

UNITARIAN SOCIETY OF NEW HAVEN  
MINUTES OF THE FALL CONGREGATIONAL MEETING  
November 11, 2018

Approved June 2, 2019

Attendance: 57

Quorum requires 36 members.

P. Myers called the meeting to order at 12:04pm. J. Peters and A. Bosch served as vote counters. A quorum was in attendance.

Rev. M. Lloyd Joiner read an invocation by Heather K. Janules.

P. Trotta read the Covenant of the Permanent Committee on Right Relations.

**Approval of Minutes of the May 20, 2018 Congregational Meeting**

**MOTION by P. Trotta**, to approve the Minutes of the May 20 Congregational Meeting, **SECONDED by A. Bosch**;

**PASSED** with 50 in favor, 0 opposed, and 6 abstentions.

**Approval of Minutes of the June 10, 2018 Congregational Meeting**

**MOTION by P. Trotta**, to approve the Minutes of the June 10 Congregational Meeting, **SECONDED by L. Pawelek**;

**PASSED** with 43 in favor, 0 opposed, and 13 abstentions.

**Report from Management Team**

The Goals and Objectives Document and Budget Update handouts are attached at the end of the minutes.

- **Council of Chairs Goals and Objectives – presented by D. Stagg**

The Council of Chairs meets three times per year with the Management Team. Seventeen committees are represented on the Council. The Budget is discussed with the Council in the spring.

- **Standard Operating Procedures – presented by D. Stagg**

Policies and procedure development was discussed at the last meeting. J. Hill is coordinating efforts to prepare standardized procedures. Eleven procedures have been identified. Six of the procedures have been released. They are on the USNH web site and are available in the office.

- **Budget update including UUA dues – presented by D. Stagg**

The Budget Update report highlights some financial issues from the year. We exceeded the budgeted pledged income. Expenses were less than projected. Income exceeded expenses. This is still subject to final review by outside advisors.

Our income for the current year is on track. Expenses are at 23.6% of the budgeted amounts. It is too early to draw conclusions based on the current year's data. BLUU support requires additional funds. Two collections have been held for this purpose. A grant to continue CONECT funding has been submitted. We will have a congregational meeting early next year to determine whether to renew CONECT membership. UUA contributions were budgeted at half of the recommended amount. We can increase the contribution somewhat given the current pledges. We propose to review pledges closer to the end of the fiscal year to make a final determination on the amount to be paid.

The Fiscal Year runs from July 1 – June 30. This causes confusion for some members since the Fiscal Year does not match the stewardship campaign calendar. When making contributions, please indicate the year to which contributions are to be applied.

S. Lagarde asked for clarification on the issue of pledges. Is the figure in May going to be solely based on pledges? Last year, actual pledge receipts exceeded pledges made. G. Berg, chairman of the finance committee, commented that we think the budgeted number is good based on data available.

- **Capital Budget update – presented by A. Bosch (Building and Grounds)**

To date we have spent \$22,701.75 on completed projects. Other projects are in progress. Dryvit, the siding on the classroom wing, cannot be repaired until spring. We need advice on what to do with the Dryvit. The approved endowment funds for this work have not yet been accessed.

P. Trotta asked about the reserved funds for HVAC. Do we have estimates for repairs? Each component costs about \$5000 to replace. We have already replaced 3 out of 4 units. The projected life for the system is 20 years. We are 15 years into that term.

B. Orrok asked where do we find people who provide estimates? We get them through previous contractors, from people on the Building and Grounds Committee, and from word of mouth. We have also used Home Advisor. Three bids are required for large projects. We do not always go with the lowest bid.

Can we consider having at least one bid from a minority, women owned, or veteran owned business?

We need more members for the B& G committee. M. DeMuisis will join the team. Please contact A. Bosch if you are interested.

### **Introduction of Kitchen Project Committee – presented by D. Stagg**

D. Stagg asked L. Smith to begin the presentation on the Kitchen project. We are excited at the prospect of a safe and modern kitchen. The kitchen is 56 years old. The “Kitchen Promise” committee has been active since January 2017. Please sign up if you have not seen the previously distributed information package. An informational meeting will be held November 18. We anticipate a congregational vote on December 2.

### **Presentation of the Kitchen Project Committee – presented by C. Cheney, L. Smith, and D. Stagg**

Last year D. Jones asked about renovating the kitchen. B. Sandmann, P. Niles, L. Barrett, P. Trotta, A. Clark, B. Pace, R. Garskof, and L. Smith contributed to the project. D. Thompson joined the committee and consulted on architectural issues, making drawings for the project. C. Cheney volunteered to handle fundraising. G. Seaman volunteered to be project manager.

