

Unitarian Society of New Haven
Minutes of the Annual Meeting of the Society
June 1, 2014

Approved October 26, 2014

Attendance: 90 Members

President Alison Cunningham called the meeting to order at 11:30 a.m. and Peggy Rae recorded the minutes. A quorum of Members was present, and the meeting proceeded with A. Cunningham presiding.

Message from the President

(The complete text of President Cunningham's message is attached to these Minutes.)

A. Cunningham reviewed work done this year on policy governance development and right relations and spoke of how these two initiatives will help build the health and well-being of the congregation when they continue next year. The Rev. Fred Hudson, our new Interim Minister, has had many years of experience with policy governance in his former congregation and is expected to provide considerable guidance.

She noted that the budget proposed at this Meeting is not balanced. Despite the generosity of members and cuts in budgeted expenses, income from pledges falls short of the amount needed to meet the financial obligations now in the budget. Similar shortfalls have been seen in the past few years and reflect the impact of decreased membership. Next year the Board and congregation will need to work on solutions to this longstanding problem, as well as on how to achieve a balanced FY2014-15 budget, ideally by the end of the calendar year. The Board will be setting up a series of meetings, inviting members to discuss options aimed at solving the budget shortfall next year and beyond.

A new ministerial search committee will be formed in the fall, and this summer, the Board will be soliciting names for a slate of candidates. The vote will take place in early September.

Approval of Minutes of Previous Meetings

Minutes of the Oct. 20, 2013 Fall Meeting and of the Special Congregation Meetings held Jan. 26, 2014 and Mar. 30, 2014 were approved as presented.

MOTION by Susan Meredith, to approve the three sets of Minutes; **SECONDED** by Maureen Gilmore-Hebert; **PASSED** unanimously, with one abstention.

Election of Officers, Trustees, and Members of the Nominating and Endowment & Legacies Committees

Patricia Duff, co-chair of the Nominating Committee, presented the following slate of candidates for positions on the Board and the Nominating and Endowment & Legacies Committees.

Officers: Mary Donohue, President; Holly Hawkins, Vice President; Mary Losee, Treasurer

Trustees at large: Russell Heinrich, Merrily Kaplan, Dan Gelperin

Nominating Committee: Greg Feeley, Randall Spaulding, Tina Santoni, Paul Trotta

Endowment & Legacies Committee: Bob Congdon, Mary Beth Congdon (non-voting advisor)

MOTION by John Watson, to elect slate as presented; **SECONDED** by Sophie Tworowski; **PASSED** unanimously without dissent or abstention.

Immediately following this vote, Fred Morrison, co-chair of the Endowment&Legacies Committee, reported that committee member Frank Sirianni has resigned; the committee proposed that Jeremy Hill be accepted to complete Frank's term.

MOTION by Fred Morrison, to elect Jeremy Hill to complete F. Sirianni's term on the Endowment&Legacies Committee; **SECONDED** by Bob Congdon; **PASSED** unanimously, with 3 abstentions.

Terms of newly elected and continuing members of the Board and committees are as follows.

BOARD OF TRUSTEES

Mary Donohue	President	2014-2015
Holly Hawkins	Vice-President	2014-2015
Mary Losee	Treasurer	2014-2016 (2-yr term)
Peggy Rae	Clerk	2013-2015 (2-yr term)
Alison Cunningham	Past President	2014-2015
David Jones	Trustee	2012-2015
Rod Groff	"	2013-2015
Suzanne Miller	"	2013-2016
Dan Gelperin	"	2014-2016*
Russell Heinrich	"	2014-2017
Merrily Kaplan	"	2014-2017

*Completing term of Nancy Lesh, who is resigning at end of June, 2014.

NOMINATING COMMITTEE

Patricia Duff	2012-2015
Amy Stevens	2012-2015
David Jones (Board Liaison)	2013-2015
Paul Trotta	2014-2016 (completing D. Gelperin's term)
Randall Spaulding	2014-2016 (2yr term to reestablish 2 off/yr rotation)
Greg Feeley	2014-2017
Tina Santoni	2014-2017

ENDOWMENT & LEGACIES COMMITTEE

Carol Cheney	2012-2015 (2 nd term)
Thea Bourke-Martin	2013-2015
Fred Morrison	2013-2016
Jeremy Hill	2014-2016 (completing Frank Sirianni's term)
Bob Congdon	2014-2017 (2 nd term)
Mary Beth Congdon (Non-Voting Advisor)	2014-2017

Approval of 2014-2015 Budget

A detailed budget sheet was distributed at the Meeting and is attached to these Minutes. The sheet shows the approved FY2013-14 budget, the actual year-to-date figures as of 5/24/2014, and the proposed FY2014-15 budget.

