

Unitarian Society of New Haven  
Minutes of the Meeting of the Board of Trustees  
January 12, 2017  
*Accepted March 9, 2017*

**Board Members Present:** Kathy Garner, Daniel Gelperin, Holly Hawkins, Megan Lloyd Joiner, Peggy Myers, Bobbi Pace, Pat Trotta

**Board Members Absent:** Russell Heinrich, Bernice Marie-Daly, Pamela Miller

**Also Present:** Georgia Jennings, David Stagg

D. Gelperin called the meeting to order at 7:05 pm and H. Hawkins recorded the minutes. A quorum of Board Members was present, and the meeting proceeded with D. Gelperin presiding.

**Gather**

P. Myers lit the chalice and surprised us with a 'chirping chicken' that chirps by a person completing the circuit by touching the two terminals on the chick. Attendees read the Board of Trustees Covenant. We checked in with the question 'what inspired you this week?'.

**Meeting Preparation for this evening**

No changes were made to the agenda.

**Assess the Past (Monitoring)**

**1. Management Team Report for past month**

a. Management Team Executive Limitations report

G. Jennings presented the Management Team Executive Limitations report, which is attached at the end of the minutes. Rev. Megan announced that Gwen Heuss-Severance will be the next member on the MT.

b. Minister's Ends report

The Minister's Ends report is attached to the end of the minutes.

**2. Finance Report**

K. Garner presented the finance report which was prepared the previous week. It is attached to the end of the minutes. Everything is in line with expectations. Greg Seaman, Mary Losee, Sandy Frawley, and K. Garner are the members on the Finance Committee.

**Create the Future & Learning**

1. Revisit decision from last board meeting to prioritize only a single end ("Advance justice in our community and beyond" from the "beyond" category). It seems appropriate to recognize that important work from the "within" and "among" categories also needs to be done and the BoT should provide guidance to the MT in those areas too. When we voted at December's meeting for the within and among, these were selected:
  - i. "Find meaning and purpose in our lives"
  - ii. "Treat one another with respect"

D. Gelperin started discussion about whether we want to keep those two ends, or reconsider other ones.

Discussion highlights:

B. Pace noted that 'treat one another with respect' already has people/groups in the organization to partner with (Right Relations) as does "Advance justice in our community and beyond" (SJ Task Force). "Find meaning and purpose in our lives" would be difficult to measure. G. Jennings suggested plugging into worship for 'find meaning...".

How does this process get back to the congregation? Measuring the progress, putting metrics in place, making the congregation aware of the focus of these areas would all help to involve the congregation.

D. Gelperin suggested that the Board members organize groups around each of the ends, and how to structure the congregational involvement and feedback. Try to have this organized with suggestions of dates, formats, questions, etc to ask the congregation.

The groups so far are:

Treat one another with respect...

- B. Pace
- P. Trotta

Find meaning

- P. Myers
- H. Hawkins

Justice

D. Gelperin

2. Identify ways that we would know if we are making progress toward each identified end statement (e.g. what might monitoring look like?).
  - a. Taking a survey of the congregation.
  - b. G. Jennings suggested using the people trained in Discussion Circles used to lead small discussion groups.
  - c. Cottage meetings
3. Identify questions to ask of congregants and other relevant people to clarify whether the ends we are considering prioritizing are the right ends (e.g. what would focused linkage questions be?). Define linkage events to be done this year; format, questions, time/location, and how results will be reported and/or used by the board.
  - a. Rev. Megan suggested the question of 'do people feel this is a safe space to explore their spiritual journey'.
4. Propose having an additional meeting each month to discuss USNH's ends in a more open format that allows deeper discussion. Similar to the additional meetings devoted to making policies, but in this case focused on discussing the ends and the future.

We set the 4<sup>th</sup> Tuesday of the month to have this 'working' board meeting. We will use the conference phone as well so if weather, etc prevents people from driving here, they can call in to participate. Jan 24 and Feb 28 will be the dates for this second meeting. H. Hawkins will contact Jessie to reserve a room.