In March 2018, a package of documents was sent to the Management Team for consideration. The Management Team struggled with the budget. As of June, the project was on hold but in July that changed. The unrestricted funds account had begun to recover. The Board was asked about the project. It was voted on at the

board retreat. Approval was given contingent on a financial feasibility report and congregational approval.

C. Cheney has been a USNH member since 1977. The Kitchen Promise is a promise to make the community better. She began working on a case of support in summer 2017 and presented it in September 2017 at a meeting to discuss coordinating kitchen fundraising with other fundraising efforts. She recommended a two-phased approach, a \$50K private phase and a public phase for an additional \$10K. The quiet phase was to test interest in the project.

Once the Board agreed, individual meetings were held. A ceiling was established at \$125K. Over \$83K has been raised so far, \$33K over the original budget. We have plans to close this gap. We will continue to solicit gifts. L. Appel and C. Cheney are applying for a grant from the Community Foundation for Greater New Haven. The Ultimate Kitchen Shower will be held in January. We hope for \$10-15K from these initiatives. A wine tasting is being planned. The Management Team and the finance committee are exploring options. Loans have been offered by members to meet the budget.

### **Motion to Adjourn**

**MOTION by G. Seaman**, to adjourn the meeting. **SECONDED by P. Vidal;**  
**PASSED** unanimously.

The Meeting adjourned at 12:53 pm.

