

DRAFT
UNITARIAN SOCIETY OF NEW HAVEN
MINUTES OF THE FALL CONGREGATIONAL MEETING
June 11, 2017

Approved November 12, 2017

Attendance: 84 Members

M. Lloyd Joiner called the Meeting to order at 11:51pm. P. Miller recorded the minutes. M. Lloyd Joiner, D. Gelperin, G. Jennings, and P. Myers read the Invocation. A quorum of members was present and the Meeting proceeded with D. Gelperin presiding. D. Gelperin read the USNH Covenant.

Approval of Minutes of the November 6, 2016 Annual Congregational Meeting

MOTION by R. Platt, to approve the Minutes, **SECONDED** by G. Feeley;
PASSED with 80 in favor, 0 opposed, and 4 abstentions.

The President's and Minister's reports are included in the *Annual Report 2016-2017*, available at <http://www.usnh.org/wp-content/uploads/2015/06/USNH-Annual-Report-2016-2017.pdf> and are attached at the end of the minutes. D. Gelperin recapped the President's report for the congregation.

H. Hawkins and R. Heinrich, who will be leaving the Board at the end of their terms, were thanked for their service.

Election of Officers, Trustees, and members of Endowment and Legacies and Nominating Committees

R. Camm, chair of the Nominating Committee, presented the following slate of candidates for positions on the Board, the Nominating Committee, and Endowment & Legacies Committee:

Officers: Dan Gelperin, President; Peggy Myers, Vice President; Pamela Miller, Clerk
Trustees at large: Liz Demsky, Jeannette Faber
Nominating Committee: Rob Camm, Linda Barrett, Carol Holloman, Rich Zelisko
Endowment and Legacies Committee: Michael Clorite, Vicki Seitz

MOTION by D. Pascale, to accept the slate as presented; **SECONDED** by R. Platt;
PASSED with 83 in favor, 1 opposed, and 0 abstentions.

MOTION by J. Trimble Shapiro, to elect the approved slate; **SECONDED** by B. Sandmann;
PASSED with 82 in favor, 0 opposed, and 1 abstention.

BOARD OF TRUSTEES

Dan Gelperin	President (2 nd Term)	2017-2018
Peggy Myers	Vice President (2 nd Term)	2017-2018
Kathy Garner	Treasurer	2016-2018
Pamela Miller	Clerk (2 nd Term)	2017-2019
Bernice Marie-Daly	Trustee	2015-2018
Bobbi Pace	Trustee	2016-2019
Liz Demsky	Trustee *	2017-2019
Pat Trotta	Trustee (2 nd Term)	2017-2020
Jeannette Faber	Trustee	2017-2020

(*one open trustee position was not filled last year, pending changes in the by-laws, but by-law Article VI Section 1 was not changed)

NOMINATING COMMITTEE

Ellen Greist	Nominating	2015-2018
Jackie Trimble Shapiro	Nominating	2015-2018
Board (Bernice Marie-Daly)	Nominating	2017-2018
<i>Carol Holloman (open seat)</i>	Nominating	2017-2019
<i>Rich Zelisko (open seat)</i>	Nominating	2017-2019
<i>Robb Camm (2nd term)</i>	Nominating	2017-2020
<i>Linda Barrett</i>	Nominating	2017-2020

ENDOWMENT AND LEGACIES COMMITTEE

Linda Mehta	Endowment	2015-2018
John Watson	Endowment	2015-2018
Fred Morrison (2 nd term)	Endowment	2015-2019
Jeremy Hill (2 nd term)	Endowment	2015-2019
Michael Clorite	Endowment	2017-2020
Vicki Seitz	Endowment	2017-2020

B. Congden was thanked for his service on the Endowment and Legacies Committee.

T. Santoni and A. Sommer were thanked for their service on the Nominating Committee.

2017-2018 Operating Budget presentation

The Operating Budget and the Capital Budget are attached at the end of the minutes. Both budgets were presented by members of the Management Team: M. Lloyd Joiner, G. Jennings, D. Stagg, and G. Heuss-Severance, along with K. Garner, treasurer.

The Operating Budget has \$460,000 in pledges. The Endowment will contribute 3% to the budget. That number will be reduced to 2% if circumstances allow. USNH will contribute our fair share to the UUA Program Fund. Expense line items were reviewed. The Operating Budget has an \$11,000 projected deficit.

2017-2018 Capital Budget presentation

D. Stagg presented a worksheet and chart titled USNH non-endowment funds which is included at the end of the minutes. Endowment monies do not figure into the calculations presented. The Board has approved a proposal from the Management Team to reduce the cash reserve to 15%, equivalent to \$93,000, based on the history of expenses: the maximum amount that had been needed in the past five years to deal with the difference between revenue and expenses at any one time was \$51,000. The highest monthly expense was \$67,000 in June 2015.

The report is based on a point in time view from March 31, 2017. The difference between income and expenses varies day by day. Ideally, the worksheet would be based on the final numbers at the end of the current fiscal year. In practice, the books are not closed until July or August. The figures shown are a "reasonable estimate" of our end of year numbers. USNH cannot continue to fund Capital expenditures from our Unrestricted Net Assets and cannot fund any expansion to our Operating Budget this way in the future.

Discussion followed the presentations.

P. Schwartz requested an explanation of the operating reserve and why it can be reduced to 15%. D. Gelperin responded that the reserve was intended to be a buffer for cash flow. Based on a 5-year history we did not approach the 25% usage. It was also intended as an emergency fund. We are attempting to reduce the need for an emergency fund through capital planning. The endowment could be a source for relief should an emergency occur.

