

Unitarian Society of New Haven
Minutes of the Meeting of the Board of Trustees
May 12, 2022, Via Zoom

Board Members Present:

President - Emily McCave	Rich Stockton
Vice President - David Jones	Becky Reeve
Treasurer - Larry Copes (left at 7:14 pm)	Bernice Marie-Daly
Clerk - Aimee Cotton Bogush	Tina Santoni

Others Present:

Rev. Lindasusan, Bobbi Pace and David Stagg from Management Team (MT), Gretchen Frazier (arrived at 7:05 p.m.) from Nominating Committee

1. Gather & Chalice Lighting

The meeting was called to order at 6:36 p.m. and the chalice was lit. The covenant was read and check in took place.

2. Future Planning

Quarterly Budget Report – Larry

Larry reviewed the summary balance sheet and metrics used to compare items over time. Figures show spending continues to outpace revenue. The Finance Committee and Management Team have a plan to address this issue. David S. and Terry D. are tasked with forming a committee to address increasing revenue and/or decreasing expenses to have something to present to the congregation at the fall meeting.

David S. asked how the -\$8,000 relates to the -\$60,000 that we had at the end of 2021. Larry and David S. will speak about how the numbers are calculated and how to better reflect the -\$60,000 (a discussion took place about what is included as “operating revenue” and restricted/non restricted funds). A revised sheet will be sent.

**Nominating Committee Update and Written Charge– Gretchen Frazier –
Nominating Committee**

Slate to be put forth at the congregational meeting:

Board President: David Jones

Board VP: not filled

Board Treasurer: Joanna Scaparotti

At Large Trustees: Joan Ciano and Kyle Manning

Nominating Committee: Carol Anastasio and Becky Sandman

Endowment and Legacies Committee: Linda Mehta and Fred Morrison (2nd Term)

Discussion took place on how best to address not having a candidate for vice president. This opens a bigger question about where things are heading with leadership and how to balance and share in a way that doesn't intimidate people.

The Meaningful Engagement and Leadership Development (MELD) group's charge is to create resources for people considering taking on leadership roles. They are designing a workshop for people to start to think about how to get involved and engaged at USNH and developing a resource manual for people considering leadership. There are a lot of resources on the UUA website. Bobbi P. has talked to Dan G. and the MELD and Nominating committees will work together.

Regarding a charge for the Nominating Committee, Gretchen F. reported the committee is working on getting people to participate in leadership in general and coming up with something they are all comfortable with.

Discussion continued about the problems with recruiting people and that maybe it is time to start looking for alternate strategies and ways to restructure the ways we do things to make it less daunting and more inclusive.

Emily encourages the Nominating Committee to write out processes, including the relationship with MELD, to have the knowledge transferred when new members come on. It would also be helpful for the board member who serves on the committee.

Bylaws Changes – Emily

Becky F. and Lisa A. reviewed and made suggestions.

Article III Section 6: substitute both for either

Article VIII - Committees

The definition of friends discussed. Reverend Lindasusan noted there is a category of non-pledging friends in the database. We want to be welcoming in all our official documents. Otherwise where indicated in the bylaws, any of the positions that need to be nominated need to be a member. This is for positions on committees that do not require elections. David S. noted the wording is fine and the Management Team can handle this with policy and procedures.

Emily moved and Rich seconded that in Article III Section 6: we substitute “both” for “either.”

Motion passed unanimously.

Final Planning Congregational Meeting – Emily and Aimee

The agenda for the congregational meeting was reviewed and roles and responsibilities clarified.

Ministerial Agreement -Developing Process for Ongoing Evaluation of Ministry of Congregation and Minister Based on Sections 1.2.5 and 1.2.6 - Emily

David J. will contact the congregational life staff and ask for possible dates to conduct the start-up consultation in the fall and define the process of periodic evaluation.

It was noted that Reverend Lindasusan and the board collectively agreed on goals and priorities. The annual report shows the completion and/or progress toward advancing those priorities. This should suffice as Reverend Lindasusan has full fellowship.

Summer Board Service - Tabled to next month due to time.

3. Reports – 7:58 - 8:10pm

Minister’s Report –Rev. Lindasusan (attached)

No questions were asked about the report. Aimee B. commended Reverend Lindasusan on their leadership through this pandemic time.

Monitoring Policies Report – 1.3 Treatment of Paid and Volunteer Staff – David S.

David S. reported the staff were asked for input. The feedback was all positive. The report is straightforward. No questions followed.

4. Closing

Consent Agenda:

The minutes from April 14, Board Meeting were unanimously approved. The minutes from the Special Board Meeting on May 5, 2022 were unanimously approved.