### **Attachments:**

Operational and Capital Budgets  
Committee Goals and Objectives

		2016-18	2016-18	2016-17	2016-2017	2017-18	2017-18	% of	2018-19	9/30/2018	% of	Comments	
		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Actual	Budget		
	<b>INCOME</b>												
1	4000 Pledges	457,829.00	466,265.00	465,000.00	448,594.93	451,742.00	472,663.98	102.4%	445,000.00	124,854.93	28.0%	Pledges to date versus contributions	1
2	4100 Collection Plate	73,000.00	26,227.00	25,000.00	26,264.25	25,000.00	23,630.30	94.1%	25,000.00	4,513.52	18.1%	same as last year	2
3	4200 Misc. donations, Incl. Coffee and Flower donations	3,300.00	1,923.00	2,000.00	1,961.42	1,500.00	1,340.87	89.4%	1,500.00	141.74	9.4%	same as last year	3
4	4300 Regular Tenant	55,520.00	54,903.00	58,000.00	57,781.00	58,000.00	57,781.00	99.6%	58,000.00	15,114.00	26.1%	same as last year	4
5	4300 Incidental	7,400.00	5,750.00	5,000.00	9,303.00	8,000.00	8,505.00	106.3%	7,000.00	627.50	9.0%	decreased from last year	5
6	4400 RE Income	900.00	1,150.00	900.00	170.00	0.00	250.00		500.00	170.00	34.0%	based on actuals	6
7	4500 Fundraising	14,000.00	14,282.00	16,000.00	16,689.37	21,500.00	19,971.11	92.9%	18,000.00	4,089.55	22.7%	small decrease from last year	7
8	BLUU fundraising								3,500.00	0.00	0.0%	New activity - See Note 1.	8
13	<b>Total Income</b>	<b>616,527.00</b>	<b>602,844.00</b>	<b>606,881.00</b>	<b>602,864.98</b>	<b>618,242.00</b>	<b>626,787.32</b>	<b>101.4%</b>	<b>604,027.00</b>	<b>148,888.44</b>	<b>26.2%</b>	<b>Total Income</b>	<b>13</b>
14	<b>EXPENSES</b>												
22	<b>Facility total</b>	<b>76,660.00</b>	<b>84,721.00</b>	<b>86,880.00</b>	<b>86,036.07</b>	<b>80,800.00</b>	<b>68,846.88</b>	<b>86.3%</b>	<b>68,700.00</b>	<b>18,271.08</b>	<b>27.7%</b>		<b>22</b>
30	<b>Communication total</b>	<b>16,662.00</b>	<b>16,621.00</b>	<b>14,680.00</b>	<b>17,443.66</b>	<b>18,800.00</b>	<b>17,282.86</b>	<b>92.0%</b>	<b>18,800.00</b>	<b>3,883.86</b>	<b>21.1%</b>		<b>30</b>
5300	<b>Committee Support/Member Services</b>												
5310	Membership Committee	1,000.00	742.00	1,000.00	982.16	1,000.00	879.49	87.9%	1,000.00	435.75	43.6%	same as last year	31
5320	Right Relations Committee	2,000.00	2,000.00	2,000.00	1,780.03	1,500.00	1,400.00	93.3%	1,500.00	0.00	0.0%	same as last year	32
5330	Sunday Morning Team	2,000.00	1,918.00	2,000.00	1,702.03	1,800.00	1,844.95	102.5%	1,800.00	449.05	24.9%	same as last year	33
5340	Stewardship/Canvass	2,000.00	1,518.00	2,000.00	1,637.83	1,800.00	1,072.72	59.6%	1,800.00	57.00	3.2%	same as last year	34
5350	Endowment & Legacies	2,000.00	247.00	2,000.00	1,250.75	1,500.00	1,842.30	122.8%	2,000.00	0.00	0.0%	increase from last year	35
5360	Gmail Groups	300.00	100.00	300.00	150.00	150.00	0.00	0.0%	150.00	0.00	0.0%	same as last year	37
5370	Library/Archives	100.00	84.00	245.00	210.89	200.00	131.50	65.8%	200.00	0.00	0.0%	same as last year	38
5380	Lay Ministry Team	200.00	120.00	200.00	200.00	200.00	0.00	0.0%	200.00	0.00	0.0%	same as last year	39
40	<b>Committee/Member Services total</b>	<b>8,800.00</b>	<b>8,729.00</b>	<b>8,745.00</b>	<b>7,763.68</b>	<b>8,150.00</b>	<b>7,170.68</b>	<b>88.0%</b>	<b>8,850.00</b>	<b>841.80</b>	<b>10.8%</b>		<b>40</b>
5400	<b>Denominational Affairs</b>												
5410	UUA Program Fund 2018-19 request now based on total income											Jan 19, 2018 letter from UUA combines UUA & regional dues at \$29,455. See Note 3.	41
42		20,088.00	19,440.00	17,760.00	17,740.00	19,560.00	19,560.00	100.0%		0.00	0.0%		42
43	5430 New England Region (\$22/mem)	5,480.00	7,128.00	5,512.00	5,512.00	7,172.00	7,172.00	100.0%		0.00	0.0%		43
44	<b>Denom. Affairs total</b>	<b>25,568.00</b>	<b>26,568.00</b>	<b>23,272.00</b>	<b>24,272.00</b>	<b>26,732.00</b>	<b>26,732.00</b>	<b>100.0%</b>	<b>14,702.50</b>	<b>0.00</b>	<b>0.0%</b>	<b>60% of requested amount</b>	<b>44</b>
55	<b>Finance total</b>	<b>97,883.00</b>	<b>86,442.00</b>	<b>88,070.00</b>	<b>86,840.67</b>	<b>87,784.00</b>	<b>88,787.62</b>	<b>101.1%</b>	<b>61,813.80</b>	<b>17,426.86</b>	<b>33.6%</b>	<b>Lower due to lower mortgage cost</b>	<b>55</b>
66	<b>Personnel total</b>	<b>376,344.00</b>	<b>387,388.00</b>	<b>378,823.00</b>	<b>388,880.30</b>	<b>388,734.00</b>	<b>378,716.74</b>	<b>97.4%</b>	<b>403,084.18</b>	<b>87,887.23</b>	<b>24.2%</b>		<b>66</b>
5700	<b>Trustees Research and Development</b>	<b>3,000.00</b>	<b>1,664.00</b>	<b>3,000.00</b>	<b>276.00</b>	<b>600.00</b>	<b>682.81</b>	<b>118.8%</b>	<b>1,600.00</b>	<b>287.47</b>	<b>18.2%</b>	<b>modest increase towards previous years</b>	<b>67</b>
5730	<b>Management Team Discretionary Fund (new in 2018-17)</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>1,861.98</b>	<b>1,000.00</b>	<b>200.00</b>	<b>20.0%</b>	<b>1,000.00</b>	<b>450.00</b>	<b>46.0%</b>	<b>same as last year</b>	<b>68</b>
77	<b>Miscellaneous total</b>	<b>3,800.00</b>	<b>2,883.00</b>	<b>3,660.00</b>	<b>2,648.43</b>	<b>2,450.00</b>	<b>2,480.78</b>	<b>101.7%</b>	<b>2,450.00</b>	<b>188.88</b>	<b>7.8%</b>		<b>77</b>
78	<b>Religious Education</b>												<b>78</b>
88	<b>Religious Education total</b>	<b>7,450.00</b>	<b>6,902.00</b>	<b>8,160.00</b>	<b>6,707.86</b>	<b>8,640.00</b>	<b>6,881.32</b>	<b>80.4%</b>	<b>8,640.00</b>	<b>816.68</b>	<b>11.9%</b>		<b>88</b>

