

DRAFT
UNITARIAN SOCIETY OF NEW HAVEN
MINUTES OF THE FALL CONGREGATIONAL MEETING
November 12, 2017

Approved June 10, 2018

Attendance: 58

Quorum requires 36 members.

D. Gelperin called the Meeting to order at 12:14 pm and P. Miller recorded the minutes. A quorum of members was present. N. Apfel read the Covenant of Right Relations. M. Lloyd Joiner did a reading from Benjamin R. Barber.

Approval of Minutes of the June 11, 2017 Annual Congregational Meeting

MOTION by G. Feeley, to approve the Minutes of the June Congregational Meeting, **SECONDED by R. Platt**;

PASSED with 56 in favor, 0 opposed, and 2 abstentions.

2016/2017 Financial Year update

K. Garner, USNH Treasurer, presented the financial report which is attached at the end of the minutes.

D. Pascale asked, "What goes into the expense of property management?" K. Garner replied that we will need to look up the details.

D. Stagg, member of the Management Team, presented the capital budget which is included at the end of the minutes.

B. Eitzer, asked "Will we carry over funds for HVAC until it fails?" D. Stagg replied that we will determine use of the funds as necessary.

Board Goals for the year

D. Gelperin presented the board goals for the year, which are included in the USNH Council of Chairs goals and objectives. That document is attached at the end of the minutes.

The board has 3 goals:

1. Clarify governance model and roles of committees.
The board of trustees is responsible for vision and mission. The Management Team takes over operational activities. Our draft org chart is not yet ready because we suspect it needs to be changed.
2. Intentionally manage growth at USNH.
What does it mean to grow and welcome new members? Do we need to change some aspects of congregational life? We are reading "Moving on from Church Folly Lane". We are going to think about growth intentionally. We will have conversations with two other congregations who have gone through this transition. What does it mean to welcome people? We have had 83 new members in the past few years. A chart showing membership over time is attached at the end of the minutes. Why does our membership fluctuate around the average?
3. Clarify USNH's shared vision – what is the burning coal at the heart of USNH?
What are we trying to do and why are we doing it? We now have a second board meeting each month to discuss what does USNH mean and how can we articulate that with everyone. We hope this will help when dividing up scarce resources.

R. Zelisko asked, "Which congregations are we in dialogue with? Is it board to board or president to president? M. Lloyd Joiner responded that we will have skype calls with congregations in Burlington and Montpelier, VT.

F. Morrison asked, "How much of the membership drop was just cleaning up records?" We discovered that we had bloated records when we reviewed membership.

P.J. Deak suggested that the chart should indicate that we were never actually at a higher level.

K. Foscue asked whether the membership change is connected to the time in flux looking for a minister? We would not be surprised if that were the case.

L. DeVos stated that we are doing great. Other faith traditions are losing members while we are growing.

P. Trotta asked, "Is the driver the growth in number of members or the income that will affect change the most? Is the growth of income adequate?" M. Lloyd Joiner responded that new members don't traditionally give as much as long term members. We don't know what we can project. It may fix itself over time. Our mission calls us to focus on welcoming people strongly.

B. Congdon asked, "Is there a big picture on where we stand with the operating budget and with pledges?" We don't have firm numbers right now. We are working to do better forecasting. K. Garner noted that the budget as of Nov. 7 shows they are in alignment. It is early in the fiscal year to say income is growing. The budget was based on actuals of past several years. It looks like we will have another stable year.

D. Wade wanted to know if we have a safety plan to deal with a gun man coming to USNH? M. Lloyd Joiner answered that we have a lockdown procedure for RE. Teachers and parents are informed of the procedures. J. Greist made this happen. We are in the process of putting together a security task force to be updated with help from the Hamden police. We will make it congregation wide. We need to communicate it to the ushers, greeters, etc. This will take a couple of months to complete.

J. Greist explained that the plan deals with 3 contingencies: awareness of external threat in the area (how to lock down building); if there has already been a breach, pull a fire alarm. This will close fire doors sealing off hallways. We will then announce a lockdown. We can block the view into rooms and lock doors. We will not run lockdown drills. Children usually do this in school. The drills are anxiety ridden exercises for children. Hamden police suggested that we have a better communication plan for Sunday mornings. M. Lloyd Joiner and J. Greist always

carry cell phones and will continue to do so until better communications equipment is available

J. Kleinman wanted to know what plan we have for shortfall in the budget? Last year's budget had a planned shortfall to be paid from unrestricted assets. We used less than expected.