Treasurer Greg Seaman reviewed the current year's budget and pointed out items where actual figures have diverged significantly from the budgeted amounts. These include lower than expected income from pledges and collection plate contributions and higher than expected facility expenses due to a cold snowy winter and needed repairs to the roof and compressor. The budget shows a deficit at present, but some pledges remain to be paid, and it is possible that the deficit will be lower when the fiscal year ends. Some restricted funds can be applied to certain over-budget facility expenses, and the Finance Committee will make a recommendation to the Board to tap particular funds to reduce the operating budget deficit.

Finance Committee chair Sandy Frawley reviewed the proposed budget for the coming year. Income figures for pledges and plate contributions have been lowered to reflect this year's experience and the reality of our congregation's actual size. Income from the Senn and Emerson funds has been added to the budget and will be applied to Religious Education expenses, including part of the Director of Religious Education's salary. The total income in the proposed budget is much lower than in the previous budget, and to accommodate this decrease, expenses have been cut where possible. Included are 15% cuts to most of the requested program budgets, as well as to UUA and Clara Barton dues payments.

The proposed budget is out of balance, with a projected deficit of \$34,414.

S. Frawley pointed out the Board will work with the congregation during the year to find ways to reduce the deficit; she also noted that there are sufficient unrestricted reserve funds to cover the deficit if needed. At present, USNH has about \$85,000 in cash reserves in excess of operating reserves (equal to 25% of the budget) and restricted funds.

During discussion, two members suggested that collection plate revenue might increase if the collection on a given Sunday was dedicated to a particular Social Justice program, as it had been in the past, instead of being pooled and subsequently divided as was done this year; people might feel more incentive to contribute to a particular cause. Social Justice Council (SJC) co-chair Sophie Tworkowski said there were many explanations for why contributions were lower this year, including lower attendance, bad weather, and cancellation of several Sunday services due to

snow. She also noted that contributions in previous years were especially high in response to several disasters. SJC will monitor the situation this year and re-visit the policy if needed.

Fred Morrison commented that in light of our continuing deficits, we are on a path that will get us into trouble, and we need to change our trajectory. Referring to President A. Cunningham's message, he asked what process will be used to right-size our expectations and organizational structure for our congregation size. A. Cunningham replied that the Board will bring the problem to the whole congregation and ask for its help, starting with meetings this summer and fall during which members and the Board can talk together and explore options.

The budget was brought to a vote and approved as presented.

MOTION by Robb Camm, to approve the proposed FY 2014-15 Budget; **SECONDED** by John Watson; **PASSED** unanimously without dissent or abstention.

Recognition of outgoing trustees, committee chairs, and others

Vice President/President-Elect Mary Donohue paid tribute to a number of people who have been serving the congregation this year and are leaving their positions. These included:

Alison Cunningham, outgoing Board President

Greg Seaman, Treasurer

Bobbi Pace and Nancy Lesh, Trustees

Linda Bray and Carol Arnold, leaders of the Waverly Little Learners Program

Robb Camm, Nominating Committee co-chair

Martin Gent, Buildings & Grounds chair

Alexandria Garino and Frank Sirianni, who have been involved in YRUU

Susan Godshall, Rental Committee chair

Jean Rosenthal, Small Groups Ministry Committee chair

Kath Shomaker and Sarah Whitson, who have been running Vespers Services

Pam Niles, Tracy Navarra-Davis, Charisse Hutton, and Sally Connolly,
members of the Transition Team for the past 2 years

Adjournment

A motion was made by John Watson to adjourn the meeting, seconded by Ray Zalenski. The motion passed unanimously, and the meeting was adjourned at 12:20 p.m.

President's Message
(Presented by Alison Cunningham at June 1, 2014 Annual Congregational Meeting)

Good morning. Thank you all for staying for this important congregational meeting.

I'm not going to recap what the board did this year. You can read about that in the annual report. There are copies available this morning, but I would encourage you also to read it on-line from the USNH website.

I will just report out on our two goals that we announced here a year ago.

This board has been meeting twice a month for the past year, with one meeting per month dedicated to developing policy governance and the other dedicated to managing its duties as the governing body of this congregation. The work of policy governance is now gaining momentum as we have laid the groundwork through our work with the congregation on our values, missions and ends statements. Everything that is developed now will be measured against those statements. We have been examining the various executive models set up in other congregations around the country and will be defining our own model in our immediate next steps. We will also be rolling out a schedule of small meetings with members of the congregation who are interested in learning more about policy governance and issues of roles, responsibility, accountability and authority within USNH. Our new interim minister has years of experience with policy governance in his congregation so I believe that under his guidance, we will make great strides this year with this goal.