	2016-18 Budget	2016-18 Actual	2016-17 Budget	2016-2017 Actual	2017-18 Budget	2017-18 Actual	% of Budget	2018-19 Budget	9/30/2018 Actual	% of Budget	Comments
89											
6300 Social Justice											
6301 Abraham's Tent/Columbus House (HEART)		434.00	600.00	569.04	450.00	449.97	100.0%	500.00		0.0%	
6302 Anti-Racism TF		971.00	700.00	700.00	400.00	526.94	131.7%	400.00		0.0%	
6303 Peace TF		550.00	550.00	550.00	550.00	650.00	100.0%	500.00		0.0%	
6304 Holy Service Team TF		1,832.00	1,800.00	1,800.39	1,800.00	1,817.29	101.7%	1,100.00		0.0%	
6305 Immigration and Refugee TF		1,472.00	1,450.00	1,387.37	1,300.00	1,353.59	104.1%	1,400.00	75.00	5.4%	
6306 Green Sanctuary TF		53.00	200.00	141.47	280.00	190.00	67.9%	635.00		0.0%	
6307 Preventing Gun Violence TF		0.00	500.00	516.53	400.00	227.05	56.8%	365.00		0.0%	
6308 Waverly/USNH Partnership TF		8,933.00	9,500.00	9,499.53	9,000.00	8,990.00	99.9%	10,000.00	1,812.58	18.1%	
6309 UU-LINO TF (Dues)		400.00	400.00	0.00	570.00	123.29	21.6%	250.00		0.0%	
6310 UUDC TF (Dues)		330.00	600.00	598.47	350.00	350.00	100.0%	350.00		0.0%	
6311 Social Justice Council Reserve		330.00	300.00	300.00	550.00	447.09	81.3%	500.00		0.0%	
6312 Mental Health Awareness					400.00	430.90	105.2%	500.00		0.0%	
6300 Social Justice Programs - Other				237.16	550.00	550.00	100.0%	500.00		0.0%	Contribution to CONNECT
6300 Social Justice total	18,000.00	14,696.00	18,000.00	16,800.00	18,000.00	16,298.12	85.0%	17,600.00	1,887.58	11.1%	Allocation determined by SJ Network
304 CONECT								1,000.00	0.00	0.0%	See Note 2.
305 BLUU Support								3,600.00	0.00	0.0%	New Item - See Note 1.
110 Worship total	4,300.00	4,871.00	4,300.00	4,148.96	3,400.00	3,844.00	107.2%	3,400.00	482.44	14.5%	
Capital Fund Contribution								1,687.22	0.00	0.0%	Sum to be contributed to the Capital Fund in the event of Net Income
111 Total Expenses	835,858.00	824,488.00	830,170.00	801,167.18	828,720.00	813,209.37	87.6%	694,027.50	140,090.46	23.8%	Total Expenses
113 Income - Expenses	-17,329.00	-21,864.00	-23,308.00	-8,312.21	-10,478.60	13,667.95		0.68	8,807.98		Negative means Deficit

Note 1. The Board has pledged \$10/member to support BLUU in fiscal 2018-19. Fundraising will be from a combination of dedicated fundraising activities and one or more of the special collection plates reserved to the Social Justice Network. If necessary, funds will be supplemented from other resources e.g. restricted funds whose purposes are aligned with BLUU

Note 2. The congregation will vote on continuing CONECT membership next February. A grant submission for \$1500 is planned to cover CONECT dues next Spring. The SJM budget has \$500 set aside for CONECT. This together with \$1000 allocated here will support CONECT through June 2019.

Note 3. If the pledge total on 31st October 2018 exceeds \$445,000, the sum contributed to the UUA for fiscal 2018-19 will be increased by the amount that the pledge total exceeds \$445,000.

Capital Budget 11/11/2018			
	Projected Expenses	Projects Completed Amount Expended	Projects Not Yet Completed
Balance 7/1/2018	\$39,352.30		
Funds from Mortgage Refinance	\$60,000.00		
<b>Total Monies Available</b>	<b>\$99,352.30</b>		
<b>Expenses</b>			
Patching of rear parking lot	\$4,500.00	\$3,375.00	
Repair of Front Steps	\$11,600.00	\$14,500.00	
Dryvit Repair	\$60,000.00		\$60,000.00
Improvement to Hearing assist system	\$688.00	\$796.12	
Repairs to Driveway lights	\$500.00	\$931.63	
Lavalier/Addition of third wireless channel to Sanctuary sound system	\$800.00	\$649.00	
Add new leader and drywell to rear of RE wing	\$3,000.00	\$2,450.00	
Replace or repair blinds in offices/classrooms	\$2,000.00		\$2,000.00
Install camera for front door entry	\$500.00		\$500.00
Level bluestone patio beyond the lobby	\$1,000.00		\$1,000.00
Reserved towards Sanctuary HVAC replacement	\$14,764.30		\$14,764.00
<b>Totals</b>	<b>\$99,352.30</b>	<b>\$22,701.75</b>	<b>\$78,264.00</b>

**USNH Fall Congregational Meeting**  
**11<sup>th</sup> November 2018**

**Committee Goals & Objectives**

**and**

**Introduction to Standard Operating Procedures**

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**Adult Religious Education:** PJ Deak (ch), Becky Sandman, Dan Wade, Maggie Goodwin, Craig Machado, Ellen Greist, Jesse Greist (staff).

