	73.04%
10	Denominational Affairs	14,702.50	0.00	7,351.25	0.00	7,351.25	14,702.50	100.00%
	Finance							
11	Mortgage	38,813.60	9,428.73	9,428.73	9,428.72	9,428.72	37,714.92	97.17%
12	Insurance, Accountant, Bank fees, Paypal, CT sales tax, other	13,000.00	7,997.22	475.75	3,439.55	183.44	12,095.96	97.17%
				Note: Insurance paid in full for the year.				
	Personnel							
13	Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music), Hourly employees, benefits, etc.	403,094.00	97,367.23	135,671.60	61,533.09	102,057.68	396,629.60	98.40%

USNH 3rd Quarter Report Compared with Annual Budget

		2018-19 budget	1st quarter 9/30/2018 Actual	2nd quarter 12/31/2018 Actual	3rd quarter 3/31/2019 Actual	4th quarter 6/30/2019	Running Total	% of Budget
14	Trustees Research and Development	1,500.00	287.47	1,064.85	0.00	107.56	1,459.88	97.33%
15	Mgmt Team Discretionary Fund (new in 2016-17)	1,000.00	450.00	250.00	0.00	2,477.23	3,177.23	317.72%
16	Music	2,450.00	186.69	600.00	0.00	1,421.51	2,208.20	90.13%
17	Religious Education	6,850.00	816.58	1,234.68	765.46	3,416.16	6,232.88	90.99%
18	Social Justice	17,000.00	1,887.58	9,076.93	695.60	4,919.89	16,580.00	97.53%
	Including:							
	CONNECT	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00%
	BLUU Support*	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00%
	Total Social Justice	21,500.00					21,080.00	98.00%
19	Worship (Speakers, supplies, flowers, other)	3,400.00	492.44	1,410.05	350.00	1,924.00	4,176.49	122.84%
20	Capital Fund Contribution	1,567.22	0.00	0.00	1,567.22	0.00	1,567.22	100.00%
21	Total Expenses	592,460.29	122,664.60	221,707.58	98,475.88	145,089.35	587,937.41	99.24%
	*Special fund raiser							
	Net Income/Loss		-6,714.71					1.13%

Excerpts from USNH By-Laws, with proposed changes in red typeface

BYLAWS OF THE UNITARIAN SOCIETY OF NEW HAVEN November 6, 2016

ARTICLE III – MEMBERSHIP

SECTION 1. Membership in this Society constitutes both benefits and obligations for the member and also for the Society. By joining, each member indicates a willingness to contribute time, effort, finances, and talents to the Society's life and work. The Society offers members the inspiration of its services and participation in its fellowship, organizational work, and activities. Participation is of direct and mutual benefit to both the member and the Society.

Membership shall be effective upon signing the Membership Book. Members are also required to make an annual financial contribution, unless the minister has granted an exemption consistent with the Membership Policy.

SECTION 2. Only members may vote at meetings of the Society. Only members age 18 or older may be officers or trustees. **This age restriction shall not apply to a Youth member. Please see Article VI – Board of Trustees, Section 1.**

SECTION 3. Membership shall be open to all whom, having attained the age of 14 years, and/or having completed the Society's Affirmation Program, are in sympathy with the Society's purpose and program and in agreement with the statement on members' entitlement and obligations expressed in Section 1 above.

SECTION 4. Any member may terminate membership in the Society by written resignation to the Clerk of the Society. Membership may also be terminated in circumstances of non-participation as stated in the Membership Policy with due notice.

ARTICLE VI – BOARD OF TRUSTEES

SECTION 1. The Board of Trustees shall consist of the Society's officers, the prior year's president, and five members at large, at least one of whom is to be elected each year and serve for a term of three years. Members at large shall not be eligible for reelection until at least one year has elapsed from the expiration of a full term of office.

In addition to the five members at large described above, there may be a youth member at large with full voting rights. To qualify for a Board position, the youth trustee must complete either Affirmation class or 8th grade. This youth trustee shall serve a term of one year, renewable each year to a maximum of three terms. After completing the Bridging Ceremony or high school, or turning 18 years of age the youth trustee may not seek an additional term as a youth trustee. The DLRE may refer a youth to the Nominating Committee only after consulting with the youth's parents or responsible adult, other USNH youth, and RE teachers and/or Youth Advisors.