Process Observations

Bernice M-D. reported that the meeting began with a joyful start and the readings were timely, appropriate, and appreciated. Everyone is working toward a common goal, and was gracious to each other. Cooperation and leadership were demonstrated during the discussion to reimagine leadership. She will miss the next meeting and thanks everyone for the opportunity to serve on the board.

Adjournment

The meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Aimee Cotton Bogush, Clerk

Summary of balance sheets for fiscal years 2019-2022 (through 3 quarters)

Summary of balance sheets, approximate values	June 30, 2019	June 30, 2020	June 30, 2021	#####	#####	March 31, 2022	notes
Assets							
Ready cash—checking	115,000	103,000	141,000	120,000	134,000	124,000	
Quickly available savings (TIAA CDs)	215,000	217,000	179,000	182,000	182,000	182,000	
Other minor (grocery cards, etc.)	19,000	19,000	21,000	15,600	28,000	15,000	Sale from Dec stock donation didn't go through till Jan
Fixed assets (building, furniture, etc.)	1,700,000	1,825,000	1,731,000	1,731,000	1,634,000	1,634,000	Drops when depreciation is calculated.
Endowment	1,185,000	1,214,000	1,553,000	1,561,000	1,647,000	1,548,000	
Total Assets	3,234,000	3,378,000	3,625,000	3,609,600	3,625,000	3,503,000	0
Liabilities							
Payroll Protection loan		75,000					
Endowment mortgage loan	363,000	346,000	327,000	322,000	318,000	313,000	
Other (payroll taxes payable, staff rental security deposit, accounts payable)	25,000	15,000	15,000	24,000	-3,000	14,000	Negative: Paid some bills early, primarily UUA insurance and snow removal
Total Liabilities	388,000	436,000	342,000	346,000	315,000	327,000	
Equity (net worth): Assets minus liabilities	2,846,000	2,942,000	3,283,000	3,263,600	3,310,000	3,176,000	
Current ratio: Current assets / Current liabilities	14	22.6	22.7	13.2	114.7	22.9	
average monthly expenses (P&L statements)	49,000	49,000	47,500			52,333	Last figure is over 9 months of expenses.
Ready cash/Average monthly expenses	2.35	2.1	2.97			2.37	

Operating revenue - operating expenses does not include revenue released from endowment or restricted funds; included expense of UUA	-41,000	-51,390	-8,293	20-21 less because of reduced expenses due to pandemic			Endowment contribution of \$39K led to a surplus of \$32K.
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MINISTERIAL AGREEMENT

The Unitarian Society of New Haven, hereinafter the Congregation, and the Rev. Lindasusan Ulrich as Minister, hereinafter the Minister, jointly enter into this Agreement effective April 12, 2020.

1. GOALS, RESPONSIBILITIES, AND RELATIONSHIPS

1.1. Intention

The intention of this Agreement is to set forth the responsibilities and obligations of the Minister to the Congregation and of the Congregation to the Minister as we strive to dwell together in peace, to seek truth in love, and to serve one another and the larger community. It is recognized that no matter how carefully this Agreement is written and observed, the relationship between the Congregation and the Minister must be grounded on both sides in open communication, mutual trust, good faith, and an open and agreed-upon process. In most situations, the Congregation will act through its Board of Trustees (referred to as the "Board").

1.2. Shared Leadership

1.2.1. The Minister and the Congregation share responsibility for the leadership and ministry of the Congregation. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality. The relationship of the Minister and the Congregation will be in accordance with the Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.

1.2.2. Consistent with our shared values and Principles of Unitarian Universalism, the Congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Congregation's programs in collaboration with the Board of Trustees, the Management Team, the Congregation's committees, and staff.

1.2.3. Consistent with our shared values and Principles of Unitarian Universalism, the Minister looks to the Congregation to live out its mission and vision, demonstrate effective leadership, be open to change, broaden the meaning of community, and to communicate issues or concerns that may arise in a forthright and respectful manner.

1.2.4. The Board, on behalf of the Congregation, commits to remaining in covenant with the Minister and holding members of the Congregation to behavior that is respectful of the Minister and of the office, and that is consistent with our shared values and Principles as Unitarian Universalists.

1.2.5. Start-Up: Within the first year of ministry, the Minister, Board, Management Team, appropriate staff, and the Committee on Ministry, in consultation with the UUA Congregational Life staff, and a UUMA Good Officer, if available, will engage in a start-up consultation or

retreat for the purpose of arriving at specific understandings about the sharing of power and responsibility, goals for the coming year, and a plan for periodic review and renewal of the ministry of the Congregation.