J. Kleinman had a follow up question: Do restricted funds need to be voted on? Use of these funds was voted on two years ago for the RE position. Restricted funds are used only for the fund's intended purpose, which does not require a congregational vote.

Adjournment

MOTION by L. deVos, to adjourn the meeting. **SECONDED by R. Platt.**
PASSED unanimously.

The Meeting adjourned at 12:56 pm.

Attachments:

Profit & Loss Budget vs Actual July 2016 through June 2017

USNH 2017-18 Capital Budget at 11/12/2017

USNH Council of Chairs Goals and Objectives for 2017-2018

USNH Membership 1969-2017

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11/08/17
Actual 2017

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul'16 - Jun'17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 - Pledges				
4010 - Current Year Pledges	449,218.25	465,000.00	-15,781.75	86.0%
4020 - Late Pledges	5,921.06			
Total 4000 - Pledges	455,139.31	465,000.00	-9,860.69	97.0%
4100 - Collection Plate	25,284.25	25,000.00	284.25	101.1%
4200 - Miscellaneous Donations				
4210 - Sunday Flowers donations	857.00	0.00	857.00	100.0%
4220 - Coffee donations	225.52			
4290 - Miscellaneous Donations - Other	258.00	2,000.00	-1,741.10	42.9%
Total 4200 - Miscellaneous Donations	1,340.52	2,000.00	-659.48	67.0%
4300 - Rentals				
4310 - Long term rental	57,781.00	50,000.00	7,781.00	95.6%
4320 - Incidental rental	3,203.00	5,000.00	-1,797.00	155.1%
Total 4300 - Rentals	60,984.00	55,000.00	5,984.00	104.8%
4400 - P&E Trustee Income	170.00	200.00	-30.00	10.9%
4500 - Fundraising Income				
4511 - Shop & Shop Cards revenue	4,085.00			
4512 - Echo Rita Cards revenue	432.28			
4513 - Regifting sale income	2,985.00			
4514 - Used Books sales	1,081.20			
4515a - Tag and Blank Sale Income	2,000.25			
4515b - Book Cart sales	5,193.15			
4516 - Book Cart Expenses	-2,078.74			
4517a - Equal Exchange Revenue	1,124.10			
4517b - Equal Exchange Expenses	-855.00			
4518 - Chocolate Auction	2,885.00			
4519 - Turnpike Players contribution	2,000.00	0.00	2,000.00	100.0%
4500 - Fundraising Income - Other	0.00	18,000.00	-18,000.00	0.0%
Total 4500 - Fundraising Income	16,888.37	18,000.00	-1,111.63	104.3%
4600 - Interest Income				
4610 - Interest earned	156.04			
4620 - Gains/Loss on Sale of Securities	496.89			
4600 - Interest Income - Other	5.28	1,500.00	-1,494.72	0.4%
Total 4600 - Interest Income	658.21	1,500.00	-841.79	42.0%
4700 - Restricted Funds released				
4710 - Released from Emerson and Scrib	15,000.00	16,000.00	-1,000.00	100.0%
4720 - Released for installation	2,637.85	5,300.00	-2,662.15	52.9%
Total 4700 - Restricted Funds released	17,637.85	21,300.00	-3,662.15	82.2%
4800 - Endowment contribution	17,461.00	17,461.00	0.00	100.0%
Total Income	602,074.02	611,061.00	-8,986.98	98.4%
Expense				
5100 - Facility				
5110 - Utilities	23,764.33	21,000.00	2,764.33	74.6%
5120 - Maintenance and Repair	7,128.74	8,200.00	-1,071.26	77.8%
5130 - Property Management	9,388.08	8,000.00	1,388.08	117.4%
5140 - Custodial Supplies	2,684.90	3,600.00	-915.10	74.2%
5150 - Landscaping	9,508.78	11,000.00	-1,491.22	86.4%
5160 - Security / Alarm system	3,571.31	3,200.00	371.31	108.8%
Total 5100 - Facility	66,035.17	65,000.00	1,035.17	101.6%
5200 - Office/Communications/Media				
5210 - Office Supplies	1,431.36	1,600.00	-168.64	90.1%
5220 - Postage	731.46	700.00	31.46	104.5%
5230 - Office Service Contracts	3,271.06	7,000.00	-3,728.94	46.7%
5240 - Internet, Phone, TV, etc.	3,642.24	3,400.00	242.24	107.1%
5250 - Office contingency	285.24	400.00	-114.76	71.3%
5260 - Web Hosting and Software	2,811.00	1,800.00	1,011.00	172.8%
Total 5200 - Office/Communications/Media	17,372.36	14,500.00	2,872.36	195.3%
5300 - Member Services/Committee Supp.				
5310 - Membership Committee	982.16	1,000.00	-17.84	98.2%
5320 - Ritual Relations Committee	1,783.00	2,000.00	-217.00	89.2%
5330 - Sunday Morning Team	1,702.00	2,000.00	-298.00	85.1%
5340 - Stewardship/Converse	1,837.82	2,000.00	-162.18	91.8%
5350 - Endowment and Legacy	1,253.75	2,000.00	-746.25	62.7%

