

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
May 14, 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)

1. Gather

Due to the COVID-19 pandemic, the Board met online via Zoom.

Al called the meeting to order at 6:36 pm.

The Board read the Board Covenant.

Pat lit the chalice and read [Surrender to This Life](#), by Gretchen Haley. We followed with a life events check in.

2. Changes to the agenda: There were no changes to the agenda.

3. Assess the Past

Streaming Services – Future Plans, Social Media

Rob Garskof sent a letter to the Board, which was forwarded to the Management Team. Rob noted that our Sunday services have been impressive and attendance has been strong. He suggested that we expand our use of social media, further integrating us into the New Haven community, increasing our visibility, and possibly drawing in new congregants.

However, there are potential liability issues involved because our services are posted on YouTube and public to all. Of particular concern is naming joys and sorrows during recorded services and making them available on YouTube. In similar situations, video producers get written consent from participants, acknowledging that the video will be widely available. That does not seem feasible for us.

This issue needs more research and we **decided** to form an ad-hoc committee to document what we are doing now, talk with other congregations, investigate legal issues, and make recommendations to the Board and Management Team. These might include issues of how we welcome new congregants who find us online and developing a password-protected area of the website for members only. We should also decide WHO makes decisions about activities in the building, including small group meetings, rentals, etc.

Al will email Rob Garskof, Robb Camm, Rich and Robyn Genzano, and Jesse, asking if they would be willing to serve on this ad-hoc committee.

David noted that UUA President Susan Frederick-Gray recently sent a [letter](#) suggesting that congregations prepare for virtual services and other gatherings until May 2021, although the situation may also change before then. The UUA also issued [guidance](#) on gathering in person when COVID 19 subsides.

We discussed the continued physical distancing and our needs to be together

- Can we do any outdoor worship this summer? Great temptation to get too close, in addition to weather concerns.
- Perhaps small groups that anyone can participate in for social connection
- SGM Steering Committee is considering having small groups meet at USNH in large spaces that provide for physical distancing. Not all SGM members have technology to participate electronically.
- The Covenantal Relations Committee may want to have more circles online
- Can Gwen initiate conversations with the Council of Chairs
- Suggest building into every group and meeting an acknowledgement of how much people want to be closer to one another.

Minister's report

John had intended to discuss the social media and technology issues, which we have done. He also noted that this coming Sunday will be the first time that our welcome specifically recognizes those joining us for the first time online.

Monitoring of policies: Policy #1.3

Because of the urgency of budget preparation, the Management Team asked that we delay this monitoring until June.

Third Quarter Financial Report

Linda noted that total income was at 77% of budget at end of the 3rd quarter, but this includes the entire endowment contribution. Total expenses were at 68% of budget. There are no big surprises but many uncertainties, especially with respect to rentals and fundraising.

Stewardship Update

Becky reported that we are at \$488K, almost 98% of our \$500K goal. The \$6,400 challenge brought in more than \$29,000 in new pledges, increased pledges, and one-time gifts. Some of these new pledges would have been made without the challenge, but more than \$15K has been promised in increased pledges and one-time gifts.

Becky also thanked Nancy for helping to make Stewardship calls.

SBA-PPP Loan

David thanked Greg Seaman who immediately identified the opportunity for USNH to apply for a loan under the Paycheck Protection Program. We have received the loan of \$74,800; it is in a separate account. The interest rate is 1% and no payments are due for six months. The loan

must be used to pay wages and salaries for eight weeks and some utilities and mortgage payments. Most of the loan will be forgiven after two years. The funds must be carefully accounted for and is being kept strictly separate from the operating budget. The Management Team and Finance Committee hope that, when forgiven, the loan money will create a financial cushion.

FY21 Operating Budget Approval

David reported that after many discussions between the Finance Committee and the Management Team, they are presently on version 18 of the FY21 budget. The goal is to arrive at a balanced budget. The current budget is based on \$486,000 in pledges and calls for:

- .5% COLA for staff
- 25% cut in committee and program budgets (with some exceptions)
- UUA contribution of 62% of FY20's figure, which was 50% of UUA request

The Management Team and Finance Committee are working on possible financial scenarios if we don't open for 2, 4, and 6 months after July 1. If we continue to be closed, there will be some savings (e.g., utilities and committee expenses), but also loss of rental income, other fundraising, and concern that some members will not be able to fulfill their pledges.

