

Minutes of the Special Meeting of the Board of Trustees
May 5, 2022, Via Zoom

Board Members Present:

President - Emily McCave
Vice President - David Jones
Clerk - Aimee Cotton Bogush
Treasurer - Larry Copes
Bernice Marie-Daly

Becky Reeve
Rich Stockton
Susan Trotta-Smith

Others Present:

Rev. Lindasusan, Bobbi Pace, Jean Rosenthal, and David Stagg from Management Team (MT)
Fred Morrison, Greg Seaman, Edwin Selden, Terry Durham, and Bob Congdon from
Endowment and Legacy (EL)

The meeting was called to order at 7:34 p.m.

Discuss Memo from Fred Morrison, Greg Seaman, and Bob Congdon

Fred Morrison acknowledged Becky F. and Terry D. for providing some of the data and ideas used in formulating the memo. He explained there is a significant financial problem that needs to be addressed in a thoughtful and planned manner that confronts adjusting expenses to revenue capabilities. If successful, USNH can get to a place of balance between what we want to do and what we are capable of doing. The group is looking for advice on the following options

A. Option One:

1. Approve the 22-23 budget
2. Approve the formation of a Financial Planning Task Force to be designated by the USNH Board. The Task Force shall be composed of representatives of the following USNH areas of interest: Management Team, Finance, Stewardship, Music, Life Span Religious Education, Social Justice, Buildings and Grounds, Personnel, and Endowment and Legacies. Guided by the USNH Mission, the Financial Planning Task Force shall develop recommendations to balance expenses and revenues, provide a plan for addressing anticipated capital needs, and complete its work by 2/27/23.

B. Option Two:

1. Approve the 22-23 budget
2. Inform the congregation that there is a forecasted budget deficit for future years as well as important unfunded capital expenses. To address this problem, the Finance Committee and Management Team will develop proposals for the Board to consider in developing a financial plan that balances future operating budgets and funds the anticipated capital needs.

Much discussion followed regarding the situation, the options presented, and about how to best inform and engage the congregation.

Emily moved and Bernice seconded that the Finance Committee and Management Team work together in a new financial planning task force, and that they recruit representatives and stakeholders to offer guidance and support to develop a recommendation to balance revenue and expenses, including capital needs.

Motion passed unanimously.

This is a blending of the options presented - it was noted that the Board trusts the Management Team and Finance Committee in this matter.

Revised Budget (attached):

David S reviewed the changes as follows:

1. Pledge estimate is reduced from \$460,000 to \$450,000.
2. Contribution from Gifts and Donations is increased from \$50,000 to \$60,000 but now includes \$15,000 in one-time gifts
3. The RE budget is restored to near previous levels with Jesse's agreement to reduce his professional expenses.
4. Some minor adjustments to Office, Custodial and Flower expenses and the resulting Capital Fund contribution.

Brief discussion took place to articulate the adjustments in item four.

Aimee moved and Rich seconded that the board approve the budget as presented.

Motion approved unanimously.

Adjournment

The meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Aimee Cotton Bogush, Clerk

