

Unitarian Society of New Haven
Minutes of the Fall Congregational Meeting
December 13, 2020
11:45 am via Zoom

Accepted by the Board on January 14, 2021
Approved by the Congregation on May 23, 2021

Due to the COVID-19 pandemic, the meeting was held via Zoom.

1. President Nancy Apfel called the meeting to order at 11:47 am.
2. Rev. Lindasusan V. Ulrich lit the chalice.
3. Bernice Marie-Daly, Chair of the Covenantal Relations Committee, read the Congregational Covenant.
4. Clerk Becky Friedkin noted that there were many more Zoom connections than the 34 (10% of membership) required for a quorum. She asked members to put their names in the chat for counting later. There were 92 members present, according to the chat count.

Becky reminded people that only USNH members can vote, and explained that votes would use the Zoom poll feature. The polls are set up to allow two people to vote on one device. Even if you are the only person using your device, you **MUST** answer both questions. If you are alone, choose “This does not apply to me” in the second question.

We will use the Chat feature for comments and questions. If you wish to speak you may note that in the Chat or use the Raise Hand feature, usually found in the Participants window. We want to hear from everyone who wishes to be heard and we also have a full agenda. Please keep your comments brief and to the point and try not to repeat what others have said. Board member Tina Santoni will be watching the time, to help keep us on track.

5. Rev. Lindasusan shared some reflections and observations after her first five months at USNH. She said she has seen our genuine affection for one another, that we really want to be together, and that this is not the case in every congregation.

She noted our willingness to experiment, which will also be worthwhile post-COVID. A quote from Gustav Mahler was in her ordination Order of Service: “Tradition is not the worship of ashes, but the preservation of fire.”

Because we are not meeting in person, the pace of congregational life seems a bit slower than is often the case. It feels spacious, with more room for contemplation and reflection. She hopes we can stay in this space.

Finally, she spoke of beautiful opportunities to deepen the congregation’s understanding of and living into our Covenant. Covenant is so central to our polity, our tradition, and is the entire basis for how we are gathered as a community. We are gathered not around belief but around the promises we make to one another, which we choose and renew. Conflict is inevitable, but covenant gives us a healthy way to deal with conflict. How do we work with conflict in a respectful way? This is everyone’s responsibility, to live into our covenant. A covenant is aspirational but worth striving for. She concluded by reading the USNH Covenant.

6. President Nancy Apfel made a report to the congregation. She began by expressing deep gratitude to our minister and staff and the many volunteers who have been keeping the work of the congregation ongoing during the pandemic.

Nancy described the Board's fall retreat, held on November 21, via Zoom. She discussed Policy Governance and especially the Ends statements, which describe the difference we want to make in the world. We delved deeply into each set of ends and after spirited debate and strong advocacy for prioritizing each set (Within / Among / Beyond), the Board decided to prioritize Relationships Among (i.e., our connections with each other) during the pandemic.

Nancy's remarks are appended to these minutes.

7. Vice President Emily McCave introduced the proposal to experiment with a smaller Board for the next year and a half, through June 30, 2022. She noted that background about the proposal had been distributed in advance, and she briefly summarized it. (The FAQ about this motion is appended to these minutes.)

Under policy governance, the work of the Board is responsible for discerning and articulating the congregation's vision and Ends; setting priorities for the congregation; determining policies and monitoring compliance with these policies; and exercising fiduciary oversight. The day-to-day management of the congregation is the purview of the Management Team, comprised of the minister and several lay people (currently David Stagg, Jeremy Hill, Gwen Severance, and Jean Rosenthal).

There are a number of reasons to experiment with a smaller Board, including that Policy Governance recommends a smaller Board to facilitate "spirited yet productive debate." With two resignations (Christina Allen and Michele DeMuis early this fall) we have noticed that it is easier to engage in deep discussion.

Craig Machado is moving to Northampton shortly. If we elect Larry Copes as Treasurer, we will remain a board of eight, plus Elizabeth, the Youth Trustee.

Our bylaws call for a Board of 10, including five Trustees-at-Large. We are asking the congregation to permit us to experiment with fewer At-Large Trustees for another year and a half so that we can see how a smaller board really works, before proposing any changes to the by-laws.

