

Unitarian Society of New Haven  
Minutes of the Meeting of the Board of Trustees  
April 9, 2020

Accepted June 11, 2020

**Board Members Present:** President Al Bosch, Vice President Nancy Apfel, Clerk Becky Friedkin, Treasurer Linda Mehta, Past President Peggy Myers; Trustees at Large Jeannette Faber, Craig Machado, Bernice Marie-Daly, Emily McCave, Pat Trotta; Rev. John Marsh (ex-officio)

**Others Present:** Gwen Heuss-Severance and David Stagg (Management Team), Maggie Goodwin

The Board met via Zoom, due to the COVID-19 pandemic.

### 1. Gather

Al called the meeting to order at 6:42 pm.

Al read the Board Covenant. Becky lit the chalice and Emily read Dr. Rev. Rebecca Parker's [Choose to Bless the World](#). A life events check-in followed.

Pat is scheduled for the chalice lighting for May 14, 2020.

**2. Changes to the agenda:** One item, pertaining to the contract for our next settled minister, was added to the agenda.

### 3. Assess the Past

#### Welcoming LGBTQ+ Congregation Recertification

Maggie Goodwin described the nine months of work on the congregation's application for recertification as a Welcoming Congregation, including the creation of a new LGBTQ+ Task Force under the umbrella of the Social Justice Council.

**MOTION:** Peggy moved and Bernice seconded to express the Board's support the LGBTQ+ Task Force and our recertification effort. The motion passed unanimously.

#### Minister's Report

John reported on efforts to develop contingency plans to fill in for staff who might need to step back for any reason. Staff already had many suggestions on this. A preliminary document is attached.

**Request from the Ministerial Search Committee** to approve the salary and professional expense account. David noted that the Finance Committee is in support of the recommendation.

**MOTION:** Becky moved and Emily seconded to approve the salary and professional expense account for the new minister as proposed by the Management Team. The motion passed unanimously.

#### Monitoring of Policies: Policy 1.1: Treatment of Congregants, Friends, and Visitors

David discussed the Management Team's compliance report, which the Board accepted.

## **FY20 Budget Update**

David provided a brief budget update; most committee expenses are down significantly. The Management Team is projecting that if pledges are fulfilled at the typical 97% rate, that our FY20 deficit will be approximately \$20,000.

## **Stewardship Report**

Becky, who is also on the Stewardship Committee, reported that pledges to date total \$381,464, which is 76% of the \$500,000 goal. We have 150 pledges, which is 63% participation. If those who have not yet pledged, do so at the current year level, we will still be more than \$20,000 short of our goal. The Committee needs help calling people who have not pledged. Nancy volunteered.

## **4. Create the Future & Learning**

### **Retreat Follow up:**

We briefly discussed the importance of the Board and Management Team helping to set reasonable expectations for our new minister this fall. The minister's highest priority during his, her, or their first year is getting to know the congregation and its systems and processes.

### **Wednesday Meetings:**

Following is the schedule for additional (usually Wednesday) meetings. Bobbi Pace and Becky conferred and propose postponing Board work on Anti-Racism until the fall, given the need to meet via Zoom and the emotional energy being consumed by the pandemic. The Board agreed.

1. 4/15 – Discussion of 3/28 Retreat
2. 4/30 – Discussion of Anti-Racism – Postponed until fall
3. 5/20 – Open
4. 6/17 – Social/Welcoming of New Board Members

**5. Consent agenda:** There were no changes to the minutes of the March 12, 2020 Board meeting; they are accepted.

## **6. Adjournment**

**MOTION:** Craig moved to adjourn; Linda seconded; motion passed unanimously. The meeting was adjourned.

Respectfully submitted by Becky Friedkin.