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11/03/17

Accrual Basis

**Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2016 through June 2017**

	Jul'16 - Jun'17	Budget	\$ Over Budget	% of Budget
5300 - Small Group Ministries	0.00	300.00	-300.00	0.0%
5370 - Library, History, Archives	210.00	245.00	-34.11	88.1%
5380 - Lay Ministry Team	200.00	300.00	0.00	100.0%
Total 5300 - Member Services/Committee Supp.	7,763.00	9,745.00	-1,981.00	79.7%
5400 - Denominational Affairs				
5410 - UUA Program Fund	17,760.00	17,760.00	0.00	100.0%
5420 - New England District Diacs	9,512.00	9,512.00	0.00	100.0%
Total 5400 - Denominational Affairs	27,272.00	27,272.00	0.00	100.0%
5500 - Financial Affairs				
5510 - Mortgage				
5511 - Building loan principal	51,531.04			
5512 - Building loan interest	31,687.77			
5510 - Mortgage - Other	0.00	85,100.00	-56,100.00	0.0%
Total 5510 - Mortgage	83,218.81	85,100.00	-2,230.58	87.4%
5520 - Insurance				
5520 - Accountant's routine	7,700.00	7,900.00	-110.00	88.8%
5520 - EFT fees	3,500.00	4,200.00	-850.00	80.5%
5520 - PFD loan interest	526.47	270.00	256.47	195.0%
5520 - Bank fees	600.00	600.00	0.00	100.0%
5520 - Payroll fees	130.00			
5520 - CT sales tax	224.60	800.00	-75.40	87.4%
5520 - Merrill Edge sales commission	103.26	350.00	-116.65	53.8%
5520 - Merrill Edge sales commission	28.37	0.00	35.37	100.0%
Total 5500 - Financial Affairs	85,840.57	99,070.00	-13,229.43	96.7%
5600 - Personnel Expenses				
5610 - Salaries				
5611 - Salary (w/Housing) Minister				
5611a - Salary Minister	88,759.67			
5611c - Housing Allowance Minister	25,315.31			
5611 - Salary (w/Housing) Minister - Other	189.02	85,000.00	-84,353.58	0.2%
Total 5611 - Salary (w/Housing) Minister	114,264.00	85,000.00	26,100.00	100.0%
5612 - Salary RE Director				
5612a - Salary adjustment RE Dir.	124.35			
5612 - Salary RE Director - Other	54,033.65	54,578.00	-44.32	99.9%
Total 5612 - Salary RE Director	54,158.00	54,578.00	-420.00	100.1%
5613 - Salary Music Director				
5613a - Salary adjustment Music Dir.	50.52			
5613 - Salary Music Director - Other	21,856.34	22,344.00	-367.66	88.3%
Total 5613 - Salary Music Director	21,906.86	22,344.00	-437.14	98.5%
5614 - Salary Cong. Admin.	52,090.00	52,000.00	60.00	100.1%
5616 - Salary Sexton	25,234.00	25,540.00	-306.00	98.7%
5618 - Salary Assoc. Music Director				
5618a - Salary adj. Assoc. Music Dir.	33.12			
5618 - Salary Assoc. Music Director - Other	14,805.23	14,858.00	-52.77	99.9%
Total 5618 - Salary Assoc. Music Director	14,838.35	14,858.00	-19.65	100.1%
5617 - Salary Membership Coord.	5,022.00	3,800.00	1,022.00	125.8%
5619 - Salary Office Assistant	0.00	6,400.00	-6,400.00	0.0%
Total 5610 - Salaries	257,028.36	272,910.00	-15,881.64	98.0%
5620 - Child Care Services				
5620 - Child Care Services	3,548.75	3,670.00	-121.25	100.4%
5620 - Bookkeeping services	11,486.25	12,000.00	-513.75	95.5%
Total 5620 - Child Care Services	15,035.00	15,670.00	-635.00	95.9%
5630 - Medical Insurance				
5631 - Health ins. Minister	0.00	0.00	0.00	0.0%
5632 - Health ins. RE Director	9,105.34	9,761.00	-655.66	93.3%
5633 - Health ins. Cong. Admin.	9,059.23	9,313.00	-253.77	97.4%
5634 - Health ins. Sexton	4,804.30	5,175.00	-370.70	92.5%
Total 5630 - Medical Insurance	23,079.87	24,249.00	-1,169.13	94.8%
5640 - Insurance				
5641 - Dental Insurance	557.28	0.00	557.28	100.0%
5643 - Disability Insurance	1,753.24	2,255.00	-401.76	77.7%
5644 - Life Insurance	1,295.34	1,732.00	-436.66	75.1%
5645 - Workers Compensation Ins.	3,565.00	3,875.00	-310.00	105.4%
Total 5640 - Insurance	7,170.86	7,862.00	-691.14	98.9%
5650 - FICA Payroll Taxes				
5651 - FICA/Medicaid - others	12,694.55	13,810.00	-1,115.45	90.2%