Excerpts from USNH By-Laws, with proposed changes in red typeface

SECTION 2. The Board shall decide on matters of policy, within the limits of the bylaws. It shall be responsible for the full range of activities essential to the achievement of the Society's purpose and mission.

The Board shall have charge of the assets and business of the Society with the full power and authority to oversee the same.

SECTION 3. The officers of the Board shall constitute an Officer Committee, chaired by the president. The committee shall prepare tentative agendas and options for consideration at the Board. This committee shall be subordinate to the Board, and deal with other matters as delegated by the Board. The activities of the committee shall be reported at each Board meeting.

SECTION 4. The Board shall have the power to designate ad hoc Board committees as required and assistants to the officers as needed.

SECTION 5. The Board shall meet at least ten times a year. The president may call a special board meeting. Any three members of the Board may call a special board meeting.

SECTION 6. A majority of members of the Board shall constitute a quorum, and a majority of the members in attendance shall, in the presence of a quorum, decide its action.

SECTION 7. The Board of Trustees is responsible to the membership of the Society for conducting the affairs of the Society. At a duly constituted meeting of the membership, with advance notice that such issue is to be considered, an action of the Board may be overturned or modified by a majority vote of the membership present.

ARTICLE VII – NOMINATIONS AND ELECTIONS

SECTION 1. The Nominating Committee shall consist of seven members. One shall be appointed by the Board of Trustees from its own membership. The other six persons shall be elected by the Society at its annual spring meeting as follows: each year the Society shall elect two members of the Nominating Committee who will serve for three years, beginning the July 1 following election. The Nominating Committee shall elect its own chairperson.

SECTION 2. At the annual spring meeting, the Nominating Committee shall present nominations to the Society for officers, trustees, including, if applicable, a youth trustee, the Nominating Committee, and the Endowment and Legacies Committee. The committee's report of said nominations shall be submitted to the clerk for inclusion with the notice of the meeting.

SECTION 3. The Nominating Committee shall present to duly called special meetings of the Society, nominations of any Board positions, excepting the youth trustee, or Endowment and Legacies Committee positions that become vacant before the term of service has expired. The committee's report of said nominations shall be submitted to the clerk for inclusion with the notice of the meeting.

Excerpts from USNH By-Laws, with proposed changes in red typeface

SECTION 4. In the circumstances described in Article VII, Sections 2 and 3 above, members of the Society shall have the opportunity to make nominations from the floor. Excepting that nominations for the position of youth trustee may not be made from the floor.

SECTION 5. In the event of a contest, election shall be by secret ballot. A majority vote shall constitute election.

Language to describe the Nov 20 meeting, for use in Newsletter, OOS, to be adapted for Millennial-GenX FB page:

Exploring Intergenerational Relations at USNH

As part of this year's congregational focus on connections within the congregation, the Board is exploring the ways in which we relate to one another across generational lines.

To this end, we will host a Listening Circle on Wednesday, November 20, from 6 - 7 pm in the Children's Chapel. Adults of all ages and high-school-age youth are invited to join members of the Board to share your experiences with intergenerational interactions so we can move further towards our goal of greater collaboration, inclusiveness and respect across all ages. We especially invite those who have come to USNH in the past four years, since Rev. Megan's arrival.

The meeting will also be available on Facebook Live (with USNH tags). You may also share your experiences with any Board member or via email to board@usnh.org, and a designated Board Representative is in the Social Hall after every service.

Child care will be available.

Your USNH Board

Al Bosch (President), Nancy Apfel (Vice President), Linda Mehta (Treasurer), Becky Friedkin (Clerk), Jeannette Faber, Craig Machado, Bernice Marie-Daly, Emily McCave, Pat Trotta, Peggy Myers (Past President)

(Note - precise language about Facebook Live needs to be clarified, as does any sign-up required for childcare)