5. Sustainability of USNH structure. Update on process and progress.
  - a. Questions have been finalized. P. Trotta and P. Myers will interview the past and present MT members.

### **Consent Agenda**

a. December 8, 2016 BoT minutes

**MOTION H. Hawkins**, to approve the consent agenda; **SECONDED P. Trotta**;

**PASSED** unanimously, with 0 opposed, and 0 abstentions.

### **Announcements**

D. Gelperin will write an article for the January newsletter. B. Pace will write the February article.

### **Thank-you's**

Greg Seaman for continuing the Finance work.

### **Adjournment**

**MOTION - D. Gelperin**, to adjourn; **SECONDED – B. Pace**;

**PASSED** unanimously, with 0 opposed, 0 abstentions.

The meeting was adjourned at 9:00 pm.

### **Attachments**

Management Team Executive Limitations report

Minister's Ends report

Finance report

USNH Ends Statement

# UNITARIAN SOCIETY OF NEW HAVEN

EXECUTIVE LIMITATIONS MONITORING REPORT TO TRUSTEES  
Management Team – January 12, 2017

## 1. Leadership Responsibilities and Limitations

The Management Team shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent, or in violation of USNH Bylaws, or commonly accepted business and professional ethics.

### 1.1 Treatment of Congregants, Friends and Visitors

### 1.2 Emergency Management Team Succession

### 1.3 Treatment of Paid and Volunteer Staff

### 1.4 Compensation and Benefits

### 1.5 Financial Planning/Budgeting

#### 1.5.1 Budgeting *"The Management Team shall not fail to:*

- a. *Use realistic assumptions of income and expenses when creating budgets.*

Antonia Baroga, our contract bookkeeper, will generate comparative data for the Finance Committee's (FC) use in developing a draft budget. The personnel budget will consider UUA fair compensation guidelines for our region and size, length of service, and most recent data on costs of benefits. Committee Chairs have been sent data on their last two years' budgets and have been asked to submit requests for 2017-18 to the FC chair by mid-January. Kick off of the Stewardship Campaign will be on Sunday 3/5; pledge Sunday will be 3/26.

- b. *Create an annual operating budget for congregational approval at the Annual Spring Meeting of the Society."*

Rev. Megan is developing a draft personnel budget with input from the MT and the FC. The FC will present a proposed operating budget to the MT in early February, in time for the stewardship committee to set its goal. The final proposed budget will be presented to the Board for review at the BOT meeting prior to our Annual Spring Meeting.

- c. *Create an annual capital budget with the means to pay for one to present for congregational approval at the Annual Spring Meeting.*

Building and Grounds will be developing a draft capital budget.

- d. *Consider multi-year financial projections and events that affect future operating income and expenditures and future capital expenditure requirements.*

The MT and FC met recently with a representative of Citizen's Bank to discuss refinancing options that may be available to pay down our ~\$400 principal balance in July, 2018. The FC is currently preparing a mortgage refinancing proposal.

## 1.5.2 Reserves

### 1.5.2.1 Operating Reserve

### 1.5.2.2 Capital Fund

- 1.6 Financial Condition and Activities "... the Management Team shall not allow: ...  
e. restricted funds to be used for purposes other than those specified by donor.

The Christmas Eve service collection plate offering of \$1,094 was dedicated to the Refugee Resettlement Coalition (RRC). A temporary restricted fund has been set up to manage the RRC finances. A PayPal link on the RRC Face Book page will direct donations to this fund. Fees for PayPal are deducted from donations. USNH will not incur an expense.

## 1.7 Asset Protection

### 1.7.1 Insurance

### 1.7.2 Other

- a. *The buildings and grounds and equipment are maintained to allow continued value and use.*

The sanctuary roof needs to be replaced. B & G has been in touch with Sealrite, the contractor that replaced the lobby roof. Work cannot be done until warmer weather.

## 1.8 Communication and Support to the Board

David Jones completed his extended term on the MT at the end of December. The MT is in search for a replacement candidate to propose to the BOT.