We are already incorporating process observations into our meetings and we are researching self-assessment tools to help us consider our effectiveness. We may use our retreats to self-analyze the experiment and Rev. Lindasusan has a wealth of policy governance experience.

The motion is:

To allow the USNH Board to experiment with a smaller Board, effective immediately and continuing through FY22, i.e., through June 30, 2022. The Board shall comprise not more than nine Trustees, plus the Youth Trustee, if elected.

The Board will provide the congregation with periodic updates on the experiment, and, in advance of the spring 2022 annual meeting, a recommendation to do one of the following:

- Change the by-laws to reduce the Board size,
- Keep the relevant by-laws unchanged, or

- Extend and/or modify the experiment.

Becky moved and Nancy seconded the motion, and Emily asked for discussion.

Question: If policy governance recommends a board size of seven, why are we proposing no more than nine?

Becky responded that recommendations vary; seven is not “the” best size for every Board. We also do not want to remove someone from the Board. We are taking advantage of resignations to consider this more intentionally.

The **MOTION passed** with 90 in favor, one opposed, and four abstaining.

8. Robb Camm, chair of the Nominating Committee put forward Larry Copes to fill the vacated position of Treasurer.

In response to a member asking for some background and the skills he brings to the position, Larry introduced himself, noting that he has been a small business owner.

Becky moved and Bernice seconded to elect Larry Copes as Treasurer.

The **MOTION passed** with 103 in favor and two opposed.

9. Becky moved and Linda Barrett seconded to accept the minutes of the Congregational Meeting of May 31, 2020.

The **MOTION passed** with 97 in favor, one opposed, and six abstaining.

10. David Stagg of the Management Team gave an update on the operating budget.

Last year’s budget (FY20), which ended on June 30, 2020 had a projected deficit of \$10,000. Due primarily to reduced expenses during the pandemic coupled with typical pledge fulfillment of 97% of total amount pledged, the deficit was just under \$5,000.

Based on data for one-third of the current fiscal year (July through October), we are running about \$16,000 ahead of budget. Expenses are a bit less than anticipated and income, primarily pledges, is a bit better than expected.

For more detail, David’s remarks and the budget report are appended to these minutes.

Discussion:

Please use grocery cards, which can be picked up every month at the drive-through events, usually the third Saturday.

Thanks to Greg Seaman for securing the PPP loan. Greg noted that the funds are in a separate account. He is prepared to apply for forgiveness of the loan, at which time it will become a grant.

Rev. Lindasusan thanked everyone for being so diligent about fulfilling pledges and watching expenditures and the bottom lines. These are challenging times and we are doing what we need to do as a community.

Jesse clarified that we continued to pay two hourly employees who staffed the Sunday morning nursery through June 2020. They were then given the option to become paid religious education teachers. One person did so. The other person’s employment was ended by mutual agreement.

If there is a surplus due to the PPP, how will it be used and who decides?

This hasn't been discussed in detail. We will have a better picture on our finances as the fiscal year evolves. It is hard to predict right now.

A former Treasurer noted that it should be handled through the normal budgeting process.

Rev. Lindasusan noted that it would be a happy problem to have a surplus, but we shouldn't count on it.

11. Lurline deVos spoke about the CONECT Legislative Assembly virtual meeting to be held on Tuesday, January 12. The CONECT agenda is primarily focused on racial justice issues. Lurline urged all USNH members to register and attend on the 12th as a way of honoring our commitments to both the Black Lives Matter movement and our partnership with CONECT.

Lurline's full remarks are appended to these minutes.

12. Laura Patey, co-chair of the Stewardship Committee, acknowledged that these are challenging times for all of us. We are finding new ways to connect with one another, worship together, and continue the work that we value and share. We also know that in order to keep USNH vibrant, we must focus on our financial health. There is powerful evidence that for most USNH members, it is the community which holds them to USNH. Acceptance without judgment, confidence in the collective whole: these bear repeating and honoring.

Laura thanked people for pledging generously last spring and fulfilling those pledges now.

She noted that USNH, as a community, is responsible for fully funding our budget, that we decide how to spend our budget in accordance with our mission, vision, and priorities. The actions we take now will protect our legacy for future generations.