MOTION: Linda moved and Peggy seconded to accept the proposed budget, with updated pledges (an additional \$2,000) allocated to the UUA. The motion passed unanimously.

4. Create the Future & Learning

Receiving a new minister and creating backup for critical personnel were tabled until June or July. The biggest immediate concern was additional volunteers for video production of Sunday services. Several people have volunteered to help.

Agenda/Logistics for the May 31 Spring Congregational Meeting.

We will use Zoom Webinar, as we did for the May 10 meeting to call Rev. Lindasusan. Becky will talk to Robyn Genzano about extending the MSC license, with the additional fee to come from the Board's line item.

We will have a practice session to familiarize people with the platform. Becky will coordinate.

The announcement of the meeting, with the agenda, will be emailed to members and staff on Saturday, May 16. Draft budgets will be emailed on Tuesday, May 26.

Board Meeting Schedule for the remainder of the year

1. 5/20 – Wednesday meeting – CANCELLED
2. 6/11 – Regular business meeting
3. 6/17 – Wednesday meeting – Welcoming of New Board Members

Other Business

The Board went into **Executive Session** to discuss a congregant's complaint.

5. Consent agenda

There were no changes to the minutes of the May 10 Congregational Meeting; they were accepted. The minutes of the April 9 Board Meeting will be ready for the June meeting.

6. Adjournment

MOTION: Becky moved and Nancy seconded to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 8:32 pm.

Respectfully submitted,
Becky Friedkin, Clerk

Attachment:
Third quarter financial statement

USNH 2nd Quarter Report Compared with Annual Budget, 2019 -- 2020							
		2019-20 budget	1st quarter 9/30/2019 Actual	2nd quarter 12/31/2019 Actual	3rd quarter 3/31/2020 Actual	Running Total	% of Budget
	INCOME						
1	Pledges	458,000	128,000	142,849	79,930	350,779	79%
2	Other Congregational Income	24,000	5,174	7,828	5,584	18,586	77%
3	Rentals	67,216	17,484	15,680	16,350	49,514	74%
4	RE Tuition Income	500	0	0	225	225	45%
5	Fundraising Income	18,500	1,637	4,507	5,696	10,203	55%
6	Interest income	5,200	1,367	1,193	1,021	3,581	69%
6	Restricted Funds released	15,208	15,208	0	0	15,208	100%
7	Misc. Gain/Loss		102	527	124	756	
8	Endowment Contribution	30,616	9,429	9,429	9,429	28,286	92%
9	Total Income	619,239	178,401	182,017	116,721	477,139	77%
	EXPENSES						
7	Facility	63,200	10,851	11,931	14,866	37,648	60%
	Communication, Media						
8	Office Supplies, wi-fi, cable service, etc.	17,500	4,894	3,850	4,315	13,058	75%
	Committee Support/Member Services						
9	All committees, lay ministry, Library/Archives, Stewardship, E&L, Small Groups, Search Committee	17,300	439	1,121	5,792	7,351	42%
10	Denominational Affairs	17,800	0	0	0	0	0%
	Financial affairs						
11	Mortgage	37,715	9,429	9,429	9,429	28,286	75%
12	Insurance, Accountant, Bank fees, Paypal, CT sales tax, other	12,850	7,611	1,527	2,643	11,780.28	92%

USNH 2nd Quarter Report Compared with Annual Budget, 2019 -- 2020							
		2019-20 budget	1st quarter 9/30/2019 Actual	2nd quarter 12/31/2019 Actual	3rd quarter 3/31/2020 Actual	Running Total	% of Budget
	Personnel						
13	Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music), Hourly employees, benefits, etc.	424,629	94,515	109,918	108,317	312,750	74%
14	Trustees Research and Development	1,500	334	0	0	334	22%
15	Management Team Contingency Fund	1,000	0	0	0	0	0%
16	Music	1,800	496	0	533	1,029	57%
17	Religious Education	6,800	861	761	1,256	2,877	42%
18	Social Justice: \$15,000.00		1,563	3,465	3,581	8,606	57%
	CONNECT:\$7,000.00		0	3,062	2,650	5,712	82%
	Total Social Justice	22,000				14,319	65%
19	Worship (Speakers, supplies, flowers, other)	3,950	428	564	936	1,927	49%
20	Capital Fund Contribution	1,195	1,195	0	0	1,195	100%
21	Total Expenses	629,239	132,614	144,916	155,018	432,547	69%