What Moves Us: 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...

- 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.
- 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.
- Fostering open dialogue and discourse, in these spaces with these participants, to encourage the reflection portion of a praxis – striving towards greater & more effective action on social justice and interfaith (including no faith) spiritual issues.

**Building and Grounds Committee:** David Stagg, Anthony Clark, Gil Belaval, Walter Gayeski, Al Bosch (Chair), Jason Kyle, and David Jones

Goals and Objectives:

The following are projects completed to date:

- Improvements to the Sanctuary Hearing Assist System
- Purchase of an additional Lavalier (lapel) microphone
- Addition of a third wireless channel to the Sanctuary sound system
- A new downspout, leader and dry well added to rear of classroom wing

The following are projects currently in progress:

- Improvements to ventilation in women's rest room
  - Fan has been modified to operate 24/7
  - Modifications scheduled to improve air flow
  - Fan will be further modified to allow for timing of operation
- Improvements to WiFi
- Replacement of back-up lift batteries
- Remedy Building Leaks
- Assist with Kitchen Improvements as necessary

The following are projects scheduled for completion (waiting on contractor):

- Sealing of cracks and relining of the far parking lot

The following are projects in the planning stages:

- Replace or repair blinds in offices/classrooms
- Update front door security
- Level bluestone patio beyond the lobby
- Repair or replacement of Dryvit siding
- Weed and trim plants around Memorial Garden
- Install a second Memorial Garden
- A/C in Room 205
- Grounds: Removal of Invasive vines, dead tree limbs, weeding of beds

**Committee on Ministry:** Lisa J. Anderson, Chair; Bruce Levison, Susan Meredith, Jim Peters, and Rick Zelisko

The primary focus of our committee is to support and to serve as a sounding board for Rev. Megan. We met every 6-8 weeks for approximately an hour and one half. In the Fall of 2017, we completed Rev. Megan's second Ministerial Evaluation for the UUA Ministerial Fellowship. This Fall we completed the final Fellowship evaluation. As in the past, all members of the congregation were contacted for their feedback. Staff and congregational leaders were interviewed. We shared our findings with Rev. Megan. A final application which includes a self-evaluation by Rev Megan and the our Board of Trustee's separate application was filed with the UUA to meet the November 1, 2018 deadline for consideration this year.

The credentialing arm of the the UUA is a Board of Trustees committee known as the Ministerial Fellowship Committee ("MFC"). Ministers and lay leaders are among its members. Starting at the beginning of divinity school the MFC supports aspiring ministers through a daunting credentialing process which takes years to complete. Rev. Megan's journey is at a critical junction as she awaits final fellowship approval.

Ministerial fellowship is distinctly different from ordination. By virtue of our congregational polity only a UU congregation can ordain a person into UU ministry. The granting of fellowship status formally ties a minister to the UUA and allows them to access the UUA retirement plan, the settlement process, professional development and other privileges.

**Children and Youth Religious Education** Patricia McChesney (ch), Vicki Seitz, Christine Berman, Robyn Genzano, Robb Camm, Carolyn Lusch, Jamie Johnson

To nurture spiritual growth and cultivate transformative connections, the Children and Youth Religious Education (CYRE) committee is collaborating with the Director of Lifespan Religious Education (DLRE) to plan and execute the CYRE program including reviewing, selecting and tailoring curriculum to our children's needs, determining the structure and timing of classes, determining policies involving the safety and welfare of the children, and carrying out children's chapels and multi-generational events.

To nurture spiritual growth, inspire lives of compassion and generosity, and create a more just world, the CYRE committee is consulting with and supporting the work of the DLRE to provide Children's Chapels which both reinforce traditions that help develop UU identities in our children and to teach them a preparation, action, and reflection model of social justice that prepares them for lives of social justice work.

To support our mission to create a more just world, this year the CYRE committee is working to continue to increase congregational awareness of the needs of the congregation's families with children and the needs of those children.

To support our mission to inspire lives of compassion and generosity, nurture spiritual growth, and cultivate transformative connections, this year the CYRE committee is working to increase the congregation members commitments to CYRE by serving as RE teachers, as committee members, or as Children's Chapel volunteers. To nurture spiritual growth and create a more just world this year the CYRE committee is working to continue increasing the involvement of children and youth in worship.