The Stewardship campaign will be launched in a few months and we will, once again, appreciate everyone's participation in any way you are able. We are the stewards of this organization and the keepers of our congregation's values.

Laura's full remarks are appended to these minutes.

13. Gwen Heuss-Severance, of the Management Team, gave a report from the Building Re-Opening Advisory Group (BRAG).

There is a rise in positivity rates in Connecticut. Gwen thanked everyone for respecting the protocols in place for use of the building. Very few individuals, other than the daycare center, are using the building, and current protocols and policies will remain in place for the foreseeable future.

A camera has been installed at the front door; it is monitored by Jamie.

All religious education classes have been virtual since Thanksgiving and will continue to be so at least through January.

Current UUA guidance is for buildings to remain closed until June 2021. General Assembly will be online through Zoom.

Other BRAG members include the other Management Team members (David Stagg, Jeremy Hill, Jean Rosenthal, and Rev. Lindasusan), staff members Jamie Ross and Jesse Greist,

Board members Nancy Apfel, Emily McCave, and Rich Stockton, and Dr. Manya Lisse as an advisor.

Although we are all sorry we cannot be together in person, the best part of this report is that we are safe.

Gwen's complete report is appended to these minutes.

14. Other comments:

Jackie Trimble Shapiro noted that registration for General Assembly is now open.

Jesse reminded people to visit the solstice spiral outside the sanctuary and take a photo of yourself someplace in the spiral. Send the pictures to Jesse by this Thursday for solstice spiral montage to be included in next Sunday's service.

15. To close, Emily read [*As We Go Forward*](#) by Cheryl Block.

16. Nancy adjourned the meeting at 1:06 pm.

Respectfully submitted,
Becky Friedkin, Clerk

Attachments:

President Nancy Apfel's remarks
FAQ about the proposal to experiment with a smaller board
David Stagg's remarks on the budget
Lurline deVos's remarks on CONECT
Laura Patey's remarks on stewardship
Gwen Heuss-Severance's BRAG report
Budget update document, FY21 through October 2020

President's Message for the Fall Congregational Meeting on December 13, 2020

In beginning my message to you all, I wish to express my and the Board's deep gratitude for our devoted staff and congregants who have been working diligently during this time of COVID to keep us together in a meaningful way. You all have done heroic work bringing us our weekly services, with insightful sermons, creative programs for our children and youth, beautiful inspiring music, and readings, sharing our joys and sorrows, keeping our building clean while we are absent, answering our phone calls and emails, offering pastoral care to each other, publishing our newsletters, working on political outreach, and much more! Thank you, everyone!

Nine Board members (including our Youth Trustee), Reverend Lindasusan Ulrich, and Jean Rosenthal of the Management Team participated in a Board retreat on Saturday, November 21. This retreat was a first of its kind! Traditionally, retreats have been a day spent together in a comfortable setting, sharing breakfast, lunch, and discussions. This year of adaptation we held a zoom retreat and experimented with different methods of having deep conversations, using break-out rooms, as well as times together.

Among the Board's responsibilities, one of the most significant is to articulate our vision for the future. As a congregation, we have chosen a method of governing ourselves called Policy Governance. The "ends concept" which is unique to Policy Governance is a special type of goal. In essence, the ends are the difference we, as a congregation, want to make in the world. In 2014, the congregation approved our current Ends statements are divided into three categories. These are:

- *Relationships Within*, referring to our individual spiritual journeys,
- *Relationships Among*, referring to our connections with each other, and
- *Relationships Beyond*, referring to acting on our values in the larger world.

Our retreat topic was focused on prioritizing the Ends on which Rev. Lindasusan, our staff, and lay leadership should concentrate **now**. **This is not to say** that we will not continue to work on all three of these worthy areas. However, if we were to laser focus on one of these three, which would it be, for this period of COVID, high stress, and remote contact?

In the Retreat we considered our three Ends, to discern which one we should prioritize now. After spirited debate and advocacy for each set of Ends, we came to consensus and will be prioritizing *Relationships Among Us*. Building and sustaining our connections to each other seems most worthy of our focus during this unique time. We are continuing our work on refining the goals in this category of *Relationships Among US*.