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Accrual Basis

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun '17	Budget	\$ Over Budget	% of Budget
5852 - FICA/Medicare reimb. Minister	6,404.00	7,268.00	-774.00	89.4%
Total 6630 - FICA Payroll Taxes	19,178.55	20,876.00	-1,697.45	91.9%
5600 - Pension Expense				
5881 - Pension Minister	9,882.40	9,500.00	382.40	103.8%
5882 - Pension P&E Director	3,004.05	5,490.00	-1,066.05	101.8%
5883 - Pension Congr. Admin.	4,000.57	4,000.00	0.57	100.0%
5884 - Pension Beadle	2,388.62	2,354.00	34.62	101.9%
Total 5880 - Pension Expense	21,805.64	21,352.00	453.64	102.4%
5670 - Payroll administration fees				
5871 - Payroll service fee	2,042.95	0.00	2,042.95	100.0%
5872 - Section 125 administration	414.33			
5879 - Payroll administration fees - Other	184.00	3,000.00	-2,816.00	4.8%
Total 5670 - Payroll Administration fees	2,801.28	3,000.00	-198.72	86.7%
5600 - Professional Expense accounts				
5881 - Allowance Minister	2,789.38	8,500.00	-2,810.62	103.1%
5882 - Allowance P&E Director	2,474.36	3,000.00	525.62	82.5%
5883 - Allowance Congr. Admin.	25.00	600.00	-575.00	4.2%
5884 - Allowance Music Director	1,232.77	1,500.00	-267.23	88.2%
Total 5600 - Professional Expense accounts	12,888.01	13,600.00	-711.99	92.6%
Total 5600 - Personnel Expenses	385,717.25	378,823.00	6,894.25	97.3%
5700 - Trustees Research & Development				
5710 - Management Team contingency	276.00	3,000.00	-2,724.00	9.2%
5720 - Management Instruction	1,951.99	3,000.00	-1,048.01	65.1%
Total 5700 - Trustees Research & Development	2,227.99	6,000.00	-3,772.01	52.8%
6100 - Music Program				
6110 - Paid instrumentalists	550.00	1,600.00	-1,050.00	55.0%
6120 - Accompanist for rehearsals	100.00	300.00	-200.00	33.3%
6130 - Sheet Music and Library	486.43	600.00	-113.57	80.8%
6140 - Piano tuning/repair	1,481.00	750.00	731.00	179.9%
6150 - Piano, Tapes, Misc.	0.00	200.00	-200.00	0.0%
Total 6100 - Music Program	2,548.43	3,050.00	-501.57	83.6%
6200 - Religious Education Program				
6201 - Adult RE	1,089.27	1,300.00	-210.73	85.7%
6202 - CYRE Discretionary fund	302.97	500.00	-197.03	60.4%
6203 - Teacher training & support	300.00	300.00	0.00	100.0%
6204 - Curriculum, Supplies, Equipment	892.30	1,200.00	-307.70	74.8%
6205 - YRULU Support	580.10	800.00	-219.90	72.6%
6206 - Family Ministry, Activities	527.88	750.00	-222.12	71.7%
6207 - Teacher/volunteer bkd checks	0.00	300.00	-300.00	0.0%
6208 - OTR Teacher Training	1,501.15	1,500.00	1.15	100.1%
6209 - Admission Class budgeted exp.	1,200.00	1,200.00	0.00	100.0%
Total 6200 - Religious Education Program	5,707.65	6,150.00	-442.35	92.3%
6300 - Social Justice Programs				
6301 - HEART	469.64	600.00	-130.36	84.8%
6302 - Anti-Racism Task Force	700.00	700.00	0.00	100.0%
6303 - Peace Task Force	650.00	650.00	0.00	100.0%
6304 - Kids Service Team	1,000.35	1,000.00	0.35	100.0%
6305 - Immigration Refugee Task Force	1,287.27	1,450.00	-162.73	86.7%
6306 - Green Sanctuary	141.47	200.00	-58.53	70.7%
6307 - Presenting Gun Violence	516.52	600.00	-83.48	86.1%
6308 - History Project/US300 Partnership	9,488.62	9,500.00	-11.38	100.0%
6309 - UALINO Dues	0.00	400.00	-400.00	0.0%
6310 - URJC Dues	508.47	600.00	-91.53	89.7%
6311 - Social Justice Reserve	300.00	300.00	0.00	100.0%
6312 - Mental Health Awareness	0.00	0.00	0.00	0.0%
6313 - CONNECT	0.00	0.00	0.00	0.0%
6300 - Social Justice Programs - Other	237.16	0.00	237.16	100.0%
Total 6300 - Social Justice Programs	15,800.00	18,000.00	-2,200.00	87.8%
6400 - Worship				
6410 - Speaker's fees	1,481.00	2,400.00	-919.00	61.7%
6420 - Worship Supplies	46.54	400.00	-353.46	11.3%
6430 - Flower expenses	2,105.65	1,500.00	605.65	140.4%
6400 - Worship - Other	310.95			
Total 6400 - Worship	4,148.95	4,300.00	-151.05	96.5%
Total Expense	603,841.44	634,070.00	-30,228.56	86.1%