J. Trimble Shapiro asked for clarification of the 2% endowment figure on line 17. Can the endowment be included in the report in the future? What is the endowment amount? F. Morrison explained that in recent years, the endowment distribution has been 2% of the average value of the total endowment for the previous 13 quarters. The endowment value as of the end of April was approximately \$1,012,000. Original gifts cannot be touched, only the growth value can be used.

J. Kleinman asked about the third budget. D. Gelperin responded that there are two budgets and cash available, which is not a third budget.

D. Wade was concerned about line 69 showing that the sexton is not paid the average for UU sextons in this region. Can we bring his salary up to the midpoint by fundraising? M. Lloyd Joiner replied that the 2% COLA brings him to 96% of the salary midpoint. An additional \$1200 would be needed to bring him to the midpoint.

L. deVos asked about bringing UUA funding to the fair share level by a fundraiser. What happens if we don't raise enough for the fair share? In listening sessions, positive comments were made about the Social Justice Council. An increased budget was requested to facilitate a unified focus as requested by the congregation. M. Lloyd Joiner

replied that this would be taken as advisement. P.J. Deak followed up on the fundraising question. D. Gelperin described the budget as a statement of priorities. As such, a shortfall comes from unrestricted liquid funds. Are the priorities appropriate? That can't be answered here. A longer and important discussion is needed. We need to hear people's opinions on this subject.

F. Morrison raised the concern that we've had deficit budgets for several years. Will we start thinking about the fact that pledging doesn't keep up with our aspirations? Most revenue comes from pledges. We should bring our capacity in line with our aspirations in the future. G. Jennings agreed. Refinancing the mortgage next year will alleviate the deficit problem. There is no room for growth.

T. Vidal noted that we are attracting new members. He encouraged members to make friends with new members so they don't feel left out. This is a means of increasing pledges.

P.J. Deak commented that the Connecticut economy is not strong. We are not paying attention to the world we live in. We may increase pledges by getting more people but many people may have less than they had before. D. Jones replied that we are not overspending. We spend \$85,000 per year on the mortgage. When the mortgage has been paid it will help with the budget. We need to find a way to retire the mortgage. We are in a fairly good financial situation.

B. Congdon expressed appreciation for the thoughtfulness of the financial deliberations.

D. Pascale stated that the spreadsheet was impressive. It answered all of her questions.

L. deVos asked about Line 76. We never spend the amount that is budgeted for that line. Can some of the funds be moved to raise the sexton's salary? M. Lloyd Joiner expressed concern about bringing on new music directors. We would not want to cut their expenses or the DRE's expenses. Perhaps it could come from the Minister's expenses. This will be reviewed. P. Hansen commented that historically, conference expenses for the music director were in the music department. That expense has been moved to a line for professional allowances.

MOTION by P. Myers, to charge the Management Team to find \$1200 to move the sexton's salary to the midpoint of the UUA recommendation, **SECONDED** by P. Duff; **PASSED** with 70 in favor, 3 opposed, and 9 abstentions.

J. Trimble Shapiro requested a report on the endowment. That report is included in the annual report.

P. J. Deak stated that Adult RE would be willing to offer some money for the sexton's salary given how much of his time they use.

B. Congdon noted that the 2% figure from the Endowment was from the total value of the endowment, not just from the growth value.

MOTION by B. Congdon, to approve the operating budget. **SECONDED** by G. Burton. **PASSED** with 76 in favor, 0 opposed, 6 abstentions.

C. Hutton asked about the updated plan for the front doors. D. Jones answered that we have gone with least expensive option for the doors. Doors will not be replaced. We have received a bid on security. We are looking at a camera system for use by the office. Funds are available for this expense.

MOTION by G. Burton, to approve the capital budget. **SECONDED** by B. Pace. **PASSED** with 76 in favor, 0 opposed, 5 abstentions.

D. Gelperin recognized S. Frawley and G. Seaman for their work to put our financial reporting in order.

Announcements

P. J. Deak talked about the upcoming election of UUA president which will take place in 10 days. USNH has 5 on site delegates and 2 off site delegates. There are 3 candidates for president. Details can be found in the USNH newsletter. A recent UU World had an article on the candidates. A change to the first principle is up for vote. Please contact any of our delegates with your thoughts on these matters.

MOTION by G. Burton, to adjourn. The motion was not seconded.

B Orrok had a question on F. Morrison's comment: can we address our moving forward with wishes for growth vs what we are doing to facilitate growth? Are we ready to address our goals? Can we change the discussion from the topic of money to what we want and how we will achieve it? D. Gelperin replied that this is important. It will be key in next 2 years.

H. Hawkins announced a Service Auction. Funds raised will not go to UUA dues but will be for the general budget. It will allow us to give 100% of the UUA fair share. The Auction will take place on Sunday, November 5. What can you donate? Please come out and support the Service Auction.

K.Foscue spoke about CONECT, Congregations Organized for a New Connecticut. This is a multi-faith organization of 28 congregations active in social justice issues. There will be a meeting in room 209 next Sunday at 9am. A committee is encouraging us to learn more and possibly join CONECT. There will be programs on the topic in the fall and it may be brought to the November congregational meeting

Adjournment

MOTION by S. Tworkowski, to adjourn the meeting. **SECONDED** by L. deVos.
PASSED unanimously without dissent or abstention.

The Meeting adjourned at 1:11 pm.