These three areas are interwoven with each other, so that work on one often involves the others. For example, USNH's large UU The Vote postcard effort involved many congregants who felt themselves connected to others at USNH in this outreach work. This group then pivoted to sending every member of our congregation a personal postcard, intertwining the *Beyond* and *Among* arenas! Attending a spiritual course allows us to get to know and bond with each other, while enriching our inner life, linking *Within* and *Among*. We all agreed that this retreat was enlightening and energizing!

Frequently Asked Questions
about the USNH Board and
the proposal to experiment with a smaller Board

Why does the Board want to experiment with a smaller size?

For a number of reasons!

- [Policy governance](#) recommends a smaller size Board than USNH currently has:
“Experience seems to demonstrate that a size in the neighborhood of seven is best for enabling a board to truly be in control of itself, to have spirited yet productive debate, and to engineer further input from larger groups when necessary.”
- Current Board members have noticed that it is easier to engage in deep discussion with fewer Trustees at meetings.
- We don’t need as many “hands on deck” now that we are not doing the day-to-day work of the congregation, which is now handled by the Management Team (see below).
- Research shows that:
 - Church boards that consider themselves to be highly effective are smaller than our current Board. (ECFA, [What Size Should Your Church Board Be?](#), 2019)
 - In smaller teams, each member tends to be more engaged in the work, as every person’s participation is important and evident. (Wharton School, [Is Your Team Too Big? Too Small? What’s the Right Number?](#), 2006)
 - Smaller teams find communication and interaction easier, allowing for deeper connections and more effective work. (Price, [Board Size and Governance](#), 2017)
 - Smaller boards tend to find decision making to be easier. (Governance Today, [What is the Optimum Board Size?](#), 2020)
- Unfortunately, we have had three Board resignations due to personal reasons this year. However, this allows the opportunity to experiment with a smaller Board.

How will the Board evaluate its smaller size?

- Board members are researching team and board effectiveness tools and we will start using one or more to be more self-reflective on our functioning.
- We hope and expect that a smaller Board will help us spend more of our time together focused on the future.
- Rev. Lindasusan, with her extensive policy governance experience, will assist us.
- The Board President will report periodically to the congregation on the functioning of the Board and the benefits or detractions we see from our smaller size.

What is the work of the USNH Board?

Under policy governance, which we adopted about six years ago, the day-to-day work of running the congregation is delegated to the Management Team, comprising the minister and three or four lay leaders (appointed by the Board). The Management Team reports to the Board, which is now focused on the big picture and the future. Our work includes:

Frequently Asked Questions
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- Setting policies defining the scope of decisions that can be made by the Management Team. Specifically, these policies state what the Management Team may NOT do.
- Monitoring of the Management Team’s implementation of these policies through a schedule of regular review.
- Discerning what our community cares about and values.
- Creating the long-term vision for our congregation.
- Setting short-term priorities for the work of our minister, staff, and the Management Team.
- Fiduciary responsibility for the assets of the congregation, supported by regular reports from the Treasurer and Management Team.

You can read more about this in the *USNH Governance Policy Book*, available on the USNH website: from the Home Page, navigate to *About Us*, then to [USNH Online](#).

What do the current Bylaws say about the composition of the USNH Board?

The Bylaws (also available at the [USNH Online](#) link) require our Board to have four officers, the past-president, and five At-Large Trustees, with the following terms of office:

Positions	Term
President, Vice-President, Past-President	1 year
Treasurer, Clerk	2 years
Five (5) At-Large Trustees	3 years

Members age 18 and older may serve on the Board. As of November 17, 2019, the Bylaws also permit a Youth Trustee, who is not subject to this age restriction. Elizabeth Soderholm is our inaugural and very able Youth Trustee this congregational year.

Why are we voting on a Treasurer nomination that will increase the current Board size?

The position of Treasurer is currently required by our Bylaws and performs an important oversight function. The Treasurer, Board, Management Team, and Finance Committee will use the rest of this Treasurer’s term to evaluate the Treasurer’s portfolio and how that person can best provide effective fiscal oversight.

