

UNITARIAN SOCIETY OF NEW HAVEN
MINUTES OF THE ANNUAL CONGREGATIONAL MEETING

June 5, 2016

Approved November 6, 2016

Attendance: 66 members

President Holly Hawkins called the meeting to order and Dan Gelperin recorded the minutes. A quorum of Members was present and the meeting proceeded with H. Hawkins presiding.

Bobbi Pace read the invocations. Nancy Apfel, Gail Figliola, Charise Hutton, and Paul Levatino of the PCRR led in reciting the covenant of right relations.

Approval of Minutes of April 17 Congregational Meeting

Minutes of this Meeting were approved as presented,

MOTION by B. Pace, to approve the Minutes; **SECONDED** by Deb Pascale;
PASSED unanimously without dissent or abstention.

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

H. Hawkins thanked outgoing members of the board, especially the outgoing past president Mary Donohue.

On behalf of the nominating committee, Paul Trotta, Nominating Committee Chairperson presented the following slate of candidates for positions on the Board, and the Nominating and Endowment & Legacies Committees.

Officers: Dan Gelperin, President; Peggy Myers, Vice President; Kathy Garner, Treasurer;

Trustees at large: Carol Cheney, Pat Trotta

Nominating Committee: Jackie Trimble Shapiro, Randall Spaulding

Endowment & Legacies Committee: Jeremy Hill, Fred Morrison

MOTION by Deb Heinrich, to elect slate as presented; **SECONDED** by Lurline deVos;
PASSED unanimously without dissent or abstention.

Bobbi Pace thanked outgoing president Holly Hawkins for her wonderful, dedicated leadership over the past year.

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

BOARD OF TRUSTEES

Dan Gelperin President 2016-2017

Peggy Myers Vice President 2016-2017

Kathy Garner Treasurer 2016-2018 (2-yr.term)

Pam Miller Clerk 2015-2017 (2nd year of 2-yr. term)

Holly Hawkins Past President 2016-2017
Russell Heinrich 2014-2017
Bernice Marie-Daly 2015-2018
Bobbi Pace 2015-2018
Carol Cheney 2016-2019
Pat Trotta 2016-2017

NOMINATING COMMITTEE

Randall Spaulding 2014-2019 (2nd term)
Tina Santoni 2014-2017
Ellen Greist 2015-2018
Anne Sommer 2015-2018
Jackie Trimble Shapiro 2016-2019

ENDOWMENT & LEGACIES COMMITTEE

Fred Morrison 2013-2019 (2nd term)
Jeremy Hill 2014-2019 (2nd term)
Bob Congdon 2014-2017 (2nd term)
Linda Mehta 2015-2018
John Watson 2015-2018
Mary Beth Congdon (Non-Voting Advisor) 2014-2017

2016-2017 Operating budget presentation

Sandy Frawley provided a historical context for the budget over the past few years and looking forward to the next few years:

- Number of pledging households has declined over the last few years, although the number went up in the current year.
- USNH has a capital budget prepared now, as is now required under our governing policies.
- Since 2012-13 we have spent close to \$200,000 in capital improvements (e.g. roofs, AC compressor, parking lot, gutters/flushing).
- In mid-2018 we will be refinancing our mortgage. Principal will be \$400,000 + 40,000 of roof loans. This will be about half what our principal was when we started the loan (it was ~\$800,000 in 2008). We don't know what interest rates will be at that time, but conservatively we hope to cut our financing cost in half. When we refinance in 2018 the principal will be ~\$440,000. The current interest rate is 6.75%.
- New staffing costs may increase as we get a new music director. Management team is making 3-5 year capital budgets now and doing more robust financial planning into the future.
- Oil to gas conversion of the furnace should reduce our fuel costs into the future.
- We've gotten a better handle on our unrestricted liquid funds.

- We are comfortable taking money out of unrestricted liquid funds based on knowing sources of savings and projections into the future to support our new shared ministry with Rev Megan.
- We have a contribution from our endowment of 2%
- Sandy went through the pie chart of USNH's liquid assets to explain the types of assets, their purposes and the restrictions that are on them.
- Income projections are based on our experience this year.
- Committee requests were largely funded in full.
- Expense projections are based on this year except when this year was known to be an outlier from historical trends (e.g. snow removal was low this year compared to previous years)

MOTION by Allison Cunningham, to pass the operating budget; **SECONDED** by Becky Friedkin; The floor opened for discussion.