The board has heard from many folks that there is a need for a path toward conflict resolution within and among us. Some years ago a Task Force worked diligently on creating a process for building right relations here, but the recommendations were not moved forward due to a variety of reasons. The board had as one of its goals this year to develop a right relations committee that would re-examine this previous work and then make recommendations for moving forward. That new task force has been meeting now for a few months and will be leading a worship service on June 22. There will be additional information coming from this group in the near future.

Policy governance and right relations are 2 important initiatives that over time will help build the health and well-being of this congregation.

Along with these two goals we have identified important work that lies ahead of this in the coming year. And this work is to reconcile who we are with what we can support financially. We are a generous congregation, and have learned recently that in fact, our average individual pledges are higher than in most other UU congregations. However, our membership is down, and that has an impact on our total income received through pledges. We still fall short of our goal, and have done so for the past few years. This means that we cannot meet our financial obligations that are now in the budget. This is true even after we asked staff and committee chairs to make cuts where they could by as much as 15%. And it is true even after we made a plea for folks to pledge more if they could.

This condition requires that we take a deep look at ourselves and ask how we want to solve this going forward. You will see that in the budget that Sandy and Greg will present in a few minutes, the board has asked the finance committee to bring to this meeting a budget that is not balanced.. Our goal is to reach that balanced budget by the end of the calendar year, but in order to do so, we must have input from the members of this congregation. The board will be setting up a series of meetings, inviting members of USNH to discuss any possible options that will solve our budget short-fall. We hope that with your input, we can move into the future with a plan that helps us live within a culture of generosity that supports who we are. Please watch for announcements of those meetings in your USNH newsletter.

You heard me mention our new interim minister a minute ago. For those of you who haven't yet heard, Rev. Fred Hudson will be joining us as interim minister for one year starting Aug.1. He and his wife, Ginny, will be leaving a long tenure in Lincoln NE and are excited to be coming to Hamden where they will be closer to family. Rev. Hudson has led his congregation in the development of policy governance, is a

trained mediator and a collaborative leader. I think we all will enjoy and benefit from his work with us in the next year.

We will be identifying a new ministerial search committee to pick up the work that our terrific search committee did this year. Over the summer, the board will be soliciting names for a slate of candidates that will be voted on in early September. Please watch your email and mail for more information about this in the next month.

And so now, let's move along in the agenda to our next item which is the approval of minutes from previous meetings. Those minutes are from the congregational meetings of Oct. 20, 2013, Jan. 26, 2014 and March 30, 2014.

1				
2	USNH Annual Meeting 6/1/2014			For approval 6/1/14
3				
4	USNH Operating Budget	Approved FY 2013-14	Actual 2013-14 YTD at 5/24/14 (90% of year)	Proposed FY 2014-15
5				
6				
7	INCOME			
8	Pledges	\$ 493,000	\$ 442,705	\$ 464,000
9	Misc, Flower, Coffee Donations	\$ 2,700	\$ 4,261	\$ 3,300
10	Rentals			
11	Regular Tenant	\$ 54,500	\$ 48,117	\$ 52,520
12	Incidental	\$ 10,000	\$ 6,975	\$ 7,400
13	Collection Plate	\$ 28,000	\$ 20,928	\$ 22,660
14	Fund Raising	\$ 18,000	\$ 16,068	\$ 18,000
15	Interest	\$ 300	\$ 418	\$ 900
16	RE Income	\$ 1,200	\$ 740	\$ 1,240
17	From Senn and Emerson RE funds	\$ 3,000	\$ 3,000	\$ 10,000
18	From Transition Fund, for Ministerial Search Committee	\$ 19,500	\$ 9,458	\$ 10,042
19	from Endowment	\$ 25,000	\$ 25,000	\$ 15,233
20	Total Income	\$ 655,200	\$ 577,670	\$ 605,295
21				
22	Total Expenses	\$ 655,200	\$ 591,472	\$ 639,709
23	Income minus Expenses	\$ -	\$ (13,802)	\$ (34,414)
24				
25	EXPENSES			
26	Facility			
27	Utilities	\$ 28,000	\$ 17,811	\$ 21,000
28	Fuel Oil (separated out for 2014-15)		\$ 16,969	\$ 10,350
29	Maintenance and Repair	\$ 11,000	\$ 19,934	\$ 15,000
30	Contracted Services: alarm, dumpster, snow removal	\$ 20,000	\$ 24,402	\$ 19,800
31	Dedicated phone line for alarm		\$ 130	\$ 300
32	Custodial Supplies	\$ 6,000	\$ 3,816	\$ 4,400
33	Property management/Landscaping	\$ 2,000	\$ 4,995	\$ 1,000
34	Service contracts (copier, etc) moved to Com,Media			
35	Facility total	\$ 67,000	\$ 88,057	\$ 71,850
36				
37	Communication, Media			
38	Postage	\$ 2,000	\$ 897	\$ 1,150
39	Hosting of www.usnh.org: Constant Contact, Formstack	\$ 420	\$ 390	\$ 475
40	Copier paper, supplies	\$ 5,000	\$ 1,651	\$ 1,800
41	Internet, phone, TV, WIFI	\$ 4,000	\$ 2,915	\$ 3,000
42	Office Contingency	\$ 1,000	\$ 993	\$ 600
43	Advertising & Publicity (not in use)	\$ 1,000	\$ 198	
44	Website Development			
45	Software licenses & support: ACS, ChurchDB		\$ 1,099	\$ 1,200
46	Contracted office equipment (Xerox,Poland Spring)	\$ 13,000	\$ 11,005	\$ 11,000
47	Communication total	\$ 26,420	\$ 19,148	\$ 19,225
48				
49	Denominational Affairs			
50	UUA Program Fund \$58 per member annually	\$ 13,644	13,644	\$ 10,619
51	Clara Barton District Dues \$22 per member, annually	\$ 5,003	5,003	\$ 4,028
52	Denom. Affairs total	\$ 18,647	\$ 18,647	\$ 14,647
53				
54	Finance			
55	Insurance	\$ 9,000	9,529	\$ 9,500