	Draft Operating Budget 2022-23 Version 2.11	2021-22 Budget	2/28/2022 Actual 75%	% of Budget	2022-23 Proposed	2022-23 Comments	
	INCOME						
1	Pledges promised	460,000.00			450,000.00	Assume Full Open July 2022 - Best estimate	1
2	4000 Pledges collected	446,200.00	382,207.27	85.66%	436,500.00	Assume 97% collected at year end	2
3	4100 Collection Plate	16,500.00	14,989.75	90.85%	18,000.00		3
4	4200 Coffee and Flower donations	1,125.00	5.00	0.44%	1,125.00		4
	4300 Rentals						
5	4310 Regular Tenant	60,000.00	44,183.33	73.64%	60,200.00	Over the Rainbow is new daycare tenant	5
6	4320 Incidental	1,280.00	7,301.50	570.43%	7,000.00	Moderate increase expected	6
7	4400 RE Income	495.00	700.00	141.41%	500.00		7
8	4500 Fundraising	14,000.00	3,839.75	27.43%	12,000.00	sales	8
9	CONECT Fundraising	1,250.00	1,681.00	134.48%	2,000.00	special SJ fundraising	9
10	4600 Interest	1,600.00	140.84	8.80%	250.00	CD rates low are still low	10
11	4700 Release from Temporary Restricted Funds					From Gifts and Donations including \$15,000 in one-time gifts	11
		60,000.00	30,000.00	50.00%	60,000.00		
12	4800 Miscellaneous Gain/Loss	3,153.28	156.54	4.96%	700.00	Profit/Loss from sales of stock	12
13	4900 Endowment contribution	23,767.00	23,767.00	100.00%	52,782.00	4% of E&L 13 quarter average of \$1,319,552	13
14	Total Income	629,370.28	508,971.98	80.87%	651,057.00	Total Income	14
	EXPENSES						
	Facility						
15	5100 Utilities	24,500.00	20,699.34	84.49%	25,000.00	water 15%, gas 25%, electricity 60%	15
16	5120 Maintenance and Repair	5,000.00	4,611.24	92.22%	7,000.00	Expect return to previous levels	16
17	5130 Property management					cleaning 20%, waste removal 40%, hvac contracts 35%, elevator 10%, pest control 10%	17
		9,300.00	6,168.29	66.33%	9,300.00		18
19	5140 Custodial Supplies	600.00	676.45	112.74%	750.00	increased cost of supplies	19
20	5150 Landscape	11,000.00	12,281.53	111.65%	11,500.00	Assume keeping fixed contract	20
21	5160 Security/Alarm system	4,200.00	2,802.52	66.73%	4,200.00		21
22	Facility total	54,600.00	47,239.37	86.52%	57,750.00		22
	Communication, Media						
23	5200 Office Supplies (copier paper, supplies)	2,000.00	1,760.45	88.02%	2,300.00	Includes purchase of masks	23
24	5220 Postage	500.00	489.28	97.86%	600.00		24
25	5230 Office service contracts (copier, Poland Spring)	800.00	962.23	120.28%	1,500.00	Increased paper use	25
26	5240 Cable service: internet, phone, TV, wi-fi	4,200.00	4,188.22	99.72%	4,410.00		26
27	5250 Office contingency	100.00	0.00	0.00%	100.00		27
28	5260 Tech: hosting, software, licensing	3,000.00	1,626.79	54.23%	3,000.00		28
29							29
30	Communication total	10,600.00	9,026.97	85.16%	11,910.00		30
	Committee Support/Member Services						
31	5300 Membership Committee	750.00	241.29	32.17%	750.00		31
32	5320 Covenantal Relations Committee	565.00	0.00	0.00%	565.00		32
33	5330 Sunday Morning Team	1,125.00	601.95	53.51%	1,125.00		33
34	5340 Stewardship/Canvass	900.00	85.50	9.50%	900.00		34
35	5350 Endowment & Legacies	1,000.00	320.48	32.05%	500.00		35
36	5360 Small Groups	115.00	60.00	52.17%	115.00		36
37	5370 Library/Archives	150.00	0.00	0.00%	150.00		37
38	5380 Pastoral Care Team	150.00	0.00	0.00%	150.00		38
39							39
40	Committee/Member Svcs total	4,755.00	1,309.22	27.53%	4,255.00		40
	Denominational Affairs						
41	5400 UUA Program Fund	15,935.00	11,951.25		16,410.00	50% of UUA Request for 2022-23 of \$32,817	41
42	5410 UUA dues	15,935.00	11,951.25	75.00%	16,410.00		42
43							43
	Finance						
44	5500 Mortgage	37,715.38	28,286.19	75.00%	44,075.28	Mortgage payment including repayment of \$60,000 loan	44
45	5520 Insurance	7,977.00	8,647.00	108.40%	8,647.00	Annual premium is paid in October.	45
46	5530 Accountant's Review	3,900.00	4,000.00	102.56%	4,200.00	increases \$200 every year	46
47	5560 Bank fees	50.00	118.24	236.48%	50.00		47
48	5570 Paypal Fees (~3.0% fee)	1,000.00	869.28	86.93%	1,000.00		48
49	5570 CT Sales Tax	200.00	9.00	4.50%	50.00		49
50	5580 Merrill Edge sales commission	30.00	0.05	0.17%	30.00	Fees associated with stock donations	50
51	5500 Financial Affairs - Other	0.00	0.00	0.00%	0.00		51
52	Finance total	50,872.38	41,929.76	82.42%	58,052.28		52
	Personnel						
53	5600 Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	267,094.30	200,376.96	75.02%	275,309.43	3.0% COLA. Top priority USNH board	53
54	5620 Hourly Wages (Sexton, Membership Coordinator, Child Care)	42,598.76	28,935.12	67.92%	43,214.13	3.0% COLA. Top priority USNH board	54
55	5625 Contractor (Bookkeeping Services)	14,250.00	11,281.25	79.17%	14,250.00		55
56							56