What are the implications for the next (FY22) Board?

Election of a Treasurer and Craig Machado’s departure this month (December 2020) will keep the Board size at eight adult trustees. In spring 2021 we will replace the required officer positions (President, Vice President, and Clerk). We may or may not fill one of the two vacant At-Large Trustee positions, which would bring the Board size to nine.

Why not propose a Bylaws change now?

The Board would like to gain experience with a smaller Board before proposing Bylaws changes.

David Stagg's Budget Remarks, 12/13/20 Congregational Meeting

A detailed budget spreadsheet was sent out with the other documents for this meeting. Since this review is just an update and we don't have to vote, I will just present a summary of the spreadsheet. Starting with our last fiscal year, i.e. the one that ended June 30th of this year, our budget had projected a deficit of \$10,000. When the Pandemic started in March we began to lose income from rentals that were canceled. The daycare closed briefly and was only allowed to reopen with a very small number of children. We agreed to reduce their rent to 50% for April and May. The Management Team began to worry greatly about that \$10,000 projected deficit.

However, when the pandemic took hold, many of our committee and program expenditures were significantly reduced. We appealed to our committees to freeze expenses as far as possible and the response was splendid. Many committees reduced their year's expenditures to less than 50% of budget. In spite of the pandemic, our congregation fulfilled their pledges to our traditional 97% of promises. The bottom line is that our deficit for last year was just under \$5,000.

At the end of November, our bookkeeper sent us the Profit and Loss statement covering July through October of this year. Since this gives us data for the first third of the fiscal year, we look for any items that differ significantly from the expected 33%.

Pledge income is at \$174,000. That's 37% of budget. That's a good number and probably due to the splendid work of the Stewardship team that resulted in a high number of early pledge payments. Income from our Daycare is expected to come in at the budgeted amount unless they are forced to cut enrollment again due to the worsening pandemic. There are not such good numbers for other income items as might be expected. Other rentals and fundraising income is almost nothing with the exception of the grocery card income. Overall though, our income is slightly ahead because of the excellent pledge income.

Turning to expenses for this year we are doing OK so far. Facility expenses are significantly down so far at 22% but we haven't had any snow removal costs yet. Office expenses are up at 42% but we had extra expenses swapping out our copier/printer that we should recoup later in the year. Finance expenses are up at 42% but that's because we just paid our insurance premium for the whole year. Personnel expenses, always our biggest expense, are exactly on track. Even though we reduced the allocations to programs and committees their expenses are well down this year mostly less than 10%. Overall, we are close to \$16,000 ahead of budget.

So, in spite of the pandemic, our numbers for last year and for this year at this stage look good. I'd be happy to try to answer questions arising from this summary or from the full spreadsheet.

Lurline deVos's Remarks about Congregations Organized for a New Connecticut (CONNECT)

Over the past few years, USNH has committed to the Black Lives Matter movement and to doing justice with over 30 other religious institutions through our membership in CONNECT. We have the opportunity to honor both these commitments in the near future.

Currently CONNECT is primarily focused on three racial justice related issues for the upcoming legislative session: protecting the recently passed police accountability law; addressing racial and economic disparities in the COVID pandemic, and the Clean Slate legislation, which we were addressing last year when the pandemic shut the legislature down.

CONNECT is holding a delegate assembly in early January to urge legislators to support these initiatives. We are asked to bring at least 100 USNH members to demonstrate constituent support for these measures. The more people attending the assembly, the more likely we are to prevail in the legislature.

CONNECT staff and other congregations look to USNH as a leader - because "USNH shows up"! May it continue to be so.

For more information or to sign-up, please contact us at CONNECT@usnh.org

Laura Patey's Remarks on Stewardship

These have certainly been challenging times for all of us. We are finding new ways to stay connected, worship together and continue the work that we value and share. We also know that in order to keep USNH vibrant, we must focus on our financial health. There is powerful evidence that for most USNH members, it is the community/sense of family which holds them to USNH. Acceptance without judgment, confidence in the collective whole: these perceptions/beliefs bear repeating and honoring.