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Account@uhs

Unitarian Society of New Haven
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	Jul '16 - Jun '17	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	-1,827.42	-20,183.00	21,304.68	7.8%
Net Income	-1,867.42	-21,400.40	21,304.68	7.8%

**USNH COUNCIL OF CHAIRS
GOALS AND OBJECTIVES FOR 2017-2018**

The Adult Religious Education Committee – strives to create a learning environment that motivates our Unitarian Universalist congregation to grow spiritually, intellectually, emotionally, and socially for our good and that of the wider community.

The Adult Religious Education Committee provides opportunities for spiritual growth, fostering connections and commitment to USNH and Unitarian Universalism and developing the foundations for action for justice through a variety of classes, courses, and one-time events.

The Goals & Objectives of the USNH Adult Religious Education Committee are...

1. **Partnering** with other groups within our congregation to create intentional spaces for sharing and growing our knowledge about spiritual issues, social issues and UU identity.
2. **Inviting** participation in these intentional spaces by individuals & organizations in the wider New Haven community so as to encourage a social justice and interfaith (including no faith) spiritual discourse among USNH members and those beyond our congregation.
3. **Fostering** open dialogue and discourse, in these spaces with these participants, to encourage the reflector portion of a praxis – striving towards greater & more effective action on social justice and interfaith (including no faith) spiritual issues.

P.J. Deak, chair

Board of Trustees

Dan Gelperin (president), Peggy Myers (vice-president), Bernice Marie-Daly, Liz Demisky, Jeannette Faber, Kathy Garner, Rev. Megan Lloyd Joiner, Pam Miller, Bobbi Pace, Pat Trotta

1. Clarify governance model and roles of committees
2. Intentionally manage growth at USNH
3. Clarify USNH's vision- what is the burning coal at the heart of USNH?

Buildings & Grounds

David Jones, chair

The goal of the B&G Committee remains the same: to insure the physical facility of USNH is adequately and safely maintained.

Objectives:

1. Replace front steps
2. Clear brush at side and rear of the building
3. Repair Drivlt
4. Repair lower parking lot
5. Improve electrical system for Cuddletime

Children and Youth, Religious Education (CYRE)

Patricia McChesney (chair), Vicki Seitz (secretary), Lurlna De Vos, Robb Camm, Robyn Genzano, Jamie Johnson, Sarah Northrup, Gary Moss, Bradley Woodward

Pam Niles continues to volunteer to ensure that the day-to-day details of the program are attended to and has facilitated the CYRE program's goals. We very much appreciate her dedication to CYRE.