Attachments:

USNH Covenant of Right Relations

President's Report

Minister's Report

Music Director Search Committee Report

USNH Proposed Budget

USNH Non-Endowment Funds

USNH Non-Endowment Funds and 2017-18 Capital Budget

Board of Trustees

Daniel Gelperin; President, Peggy Myers; Vice President. Kathy Garner; Treasurer, Pamela Miller; Secretary, Bobbi Pace, Bernice Marie-Daly, Russell Heinrich, Pat Trotta, Rev. Megan Lloyd Joiner; ex-officio, Holly Hawkins; Past President

The Board has two main roles- envisioning ways to further USNH's 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"), and making sure USNH operates within our bylaws and policies. Additionally, the board is working hard to improve governance at USNH as we become more familiar with policy-based governance.

This year the Board of Trustees;

Conducted listening sessions and received written responses to questions that help the Board refine its understanding of important issues at USNH. (See summary of listening sessions in congregational meeting materials.) This is part of the Board's continuing emphasis on asking how we are living up to our mission and understanding how to focus our efforts.

Interviewed all past and present members of the Management Team to understand the challenges, and how to make the Management Team sustainable. Service on the Management Team is currently quite demanding and the Board is committed to understanding ways to make the Management Team model sustainable.

Monitored USNH's compliance with our financial policies.

Following thorough research by the Finance Committee and taking into account input from the Management Team, changed policy on the size of operating reserve from 25% to 15% of operating budget.

Started a voluntary second meeting per month that is focused on improving governance.

Read Dan Hotchkiss' "Governance and Ministry: Rethinking Board Leadership" together. The ideas in this book have been quite valuable in outlining a less rigid, more collaborative policy-based governance that we think is a better fit for USNH. We are still learning and practicing, but feel confident that we have a good model to follow.

The Board is grateful for the chance to be of service to USNH's vibrant community in pursuit of our shared mission. We would love to hear members' thoughts about improving USNH. Our names and emails can be found in the social hall and on the USNH website, and we can collectively be reached at board@usnh.org.

Respectfully submitted on behalf of the Board of Trustees,

Dan Gelperin

Minister's Report

Rev. Megan Lloyd Joiner

Let me begin with deep gratitude to the members and friends of USNH for your continued support and enthusiasm for my ministry among you.

My main goals for the year were to provide high-quality worship services on Sunday mornings, hire and onboard a Membership Coordinator, prioritize my workload and practices that led to work/life balance, and work closely with the Stewardship Team on a successful stewardship campaign. In addition, I wanted to be sure to continue to provide quality pastoral care in partnership with the Lay Ministers, connect with you as individuals and as a community, and to undertake the ministry of administration and governance in partnership with the Board of Trustees and the Management Team.

Highlights for me this year include

- i. Preaching and leading worship on Sunday Mornings including nineteen sermons (with two more planned for Summer 2017), participating in ten services at which we welcomed a guest or which fell outside of Sunday morning, and planning and participating in seven multi-generational services. I consulted with the Worship Committee and worked closely with Jesse Greist, Director of Lifespan Religious Education, Linda Pawelek, Director of Music, and Worship Committee Chair, Gwen Heuss-Severance.
- ii. Working closely with our Lay Ministers, especially co-chairs Sarah Whitson and Susan Meredith, to coordinate pastoral care and pastoral visits. I provided pastoral support to members and friends throughout the year including visits in my office, at homes and in hospitals or rehab centers. We hosted Rev. Allie Perry and Lois Smith for trainings with Lay Ministers.
- iii. Connecting with the congregation through personal and corporate interactions, including a forum called "Third Thursday With Rev. Megan" which took place on the third Thursday of each month at which a small group discussed the theme of the month. I led one new member course in spring 2017, attended various multi-generational events including the Mad Hatter Party and the Passover Seder. I attended committee meetings and meetings with representatives of various committees, continued our gathering of individuals and families with young children at our 20s&30s potluck, and met with the YRUU group.
- iv. Working closely with our Management Team (Georgia Jennings, David Jones (until December 2016), David Stagg, and Gwen Heuss-Severance (starting January 2017)) to carry out the executive functions assigned to us. Additionally, attending both regular and additional meetings of the Board of Trustees and supporting their continued interpretation and implementation of Policy Governance.
- v. With the Personnel Committee and Music Director Search Committee, hiring three new staff members: Jane Ferral, Membership Coordinator, and Jeffrey Douma and Erika Schroth, Co-Directors of Music (starting August, 2017). I also attended a "Staffing and Supervision" workshop led by the Rev. Susan Beaumont on October 24-25, 2016.
- vi. Raising more funds this year than last year's stewardship campaign and working with Mary Beth Congdon, John Watson, Laura Lytton, and Dana Capasso on the campaign.
- vii. My October 22, 2016 installation service.
- viii. The deaths of Phillip Wexler and Alexandra Hill.
- ix. The installation and dedication of our Black Lives Matter banner.
- x. The congregation's participation in the White Supremacy Teach-In on April 9, 2017 and May 7, 2017.

I remain in awe of the dedication of all the members and friends who make USNH happen. From Sunday morning volunteers to dedicated Lay Ministers. From members of the Management Team to those who, without fail, show up, rakes in hand, for clean-up days. All our Religious Education teachers and everyone serving on a committee or leading a small group. Members of our Social Justice Ministry working to make our community and our world more just. USNH is full of life these days thanks to all of you.

I was grateful for the feedback provided by the congregation, the Committee on Ministry and the Board of Trustees for my first renewal application for preliminary fellowship with the UUA. My application was approved. I have continued my professional support relationships with my clergy coach, the Rev. Larry Peers and my preliminary fellowship mentor, the Rev. Carolyn Patierno.

In terms of service to our Unitarian Universalist Association, I have been a regular attendee at our Unitarian Universalist Minister's Association chapter meetings, I attended our UUA North East Regional Assembly in April 2017, and I was glad to represent USNH at the Installation of the Rev. Jeanne Lloyd of the Shoreline Unitarian Universalist Society (Madison, CT).