In early spring of 2020, the Stewardship Committee announced our goal for the current fiscal year (from July 1 to June 30), and members and devoted friends were asked to pledge to this beloved congregation at a level they could afford to commit. Our ambitious goal was \$500,000. By last July 1, in spite of the pandemic, 97% of the members of USNH had pledged with pledges totaling over \$490,000.

The Stewardship Committee, which has continued to meet and plan for our next campaign, will be reaching out to each of you.

We, as a community, are solely responsible for funding USNH- its building, staff, and programs. We depend on our members' annual pledges for more than three quarters of our funding.

We, as a community, choose our budget and how we spend it. As UUs, we are free to choose our messages, our programs, and our priorities. There are no directives from outside the congregation.

We, as members of this beloved community, pay it forward. The actions we take now will protect the legacy that we pass on to future generations. We are the stewards of this amazing organization and the keepers of our congregation's values.

We are all part of this beloved community. Once again, our annual giving campaign goal is **100% participation** by members and friends.

As you consider your pledge in the new year, we ask you to reflect on our shared commitment to USNH. If you have any questions or would like to connect with the Stewardship team (myself, Cindy Chelcun, co-chairs, Sally Connolly, Becky Friedkin, Jason Kyle, Jerry Clupper, or Ethan Lowie) please feel welcome to reach out.

We are preparing for new beginnings and ensuring a stable and strong future for all who follow us. We are profoundly grateful for all of the gifts of time, energy, financial generosity and commitment to our 2021 vision. Let us join together and be ALL IN!

Building Re-opening Advisory Group (BRAG) Update from Gwen Heuss-Severance

1. BRAG meeting 12.09.202
2. CT/New Haven County Covid 19 Status: Risk level: severe outbreak
Positivity rate: 7.0
3. Report on Building Use since the week before Thanksgiving – Jamie Ross
 - a. BRAG protocols continue
 - b. Front door video monitoring
 - c. Individual access of the building : Rev. Linda Susan, Jesse, Oscar, Terry Durham; Worship Service video taping as needed on Thursday, Friday, Saturday.
 - d. Group access: Lobby only for occasional Saturday mornings (shopping cards, Waverly, etc.) and Sunday mornings choir.
 - e. Another Octave wreath and poinsettia sale outdoor pickup
4. Cuddle Time Nursery School: use of lower level and 2nd floor Children’s Chapel and unisex bathroom.
 - a. Dec. 2/3 Staff member tested positive. Maria notified Dept. of Health, closed the school, everyone (staff, children, parents) was tested, deep cleaning of the spaces. School reopened Dec. 9.
5. Orchestra New England (ONE) rental late afternoon Dec. 15 of sanctuary for a rehearsal for 6 instrumentalists. Oscar will be present to open and close the building and clean the women’s bathroom. 36 hours before sanctuary space is used again.
6. RE classes: Jesse Greist

All RE classes have been remote and virtual since before Thanksgiving and will continue so into mid-January.
7. Christmas Eve Plans: Rev. Lindasusan
8. Looking ahead into 2021
 - a. Current protocols and monitoring will continue
 - b. UUA guidance: buildings should remain closed until June
 - c. GA planning: the event will be on Zoom.