1.2.6. Monitoring and Nurturing the Health of the Ministry: The Board and the Minister will monitor and nurture the health of the ministries of the Congregation through regular evaluation(s). The methodology of such evaluation(s) will be collaboratively developed by the Board and the Minister and will reflect an understanding that program effectiveness hinges upon team effort. In designing evaluation methodology, the Board and Minister will also agree upon a process to periodically evaluate the Minister.

1.2.7. Anti-Racism, Anti-Oppression and Multicultural Awareness: The Congregation and the Minister affirm our mutual commitment to address the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that the Minister(s), all members of the Congregation and staff are trained to understand, welcome and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence. The Board and Minister(s) are committed to an ongoing process to address the ways systems of oppression within and beyond our Congregation are perpetuated and agree to collaborate on the development of a joint process of reflection and growth to ensure progress.

When congregations call ministers who themselves hold historically or currently marginalized identities, the Congregation understands that the Minister must be free to determine the extent to which they are called to lead in dismantling injustices in which the Minister holds a target identity.

1.2.8. Ongoing Dialogue: The Board and Minister recognize the different cultural, racial/ethnic, ability, gender, generational, economic, social and theological experiences and identities that exist within our congregation. While the Board and Minister acknowledge that these differences are a source of great strength, they may also be a source of or contributor to concerns, disagreements, or internal conflict. The Board, the Minister, and the Committee on Ministry commit to open, truthful and ongoing communication about the ways in which identity and power impact and shape the congregation. When issues, concerns, and conflicts arise, the Board and Minister commit to addressing the issues at hand, recognizing that conflict is an inherent part of making choices within a diverse faith community. Congregational leaders will make space to thoughtfully consider how differences in identity, experience, or power might be a factor in any conflict. The Board and Minister will be guided by our Unitarian Universalist Principles and the accountability of community. To help create a path forward, the Board or Minister may seek an outside facilitator from the UUA or other mutually agreeable organization.

2. RESPONSIBILITIES

2.1. Services to the Board and Leadership Groups

2.1.1. The Minister will be an ex-officio member without vote of the Board of Trustees. The Minister will report to the Board at its regular meeting, bringing to its attention specific concerns as they arise.

2.1.2. The Minister will be an ex-officio member without vote of all committees and task-forces, except the Nominating and Ministerial Search Committees. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

2.1.3. The Minister will be a member of the Congregation's Management Team, collaborating with two or more Society Members appointed by the Board of Trustees and the Minister. The Management Team is responsible for the day-to-day operations of the congregation, ensuring that the mission of the Congregation and the Ends policies are being fulfilled.

See the addendum Management Team Description revised 12/2/16.

2.2. Pulpit and Worship Services

2.2.1. It is a basic premise of this Congregation that the pulpit is free and untrammled. The Minister is expected to express his/her values, views, and commitments without fear or favor.

2.2.2. The Minister will lead or co-lead worship a minimum of 32 Sundays each year, as well as major religious holidays observed by the Congregation. The Minister will be off and relieved of all responsibilities on at least one Sunday per month, in addition to Sundays while on vacation and study leave. In support of the health and growth of the Congregation and the Minister, the Board agrees to allow the Minister to be relieved of all responsibilities for up to four additional Sundays to participate in denominational activities including the UUA General Assembly, UUA regional meetings; collegial gatherings of ministers and other religious professionals including identity-based gatherings, UUA/UUMA committees, or continuing education. The Minister will be expected to use sound judgment regarding the Sundays to take for these activities and to communicate the dates in advance to the Board.

2.2.3. The Minister will be responsible for all worship services throughout the year, including seasonal celebrations and rites of passage, such as weddings, child dedications, funerals and memorial services, except those for which the Worship Committee assumes responsibility.

2.3. Other Ministerial Services

2.3.1. The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Congregation's own pastoral care program. The Minister will maintain awareness of her/his own limitations, and will refer members for professional counseling and other specialized services as appropriate.

2.3.2. The Minister will provide ceremonial services and counsel to members of the Congregation and contributing friends without fee or honorarium. When such services are provided to nonmembers or non-contributing friends, such fee or honorarium may be set by and is the property of the Minister.

2.4. Community Activities

The Minister is encouraged to act in the community beyond the Congregation on behalf of liberal religious values, and to inform the congregation of such action through periodic reports. When the Minister speaks in public, the Minister must clearly indicate that such speech is not on behalf of the Congregation unless the Congregation has otherwise authorized.

2.5 Relationship to USNH Staff

2.5.1. As a policy governance congregation, the Minister serves as Lead Executive/CEO, operating consistent with the policies, authorities, and limitations adopted by the Board. The Minister is responsible for ensuring appropriate staffing practices are followed, including clear job descriptions, timely enrollment of eligible staff in offered benefit plans, annual compensation reviews, staff evaluations, and a dispute resolution process. The Minister has authority to hire, discharge, change the compensation of Congregational staff, or implement other major personnel-related changes consistent with Board Policies.

