

Unitarian Society of New Haven  
Minutes of the Meeting of the Board of Trustees  
October 13, 2022, held on Zoom  
Notes by Christina Santoni, At-Large Trustee  
Approved by the Board on November 10, 2022

Board members present: David Jones, President; Joan Ciano, Kyle Manning, Sue Trotta-Smith, Christina Santoni, Rev. Lindasusan, ex officio

Others present: David Stagg, Management Team

1. Call to order - 6:30 p.m.
2. Chalice lighting and reading by David
3. Covenant was read.
4. We checked in: what do you like about October?
5. September 8th meeting's minutes were approved.
6. Nominating Committee Update - Sue Trotta-Smith, Board Rep, reviewed recent discussions by the Nominating Committee regarding challenges to filling positions. Possibilities for moving forward towards solutions include:
  - Position sharing - This would likely need a change in by-laws. Suggestion made to request congregational support for trying it as a pilot. Clarification/discussion needed regarding how co-VPs would handle moving up to Presidency. What position sharing would look like.
  - Self-nominating from within the Board (there was not a lot of Board member support for this one)
  - The need for **leadership development** - possibly to be addressed by town hall meetings led by the Nominating Committee, Board of Trustees, Management Team and MELD.
7. Board Representative on the Nominating Committee  
Sue has completed a one-year Board Representative on the Nominating Committee and asked that a new Representative be selected. Kyle volunteered!
8. Rev Lindasusan reviewed in detail their Minister's Report for October. Included in their review were:
  - the impact of the pandemic on everyone...efforts, energy, mission
  - Covenantal Relations Committee has been resting
  - their goals for 2022-23
  - request for sign off on IRS detail regarding housing allowance
  - importance of us all being familiar with policy-based governance

9. Management Team Report by David Stagg

David reviewed the Monitoring Report (attached) on Policy 1.9, Grants and Contracts

10. Board retreat 11/12/22 - planning continues by Rev. Lindasusan, David Jones, and UUA Representative Joe Sullivan. Please mark your calendars.

11. Treasurer's Report- postponed to November meeting

12. Finance Task Force - There is much going on to address the budget shortfalls and capital needs. A newly formed Budget Planning Task Force will be helping to look at financial issues every other Tuesday.

13. Adjournment - Meeting was adjourned at 7:45. The next meeting is scheduled for November 10th, 2022 at 6:30 pm.

Attachments:

Minister's Report to the Board

Rev. Lindasusan's Goals for 2022-23

Monitoring Report on Policy 1.9, Grants and Contracts



# Minister's Report to the Board of Trustees

October 13, 2022

## What do you notice?

- David Jones, Joe Sullivan (New England Region staff), and I have been planning a Startup Retreat for November 12. Key goals include looking at the ways congregational life has changed during the pandemic and how that might affect expectations and strategies for living into our mission.
- The Small Group Spiritual Companionship circle I'm leading had its first gathering on October 11. There are five participants, plus me, which is a great size. I've wanted to lead a group like this for years, so I'm thrilled it's finally happening.
- The Pastoral Care Coordinators will be meeting with the PC Lead from the Westport Congregation on October 19. We hope to set up a training with them for volunteers in our just-forming Care Team Visitors Group.
- I'm working with the Worship Committee to create a more sustainable model for the group going forward. To this end, we've started recruiting more Worship Associates to help with Sunday services.
- I've met with the Covenantal Relations Committee, which is undergoing major changes as well. After considering an array of factors, we decided that this is a time for the committee to lay fallow, except for the Sunday Circles. The plan is to have the circles instead come under the auspices of the Adult RE Committee, pending their approval.

## Do you have questions?

- How well do you feel you understand policy-based governance? What might help you feel more comfortable with it?

## What do you need?

- Enclosed with this report is a draft of my priorities for the year. I'd like to discuss them in tonight's meeting and make any necessary changes. There may be further refinement following the Startup Retreat.
- Each year, the Board needs to approve my Housing Allowance for tax purposes. This year I'd like to set aside \$45,000 for the Housing Allowance.

## Anything else?

- I've been engaged with USNH's UU the Vote efforts to get out the vote for the November 8 election. To date, I've written 200 postcards and 500 letters and sent 500 texts.