To nurture spiritual growth, cultivate transformative connections, and create a more just world this year the CYRE committee is working to continue 2015 initiatives in multigenerational worship and events with sensitivity to developmental levels of children.

**Endowment and Legacies Committee:** Bob Congdon (ch), Vicki Seitz, Greg Seaman, Michael Clorite, Linda Mehta, John Watson, Carol Cheney (Non-voting adviser), Mary Beth Congdon (Non-voting advisor).

To support the USNH mission of "Inspiring lives of compassion and generosity," the Endowment and Legacies Committee goals for 2018-2019 are:

- 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 by maintaining a low-cost diversified investment strategy
- Conduct an Introductory Estate Planning educational session
- Recognize Legacy Society Members
- Support USNH by providing a contribution for 2018-19 of 2.5% of the endowment value based on a 13 quarter rolling average.

**Finance Committee:** Greg Berg (Chair), Terry Durham, Kathy Garner, Susan Godshall, Mary Losee, Greg Seaman

The goals and objectives for 2018-19 are to (a) carry out the committee's regular, recurring roles and responsibilities, and (b) to complete a set of special projects. These are outlined below.

Regular Recurring Roles and Responsibilities:

- Lead financial operations role and interfaces with Management Team (MT); coordinates closely with Treasurer;
- Advise MT on more efficient ways of managing financial operations;
- Review and comment on finance-related standard operating procedures drafted by MT;
- Provide interface between USNH and Citizen's Bank; review bank services and make recommendations to MT for better or cheaper products;
- Review and comment on financial reports prepared by bookkeeper; meet with accountant to review year-end financial reports (with Treasurer);
- Weekly check signing and bank reconciliations;
- Weekly offertory: counting and securing weekly offertory collections;
- Count and secure monies from fundraising activities;
- Prepare draft operating budget;
- Manage short term cash investments and options for managing debt. Manage stock donations. Review and sign annual Sales Use and Tax report.

**History, Archives and Library Committee:** Jane Platt (ch), Toby Appel, Dody Gail, Frank Jonnietz, James Platt, Peggy Rae, Yvette Scharf, Joan Silverman.

1. The shelves will need to be rearranged for more efficient storage. There is water damage to the wall, needing waterproofing.
2. Continue to update the filing of archives. Make folders for groups and programs that have been added since the filing system was devised.
3. Continue to maintain the Dorothy F. Hamed Library, and improve compliance with the Library's return policy.
4. Develop a list of books to enhance the Hamed Library collection. These books would be both purchased and donated to keep within the HAL budget.
5. Develop a plan to increase the congregation's awareness of the Hamed Library's resources.
6. Make the Library catalog available online.

**Lay Ministry:** Susan Meredith, Sarah Whitson, Dee Ameth, Cathy Jackson

**Membership Team:** Jean Bacon, Kevin Chapin, Christine Durhman (co-ch), Anna Flores (membership Coordinator), Kathy Haskins (co-ch), Patrick Korth, Joan Lane, Marty Lipnik, Deb Selden, Terry Vidal, Dan Wade (member at large)

Mission Statement: The Membership team works with the Membership Coordinator in providing a welcoming path from new visitor to membership and integrating new visitors and new members into the congregation.

Goals:

1. Continue to refine the established work of the membership team.
2. Support the new Membership Coordinator in working towards our shared goals.
3. 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 1<sup>st</sup> Sunday welcome chats to deepen visitor connection with USNH
  - encourage visitor participation in 3<sup>rd</sup> Sunday Community Conversations.
4. Offer a 3 part 'New to UU/USNH' series for Spring and Fall.
5. Promote deeper understanding of, and commitment to, USNH through participation in a required class (either Sharing the Journey or Your Search and Ours) for potential members.
6. Integrate visitors and new members into congregational life through connection with USNH groups.
7. Foster a culture of hospitality
  - Connect new members with each other through new members potluck.
  - Connect new and current members through in-house fellowship events.
8. Maintain the Membership Team webpage.
9. Maintain member contact information.

**Music Committee:** Jackie Trimble Shapiro (ch), Jeff Douma, Erika Schroth, Toby Appel, Ann Levison, Marty and Sylvia Lipnick, Dick and Jane Platt, Linda Pawelek, Linda Mehta,

Goals: The music committee will continue to work with the codirectors of music to oversee our budget, create a resource list of musicians for Summer service leaders and be available to support the music program at USNH.