### **Attachments:**

Staff and Key Volunteer Contingency Plans

Policy monitoring, sections 1.1

Five Pillars of Welcome Renewal

**Contingency Back-Up Plans  
Preliminary, April 2020**

**President, Al Bosch**

Nancy Apfel, Vice President

**Minister, John Marsh**

**Sunday Services**

Possible guest speakers:

Worship Committee

Claudia Elferdink

Rev. Dr. Jan Carlsson-Bull

344 Ridge Road

Middletown, CT 06457-4435

h: 860-788-7994

mobile: 781-733-0355

**Pastoral Care**

Claudia Elferdink

Jan Carlsson-Bull

**Director of Religious Education, Jesse Greist**

Children's Program

Adult RE

Small Group Ministry

CYRE Chair Patricia McChesney

ARE chair P.J. Deak

Gwen Heuss-Severance

**Web Casting:**

Robb Camm

Jessie Greist

Robyn Genzano

Richard Genzano

Pablo DeVos-Deak

**Office Administrator, Jamie Ross**

**Banking:**

Bookkeeper, Antonia

Terry Durham

Greg Seaman

**Payroll and Pension management:**

Antonia

Terry Durham

Greg Seaman

(Terry Durham and Greg Seaman can act as each other's back-up).

**Newsletter:**

Becky Friedkin,

Fran LaFrance-Proscino

Pam Niles

Georgia Jennings

**Order of Service content:**

Jesse Greist

Becky Friedkin

**Order of Service printing/folding:**

Pam Niles

Fran LaFrance-Proscino

Theresa Childs

Becky Friedkin

**Contingency Back-Up Plans  
Preliminary, April 2020**

<b>Church DB database:</b>	David Stagg Becky Friedkin
<b>Stewardship tasks:</b>	Becky Friedkin and Stewardship Committee
<b>Event Scheduling:</b>	Jesse Greist
<b>Calendar creation:</b>	Fran LaFrance-Proscino
<b>Rentals:</b>	Finance Committee
<b>Supervising Oscar:</b>	Buildings and Grounds Committee
<b>Keys to the finance file cabinets:</b>	Antonia Greg Seaman
<b>Keys to the safe:</b>	Members of the Finance Committee
<b>Passwords:</b>	David Stagg

The majority of my job is communications on emails and phone. I receive between 50 and 100 emails a day which vary in content from questions about calendar and meeting set, how much did they pledge, rental inquiries, phone numbers, and requests from different committees to do various tasks.

## Management Team monitoring of Policy Governance Section 1.1

### 1.1 Treatment of Congregants, Friends, and Visitors

With respect to interactions with members, friends and visitors of the church, the Management Team shall not cause or allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

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

#### MT Interpretation

The Management Team will work to maintain our Principles, Mission and Values using our Covenant of Right Relations within all the activities of the Society. To that end, the MT will develop Policies and Procedures to provide guidance to the various committees, task forces and society members. The MT will receive and act upon any reports of activities that are inconsistent with our values or compromise the safety, confidentiality or privacy of members and friends. The MT will also ensure that access to confidential information is strictly on a “need to know” basis

***Proposed by the Management Team: March 14<sup>th</sup> 2019***

***Approved by the Board: March 14, 2019***

#### MT Report

The MT has continued to work on the set of Standard Operating Procedures that are in the online section of the Website and in printed format in the office. We have made a few minor corrections to the 9 that were detailed in our last report (3/14/2019). In addition we have published SOP0012 “Alcoholic Beverages”, SOP0013 “Financial Operations, Roles and Responsibilities and SOP0015 “Building Use for Adult Religious Education”. Policies SOP0010 “Emergency Procedures”, SOP0011 “Weather and Closing Procedures” and SOP0014 “Fees for Memorial Services” are in progress and marked as “Pending” on the Website.

In June 2019 the Playscape was deemed unsafe due to extensive rot and splintering and MT worked with B&G to disassemble it and disposed of the parts.

The arrival of the coronavirus pandemic has led to many changes at USNH some of which relate directly to this section. During the year, we worked with the Mental Health Task Force to establish conditions for the resumption of support meetings to be held on USNH premises. This is one of many activities on hold until we are able to fully use our building again. We have considered signs or other ways of slowing the traffic in and out of our premises. This is on hold for the time being. The MT is working closely with the Board and the Finance Committee on other aspects of safety especially on decisions relating to the staff and to the daycare and to other activities taking place in the building.

We report partial compliance.

***Submitted by the Management Team 9<sup>th</sup> April 2020***