	Operating Budget V3.19 2020-21 Approved 5/31/2020 Updated 12/2020	2019-20 Budget	2019-20 Actual	% of Budget	2020-21 Budget	2020-21 10/31/2020	% of Budget	2020-21 Comments.	
	INCOME								
1	Pledge Goal				488,000.00			Best estimate of final number	1
2	Pledges	458,000.00	439,837.36	96.03%	473,360.00	173,767.08	36.71%	Assume 97% collected at year end	2
3	Collection Plate	22,500.00	22,157.06	98.48%	22,000.00	4,598.40	20.90%	small reduction from 2019-20 Budget	3
4	Coffee and Flower donations	1,500.00	638.90	42.59%	1,500.00	0.00	0.00%	\$1,250 is flower donations	4
	Rentals								
5	Regular Tenant	60,216.00	50,739.32	84.26%	48,133.33	19,753.32	41.04%	Assume back to 100% September 1st	5
6	Incidental	7,000.00	6,605.00	94.36%	7,000.00	100.00	1.43%	revert to 2019-20 figure	6
7	RE Income	500.00	225.00	45.00%	500.00	0.00	0.00%	same as 2019-20	7
8	Fundraising	16,000.00	9,923.57	62.02%	14,000.00	1,076.25	7.69%	assume no tag sale	8
9	CONNECT Fundraising	2,500.00	2,304.00	92.16%	2,500.00	0.00	0.00%	Social Justice commitment	9
10	Interest	5,200.00	4,347.20	83.60%	3,500.00	880.83	25.17%	Finance Committee recommendation	10
	Restricted Funds Released								
11	Released from Emerson fund	12,693.80	12,694.31	100.00%	0.00	0.00	0.00%	Fund now depleted	11
12	Released from Sabbatical Fund	2,513.86	2,513.86	100.00%	0.00	0.00	0.00%	Fund now depleted	12
13	Miscellaneous Gain/Loss	0.00	782.11		0.00	441.48		Profit/Loss from sales of stock	
14	Endowment contribution (2%)	30,615.66	30,615.66	100.00%	38,854.41	9,428.73	24.27%	Increase to 3.5% for this year	14
15	Total Income	619,239.32	583,383.35	94.21%	611,347.74	210,046.09	34.36%	Total Income	15
	EXPENSES								
	Facility								
18	Utilities	25,500.00	24,393.82	95.66%	25,500.00	7,443.51	29.19%	water 15%, gas 25%, electricity 60% plus cost increase (including ~\$1600 in savings)	18
19	Maintenance and Repair	9,000.00	2,525.21	28.06%	7,000.00	191.60	2.74%	HVAC 10% Elevator maint 13%	19
20	Property management	10,000.00	7,802.14	78.02%	9,500.00	1,760.65	18.53%	cleaning 20%, waste removal 40%, hvac contracts 2%, elevator 10%, pest control 10%	20
21	Custodial Supplies	2,700.00	2,008.78	74.40%	2,109.00	88.87	4.21%	reduced per CuddleTime cleaning agreement	21
22	Landscape	12,000.00	5,303.90	44.20%	11,000.00	2,102.43	19.11%	Mostly snow removal (expecting less snow)	22
23	Security/Alarm system	4,000.00	3,735.03	93.38%	4,000.00	1,488.11	37.20%	unchanged from 2019-20	23
24	Facility total	63,200.00	45,768.88	72.42%	59,109.00	13,075.17	22.12%	Generally reduced costs	24
	Communication, Media								
26	Office Supplies (copier paper, supplies)	1,700.00	1,725.24	101.48%	1,282.00	1,027.56	80.15%	Finance Committee recommendation	26
27	Postage	800.00	565.00	70.63%	500.00	0.00	0.00%	Finance Committee recommendation	27
28	Office service contracts (copier, Poland Spring)	9,000.00	8,999.18	99.99%	4,666.00	2,433.81	52.16%	Zerex \$1166 2 months, \$2,000 new Canon paper & print charge, \$1,500 other = \$4,666	28
29	Cable service: internet, phone, TV, wi-fi	4,000.00	4,438.40	110.96%	4,000.00	1,547.06	38.68%	Finance Committee recommendation	29
30	Office contingency	0.00	0.00	0.00%	100.00	114.98	114.98%	Finance Committee recommendation	30
31	Tech: hosting, software, licensing	2,000.00	2,998.93	149.95%	3,000.00	599.76	19.99%	Added \$1,000 for broadcasting licenses	31
32	Communication total	17,500.00	18,726.75	107.01%	13,548.00	5,723.17	42.24%	Reduced mainly due to copier service changes	32
	Committee Support/Member Services								
34	Membership Committee	1,000.00	662.34	66.23%	750.00	0.00	0.00%		34
35	Covenantal Relations Committee	750.00	0.00	0.00%	562.50	0.00	0.00%		35
36	Sunday Morning Team	1,500.00	821.14	54.74%	1,125.00	0.00	0.00%		36
37	Stewardship/Canvass	1,500.00	515.64	34.38%	1,125.00	76.00	6.76%		37
38	Endowment & Legacies	2,000.00	1,077.36	53.87%	1,000.00	473.82	47.38%	per Greg Seaman for Endowment & Legacies	38
39	Small Groups	150.00	0.00	0.00%	112.50	0.00	0.00%		39
40	Library/Archives	200.00	135.03	67.52%	150.00	0.00	0.00%		40
41	Lay Ministry Team	200.00	0.00	0.00%	150.00	0.00	0.00%		41
42	Committee/Member Services total	17,300.00	8,210.96	47.46%	4,975.00	549.82	11.05%	mostly 25% reduction	42
	Denominational Affairs								
44	UUA dues	17,800.80	17,800.00	100.00%	12,500.00	3,125.00	25.00%	70% of contribution for 2019-20	44
	Finance								
46	Mortgage	37,714.92	37,714.92	100.00%	37,715.00	12,571.64	33.33%	don't include Stucco work (Dryvit)	46
47	Insurance	7,900.00	7,266.00	91.97%	7,485.00	7,977.00	106.57%		47
48	Accountant's Review	3,700.00	3,800.00	102.70%	3,900.00	0.00	0.00%	Finanace Committee recommendation	48
49	EFT (VANCO) Fees	400.00	226.88	56.72%	0.00	17.07	0.00%	Eliminate for 2020-21	49
50	Bank fees	0.00	63.99	0.00%	50.00	20.79	41.58%	no mortgage fees	50
51	Paypal Fees (~3.0% of contrib using paypal)	500.00	640.69	128.14%	500.00	307.04	61.41%	Same as 2019-20	51