Sermons

September 18, 2016 "Belonging and the Movement for Black Lives"
September 25, 2016 "Casting our Lot (When So Much Has Been Destroyed)"
October 2, 2016 "Faith and Forgiveness: A High Holidays Service"
October 16, 2016 "What's God Got to Do With It?"
October 30, 2016 "Día de los Muertos: A Service of Remembrance"
November 6, 2016 "The Spirit of Democracy"
December 4, 2016 "Wondering, Wandering, Worshiping"
December 11, 2016 (Music Sunday) "Filled With Good Things" (homily)
January 15, 2017 "Staying Woke"
January 22, 2017 "Now More Than Ever"
January 28, 2017 "New Year All Year"
February 5, 2017 "Forgiveness: Love That Sets Us Free"
March 5, 2017 "Strong Roots, Growing Branches"
March 26, 2017 "Here Together"
April 9, 2017 "Stars in the Desert and Other Terrible Blessings"
April 23, 2017 "So Much More Than Beauty: Covenanting With The Earth"
April 30, 2017 "Mostly Music Sunday" (homily)
May 14, 2017 "Our Mother's Gardens"
May 21, 2017 "Getting to Know You"

Multi-Generational Services

September 11, 2016 "Many Waters, One Stream: Water Communion and In-Gathering"
November 20, 2016 "Plenty and then Some" (Thanksgiving)
December 18, 2016 "The Light Returns"
December 24, 2016 "Light One Candle and Follow a Star" (Christmas Eve)
February 26, 2017 "Wild and Precious Life"
April 16, 2017 "Lo, the Earth Awakes Again" (Easter)
June 18, 2017 "A Communion of Flowers"

Additional Services

October 22, 2017 Installation Service
October 23, 2017 Guest: Rev. Kathleen Green
November 13, 2017 Guest: Rev. Chris Antal
February 19, 2017 Guest: Rev. Audette Fulbright Fulson
March 12, 2017 Guest: Rev. Audette Fulbright Fulson
April 9, 2017 Closing Service for Abraham's Tent
May 7, 2017 Guest: Sierra-Marie Gerfao
May 12, 2017 Affirmations Service
June 4, 2017 Children's and Youth Religious Education Service
June 11, 2017 YRUU Youth Service

Summer Services

July 23, 2017

August 20, 2017

RIGHTS OF PASSAGE

Weddings

Mary Smith and Jaclyn Decaro (visitors) (January 12, 2017)
Amy Stevens and Ken Glick (March 10, 2017)

Memorial Services

Joe Cooper (July 21, 2016)
Phillip Wexler (February 19, 2017)
Alexandra Hill (June 3, 2017)

Music Director Search Committee Report

Music Director Search Committee - 2016-17 USNH Annual Report

Rev. Megan Lloyd Joiner and the Music Director Search Committee are pleased to announce the selection of Jeffrey Dourna and Erika Schroth as Unitarian Society of New Haven Co-Directors of Music starting in August 2017. They will jointly conduct the Adult Choir at rehearsals and Sunday services and prepare and lead the Children's Choir. They will report to Rev. Joiner and supervise other music staff.

Jeffrey Dourna is Professor of Choral Conducting at the Yale University School of Music (since 2003) and Director of the renowned Yale Glee Club. He is also Music Director of the Yale Alumni Chorus, Founding Director of the professional Yale Choral Artists and Artistic Director of the Yale International Choral Festival (affiliated with the Festival of Arts and Ideas).

Erika Schroth is Director of Choral Music, music theory and musical theater at Hopkins School in New Haven. She is also an accomplished pianist, both as a performer and teacher.

Erika and Jeffrey were the Interim Directors of Music at USNH during Linda Pawelek's sabbatical leave in 2005-2006. They have extensive experience in choral conducting and teaching of academic and church groups and students at adult, college and grade-school levels. Each has a Bachelor of Music degree from Concordia College and a Master of Music degree from University of Michigan. Jeffrey also has a Doctor of Musical Arts degree from University of Michigan.

Jeffrey and Erika have been active members of USNH since 2006 and have two children, Sofia and Will.

The Standing Music Committee met with Rev. Megan Lloyd Joiner several times in autumn 2016 to prepare for Director of Music Linda Pawelek's retirement in June 2017 after 45 years of service. Rev. Megan and the Committee recommended a search for a "permanent" replacement rather than a temporary/ interim person. They also decided that Rev. Megan should appoint a separate Search Committee rather than having the whole Music Committee conduct the search. She appointed seven people including herself, four from the Music Committee, a frequent performer at services and a parent of singers in the Children's Choir. The Music Committee developed questions for a congregational survey led by Linda Mehta to assist the search, the new Director, Rev. Megan and the Music and Worship Committees.

The Search Committee used guidelines for selecting and hiring Music Staff from the Unitarian Universalist Association and the UU Musicians Network (UUMN). Those guidelines advise thoughtfulness when considering internal candidates including congregational members. USNH personnel policies permit hiring of members in "rare and unusual" circumstances. The Search Committee believes that the abilities, experience, availability and enthusiastic interest of Jeffrey and Erika provide such a situation. Rev. Megan had been advised by retiring Director of Music, Linda Pawelek, of the Schroth-Dourna's interest in the position and the Committee decided unanimously to pursue this opportunity before posting the position.

The Committee held thorough interviews with both candidates, discussed an updated job description with them, collected their CV/ bios, contacted references and believes that they are the right people to sustain, grow, and nurture the USNH Music Program.

Associate Director of Music William Braun will continue in that position with the same duties he has now. We are confident that these three talented people will be a superb Music Staff for USNH.