# Goals for 2022-23

Rev. Lindasusan V. Ulrich  
October 2022

## Top Priorities

### Spiritual Deepening

- Use this lens throughout the system
- Plan and lead worship
- Lead small group spiritual companionship
- Create opportunities to connect with people
- Help design and lead startup retreat
- Teach

### Governance

- Work with Laura Park and MT to draft interpretations of the Ends statements
- Attend Board meetings
- Support the Nominating Committee in its work, including the development of a new charge and strategies to implement it

### Pastoral Care

- Train volunteers for the Care Team Visitors Group
- Meet regularly with the Pastoral Care Coordinators
- Refine the system to track/follow up on care
- Introduce expectations around pastoral care to new members (both accessing and volunteering)
- Hold regular times to call older/isolated congregants
- Officiate rites of passage

## Other Goals/Tasks

### Finances

- Participate in the special budget task force
- Work with the Stewardship Team
- Support the Endowment and Legacies Committee
- Do education around giving (especially re: membership requirement)

### Social Justice

- Follow up on how committees are implementing the 8th Principle
- Engage with CONECT
- Engage in and support GOTV efforts
- Connect with interfaith colleagues
- Participate in interfaith events

## **Administration**

- Work with the Management Team
- Help figure out a more sustainable model for the Worship Committee
- Do regular supervision
- Hold weekly meetings with core staff
- Create and update policies, including safety
- Lead website redesign (with consultant)
- Respond to emails promptly
- Work with BRAG

## **Personal and Professional Commitments**

- Family
- MAST
- Professional development, including FOWH and other conferences
- Spiritual practices
- Music
- Writing
- Collegial group
- Skinner House Editorial Board
- Other denominational opportunities
- Chapter/cluster meetings
- PINNE program

## MT monitoring of Policy Governance Section 1.9

(MT responses in red)

(The Management Team last reported to the Board on this section on October 9<sup>th</sup> 2021)

### **1.9 Grants or Contracts**

#### **1.9.1 Grants**

The Management Team shall not fail to assure that it is aware of grants applied for and received by the Society.

***Approved by the Board: May 14, 2015***

The Management Team is not aware of any grants that have been received since our last report.

#### **1.9.2 Contracts**

- a. No one other than the Management Team, its express designees, or the Board President (or the Vice President in the President's absence) shall execute any contract on behalf of USNH.
- b. The Management Team shall not fail to assure that each contract for work or services in excess of \$2,500 is awarded only after
  - 1) preparation of specifications/requests for proposals, and
  - 2) procurement and evaluation of two or more price proposals, or approval from the Board for a sole-source justification.

#### **MT Interpretation:**

While this section is always applicable for NEW contracts, MT believes that it may not be appropriate to require this section when certain existing contracts are expiring and being considered for renewal. For example, it may be appropriate to renew the yearly snow removal contract with the existing contractor when the performance has been satisfactory and there is no reason to think that another contractor would provide superior service. MT would not want to renew any contract indefinitely, but it seems reasonable in a case such as this to renew up to 3 times before rebidding the contract.

***Approved by the Board: May 14, 2015***

***MT Interpretation Approved by the Board: March 8, 2018***

In November 2021, we commissioned a detailed report from Susca Roof Consulting for inspection of both our roof and our exterior walls. The report received in January 2022 contained recommendations for work we should undertake immediately and also in 5 years and in 10 years. We have been very fortunate since then to have had the advice of Leland Torrence

who is a preservation architect and a long-time friend of USNH. Leland recommended a roofing contractor and a Stucco contractor, both well-known to USNH to put together contracts to address short and long-term plans for the Dryvit (the brand of Stucco used on our building) and the immediate problems of leakage with the roof. Many meetings were held in the spring of 2022 with Leland, various USNH members and representatives from Seal-Tite (our roofing contractor) and CT Stucco. David Jones presented the plan to the Board on 14<sup>th</sup> April 2022 for their approval of a sole source contract and financing.

Subsequently, David Jones volunteered to manage the project and a contract approved by Leland Torrence and David Jones was signed in June for repairing and recoating the Dryvit and fixing the leaking problems of our roof. David Jones dedicated many hours to oversight of the project which was completed in early August at a cost of \$66,138. In 2018, the congregation had approved the addition of \$60,000 to our mortgage with Endowment and Legacies to pay for this work. The Finance Committee will proceed with this loan if and/or when the funds are actually needed.

On January 4<sup>th</sup> 2022, the daycare which occupies the lower story of our RE wing changed ownership. Maria Anthony who had owned and managed “Cuddle Time” for many years sold the business to Jaime Moran owner of “Lil Munchkins LLC”. Jaime also owns “Over the Rainbow” in North Haven and this is also the name of our new daycare. Susan Godshall worked for many weeks with the attorney for “Lil Munchkins” prior to the transfer and they agreed on a new contract between USNH and “Over the Rainbow”.

Last winter we contracted with Jake’s Landscaping for snow plowing of our parking lots for the second year running. We have received a proposal for this coming winter but have not yet considered whether to re-bid the contract.

Several maintenance contracts were automatically renewed including HVAC system maintenance, handicap elevator maintenance, outdoor pest control etc. Alert Security which had monitored our fire/security systems was bought out by United Alarm Services (without anyone letting us know) and we have a new contract with them.

The yearly contract with Antonia Baroga, our Bookkeeper was renewed July 1<sup>st</sup> 2022 on the same terms as for the previous year.

We report compliance with section 1.9

MT 10/13/2022