2.5.2. Relationship to Other Religious Professionals on Staff: The Minister, in collaboration with Congregational leaders, has primary responsibility for the vision and mission of the Congregation. In recognition of the work done by Congregational staff, the Minister will enter into a covenant with the other religious professionals on staff. Such covenant will delineate the roles and responsibilities of each as well as the means to resolve disagreements should they occur. The Minister, as staff lead, will foster a collaborative environment among staff and will take care that changing roles and relations of the shared professional leadership are reviewed, discussed and re-negotiated with clarity, respect, and honesty in the spirit of the UUMA Guidelines.

3. COMPENSATION, PROFESSIONAL EXPENSES, AND BENEFITS

3.1. Salary plus Housing Allowance

3.1.1. The Congregation will provide to the Minister an annual Salary of \$103,368.

3.1.2. Housing Allowance: Consistent with federal law, the Board will annually designate a portion of salary as a Housing Allowance once the Minister has ascertained the expected cost of housing.

3.1.3. Salary (and Housing) [S&H] shall be payable twice monthly, beginning after the first two weeks of employment. S&H shall be reviewed annually by the Finance Committee and the Board of Trustees.

3.2. Employee Benefits and Professional Expenses: Consistent with the UUA Compensation Guidelines, the Congregation agrees to provide an array of employee benefits including retirement, health, dental, life, and long-term disability insurance as follows:

3.2.1. Payment-in-Lieu of Social Security/Medicare Tax: The Congregation will make a monthly/quarterly payment-in-lieu of the employer's FICA payment. This payment to the Minister is currently 7.65 percent of salary and housing up to the Social Security tax cap and 1.45% of the excess.

3.2.2. Retirement Contribution: The Congregation will make contributions of 10 percent of total Salary and Housing to the UU Organizations Retirement Plan. The amount of the Employer's Contribution and any Employer's Matching Contributions will be consistent with the commitments adopted by the Congregation and submitted in the Congregation's Participation Agreement to the UUA Office of Church Staff Finances. These commitments apply to all employees who have met the governing Plan's Year of Eligibility Service provision. All contributions will be submitted by the applicable federally-regulated due date for each contribution type. All eligibility and participation requirements, benefits and other conditions will be determined by the Plan Sponsor pursuant to the applicable plan document and federal law.

3.2.3. Insurance premiums: The Congregation will pay insurance premiums as follows:

3.2.3.1. Comprehensive Health Insurance: Payment of 80 percent or more of the premium for comprehensive health insurance, with benefits comparable to the UUA PPO/Standard PPO Plan for the Minister, and 50 percent of the incremental cost of providing coverage for the Minister's spouse/partner and dependents.

3.2.3.2. Dental Insurance: Payment of 80 percent or more of the insurance premium for dental insurance provided through the UUA, or its equivalent, and 50 percent of the incremental cost of providing dental insurance for the Minister's spouse/partner and dependents.

3.2.3.3. Long-Term Disability Insurance: Payment of 100 percent of the premium for the long-term disability insurance provided by the UUA. The premium amount will be imputed as taxable income on the Minister's W2.

3.2.3.4. Group Term Life Insurance: Employer payment of 100 percent of premium for group life insurance provided by the UUA. The required portion of the premium paid on behalf of the Minister will be imputed as taxable income on the Minister's W-2 as required by law.

3.2.3.5. State Required Employee Insurance: The Congregation will review its obligation to participate in other insurance programs required by state law including: Workers Compensation, Unemployment Insurance, and Short-term Disability. In doing so, the Congregation will comply with its legal obligations.

3.2.4. Professional and out-of-pocket expenses: Reimbursable up to \$10,500, payable promptly on voucher by the minister in accordance with an Accountable Reimbursement Plan developed jointly by the Minister, President, and Treasurer. Reimbursable expenses include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the tax laws. Any items the purchase of which is reimbursed by the Plan shall be the property of the Minister.

3.3. Annual Review of Compensation: The Board will review the Minister's salary, housing, and benefits annually in consultation with any appropriate committee(s), and will recommend adjustments to the Congregation, taking into consideration such factors as merit in meeting or exceeding expectations, increases in the cost of living, changes in the cost of benefits, and the financial means of the Congregation. This review will also take into consideration how the Minister's and other staff compensation compares to the UUA Compensation Guidelines. The Congregation will consider such recommendations as a part of the normal budgeting process, and will act upon the recommendations at the annual Congregational meeting held to consider the budget.