56	Stewardship/Canvass	\$ 2,500	3,685	\$ 1,000
57	Endowment and Legacy Committee Expenses			\$ 500
58	CPA review and YE Compilation	\$ 9,000	5,600	\$ 4,500
59	Mortgage	\$ 83,836	70,320	\$ 83,853
60	Roof loan interest			\$ 600
61	EFT Fees	\$ 250	237	\$ 250
62	(Paypal forms and software) deleted	\$ 360	0	
63	Paypal Fees (~2.5% of contributions using paypal)	\$ 1,500	251	\$ 250
64	CT Sales Tax	\$ 400	152	\$ 200
65	Quickbooks hosting service		330	\$ 600
66	Bank fees (credit card late fee, paper statements)		108	\$ -
67	Misc. Finance expense		570	
68	Finance total	\$ 106,846	\$ 90,782	\$ 101,253
69	Rental			
70	Advertising	\$ 400	0	\$ 400
71	Printing	\$ 400	0	\$ -
72	Supplies			
73	Rental total	\$ 800	\$ -	\$ 400
74				
75	Member Services			
76	Young Adult Social Activities			
77	Social Events, Member development			
78	Literature, supplies, name tags (Welcome table)	\$ 200	71	\$ 1,275
79	Hospitality Supplies	\$ 1,100	566	
80	Coffee hour food and drink	\$ 1,000	850	
81	Pathway to Membership	\$ 100	71	
82	Library, History, Archives	\$ 50		\$ 85
83	Small Groups Ministry workshop, training materials	\$ 300		\$ 85
84	Right Relations Task Force			\$ 2,000
85	Member Services total	\$ 2,750	\$ 1,558	\$ 3,445
86				
87	Music			
88	Paid instrumentalists	\$ 500	500	\$ 680
89	Accompanist for memorials	\$ 200	0	\$ 255
90	Training/Conference	\$ 600	823	\$ 850
91	Sheet Music/Library	\$ 600	255	\$ 680
92	Piano Tuning/Repair	\$ 600	730	\$ 595
93	Dues, Tapes, Misc	\$ 200	187	\$ 170
94	Music total	\$ 2,700	\$ 2,495	\$ 3,230
95				
96	Religious Education			
97	Curriculum, supplies, equipment	\$ 1,500	1,206	\$ 1,105
98	Adult RE	\$ 500	445	\$ 425
99	Family Multigenerational Activities	\$ 500	485	\$ 510
100	Teacher/volunteer background checks (new)			\$ 255
101	Teacher Training & Support	\$ 650	621	\$ 425
102	YRUU Support	\$ 700	689	\$ 638
103	Discretionary Fund	\$ 600	477	\$ 425
104	Affirmations Class Trip	\$ 1,200	1,540	\$ 1,020
105				
106	Religious Education total	\$ 5,650	\$ 5,463	\$ 4,803
107				
108				
109	Social Justice	SJC assigns task force budgets		
110	CT Food Bank			
111	Peace Task Force			
112	Social Justice Council			
113	Immigration Rights			