- Question about minister's installation expense line item: The answer was that our new minister is like an app or new dishwasher. She's here but is not installed yet.
- Question from Tom Hardin whether office staff funding will remain stable after operations manager left and the office manager got more hours. The answer was that it's more complicated as the MT is trying to balance needs. Since Leslie the bookkeeper left, Jamie and Antonia are taking over those tasks. The office manager position is being removed. David Jones pointed out we're still in transition and experimenting on staff needs that complement and support Megan best possible
- Charise Hutton asked about line 101- trustees research & development. The answer was that line funds board of trustee's work with consultant as we transition into policy governance. The consultant suggested we hire a coach. That line also covers retreats.
- Question from Bob Congdon is the membership coordinator continuing? Laurel Gray had an accident & suffered a serious concussion. We are hoping she will remain with us next year, but it's not clear. We think it's an important position and we will look for someone with similar skills to bring into the organization.
- Question from Fred Morrison is the commitment level from the management team sustainable? Current effort levels are not viable long term. We are looking to more staff input and more help from the committees to help make things sustainable. We expect it'll be a couple more years of transition before we are at a stable point.
- Question what are the terms of management team? Sandy Frawley is done after this meeting (although she is still the chair of finance committee). David Jones is done in December. Georgia Jennings is still there for a year. We hope to have new people in for two year terms. We would like to get to a minister + 2 MT members, not 3 MT members. What can we ask staff to do and what do we need to find committed MT members to take on? Our office manager (Jamie) is very highly skilled and invested. Also, Antonia our accountant is very highly skilled and invested.

MOTION by Russ Heinrich to call the question, **SECONDED** by Vicki Seitz,

PASSED with 5 opposed and 1 abstention

MOTION to pass the operating budget;

PASSED unanimously without abstentions.

The management team wanted to thank Sandy for her 2 years of hard work, to rousing agreement from all present.

Announcements

- Lurline DeVos, PJ Deak & Pablo DeVos-Deak will be USNH representatives to General Assembly. If you have opinions to share, please talk to them.
- We will celebrate flower communion June 19th and we will also celebrate the ordination of Randall Spaulding. It will be a day of celebration.
- On June 26th we will change to summer services at 10:30 am.
- PCRR is preparing 3 workshops coming in the fall. You don't have to attend all 3 but they are progressive.