We thank the Standing Music Committee which started the search process with Rev. Megan and also Linda Mehta for leading the preparation of the Music Survey.

From the Music Director Search Committee: Rev. Megan Lloyd Joiner, Peter Hansen (Chair), Carol Holloman, Colin Phillips, Christine Shadle, Jackie Trimbie Shapiro, Rich Zelisko and liaisons Bobbi Pace (Personnel) and David Slagg (Management Team).

USNH Proposed Budget

A	B	C	D	E	F	G	H	I	J	K	L	M
			2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 YTD (3/31/17)	16-'17 YTD 87%	2017-18 Proposed Budget	Revised Proposed Budget	Comments
1		INCOME										
2	4000	Pledges	464,000.00	421,157.00	467,829.00	466,265.00	465,000.00	391,279.44	84%	483,000.00	460,000	Estimate based on received, expected, and potential new pledges
3	4100	Collection Plate	22,660.00	24,588.00	23,000.00	26,227.00	25,000.00	20,288.91	81%	25,000.00	25,000	
4	4200	Misc. donations, incl. Coffee and Flower donations	3,300.00	18,074.00	3,300.00	1,923.00	2,000.00	1,309.63	65%	2,000.00	1,500	Decreased based on actuals
5	4300	Rentals										
6	4310	Regular Tenant	52,520.00	53,720.00	55,520.00	54,903.00	58,000.00	48,055.00	83%	58,000.00	58,000	
7	4320	Incidental	7,400.00	9,885.00	7,400.00	5,750.00	6,000.00	6,530.00	109%	7,000.00	8,000	Increased based on 2016-17 rentals
8	4400	RE Income	1,240.00	970.00	900.00	1,150.00	900.00	170.00	19%	900.00	0.00	Decreased based on actuals
9	4500	Fund Raising	18,000.00	14,938.00	14,000.00	14,282.00	16,000.00	15,045.77	94%	16,000.00	21,500	Additional income projected for Service Auction November 5, 2017
10	4600	Interest	900.00	1,196.00	1,000.00	1,089.00	1,500.00	621.19	41%	1,500.00	500	Decreased based on actuals
11	4700	Restricted Funds Released										
12		Released from Senn fund	3,000.00	3,000.00	5,000.00	5,000.00	5,000.00	5,000.00	100%	3,183.00	3,183	Restricted fund for RE. Used to bring DLRE to full time. Depleted this year.
13		Released from Emerson fund	7,000.00	7,000.00	10,000.00	10,000.00	10,000.00	10,000.00	100%	11,817.00	11,817	Restricted fund for RE. Used to bring DLRE to full time. Funds remain for future use.
14		Released for installation from gifts & donations					5,000.00	2,637.66	53%	0.00	0.00	One-time event
15		Memorial gifts at Endowment			15,123.00	15,123.00						
16		Unrestricted Funds transferred for operating costs	10,042.00	10,168.00	0.00	0.00	23,500.00	0.00	0%	0.00	0.00	Transfer from unrestricted funds removed from income. Invalid accounting procedure as not true income. (see line 134 below)
17	4900	Endowment contribution (2%)	15,233.00	15,233.00	16,255.00	16,255.00	17,461.00		0%	18,000.00	27,000	3% in the event that it is needed at end of year. 2% otherwise.
18		Total Income	605,295.00	579,929.00	616,327.00	617,967.00	635,361.00	500,937.60	79%	626,400.00	616,500	
19												
20		EXPENSES										
21	5100	Facility										
22	5110	Utilities	31,350.00	38,367.00	39,000.00	23,976.00	31,000.00	20,647.43	67%	31,000.00	27,000	Decreased due to switch to natural gas
23	5120	Maintenance and Repair	15,000.00	11,342.00	10,000.00	13,428.00	9,200.00	5,110.52	56%	9,200.00	9,200	Some expenses moved to Property management and Landscape.
24	5130	Property management	21,100.00	26,746.00	20,000.00	8,084.00	8,000.00	8,244.00	103%	10,000.00	9,000	2014-15 and 2015-16 Facilities/Property management included contracted services, some of which belong in Office Service Contracts and snow removal which is now in Landscape.
25	5140	Custodial Supplies	4,400.00	4,567.00	4,200.00	3,598.00	3,500.00	2,173.15	62%	2,500.00	2,700	Estimation based on actuals
26	5150	Landscape	1,000.00	1,717.00	2,000.00	12,460.00	11,000.00	8,857.00	81%	11,000.00	10,000	Estimation based on actuals
27	5160	Security/Alarm system			360.00	3,175.00	3,260.00	3,175.00	97%	3,260.00	3,000	
28		Facility total	72,850.00	82,739.00	75,560.00	64,721.00	65,960.00	48,207.10	73%	66,960.00	60,900	