3.4. Intellectual Property: All notes, research, sermons, and other products of the Minister's work will be the sole property of the Minister. The Minister grants to the Congregation in perpetuity a royalty-free, non-exclusive use of sermons developed during the time of this ministry.

3.5. Relocation Expenses: The Congregation will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family up to a maximum of \$15,000. Reasonable expenses include the services of a professional moving company, plus automobile mileage, transportation and temporary housing costs, and closing costs incurred. An estimate of the cost of the move shall be presented to the Treasurer in advance. This expense may be delayed and used within three years of the date of this Agreement. The Minister may take an interest-free loan from this fund for housing related expenses, such loan to be repaid within three years.

3.6. UUA Training: In addition to other employee-related expenses specified by this agreement, the Congregation will pay up to \$1,500 toward the cost of the Minister's participation in the first year Ministers' seminar sponsored by the UUA.

4.0. WORK WEEKS AND LEAVE PROVISIONS

4.1. Office Hours: The Minister will inform the Congregation of times when appointments may be scheduled.

4.2. Work Week: The Minister will be given one day per week free of all Congregational responsibilities and one additional day devoted to study and writing wherein the Minister will be available only for emergencies.

4.3. Vacation and Study Leave: In recognition that the Minister works, on average, six days each week, the Minister will be relieved of all responsibilities for a total of eight weeks per year. Four weeks will be taken as vacation, while four weeks will be considered study leave. Up to two weeks may be carried over from year to year. Should a Congregational emergency arise requiring the Minister's return from vacation or leave, all reasonable costs of such return will be borne by the Congregation.

4.3.1. Denominational Service and Continuing Education: With the specific approval of the Board of Trustees, the Minister may be relieved of all responsibilities and absent from the area for up to four Sundays annually, inclusive of General Assembly, for participation in UUMA chapter, New England Region, and Unitarian Universalist Association functions and continuing education.

4.4. Sick Leave: The Minister will be credited with 10 sick days per calendar year each January 1, and with sick days on a prorated basis at the beginning of the initial partial year. Up to 10 days of accrued sick leave may be carried forward each year, but in no case may the balance exceed 20 days. Sick leave may be used for the Minister's illness or for the illness of a member of the Minister's immediate family, parents or in-laws. Sick leave will be provided as required by state law.

4.5. Extended Medical Leave: Should the Minister suffer an illness, injury, or disabling condition that continues after all accrued sick, vacation, and study leave has been exhausted, the Congregation will place the Minister on "Extended Medical Leave." Extended Medical Leave will not extend beyond the earlier of the commencement of long-term disability benefit or 90 days following the exhaustion of all sick, vacation, and study leave.

4.5.1. During Extended Medical Leave, vacation and study leave does not accrue. The Congregation will continue to make its contributions toward all employee benefit payments (health, dental, life, long term disability, retirement, and payment-in-lieu-of FICA) as otherwise provided by this Agreement, and no less than 75 percent of the minister's salary and housing allowance. If the Minister recovers and is able to return to work full-time before the earlier of the 90-day period of Extended Medical Leave or the commencement of long term disability benefits, the Congregation will retroactively pay the Minister the difference between 100 percent of salary, housing, payment-in-lieu-of-FICA, and retirement contribution and the amount already paid. [See Section 5 for termination provisions]

4.6. Life Insurance Upon Receipt of Long Term Disability Benefits: In the event the Minister is approved for long-term disability benefits, the Congregation will deem the Minister actively at work and continue to pay the life insurance premium for an additional six months of transitional disability leave in accordance with the premium waiver provisions of the UUA Group Life Insurance contract. Unless otherwise agreed to by the Congregation and the Minister, salary, housing, and other benefits will not be paid during disability leave.

4.7. Parental Leave: In consultation with the Board, the Minister may take parental leave after the birth or adoption of a child. The Minister may take 12 weeks of paid parental leave. In recognition of individual family needs, the Minister may take some or all of the parental leave

prior to the birth/adoption of the child, following the birth/adoption of the child, or partially over an extended period of time during the year following the birth/adoption of the child. The Minister will be expected to communicate the dates of leave in advance to the Board.

4.8. Leave for a Family Member: The Minister may take up to 12 weeks of unpaid leave when needed to care for a family member (child, spouse/partner, parent, or in-law) with a serious health condition. The Minister must use any accrued sick, study, and/or vacation time during this leave. If accrued paid time off is exhausted, then the remaining leave will be unpaid. During periods of unpaid leave, the Congregation will continue paying its required contributions toward the premiums for health, dental, life, and long term disability insurance, but not employer retirement contributions.