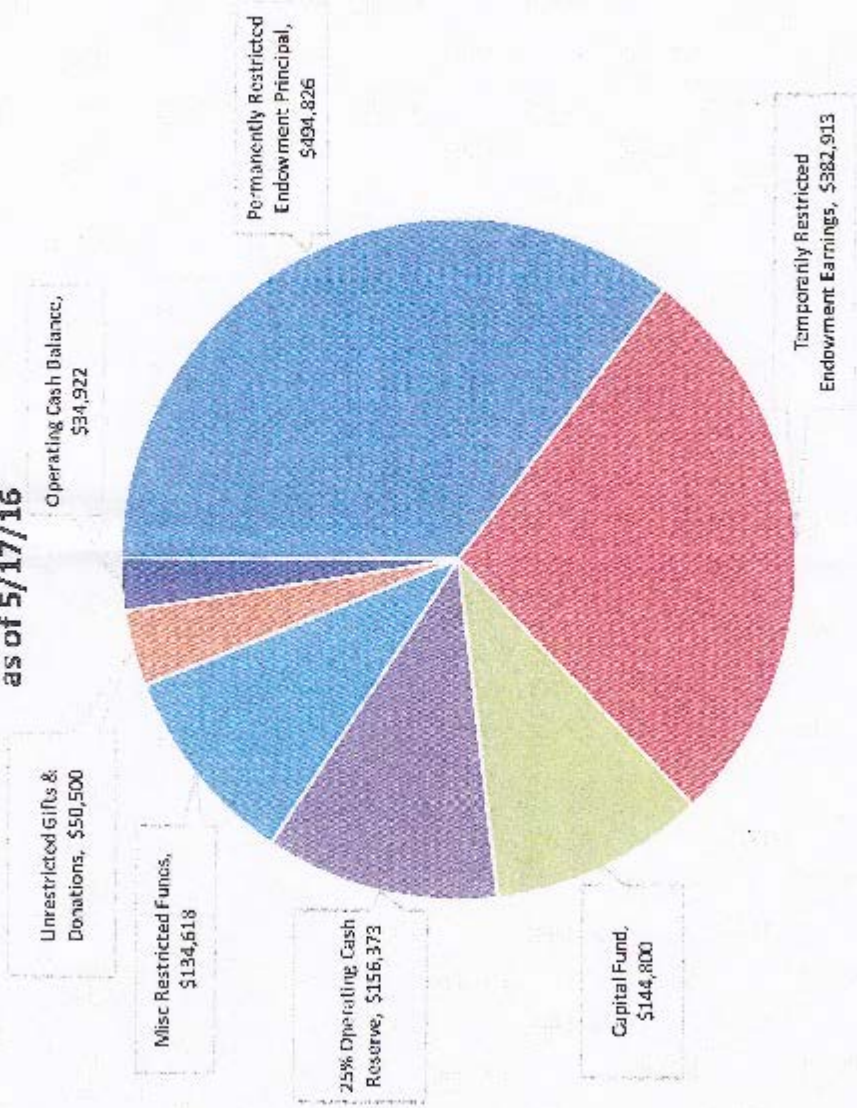
Adjournment

MOTION by Deb Pascale, to adjourn; **SECONDED** by Dick Platt;
PASSED unanimously without dissent or abstention.

Attachments

2016.17 Op.Budget Presentation.6.5.16.pdf

USNH LIQUID ASSETS as of 5/17/16



Proposed USNH Operating Budget for 2016-17

June 5, 2016 Congregational Meeting				
USNH Operating Budget		2015-16 Budget Approved at 6/7/15 mtg, revised by BOT, 9/20/15	2015-16 YTD Income and expenses at 6/1/15	2016-17 Operating Budget Proposal at 6/5/2016
5	INCOME			
6	Pledge	\$ 467,879	\$ 478,578	\$ 465,000
7	Coffee and Flower donations	\$ 3,900	\$ 1,878	\$ 2,000
8	Rentals			other donations go to unrestricted/denominational fund
9	Regular Tenant	\$ 52,520	\$ 49,858	\$ 58,000
10	Incidental	\$ 7,400	\$ 4,720	\$ 6,000
11	Collection Plate	\$ 23,000	\$ 24,312	\$ 25,000
12	Fund Raising	\$ 14,000	\$ 13,257	\$ 16,000
13	Interest	\$ 1,000	\$ 1,037	\$ 1,500
14	RE Income	\$ 900	\$ 1,120	\$ 900
15	Emerson and Bent Fund Transfers	\$ 15,000	\$ 15,000	\$ 15,000
16	Memorial Gifts at Endowment account	\$ 15,123	\$ 15,211	
17	Unrestricted Funds transfer for installation			\$ 5,000
18	Endowment contribution (2% rolling average)	\$ 16,255	\$ 16,255	\$ 17,461
19	Unrestricted Funds transfer for operating costs	\$ 25,000		23,300
20	Total Income	\$ 641,327	\$ 571,343	\$ 635,361
21	EXPENSES			
22	Facility	\$ 75,560	\$ 57,402	\$ 65,900
23	Administration, Communications, Media	\$ 15,650	\$ 13,349	\$ 14,500
24	Denominational Affairs			
25	UUA Program Fund (\$60/member)			\$ 17,760
26	New England Region (\$22/member) (formerly CBD)			\$ 6,512
27	Denom. Affairs total	\$ 26,568	\$ 26,568	\$ 24,272
28				295 members reported to UUA in Jan. 2016
29	Finance			
30	Insurance	\$ 7,200	\$ 7,262	\$ 7,900
31	CRA YE completion, technical assistance	\$ 4,700	\$ 3,675	\$ 4,350
32	Mortgage	\$ 83,819	\$ 75,592	\$ 85,100
33	Rent on interest	\$ 600	\$ 600	\$ 600
34	CFT Fees	\$ 280	\$ 216	\$ 270
35	Paypal Fees (~2.5% of contrib being paypal)	\$ 150	\$ 488	\$ 600
36	CT Sales Tax	\$ 100	\$ 248	\$ 250
37	Other		\$ 69	
38	Finance Total	\$ 97,383	\$ 88,345	\$ 99,070
39	Rental advertising	\$ 400	\$ -	\$ 200
40	Committee Support/Member Services			
41	Sunday Morning Team (incl Hospitality)	\$ 2,000	\$ 1,875	\$ 2,000
42	Library/Archive	\$ 300	\$ 56	\$ 245
43	Small Group Ministries	\$ 300	\$ 100	\$ 300
44	Right Relations Committee	\$ 2,000	\$ 800	\$ 2,000
45	Membership Committee	\$ 1,000	\$ 599	\$ 1,000
46	Lay Ministry Team	\$ 200	\$ 120	\$ 200
47	Stewardship/Carewss	\$ 2,000	\$ 1,440	\$ 2,000
48	Endowment & Legacies	\$ 2,000	\$ 247	\$ 2,000
49	Committee/Member Services total	\$ 9,600	\$ 5,738	\$ 9,745
50				no reductions in committee requests are proposed
51	Music			
52	Paid instrumentalists	\$ 900	\$ 400	\$ 1,000
53	Accompanist for memorials	\$ 300		\$ 300
54				\$1500 moved to Mus Dir prof exp (same impact on budget)
55	Training/Conference	\$ 1,000	\$ 1,056	\$ -
56	Sheet Music/Library	\$ 800	\$ 676	\$ 800
57	Piano Tuning/Repair	\$ 700	\$ 675	\$ 750
58	Duos, Trios, Misc	\$ 200	\$ 141	\$ 200