We are extraordinarily grateful to our over 40 volunteer teachers and helpers who have supported the CYRE program by donating hours of their time to our USNH children, youth, and teachers. We are a cooperative

religious education program that relies on our volunteers. We are also appreciative of the congregants who have supported our children in many ways, including as their Secret Buddies. CYRE Goals for 2017-18:

- Support our DLRE in his leadership responsibilities managing religious education programs for our children and youth;
- Recruit 2-3 new members. Explore other ways to involve teens in the planning of the CYRE committee;
- Work with DLRE to configure Children's Chapels for the upcoming year.
- Continue to maintain our relationship with UUs in the Philippines through supporting the education of Rheyene and Lazter. We will also pursue more fundraising for this;
- Continue to deepen the involvement of teens across CYRE and our UU church community;
- Expand the Classroom Coffees program to facilitate home-to-classroom communication and strengthen the children's religious education. This program includes a registration push, a check-in with teachers, and a recruitment of parents as teachers;
- Collaborate with DLRE in planning CYRE Sunday in June 2018 which will recognize children who have Stepped Up and thank teachers and other volunteers;
- Recruit teachers to fill any unfilled positions for 2017-18 and explore novel recruitment methods;
- Evaluate the possibility of expanding Our Whole Lives (OWL) programs for upper grades;

Endowment and Legacies Committee

Fred Morrison, chair

To support the USNH mission of "Inspiring lives of compassion and generosity," the Endowment and Legacies Committee goals for this year are to:

- Conduct the USNH Endowment Campaign to grow the Endowment and other investments to \$2.5 million by 2024 by promoting opportunities for USNH members and friends to make current and legacy gifts and reducing management and investing costs while improving portfolio performance
- Conduct a recognition event for current and prospective Legacy Society Members
- Support USNH by providing a contribution of 2% of the endowment value based on a 13 quarter rolling average.
- Work towards the adoption of the proposal previously submitted by the Endowment and Legacies Committee regarding the management and investment of restricted funds.

Finance Committee

Chair: Vacant

Members: Kathy Garner (treasurer), Susan Godshall, Mary Losee, Greg Seaman

Goals:

- 1) Establish quarterly reporting cycle using online report sharing (a subpage off of Board Website). (Kathy)
- 2) Establish electronic payment of vendors wherever feasible.
- 3) Create updated responsibilities for Finance Committee as a subsequent phase to the transition to policy governance. Once defined, recruit for open positions.
- 4) Assist with refinancing efforts for the long term debt that is coming due 7/31/2017.
- 5) Continue to oversee financial operations with a focus on the day to day tasks of signing checks, reviewing deposits, and counting the offertory after two services.
- 6) Work with Management Team to create 2018-19 operating budget.
- 7) Create and implement a short term investment strategy. (TBD – this is currently an unmanaged task)
- 8) Review and oversee payroll. (Greg)
- 9) Implement a new payroll schedule (twice a month vs current every 2 weeks). (Greg)

The overall mission of the Finance Committee is to assist the Treasurer with day to day tasks and advise the Management Team on financial matters as requested.

History, Library and Archives

Committee members: Jane Platt (chair), Joan Silverman, Toby Appel, Peggy Rae, Yvette Scharf, Dody Gall, Frank Jonnietz, James Platt

1. Make the archives closet safe for archived materials. There is water damage to the wall, needing waterproofing. We hope to reconstruct the shelving for more efficient storage.
2. Assess and update the filing of archives. Make folders for groups and programs that have been added since the filing system was devised.
3. Maintain the newly established organization of the Dorothy F. Harned Library. There is a new system for getting overdue materials returned.
4. Develop a list of books to be added to the Harned Library collection. we can budget money for buying books and ask for donations.
5. Increase the congregation's awareness of the Harned Library's resources.
6. Make the Library catalog available online.
7. Inventory art objects that are or have been in the building. Attempt to find out what has happened to the missing objects.

Management Team

Rev. Megan Lloyd Johar, Georgia Jennings, David Stagg, Gwen Hauss-Saverance, Jeremy Hill

The Management Team, working with the Board, staff, committees and other volunteers, will

- Oversee the day to day operations of the congregation in order to fulfill our mission,
- Fulfill our duties as outlined in the USNH Policy Book
- Work with stewardship team to achieve a successful campaign,
- Work with the board to strengthen the congregation's committee and governance structure and its long-term sustainability.

Membership Team

Jean Bacon, Kevin Chapin, David Cross, Christine Durham (chair), Jane Ferrall (membership coordinator), Patrick Korth, Joan Lane, Deb Selden, Terry Vidal, Dan Wade.

The Membership team works alongside the Membership Coordinator to provide a welcoming path from new visitor to membership.