4.9. Bereavement Leave: Upon the death of an immediate family member (spouse/partner, child, parent, or in-law), the Minister may take up to 10 days of paid leave. For the death of a family member outside the immediate family, the Minister may take up to 5 days of paid leave.

4.10. Sabbatical Leave

4.10.1. The Minister may use sabbatical leave for study, education, writing, meditation, and other forms of professional, religious, spiritual, or personal growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of a proposed sabbatical should be submitted to the Board for approval at least 12 months in advance and may not be taken in conjunction with or added to any other type of leave.

4.10.2. The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted given specific circumstances.

4.10.3. In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.

4.10.4. The Minister agrees not to resign from service to the Congregation for a minimum of one year following the end of each sabbatical leave. The Congregation agrees to take no action on ministerial tenure during a sabbatical leave except for extreme and unexpected circumstances and only after consultation with the UUA Transitions Director.

5. EMPLOYMENT TERM AND TERMINATION

5.1. Term: The term of this agreement shall begin August 1, 2020 and continue indefinitely unless terminated as provided below or by other mutual agreement.

5.2. Termination by Resignation or Retirement: The Minister may terminate voluntarily by providing ninety (90) days' notice in writing to the Chair of the Board, and such termination will become effective at the expiration of the ninety (90) day period or any mutually agreed upon

longer period. The Minister agrees to continue to perform all duties during such notice period and to take all necessary steps to effectuate an effective transfer of duties during that time. At its option and discretion, the Board may reduce or eliminate the ninety (90) day notice period and provide pay in-lieu of notice for the time period that the notice is shortened or eliminated.

5.3 Termination Due to Death or Disability.

5.3.1. Termination Due to Death. The Minister's employment will terminate upon the Minister's death. The Minister's beneficiaries will be entitled to receive any death benefits to which Minister is entitled under any insurance plans. In the case of the UU Retirement Plan, participants are 100 percent vested and beneficiary designations made by the participant are kept on file by the retirement plan Recordkeeper. Accrued vacation and study leave will be compensated in the financial equivalent to the Minister's beneficiaries.

5.3.2. Termination Due to Disability. In the event that the Minister is found eligible for long-term disability benefits and/or is absent from work, or physically unable to perform duties at the conclusion of the Extended Medical Leave outlined in Section 4.5, the Congregation has the right to terminate the Minister's employment upon written notice to the Minister. The Minister will be entitled to receive any long term disability benefits to which Minister is entitled under any insurance plans. The Congregation's payments for the Minister's benefits will cease immediately upon termination, but the Minister will receive any vested retirement benefits or insurance continuation rights provided by law, insurance contracts or plan documents.

5.4. Administrative Leave/Suspension: The Board may place a Minister on administrative leave with pay at its discretion to allow for an investigation of any complaints or concerns.

5.4.1. If the personal or ethical behavior of the Minister results in the Minister being suspended from fellowship by the Ministerial Fellowship Committee, or charges filed by a law enforcement agency, then the Board may suspend the Minister from duties, with or without compensation, until the matter is resolved. If the suspension is without compensation, the Minister may draw down unused vacation or study leave. If the matter is resolved and the Minister is returned to service, then all leave time will be returned to the Minister, and the Minister will be fully compensated for any unpaid time.

5.5. Termination by the Congregation.

5.5.1. Negotiated Resignation. On behalf of the Congregation, the Board may negotiate the Minister's resignation. In exchange for a General Release of All Claims signed by the Minister, the Congregation will continue the Minister's salary, housing allowance, the financial equivalent of the Minister's unused vacation and study leave, and the Congregation's contributions toward the Minister's benefits for an additional one month per year of service up to eight (8), or until the Minister has begun service in another equivalent position, if sooner. The continuation of benefits is subject to the provisions of the various benefit plans.

5.5.1.2 At termination, accrued vacation will be compensated in the financial equivalent. Accrued study leave is not compensable.

5.5.2. Dismissal by Congregational Meeting: As specified in the Congregation's bylaws, a Congregational meeting may be called to consider a motion to dismiss the Minister. A majority of all members of the Congregation, present and eligible to vote, will be necessary to conduct business and to pass any resolution regarding the dismissal of the Minister. If dismissed by vote of the Congregation, the Minister may receive a financial settlement equal to three (3) month's salary, housing allowance, benefits, and the financial equivalent of unused vacation and study leave in exchange for a General Release of All Claims executed by the Minister.

5.5.3. Dismissal with Reason: The Minister may be dismissed with less than ninety (90) days' notice and without the severance payments described in this Agreement, if the Minister

5.5.3.1. is convicted of a felony;

5.5.3.2. has their ministerial fellowship with the UUA terminated;

5.5.3.3. is found by the Board of the Congregation to have engaged in one or more physically or sexually abusive acts toward any person, including a member of the Congregation, a Congregation employee, a child, a spouse, a senior, or person with a disability.