USNH Proposed Budget

A	B	C	D	E	F	G	H	I	J	K	L	M
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29												
30	5200	Communication, Media										
31	5210	Office Supplies (copier paper, supplies)	1,800.00	1,493.00	1,800.00	1,418.00	1,500.00	1,473.67	98%	2,000.00	2,000	Estimation based on actuals
32	5220	Postage	1,150.00	882.00	1,150.00	739.00	700.00	791.48	113%	1,200.00	1,000	Estimation based on actuals
33	5230	Office service contracts (copier, Poland Spring)	11,000.00	12,464.00	7,000.00	8,050.00	7,000.00	7,315.22	105%	7,000.00	10,000	Expected increase in costs
34	5240	Cable service: internet, phone, TV, wi-fi	3,300.00	4,081.00	3,400.00	3,328.00	3,400.00	3,037.51	89%	3,500.00	3,500	New Contract
35	5250	Office contingency	600.00	0.00	500.00	119.00	400.00	0.00	0%	400.00	300	To be used in the case of overages or unexpected office expenses
36	5260	Tech: hosting, software, licensing	1,800.00	3,234.00	1,800.00	1,867.00	1,500.00	1,638.68	109%	1,500.00	1,800	Estimation based on actuals
37		Communication total	19,650.00	22,154.00	15,650.00	15,521.00	14,500.00	14,256.53	98%	15,600.00	18,600	
38												
		Committee Support										
39	5300	Member Services										
40	5310	Membership Committee	0.00	185.00	1,000.00	742.00	1,000.00	747.72	75%	1,200.00	1,000	
41	5320	Right Relations Committee	2,000.00	331.00	2,000.00	2,000.00	2,000.00	1,780.03	89%	2,000.00	1,500	
42	5330	Sunday Morning Team (includes hospitality)	1,275.00	1,698.00	2,000.00	1,918.00	2,000.00	1,334.89	67%	2,000.00	1,800	
43	5340	Stewardship/Canvass	1,000.00	1,276.00	2,000.00	1,518.00	2,000.00	949.94	47%	2,000.00	1,800	
44	5350	Endowment & Legacies	500.00	886.00	2,000.00	247.00	2,000.00	1,250.75	63%	2,000.00	1,500	
45	5360	Small Groups	85.00	0.00	300.00	100.00	300.00	0.00	0%	300.00	150	
46	5370	Library/Archives	85.00	63.00	100.00	84.00	245.00	180.89	74%	245.00	200	
47	5380	Lay Ministry Team			200.00	120.00	200.00	200.00	100%	200.00	200	
48		Committee/Member Services total	4,945.00	4,439.00	9,600.00	6,729.00	9,745.00	6,444.22	66%	9,945.00	8,150	
49												
50	5400	Denominational Affairs										
51	5410	UUA Program Fund 2017-18: 326 members (\$60/mem)	10,619.00	10,619.00	20,088.00	19,440.00	17,760.00	17,760.00	100%	19,560.00	19,560.00	\$60/member
52	5420	New England Region (\$22/mem)	4,028.00	4,028.00	6,480.00	7,128.00	6,512.00	6,512.00	100%	7,172.00	7,172.00	\$22/member
53		Denom. Affairs total	14,647.00	14,647.00	26,568.00	26,568.00	24,272.00	24,272.00	100%	26,732.00	26,732	100% of Fair Share
54												
55	5500	Finance										
56	5510	Mortgage	83,853.00	86,023.00	83,853.00	82,563.00	85,100.00	81,089.94	72%	85,100.00	85,234	Based on contract
57	5520	Insurance	9,500.00	6,730.00	7,200.00	7,262.00	7,900.00	7,790.00	99%	7,900.00	7,900	
58	5530	Accountant's Review	4,500.00	4,475.00	4,700.00	3,875.00	4,350.00	3,500.00	80%	4,350.00	3,500	Estimation based on actuals
59	5540	EFT Fees	250.00	213.00	280.00	268.00	270.00	444.09	164%	270.00	270	Info to be provided to congregation suggesting other methods to fulfill pledges
60	5550	Roof loan interest	600.00	600.00	600.00	600.00	600.00	600.00	100%	600.00	0.00	Reduction based on repayment to Endowment of roof loans
61	5560	Bank fees		386.00		56.00		-159.24				
62	5570	Paypal Fees (~3.0% of contrib using paypal)	250.00	634.00	650.00	535.00	600.00	462.10	77%	600.00	500	Info to be provided to congregation suggesting other methods to fulfill pledges
63	5570	CT Sales Tax	200.00	58.00	100.00	248.00	250.00	133.35	53%	250.00	250	
64	5580	Mem'l Edge sales commission		63.00		35.00	0.00	28.35			50	Estimation based on actuals
65		Finance total	99,153.00	99,182.00	97,383.00	95,442.00	99,070.00	73,868.59	75%	99,070.00	97,704	
66												