**Permanent Committee on Right Relations:** Co-Chairpersons: Nany Apfel and Paul Trotta; Members: Bemice Marie-Daley, Maggie Goodwin and Bruce Levison

We are in a year of transition and consider our mission this year to be one of discernment about our role in the congregation, what is needed and expected of the committee, and how we should go forward. Certain activities will remain the same, as described below.

- We will hold Sunday Community-Building Listening Circles in collaboration with Rev. Megan on the third Sunday of each month, focusing on the monthly themes of Sunday sermons. With this practice we intend to support the need for our congregational members to listen to each other and to connect with each other more deeply.
- We plan to continue to build on previous workshops of the past several years by offering interactive learning opportunities through the assistance of trained congregants and of outside facilitators. The goal of these sessions will be to strengthen our communication and empathic skills, and practice restorative dialogue.

- Continue to be available as a resource and a support for individuals and groups desiring a safe meeting setting to resolve conflict and restore healthy relationships.
- Hold a cinema night in conjunction with the ARE.

**Personnel Committee:** Jean Wallace Rosenthal, Bobbi Pace

To support the USNH mission by enhancing congregational infrastructure by providing support on personnel issues as requested by the Board of Trustees, Management Team, and/or head of staff.

- Support Lead Minister, Management Team, and Board on staffing or other personnel issues
- Monitor implementation of new personnel manual.
- Review personnel files for completeness.
- Ensure that performance reviews are performed in a timely manner.
- Plan for the 2019-2018 personnel budget, looking to UUA guidelines and other measures of compensation and benefits.
- Establish process and actions to develop a multiyear staffing structure, looking at both congregational needs and budget realities

**Small Group Ministry:** Paul Trotta (ch), Jesse Greist, Karen Swanson, Karen Sunderhauf, Marc Eisenberg, Tom Hardin

The SGM Steering Committee's mission is to administer and support USNH's SGM. Our goals for this year are to:

- A. Codify the operating procedures for SGM.
  1. By the September 30, 2018 the SGM SC shall create a policies and procedures statement for SGM
  2. By October 31, 2018 obtain feedback from SGM Facilitators
  3. To Implement the revised draft for the Spring 2018 SGM semester
  4. By May 30, 2019 obtain feedback on the implementation of the revised procedures via survey, personal contact, observation or participation in SGM, and other appropriate means as determined by the SC.
  5. By June 30, 2019 determine what, if any, changes to p&p are necessary.
- B. To insure that each SGM is functioning at a high level.
  1. By October 15, 2018 assign a SC members to act as liaison for each of the SGM.
  2. Obtain a brief monthly report from each liaison on their assigned SGM.

**Social Justice Council:** Lurline DeVos (ch), Daniel Wade, Pamela Miller, Van Selden, Maggie Goodwin, Tisa Wenger, Alison Cunningham,

Goals & Objectives

- 1) The SJC will work with the various social justice groups to amplify their voices and get their messages out in the congregation and beyond. This will include enhancing the Our Faith in Action talks, increased use of social media, supporting their use of the website, encouraging effective bulletin boards, and use of traditional outlets such as the newspaper.

- 2) The SJC will work to increase the rate of participation of congregants in the Social Justice Group initiatives. We also hope to use Social Justice outreach to bring new members into USNH.
- 3) The SJC will work to decrease White Supremacy Culture manifestations in the USNH congregation and beyond through supporting Black Lives of Unitarian Universalism, Beloved Conversations, and partnering with ARE to provide opportunities for learning and discussion. We are beginning to explore a partnership with another CONECT congregation that is working on issues of racial bias and mass incarceration.
- 4) The SJC will support the work of the Social Justice Network groups including the exploration of creating an action group focused on Women's issues including gender specific healthcare concerns.
- 5) The SJC in collaboration with the CONECT Core Team will facilitate the congregation's evaluation of this year's trial membership in CONECT.
- 6) The SJC will respond to initiatives of the UUA, UUSC, UU-UNO, and UUCSJ in an effort to strengthen congregants' relationships to the larger denomination.
- 7) The SJC will support the progressive legislative initiatives of the various Social Justice Network groups.
- 8) 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.
- 9) 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:** Chair: Becky Sandmann, Committee Members: Pam Niles, Sally Connolly, Greg Feeley, Karen Swanson, Theresa Childs, Amy Wexler, Dee Armeth, Ray Zalenski, Barbara Orrok, George Deming, and Michele DeMusis.

Number of new Committee Members sought for 2018-2019: We can always use new members to assist with the tasks on Sunday Morning and with other activities we host. This activities include: Greeting at the door Sunday Mornings, organizing the coffee hour (although this may be what the new Coffee Hour Host will be doing). We also encourage all ages to join and support our group, including our younger folks.