57	5630	Medical insurance (Minister, DLRE, Administrator, Sexton)	52,772.46	40,560.69	76.86%	58,193.54		57
58	5640	Other Insurance (dental, disability, workers comp, life)	9,934.51	7,819.06	78.71%	10,077.41		58
59	5650	Federal Insurance Contributions Act (FICA) Tax	23,691.52	15,999.08	67.53%	24,367.05	7.65% of salary total	59
60	5660	Pensions (Minister, DLRE, Administrator, Sexton)	25,147.25	18,908.81	75.19%	26,119.01	10% of eligible salaries	60
61	5670	Payroll service, admin fees, etc	628.66	2,150.70	342.11%	1,700.00	FY 21-22 was in error. Should have been \$1,628.	61
62	5680	Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	14,900.00	9,335.59	62.65%	15,500.00		62
63		Personnel total	451,017.46	335,367.26	74.36%	468,730.57		63
64		Minister UUA Training	0.00	0.00		0.00	Fiscal 21 only	
65		Installation of New Minister	5,000.00	3,005.84		0.00	Nov 2021 Rev Lindasusan Ulrich settled minister	65
66		Contribution to Sabbatical Fund	0.00	0.00		2,000.00	Minister's Sabbatical Leave after August 1st 2024	
67	5700	Trustees Research and Development	500.00	0.00	0.00%	500.00		67
69	6100	Music						69
70	6110	Paid instrumentalists	0.00	0.00	0.00%	0.00	Use Apfel fund for paid instrumentalists	70
71	6120	Accompanist for memorials	0.00	0.00	0.00%	0.00		71
72	6130	Sheet Music/Library	500.00	213.99	42.80%	700.00		72
73	6140	Piano Tuning/Repair	700.00	600.00	85.71%	700.00		73
74	6150	Dues, Tapes, Misc	100.00	0.00	0.00%	100.00		74
75		Music total	1,300.00	813.99	62.61%	1,500.00		75
76	6200	Religious Education						76
77	6201	Adult RE	900.00	465.10	51.68%	700.00		77
78	6202	CYRE discretionary fund	300.00	23.36	7.79%	200.00		78
79	6203	Teacher Training & Support	225.00	137.15	60.96%	225.00		79
80	6204	Curriculum, supplies, equipment	900.00	374.99	41.67%	900.00		80
81	6205	YRUU Support	525.00	245.06	46.68%	525.00		81
82	6206	Family Multigenerational Activities	375.00	135.04	36.01%	375.00		82
83	6207	Teacher/volunteer background checks	150.00	0.00	0.00%	150.00		83
84	6208	OWL Teacher Training	375.00	100.79	26.88%	400.00		84
85	6209	Affirmations Class Expense	1,350.00	98.33	7.28%	1,500.00	At least one trip planned this year	85
86		Religious Education total	5,100.00	1,579.82	30.98%	4,975.00		86
87	6300	Social Justice	4,500.00	0.00		4,500.00	All programs other than Waverly	87
88	6301	Abraham's Tent/Columbus House (HEART)					Regular donations to Columbus House are now in a temporary restricted fund	88
89	6302	Anti-Racism TF		150.00				89
90	6303	Peace TF						90
91	6304	Kids' Service Team TF						91
92	6305	Immigration and Refugee TF		671.62				92
93	6306	Green Sanctuary TF		500.00				93
94	6307	Preventing Gun Violence TF						94
95	6308	Waverly/USNH Partnership TF	9,000.00	4,178.75	46.43%	9,000.00	Second highest Board priority	95
96	6309	UU-UNO TF (Dues)						96
97	6310	UUSC TF (Dues)						97
98	6311	Social Justice Council Reserve		800.00				98
99	6312	Mental Health Awareness						99
100	6300	Social Justice Programs - Other						100
101		Social Justice total	13,500.00	6,300.37	46.67%	13,500.00		101
102	6313	CONNECT	7,000.00	5,250.00	75.00%	7,000.00	Second highest Board Priority	102
103	6400	Worship						103
104	6410	Speakers	1,125.00	550.00	48.89%	600.00	\$250/guest speaker fee.	104
105	6420	Sanctuary supplies	300.00	314.87	104.96%	350.00		105
106	6430	Sunday Flowers	1,465.00	147.00	10.03%	1,200.00	Returning to in-Sanctuary Services	106
107	6400	Worship - Other	75.00	15.57	20.76%	75.00	Seder expense	107
108		Worship total	2,965.00	1,027.44	34.65%	2,225.00		108
109		Capital Fund Contribution	6,225.44	6,225.00	99.99%	2,249.15	Provide some funding for Capital Budget	109
110		Total Expenses	629,370.28	471,026.29	74.84%	651,057.00	Total Expenses	110
111		Income - Expenses	0.00	37,945.69		0.00	Negative means Deficit	111
			94,405.54			97,658.55	15% Operating Reserve	