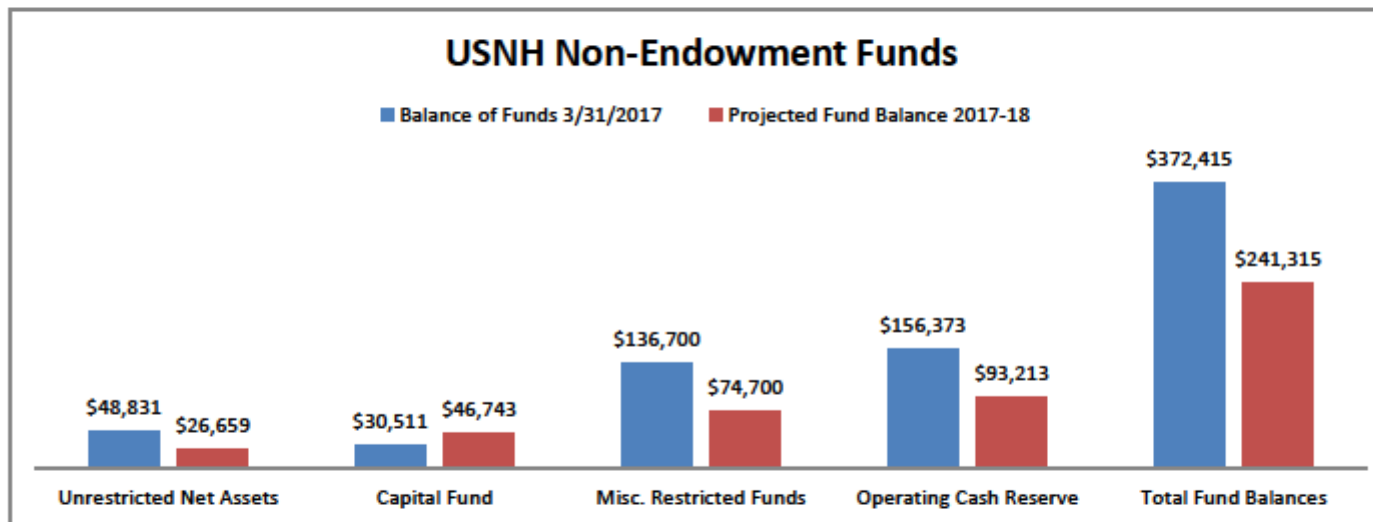
USNH Proposed Budget

A	B	C	D	E	F	G	H	I	J	K	L	M
			2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 YTD (3/31/17)	16-'17 YTD 87%	2017-18 Proposed Budget	Revised Proposed Budget	Comments
67	5600	Personnel										
		Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	250,608.00	226,054.00	245,650.00	270,572.00	249,370.00	192,800.00	77%	243,639.00	243,639	1% COLA for eligible staff (Min, DLRE, Admin, Asoc. Dir Mus.); Following Fair Compensation Guidelines
68	5610											
		Hourly Wages (Sexton, Membership Coordinator, Childcare Workers)	26,120.00	26,491.00	26,572.00	26,270.00	27,110.00	21,473.55	79%	34,145.00	34,381	1% COLA for eligible staff with Sexton at 2% to bring closer to midpoint of Fair Compensation Guidelines (96%)
69	5620											
70	5625	Contractor (Bookkeeping Services)	0.00	0.00	0.00	4,673.00	12,000.00	8,445.00	70%	12,000.00	12,000	
		Medical Insurance (DLRE, Administrator, Sexton)	28,672.00	27,961.00	37,286.00	26,201.00	24,247.00	19,402.48	80%	26,671.70	26,659.00	Increase based on 2017 increase and projected 2018 increase
71	5630											
		Other Insurance (dental, disability, workers comp, life)	8,311.00	7,102.00	7,675.00	6,048.00	7,366.00	6,377.78	87%	7,955.28	8,073.00	Increase based on 2017 increase and projected 2018 increase
72	5640											
		Federal Insurance Contributions Act (FICA) Tax	20,902.00	18,034.00	20,557.00	22,137.00	20,878.00	15,478.00	74%	21,250.00	21,268	Increase based on salary increases
73	5650											
		Pensions (Minister, DLRE, Administrator, Sexton)	21,263.00	17,141.00	21,405.00	17,564.00	21,352.00	16,782.42	79%	22,778.00	22,801	Increase based on salary increases
74	5660											
75	5670	Payroll service, admin fees, etc	2,200.00	1,972.00	2,700.00	2,688.00	3,000.00	2,203.25	73%	3,000.00	3,000	
		Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	13,490.00	10,925.00	13,500.00	11,235.00	13,600.00	7,987.04	59%	13,700.00	13,700	\$100 moved from Music Budget to Dirs. of Music professional expenses
76	5680											
77		Personnel total	371,566.00	335,680.00	375,345.00	387,388.00	378,923.00	290,948.52	77%	385,138.98	385,521	
78												
		Trustees Research and Development	3,000.00	6,958.00	3,000.00	1,554.00	3,000.00	275.00	9%	3,000.00	500	Per 5/11 meeting with BoT
79	5700											
80		Management Team Discretionary Fund (new in 2016-17)	0.00		0.00		3,000.00	411.99	14%	3,000.00	1,000	To be used for special projects not otherwise funded.
81	5710											
82												
		Rental Advertising	400.00	0.00	400.00	0.00	200.00	0.00	0%	0.00	0.00	Decreased based on acutals and lack of need for advertising.
83	5800											
84												
		Music										
		Music Dir-Training,Conference	850.00	880.00	1,000.00	1,096.00	0.00	0.00		0.00	0.00	For 2017-18, music conference and dues have been moved to professional expenses.
86												
87	6110	Paid instrumentalists	680.00	920.00	800.00	400.00	1,000.00	560.00	55%	1,500.00	1,150	
88	6120	Accompanist for memorials	255.00	0.00	300.00	0.00	300.00	150.00	50%	300.00	0.00	
89	6130	Sheet Music/Library	680.00	771.00	800.00	576.00	800.00	424.48	53%	800.00	500	
90	6140	Piano Tuning/Repair	595.00	670.00	700.00	675.00	750.00	656.00	87%	750.00	700	
91	6150	Dues, Tapes, Misc	170.00	100.00	200.00	146.00	200.00	81.00	41%	100.00	100	
92		Music total	3,230.00	3,341.00	3,800.00	2,893.00	3,050.00	1,861.48	61%	3,450.00	2,450	