5.5.3.4. is determined by the Board to have seriously neglected the ministerial responsibilities under this Agreement, improperly used Congregational funds for personal gain, and/or to have engaged in activities that bring the Congregation and/or Unitarian Universalism into disrepute in the community.

5.6. Non-Disclosure Clause: The Board and the Minister agree that in any negotiated agreement, they will not include a non-disclosure clause. The Congregation and the Minister agree that the circumstances leading up to a termination need to be understood during the subsequent period of interim ministry and discussed with prospective ministerial candidates.

5.7. No Payment toward Benefits after Termination: Following the Minister's employment termination under Section 5.5, whether or not for Cause, the Minister shall not be entitled to any further pay or contributions toward any insurance or retirement benefits or accrual of earned time except in exchange for a general release of all claims or as required by law.

6. DISPUTE RESOLUTION

6.1. Mediation: The Minister and the Congregation will seek to resolve any disputes concerning the interpretation or performance of this Agreement or its validity or termination in keeping with UUA Principles. Either or both parties to this Agreement may request the assistance of the UUA Congregational Life Staff, a UUMA Good Officer, the UUA Office of Church Staff Finances, or a similar resource.

6.2. Arbitration: If an effort to mediate or otherwise resolve a dispute has been unsuccessful, then either or both parties may seek to solely and finally resolve the dispute by arbitration. Such arbitration shall be the exclusive remedy and will be before a tribunal consisting of one Unitarian Universalist Minister appointed by the Minister, one Unitarian Universalist Minister appointed by the Congregation's Trustees, and a third individual appointed by the first two arbitrators. The tribunal will operate under procedural rules developed by the Unitarian Universalist Association's Ministries and Faith Development staff group.

7.0. AMENDMENT AND CHOICE OF LAW

7.1. The terms of this Agreement may be changed by mutual consent of the Minister and the Board, except that increases in compensation, and changes in sabbatical and termination provisions require the approval of a majority of the Congregation unless otherwise provided for in the Congregational Bylaws. Change in the level of compensation will not alter the other terms of this Agreement. All changes must be in writing.

7.2. This Agreement will be reviewed at least every three years by the Board and the Minister.

7.3. This Agreement is subject to the laws of the State of Connecticut and the bylaws of the Congregation. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.

7.4 A signed copy of this agreement will be sent to: Transitions Office, UUA 24 Farnsworth Street Boston, MA 02210

8. OFFER

This Agreement represents an official offer to the Reverend Lindasusan Ulrich when the calling of said Minister is approved by the Congregation and accepted by the Minister, and shall become final upon the occurrence of all the following events:

- Completion of a criminal record background check satisfactory to the Ministerial Search Committee
- Acceptance of this offer by the Minister
- Calling of the minister by the Congregation
- Acceptance by the Minister of the call

For the Congregation: Al Bosch
Al Bosch, President, Board of Trustees

4/12/2020
Date

Rev. Lindasusan Ulrich
The Reverend Lindasusan Ulrich, Minister

4/13/2020
Date

cc: Congregational Life Staff, UUA Ministerial Transitions Director, UUA

Annual Report from the Minister

Rev. Lindasusan Ulrich

In a year of many changes, one thing has remained constant: the commitment of people at USNH to building and maintaining community through it all. I'm grateful to each of you for all the gifts you bring to the congregation and the care you share with others. Below are some of the highlights from the 2021-22 congregational year.

Pastoral Care

Restructuring the Pastoral Care program was one of my top priorities for the year, and I'm delighted that we've started to organize volunteers to help support others. (For more details, please see the Pastoral Care report.) In addition to the restructuring, I also offered direct care through calls, texts, in-person meetings, and emails.

A significant amount of pastoral care went into memorial services that I led or played a role in. Most of the services had livestreaming available in addition to the in-person event, making them accessible to more people despite COVID and/or distance.

- Marty Lipnick (9/10/21)
- Lindsey Korth (9/18/21)
- Meredith Fahey (9/25/21)
- John Pawelek (10/2/21)
- Helene Goward (10/17/21)
- Ron Grunloh (10/23/21)
- Paula Maddern (11/6/21)
- Connor McNerney (11/17/21 at funeral home; 6/5/22 at USNH)
- June Shafer (12/11/21)
- Paul Hammer (4/10/22)
- Lois Smith (4/16/22)
- Jane Anderson (5/21/22)
- During this period, a memorial service was also held for Steve Evans (2/27/22)

I also led other rites of passage, including child dedications, new member ceremonies, interment of ashes, and planning for an upcoming wedding.