Sandy Frawley stepped down as chair of the Finance Committee due to her move to Cambridge. Greg Seaman is now filling that role. He will meet periodically with the MT to keep them abreast of the FC's concerns and recommendations.

There have been a couple of incidents with malware loaded onto our website resulting in the site being shut down by our site host. David Stagg contracted with SiteLock to remove the malware and but it is not a straightforward process and he continues to work with both SiteLock and our site host to keep the site functional. Meanwhile, he is working with Mike Sanger to learn the back end functions of our website so that we are able to upgrade our format. He has created a clone of our site so that he can test the UUA theme with our content.

## 1.9 Grants and Contracts

### 1.9.1 Grants

### 1.9.2 Contracts

## 1.10 Safety

# UNITARIAN SOCIETY OF NEW HAVEN

MINISTER'S ENDS MONITORING REPORT TO TRUSTEES

January 12, 2016

**We are a diverse, multi-generational faith community that**  
**- inspires lives of compassion and generosity**  
**- nurtures spiritual growth**  
**- cultivates transformative connections, and**  
**- creates a more just world**

## **AMONG**

*USNH is a congregation of welcome and connection, where people of all ages:*

*\* Give generously of ourselves and our resources*

- **The Stewardship Campaign will be chaired by Mary Beth Congdon and John Watson with support from Dana Cappasso Stivers. Planning is underway for a campaign that will be kicked off on March 5. Support is needed for a sustainer dinner as well as a congregation-wide celebration on March 26.**
- **We are struggling to find support for our Columbus House dinner program. People are willing to give food but not to be coordinators for cooking or serving the food.**

*\* Engage in life-long learning*

- **The Children and Youth Religious Education bulletin board this month highlights all the ways that we are a multi-generational faith community including worship services, community builds, Buddy Program, etc. Check it out!**

## **WITHIN**

*Respecting different spiritual journeys, the people of USNH find inspiration and a safe place to*

*\* Develop our best selves*

*\* Grow spiritually*

*\* Live with more joy and open-heartedness*

*\* Experience a connection to something larger than ourselves*

*\* Find meaning and purpose in our lives*

*\* Articulate our Unitarian Universalist identity*

**Worship Report**

**Music and Meditation Service: On hold until 1/8/17 (6 attendees)**

**10:30am Service: 12/11 – 200, 12/18 – 205, 12/24 7pm – 225, 1/1/17 – 75, 1/8 – 100**

**USNH was closed on Christmas Day. (As we have been every time Christmas falls on a Sunday)**

**The following services were presented:**

**12/11/16 Music Sunday “Filled With Good Things”**

**12/18/16 Winter Solstice “These Little Lights”**

**12/24/16 7pm Christmas Eve and Hanukkah Service “Light One Candle and Follow a Star”**

**1/1/17 “The Optimism of Uncertainty” Led by Sue Linsley**

**1/8/17 Three Jewels of Buddhism “Taking Refuge” Led by Beth Roth**

**BEYOND**

*The people of USNH, together and with our partners, act on our values in the larger world.  
We:*

*\* Advance justice in our community and beyond*

- **The Black Lives Matter banner will be dedicated on January 15. Press release and letter to Hamden police chief to be sent this week.**
- **The “Refugee Resettlement Coalition” is the name for the refugee resettlement effort with community partners and congregations. They have collected over \$6000 and will be presenting to the entire congregation on January 29 with the hopes of truly making this a congregational effort in which many members and sectors of the congregation are involved.**