Goals for 2017-18:

1. Make use of on line UUA courses 'from Visitor to Leadership' to build on established work of the membership team.
2. Provide resources for the visitor to learn more about USNH...
 - maintain the Welcome Corner as a place for new visitors to chat/ask questions;
 - continue new visitor outreach with follow up email;
 - offer 1st Sunday welcome chats to deepen visitor connection with USNH
 - encourage visitor participation in 3rd Sunday Community Conversations.
 - foster a culture of hospitality.
3. Offer a 3 part 'New to UUA/USNH' series for Spring and Fall.
4. Promote deeper understanding of, and commitment to, USNH through participation in a required class (*Sharing the Journey*) for potential members.
5. Integrate visitors and new members into congregational life through connection with USNH groups.
6. Connect new and current members through in-house fellowship events.
7. Connect new members with each other through new members potluck.
8. Create the Membership Team webpage for new USNH website.
9. Maintain member contact information.
10. Promote awareness of USNH to people who have recently moved into the area.

Music Committee

Committee members: Pater Hansen (chair), Toby Appel, Carol Holloman, Ann Lovison, Marty Lipnick, Sylvia Lipnick, Linda Mehta, Jane Platt, Richard Platt, Christine Shadle, Jackie Trimble Shapiro (Jeffrey Douma and Erika Schroth, co-directors of music, ex-officio members)

The Mission of the Music Committee is to support the work of the music staff in bringing to USNH a music program that enhances worship and fosters an understanding and appreciation of the beauty and diversity of the world and all its peoples.

To support the Committee and USNH missions, the Committee is working to advise and provide input to the Staff on Choir and worship music, to maintain the Choir sheet music library, USNH pianos and hymnals, to oversee the special Music Fund, to submit the Music portion of the USNH operating budget (not salaries) and to support the Sundays at Four concerts.

Specific goals include:

1. Welcome and encourage prospective new Choir members. Recruiting is not necessary now.
2. Update content for the Music Committee on the USNH website.
3. Continue the inventory, cataloging and filing of the Choir sheet music library.
4. Monitor the need for additional hymnals.
5. Review the need for major refurbishing of the Sanctuary piano or even replacement. Continue to verify that all USNH pianos are being tuned as needed.
6. Support and publicize Sundays at Four concerts
7. Review the results of the Music Survey. Provide input, advice and support to the Music Staff and Minister on possible changes. Linda Mehta will publicize a summary of the results to the Congregation.
8. Monitor 2017-18 Music Program expenses and work with the Music Staff to determine 2018-19 budget needs. Continue to oversee the special Music Fund.

Nominating Committee

Robb Camm, chair

Goals: Supporting our mission to encourage and develop participation by USNH members in the workings of the congregation this year, the Nominating Committee is engaged in drafting a slate of candidates for upcoming openings on the Board of Trustees, the Nominating Committee and the Endowment and Legacies Committee. We hope to expand awareness of the Nominating Committee and the service opportunities available.

Permanent Committee on Right Relations The purpose of the PCRR is to create and nurture a culture that is aligned with the vision outlined in the USNH Right Relations Covenant, adopted by the membership, and to be available to help facilitate conflict resolution within our congregation. Chairpersons: Gail Figliola (grannygail08@gmail.com) Nancy Apfel (nancy_apfel@hotmail.com)

To support USNH's mission to inspire lives of compassion and generosity, nurture spiritual growth, and cultivate transformative connections, the PCRR will maintain its focus of promoting the promises outlined in the USNH Right Relations Congregational Covenant. Specific goals include: Build on 2016-2017 restorative practices workshops by offering additional training and practice through services of an outside facilitator. Work with the minister (Rev. MLJ) and Worship Committee to expand congregation's capacity for listening and connecting through opportunities to practice restorative dialogue by holding monthly thematic Community Building Listening Circles. Partner with Staff, Board and Committee members interested in addressing social justice issues via the Restorative Conversations circle model. Promote the PCRR as a resource and a support for individuals and groups desiring a safe meeting setting to resolve conflict and restore healthy relationships. Co-host a Social Cinema evening in conjunction with ARE. Expand membership from 3 people to 5.

Personnel Committee

Jean Rosenthal (chair), Bobbi Pace

To support the USNH mission by enhancing congregational infrastructure, this year the Personnel Committee will provide support functions on personnel issues as requested by the Board of Trustees, Management Team, or Head of Staff; and provide Personnel Policy guidelines.