Proposed USNH Operating Budget for 2016-17

59	Music total	\$ 3,800	\$ 2,899	\$ 3,050	
55	Religious Education				
56	Adult RE	\$ 800	\$ 527	\$ 1,300	\$40 of new - new young adult CWL training
57	Curriculum supplies, equipment	\$ 1,200	\$ 1,191	\$ 1,200	
58	Family Multigenerational Activities	\$ 730	\$ 413	\$ 730	
59	Teacher/volunteer background checks	\$ 300	\$ 26	\$ 300	
60	Teacher Training & Support	\$ 300	\$ 300	\$ 300	
61	YRBU Support	\$ 800	\$ 529	\$ 800	
62	CWL Teacher Training	\$ 1,500		\$ 1,500	
73	Affirmations Class Expense	\$ 1,500	\$ 1,500	\$ 1,500	
74	CYRF discretionary fund	\$ 500	\$ 120	\$ 500	
65	Religious Education total	\$ 7,430	\$ 4,898	\$ 8,150	
77	Social Justice				
78	Alyshem's Tent/ Columbus House TF				
79	Anti-Racism TF				
80	Green Sanctuary TF				
81	Immigration and Refugee TF				
82	Kids' Service Team TF				
83	Peace TF				
84	Preventing Gun Violence TF				
85	JUSTO TF				
86	JU-UNO TF				
87	Worship/USNH Partnership TF				
92	Social Justice total	\$ 16,000	\$ 13,973	\$ 16,000	
94	Worship				
95	Speakers		\$ 2,245	\$ 2,400	
96	Sanctuary supplies		\$ 153	\$ 400	
97	Sunday Flowers		\$ 1,553	\$ 1,500	
98	Other		\$ 200		
99	Worship total	\$ 2,900	\$ 4,071	\$ 4,300	
101	Trustees Research and Development	\$ 3,000	\$ 1,414	\$ 3,000	
103	Management Team Contingency (new)			\$ 3,000	
105	Ministerial Installation, Fall, 2016 (new)			\$ 5,000	
107	Personnel Costs				
108	Salaries	\$ 255,165		\$ 238,981	
109	Hourly Wages	\$ 49,764		\$ 37,500	
110	Contractor (Bookkeeping services)	\$ -		\$ 12,000	
111	FICA	\$ 23,059		\$ 20,878	
112	Pensions	\$ 17,396		\$ 21,352	
113	Insurances	\$ 29,064		\$ 31,552	
114	Professional Expense accounts	\$ 14,265		\$ 13,600	
115	Payroll services, admin fees, etc.	\$ 3,050		\$ 3,000	
117	Personnel total	\$ 301,643	\$ 361,085	\$ 378,863	
119	TOTAL EXPENSES	\$ 649,954	\$ 578,046	\$ 635,110	
120	Income expenses	\$ 16,627	\$ 16,733	\$ 253	
121	Salaries positions in 2015-16:				
122	Interim Minister (Part-time), Minister (Aug/June), DEB (full time), Cong. Adm. (Part-time July), Office Manager (Part-time), Usanction Manager (Part-time)				
123	Music Director (part-time), Assoc. Music Director (Part-time)				
124	Salaries positions in 2016-17:				
125	Minister, DEB, Cong Adm., Music Dir (PT), Assoc Music Dir (PT)				
126	Hourly positions in 2015-16 (all part-time):				
127	Seaton, Office Asst (Bookkeeping), Membership Coordinator				
128	Hourly positions in 2016-17 (all part-time):				
129	Seaton, Membership Coordinator, Off Asst				
130	Contractor in 2016-17				
131	Bookkeeping services				