*\* Strengthen Unitarian Universalism*

- **USNH submitted our sponsorship of Dana Capasso Stivers**

## **Minister's Report – December 9, 2016 - January 12, 2017**

### **Within Our Walls:**

- Pastoral connections: phone, post, email, in-person visits (home, office, and hospital)
- Meetings attended: Board, Weekly Worship Team (3), Lay Ministry general meeting and leadership, Management Team, Worship Committee (2), Music Director Search Committee (2), Refugee Resettlement Coalition re: Finances, Immigration and Refugee Task Force re: Sanctuary
- Weekly supervision meetings: Jamie, Jesse, Jane
- Meeting with Rev. Randall re: Community Ministry
- Bi-Monthly Staff meeting and holiday potluck
- Met with potential Management Team members
- Attended Waverly Christmas Party at USNH
- Created draft 2017-18 Personnel Budget (with active spreadsheet model for analysis and decision-making)

### **Nurturing Spiritual Growth:**

- Preached two services and led three
- Newsletter column and worship blurbs
- Offered Third Thursday with Rev. Megan small group session on "wonder" 2 attendees
- Took Study Leave January 3-6

### **Beyond Our Walls:**

- Denominational/Regional Service
- Community Service / Social Justice
  - Met with Hamden Clergy re: Sanctuary for immigrants in a new era

### **Rites of Passage:**

- Wedding Consultations: 1

**Respectfully Submitted by Rev. Megan Lloyd Joiner**

# Finance Report

1/7/2017

Submitted by Kathy Garner

## Operating P&L notes

Overall, Income and Expenses are in line with expectations for 5 months into the fiscal year. Total Income is at 56% and Expenses are at 47%. At 11/4/2016, USNH shows \$61,363.48 for net operating income. See below for items of note.

### **Income**

- Rental income is at 61% of the budgeted amount. Included in the incidental rent is \$1300 for an April event by Orchestra New England.
- Fundraising income is at 65% of the budget. Re-gifting sale proceeds were \$2961 in December.

### **Expenses**

Committee and program expenses are relatively restrained. Health care premiums increased as of January 1, 2017 so Medical and Dental insurance line items will be impacted. A quick calculation of medical premiums showed an increase of 7%.

A cyber incident with USNH website on December 16 required the staff to purchase services from Sitelock to correct (website was 'locked out'). Sitelock will continue to monitor our site for malware for a period of 6 months at a cost of \$65 per month.

A committee chair forwarded an opportunity to pay a vendor online for a discount. Consideration should be made to identify the appropriate workflow to take advantage of discount pricing. This may be available with other vendors.

## Other notes

Finance Committee leadership has been transferred to Greg Seaman. We have a meeting scheduled for Monday January 16, 2017. We will be discussing the budget in process (Greg is working with Management team) and a long term proposal to address financing (mortgage, emergency cash), cash management and investment (excess cash) requirements. Greg has been meeting with the Endowment committee and has had high level discussions with the Management team. On the 16<sup>th</sup>, the Finance committee will review their shared notes from the prepared draft proposal that Greg provided to the members late in December.

# **Purpose of USNH**

## **A. Mission**

We are a diverse multigenerational faith community that inspires lives of compassion and generosity, nurtures spiritual growth, cultivates transformative connections, and creates a more just world.

## **B. USNH Values Held in Common**

Justice, Connection, Generosity, Compassion, Spirituality

## **C. Ends Statements**

### **1) Relationships Within**

Respecting different spiritual journeys, the people of USNH find inspiration and a safe place to:

- Develop our best selves
- Worship and explore opportunities for spiritual growth
- Live with more joy and open-heartedness
- Experience a connection to something larger than ourselves
- Find meaning and purpose in our lives
- Articulate our Unitarian Universalist identity

### **2) Relationships Among**

USNH is a congregation of welcome and connection, where people of all ages:

- Treat one another with respect
- Give and receive support in times of joy, sorrow and transition
- Embrace diversity
- Engage in life-long learning
- Generously give of ourselves and our resources

### **3) Relationships Beyond**

The people of USNH, together and with our partners, act on our values in the larger world. We:

- Advance justice in our community and beyond
- Expand our understanding and awareness of social and environmental issues
- Develop new understanding of ourselves and others through our justice work
- Contribute our resources to strengthen Unitarian Universalism

*Mission, Values and Ends Statements Affirmed by the Congregation on March 30, 2014*