Small Group Ministry

Chairperson: None

Mission: The mission of Small Group Ministry is to support and facilitate faith development and transformative connections between USNH members in a safe, consistent and intimate setting

Goals: Finalize the roster of groups and facilitators for the fall 2017-spring 2018 terms: October 2017 through mid-January 2018, and mid-February through May 2018; Organize the three week sign-up process and publicize it to the congregation; Provide support to facilitators; Reflect on the experiences of facilitators and participants in Small Group Ministry at the end of each term; Recruit new members to the Steering Committee

Social Justice Council: Eurline deVos (chair), Christine Durham, Maggie Goodwin, Pamela Miller, Van Selden, Dan Wade, Richard Cho.

Goals & Objectives

- 1) The SJC will work to decrease White Supremacy Culture manifestations and classism in the USNH congregation.
- 2) The SJC will work to increase the rate of participation of congregants in the Social Justice Group initiatives.
- 3) The SJC will support the work of the Social Justice Network groups including but not limited to HEART so that no further Columbus House Dinners are cancelled and the Anti-Racism Task Force as it reorganizes and clarifies its focus and seeks to serve the anti-racism needs of the congregation at this critical time.
- 4) The SJC in collaboration with the CONECT Initiative Action Group will facilitate the congregation's exploration of membership in CONECT.
- 5) The SJC will respond to initiatives of the UUA, UUSC, UU-UNO, and UUGSJ in an effort to strengthen congregants' relationships to the larger denomination.
- 6) The SJC will support the progressive legislative initiatives of the various Social Justice Network groups.
- 7) The SJC will oversee the expenditures of the various Task Forces sufficiently that they stay in budget or request extra funds through transfers within the Social Justice Network in a timely manner.
- 8) The SJC will encourage the various network groups to partner with Adult RE to increase awareness and understanding of current social justice issues.

Sunday Morning Team

Becky Sandmann (chair), Committee Members: Pam Niles, Sally Connolly, Greg Feeley, Al Bosch, Karen Swanson, Theresa Childs, Amy Wexler, Dee Arnett, Ray Zalenski, Barbara Orrok, George Deming, and Michele DeMusis.

The 2017-2018 goals:

To provide support on Sunday mornings with:

- o Greeting
- o Ushering
- o Supervising coffee hour
- o Welcoming visitors, collecting information from them, and assisting them to feel welcome, especially during coffee hour

- To further assist with making a community by:
 - Organizing monthly pot luck soups or snacks or salads on the first Sunday of each month
 - Assisting with the planning of the annual Chocolate Auction which is also a fund raiser for USNH
- To assist Membership Committee and Membership Coordinator in order to increase membership and further welcome visitors by:
 - Maintaining visitor nametags, lists and data regarding the number of times folks visit USNH in order to know who might be interested in joining and/or participating in various activities at USNH
 - Assisting with possible new member activities as needed and/or requested
- To assist with member/visitor support and information:
 - Maintain pamphlets in the lobby for visitors, guests and USNH members
 - Facilitate and order supplies for the kitchen
- To further USNH goals we are working with other committees and groups to plan for a multi-generational fun activity in March 2018, which we would like to see become an annual event.

Number of new Committee Members sought for 2017-2018: We can always use new members to assist with the tasks on Sunday Morning and with other activities we host. These activities include: Greeting at the door Sunday Mornings, welcoming visitors and assisting with helping visitors feel welcome, organizing the coffee hour.

Additional Comments/Information: We believe that Sunday Morning Team is a gateway for visitors to become comfortable at USNH and to eventually become a member. One of our goals is to reach out and integrate visitors and other new folks. We also believe that working with other committees, as in hosting joint activities, will assist visitors and new folks with getting connected at USNH.

Along with our usual Sunday Morning activities, this year we have sponsored "First Sunday's" with either pot luck soups, salads or snacks. Other activities we have been involved in have included the Chocolate Auction, assisting with the used book sale and cosponsoring a Mad Hatier multigenerational gathering.

Worship Committee: Rich Stockton (chair), Rev. Megan Lloyd Jolner, Loren Fields, Tom Hardin, Gwen Heuss-Severance, Sue Linsley, Linda Mehta, Deb Pascale, Jim Peters

The goals and responsibilities: To support our minister and congregation by helping to provide high quality Sunday Worship Services:

1. To serve as Worship Associates for Sunday Worship Services and help coordinate the elements of the Order of Service;
2. To serve as Worship Leaders when our minister is absent, and to help locate and support guest ministers and lay members to lead worship;
3. To enhance the effectiveness of Worship Associates through clarity of responsibilities, schedule, and training;
4. To explore and incorporate a variety of spiritual beliefs, expressions and practices in our worship services;
5. And to plan for the future of the Worship Committee through recruitment of new members, training and service participation.

USNH Membership 1969-2017