USNH Proposed Budget

A	B	C	D	E	F	G	H	I	J	K	L	M
			2014-15 Budget	2014-15 Actual	2015-16 Budget	2015-16 Actual	2016-17 Budget	2016-17 YTD (3/31/17)	16-'17 YTD 87%	2017-18 Proposed Budget	Revised Proposed Budget	Comments
93												
94	6200	Religious Education										
95	6201	Adult RE	425.00	376.00	600.00	607.00	1,300.00	456.59	35%	1,300.00	1,300	
96	6202	CYRE discretionary fund	425.00	226.00	600.00	426.00	600.00	392.26	78%	500.00	400	
97	6203	Teacher Training & Support	425.00	366.00	300.00	300.00	300.00	137.57	46%	300.00	300	
98	6204	Curriculum, supplies, equipment	1,105.00	1,197.00	1,200.00	1,121.00	1,200.00	639.15	53%	1,500.00	1,200	
99	6205	YRUU Support	638.00	638.00	800.00	597.00	800.00	335.69	42%	800.00	700	
100	6206	Family Multigenerational Activities	510.00	473.00	750.00	413.00	750.00	124.62	17%	750.00	500	
101	6207	Teacher/volunteer background checks	255.00	0.00	300.00	96.00	300.00	0.00	0%	300.00	150	
102	6208	OWL Teacher Training	0.00	0.00	1,500.00	750.00	1,500.00	1,501.15	100%	500.00	500	
103	6209	Affirmations Class Expense	1,020.00	1,069.00	1,500.00	1,592.00	1,500.00	1,470.69	98%	1,500.00	1,500	
104		Religious Education total	4,803.00	4,346.00	7,450.00	5,902.00	8,150.00	5,057.72	62%	7,450.00	6,550	
105												
106	6300	Social Justice										
107	6301	Abraham's Tent/Columbus House		893.00		434.00	600.00	0.00	0%			
108	6302	Anti-Racism TF		1,000.00		971.00	700.00	700.00	100%			
109	6303	Peace TF		612.00		560.00	650.00	650.00	100%			
110	6304	Kids' Service Team TF		600.00		1,032.00	1,000.00	684.86	68%			
111	6305	Immigration and Refugee TF		975.00		1,472.00	1,450.00	1,303.50	90%			
112	6306	Green Sanctuary TF		0.00		53.00	200.00	57.50	29%			
113	6307	Preventing Gun Violence TF		0.00		0.00	600.00	249.87	42%			
114	6308	Waverly/USNH Partnership TF		8,394.00		8,933.00	9,500.00	7,530.67	79%			
115	6309	UU-UNO TF (Dues)		0.00		400.00	400.00	0.00	0%			
116	6310	UUSC TF (Dues)		359.00		330.00	600.00	598.47	100%			
117	6311	Social Justice Council Retreat		25.00		330.00	300.00	300.00	100%			
118		Social Justice total	13,600.00	12,858.00	16,000.00	14,505.00	16,000.00	12,074.87	75%	18,000.00	16,000	Allocation determined by SJ Council and Network
119												
120	6400	Worship										
121	6410	Speakers	2,000.00	50.00	2,400.00	2,553.00	2,400.00	768.90	32%	2,400.00	2,000	
122	6420	Sanctuary supplies	200.00	371.00	400.00	73.00	400.00	25.44	6%	400.00	400	
123	6430	Sunday Flowers	700.00	1,855.00	1,500.00	2,045.00	1,500.00	1,497.78	100%	1,000.00	1,000	
124		Worship total	2,900.00	2,276.00	4,300.00	4,671.00	4,300.00	2,292.12	53%	3,800.00	3,400	
125												
126		Moving Expenses	8,590.00	7,656.00								
127		Ministerial Search Committee	20,000.00	10,980.00	0.00	-1,396.00						
128		Ministerial Installation					5,000.00	2,637.66	53%	0.00		Removed from income and expenses.
129												
130		Total Expenses	617,034.00	608,632.00	633,656.00	624,496.00	635,170.00	474,383.50	75%	642,145.98	627,507	
131												
132		Income - Expenses	-11,739.00	-29,703.00	-17,329.00	-6,531.00	191.00	26,554.10		\$ (15,745.98)	(11,007)	Deficit
133												
134		Unrestricted Funds (Savings)									12,000	To be transferred from unrestricted funds at end of year to cover expenses if need be.
135												
136		Capital Fund Contribution									0.00	Funds to be contributed toward Capital Fund in the event of Net Income

USNH Non-Endowment Funds



USNH Non-Endowment Funds and 2017-18 Capital Budget

	A	B	C	D	E	F	G
1	USNH Non-Endowment Funds and 2017-18 Capital Budget						
2	Fiscal Year 2017-18						
3							
4	<u>Assets Calculated from 3/31/17 Balance Sheet</u>						
5							
6	\$	341,904	Net Bank Funds from Balance Sheet 3/31/17				
7	\$	156,373	25% Operating Reserve				
8	\$	136,700	Miscellaneous Restricted Funds				
9	\$	48,831	Unrestricted net assets (cash available)				
10							
11	<u>Proposed changes to Non-Endowment Funds</u>						
12							
13	\$	48,831	Unrestricted net assets				
14	\$	63,160	Add amount gained by reducing Operating Reserve to 15%				
15	\$	(23,500)	Less amount set aside for 2016-17 budget deficit				
16	\$	(12,000)	Less amount to cover projected 2017-18 budget				
17	\$	(40,000)	Less transfer to Endowment to repay Roof Loan				
18							
19	\$	36,491	<u>New unrestricted net assets (cash available)</u>				
20							
21	<u>Capital Funds Available</u>						
22							
23	\$	30,511	Funds remaining from 2016-17 Capital Budget				
24	\$	6,400	UI Rebate for oil to gas conversion				
25	\$	9,832	From unrestricted funds 2017-18				
26	\$	46,743	Funds Available for Capital Needs				
27							
28	<u>Proposed Capital Budget 2017-18</u>						
29							
30	\$	2,000	Patch Dryvit exterior coating on RE wing				
31	\$	4,500	Patch rear parking lot				
32	\$	10,000	Rebuild front stairs				
33	\$	3,643	Replace condenser Admin/RE offices				
34	\$	4,100	Electrical work - Cuddletime				
35	\$	2,500	Clear land near playground				
36	\$	20,000	Allocated previously for Sanctuary HVAC replacement				
37	\$	46,743	Total 2017-18 Capital Budget				
38							
39	\$	26,659	<u>Unrestricted Funds Remaining</u>				
40							