Spiritual Practices with the Congregation

- Presided at or led planning for 34 Sunday services, working closely with the Worship Committee. (See the Worship Committee report for details.)
- Offered weekly lectio divina sessions, using poetry in a reflective practice.
- Worked to get to know people better. This had been especially difficult during my first year at USNH because of COVID. With the return to regular in-person gatherings, I experienced more of the informal interactions that are so vital to learning about people.

Social Justice

- Supported the 8th Principle process, including a December 5 service ahead of the congregational meeting at which USNH voted to adopt the 8th Principle.
- Engaged with CONECT through online meetings and conversations with congregants. Half of the offering from the Installation service on November 14, 2021, supported CONECT.
- Started a BIPOC group. My original intention was for folks to gather over lunch after a Sunday service, have some informal conversation, and see how the group might evolve. However, because of the safety concerns around eating in the building, that organizing principle had to be set aside and the group never cohered. I'm still glad I tried this experiment and hope to return to it in the future.
- Participated in interfaith events, including an MLK Day service at Mishkan Israel and a multifaith clergy group.

Administration and Governance

- Worked with the Management Team and the Building Reopening Advisory Group (BRAG) on operational matters, such as a variety of policies and ways USNH might implement recommendations from the Commission on Institutional Change. (For more details, see the reports for both groups.)
- Worked with the Board of Trustees, including participating in the Ad Hoc Committee on Financial Roles and Responsibilities and helping with an update of the Within and Beyond Ends statements.
- Represented the Management Team on Stewardship and took a major role in shaping the message of this year's ambitious stewardship campaign.
- Took part in hiring our new Membership Coordinator and Director of Music.
- Taught two New to UU classes with a total of 15 attendees. During the course of the year, USNH welcomed 11 new members.
- Worked on updating the structure of the USNH website with a professional consultant.
- Attended all of the Council of Chairs meetings.
- Updated the congregation's brochures on membership and engagement opportunities.

Installation and 70th Anniversary Festivities

While activities celebrating USNH's 70th anniversary were more limited than expected due to COVID, the day of the installation was quite joyous. At the morning worship service, we wove together excerpts from sermons by all of the settled ministers. (The text representing Rev. Lewis came from the program for his installation.) The installation service brought several of my clergy colleagues to USNH, including Rev. Dr. Sofia Betancourt as the preacher. The evening ended with delicious cupcakes, which volunteers also delivered to people who couldn't come to the installation in person.

An end-of-year picnic in honor of our 70th anniversary is planned for the last Sunday of the congregational year (June 19).

Professional Connections Beyond USNH

- Began a two-year fellowship with the Pastoral Innovation Network of New England (PINNE). “Younger clergy who are three to ten years into their ministry career and who are engaged in innovative congregation-based ministries will build and sustain relationships with peers and mentors where they can explore challenges of ministry in New England, share creative ideas, and receive support from each other.”
- Offered one of the readings at the ordination of Rev. Tara Humphries.
- Took part in professional gatherings both within and beyond Unitarian Universalism: UU Ministers Association (UUMA) Ministry Days (virtual), UUA General Assembly (virtual), UUMA Clara Barton chapter retreat, UUMA Institute (a triennial gathering for UU ministers), Finding Our Way Home (for UU religious professionals of color), SDI Engage conference (for spiritual directors; virtual), Festival of Homiletics (for preachers; virtual).
- Reviewed book proposals as a member of the Skinner House Editorial Board.

MT Interpretation and Monitoring of Policy Governance Section 1.3

Last reported to the Board 6.10.2021

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 members were asked by the Personnel Committee to report any issues covered by 1.3 that have not been properly addressed by the Management Team. There were no complaints.

Although in-person services in our Sanctuary have resumed, we continue to rely on the advice of our Building Reopening Advisory Group (BRAG) to create policies and

procedures for the use of the building. In particular masks will continue to be worn at all times in the building for the protection of our paid and volunteer staff.

In December 2021 the Congregation voted to adopt the 8th principle of Unitarian Universalism. The Management Team is working with the committees to facilitate implementation of the principle in all our dealings including in our treatment of staff.

Our Congregational Administrator, Jamie continues to maintain the spreadsheet detailing regular inspections of fire extinguishers, sprinkler system, elevator maintenance, emergency lighting etc. Jamie also reports on any snow/ice conditions, downed trees, wildlife/insect problems etc that need MT attention.

Jamie also continues to monitor the camera that allows her to see personnel at our front door using her smartphone and to record all entry and exit from our front double doors.

We report compliance with section 1.3.

Submitted by the Management Team May 10th 2022