Additional Comments/Information: The Sunday Morning Team believes that working with other committees, such as in hosting joint activities, will assist visitors, new folks and members of USNH become a more connected congregation.

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 March multigenerational gathering.

Goals:

- To provide support on Sunday mornings with:
  - Greeting
  - Ushering
  - Assisting with used book sale
- 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 (some of this may be completed by new Membership Coordinator)
- 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, 2019, which is becoming an annual event.
- We are also cosponsoring a fund raiser for IRIS which will support refugees and refugee resettlement in the New Haven area. This fundraiser will be held at USNH on September 22, 2018 and is sponsored by the following groups: the ARE Committee, Immigration & Refugee Taskforce, Kids' Service Team, UU-UNO Envoy Team and Refugee Resettlement Coalition.

**Worship Committee:** Rich Stockton (ch), Rev. Megan Lloyd Joiner, Loren Fields, Tom Hardin, David Jones, Sue Linsley, Deb Pascal, Linda Mehta, Deb Pascale, Jim Peters

Goals and responsibilities

- To support our minister and congregation by helping to provide high quality Sunday Worship Services;
- To serve as Worship Associates for Sunday Worship Services and help coordinate the elements of the Order of Service;
- To serve as Worship Leaders when our minister is absent, and to help locate and support guest
- ministers and lay members to lead worship;
- To enhance the effectiveness of Worship Associates through clarity of responsibilities, schedule, and training;
- To explore and incorporate a variety of spiritual beliefs, expressions and practices in our worship
- Services;

- To plan for the future of the Worship Committee through recruitment of new members, training and service participation

## **An Introduction to Standard Operating Procedures (SOPs)**

Governance of USNH is documented in our "Governance Policy Book." This was released by our Board of Trustees in February 2015. This policy includes, in a guiding introductory paragraph –

*"The Board will govern in a manner that:*

- *Is guided by policy.*
- *Establishes and maintains accountability, authority and responsibility among and between Board, staff, volunteers and the congregation.*
- *Is adaptive and evolving....."*

Your Management Team is directed by the BOT to oversee the day to day running of USNH. We have been working to establish procedures in accordance with the BOT's general guidelines.

USNH activities are powered by paid professionals and volunteers. In both cases there has been a need for procedures. Especially in the case of volunteers there is a constant changeover of personnel. In many cases procedures have been generated on an "as needed" basis, often without any overall system to identify them or revise them. The result had been a "scrapbook" approach where procedures have been collected by an office administrator and placed on an office shelf. New volunteers often had little idea whether a procedure existed, and if it did whether it was applicable or current.

We hope that the use of a cohesive system will provide continuity, lessen frustration and reduce wheel spinning while aiding in more effective coordination. Our intent has been to generate thoughtful, useful procedures that will be accessible, properly maintained and useful to our staff and volunteers in providing guidance and better understanding of how to efficiently get things done.

### **Some Advantages of Standardized Procedures:**

Procedures are easier to find.  
A Master List and a copy of each procedure are maintained in the office.  
All released procedures are available on the USNH website.  
It is clear who wrote the procedure and when it was last revised.  
A Revision History table appears on the last page of each procedure.  
It is easy to write a procedure.  
A simple guide to writing and maintaining procedures is in process.  
It is easy to revise a procedure.  
Procedures are living documents and we expect changes.  
Any member of USNH can submit proposed changes to the Management Team.

### **Progress to Date:**

We have released 6 procedures. 5 procedures are currently in process.

**MASTER LIST OF STANDARD OPERATING PROCEDURES (SOP's)**

**A numerical current revision indicates a procedure "under construction". An alpha revision indicates a released and available document**

<u>Number</u>	<u>Name</u>	<u>Current Rev</u>	<u>Released</u>	<u>Last Revised</u>
SOP-0001	Using, Writing and Revising Standard Operating Procedures	1	In Process	---
SOP-0002	Fundraising	A	10/01 2018	10/01/2018
SOP-0003	Newsletter Submissions	A	04/04/2018	04/04/2018
SOP-0004	Receiving, Tracking and Acknowledging Endowment and Legacy Gifts	A	04/16/2018	04/16/2018
SOP-0005	Burials and Memorials	A	04/04/2018	04/04/2018
SOP-0006	Gift Acceptance Policy	A	04/30/2018	04/30/2018
SOP-0007	Behavior and Safety	3	In Process	06/15/2018
SOP-0008	Child and Youth Protection	1	In Process	10/03/2018
SOP-0009	Minister's Discretionary Fund	A	10/10/2018	10/10/2018
SOP-0010	Lockdown Procedures	1	In Process	---
SOP-0011	Weather and Closing Procedures	1	In Process	---