

Unitarian Society of New Haven  
Minutes of the Meeting of the Board of Trustees  
April 13, 2023

Approved by the Board May 11, 2023

Board Members present: David Jones, President; Joan Ciano, Kyle Manning, Sue Trotta-Smith

Board Members absent: Bobbi Pace, Vice President; Terry Bohnhorst Blackhawk, Clerk;  
Becky Reeve, Tina Santoni

Management Team present: David Stagg

1. The meeting was held in person. President David Jones called to order at 7:05 p.m.
2. There was no chalice lighting; David Stagg read the covenant, followed by a check-in. There were no changes to the agenda.
3. Joan Ciano moved to accept the minutes of the March 9<sup>th</sup> meeting. Sue Trotta-Smith seconded. The minutes were accepted unanimously.
4. David Jones provided a Search Committee update.
5. David Stagg gave an update on Stewardship and Finance. To date we have pledges totaling almost \$480,000, well above the \$468,000 previously budgeted. Assuming that we extend our facilities loan with the endowment for an additional ten years and based on increased pledges, our budget outlook has improved. There will be raises for staff and we can continue to give the UUA 50% of what is asked.
6. The Budget Task Force will hold a discussion with the congregation on April 30<sup>th</sup> to review focus group findings, and the Management Team will present the budget to the Board at the May 11<sup>th</sup> Board meeting.
7. Items on the agenda for the Congregational Meeting on June 4<sup>th</sup> include reviewing and voting on the budget; voting on emeritus status for Kathleen McTigue and Linda Pawelek (*we will talk to the congregation about this a week or two prior to the congregational meeting*); update on the ministerial search; voting on elected positions.
8. Management Team: David Stagg reported on the MT's compliance with Section 1.1 of USNH's Governance Policy, which covers Treatment of Congregants, Friends, and Visitors. The MT report mentions the important role the BRAG committee has played during the COVID pandemic, as well as the MT's continual monitoring of access to databases used by USNH.

Kyle Manning moved adjournment and Joan Ciano seconded. Adjourned 7:46 p.m.

Attachment: Management Team compliance report, Section 1.1

## Management Team monitoring of Policy Governance Section 1.1

Last reported 4/14/2022

Current Governance Policy sections are in black; MT interpretations in blue; MT report is in red

### **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

*MT Interpretation Approved by the Board: March 14<sup>th</sup> 2019*

#### MT Report

Throughout the year, the COVID pandemic continued to be the area of greatest concern for the safety of members, friends and visitors. We continued to rely on the Building Reopening Advisory Group (BRAG) for the regular updating of rules for the use of the building, especially masking and vaccination requirements. We are particularly grateful to Gwen Heuss-Severance who has so ably chaired the group since its formation soon after the start of the pandemic in 2020.

Our Covid rules have relaxed to the point where the MT has begun work to review physical security provisions (eg lockdown procedures) and how to integrate or contrast these with fire evacuation plans.

Unfortunately, there was an incident in fall 2022 that eventually resulted in the end of Rev. Lindasusan’s Ministry at USNH. All information about that incident that needed to be relayed to the staff and congregation was handled by the Board. Some confidential information was provided to the Management Team and only disseminated on a very limited and strictly “need to know” basis.

Confidential data are stored in the Quickbooks and ChurchDB databases. MT continues to monitor access to both databases to ensure access is also on a “need to know” basis. Access to Quickbooks is restricted to the Bookkeeper, the Congregational Administrator, the Finance Committee and the Management Team. Access to confidential data in ChurchDB is restricted to the Congregational Administrator, the Finance and Stewardship Committees and to the Management Team.

Other than the incident described above, the MT is not aware of any incidents or activities that compromise the safety, confidentiality or privacy of members and friends.

We report compliance with section 1.1

**Management Team monitoring of Policy Governance Section 1.1**

*Submitted by the Management Team 13<sup>th</sup> April 2023*