	Operating Budget V3.19 2020-21 Approved 5/31/2020 Updated 12/2020	2019-20 Budget	2019-20 Actual	% of Budget	2020-21 Budget	2020-21 10/31/2020	% of Budget	2020-21 Comments.	
52	CT Sales Tax	250.00	180.00	72.00%	250.00	0.00	0.00%		52
53	Merrill Edge sales commission	100.00	41.16	41.16%	50.00	7.02	14.04%	Fees associated with stock donations	53
54	Finance total	50,564.92	49,933.64	98.75%	49,950.00	20,900.56	41.84%	doesn't include \$41,000 for Stucco work (Dryvit)	54
55	Personnel								55
56	Salaries (Minister, DLRE, Administrator, Directors of Music, Associate Director of Music)	255,512.35	247,041.56	96.68%	257,856.50	85,856.76	33.30%	0.5% COLA	56
57	Hourly Wages (Sexton, Membership Coordinator, Child Care)	42,093.63	41,594.95	98.82%	42,304.10	13,627.92	32.21%	0.5% COLA	57
58	Contractor (Bookkeeping Services)	14,250.00	14,250.00	100.00%	14,250.00	4,750.00	33.33%		58
59	Medical insurance (Minister, DLRE, Administrator, Sexton)	38,818.50	50,837.98	130.96%	47,419.68	15,128.03	31.90%		59
60	Other Insurance (dental, disability, workers comp, life)	8,594.22	8,691.87	101.14%	11,408.82	4,939.50	43.30%		60
61	Federal Insurance Contributions Act (FICA) Tax	22,766.86	19,899.34	87.40%	22,962.29	7,049.22	30.70%	7.65% of salary total	61
62	Pensions (Minister, DLRE, Administrator, Sexton)	24,028.43	23,199.27	96.55%	24,255.23	8,119.91	33.48%	10% of eligible salaries	62
63	Payroll service, admin fees, etc	3,200.00	2,432.63	76.02%	3,200.00	599.26	18.73%		63
64	Professional Expense Accounts (Minister, DLRE, Administrator, Director of Music)	15,365.00	11,202.73	72.91%	15,747.08	3,279.91	20.83%		64
65	Personnel total	424,628.99	419,150.33	98.71%	439,403.69	143,350.51	32.62%		65
66	Minister UUA Training				1,500.00	1,890.00		new item this year	
67	Trustees Research and Development	1,500.00	437.78	29.19%	500.00	0.00	0.00%	major reduction for this year	67
68	Management Team Discretionary Fund	1,000.00	0.00	0.00%	0.00	0.00	0.00%	remove for this year	68
69	Music								69
70	Paid instrumentalists	500.00	450.00	90.00%	0.00	0.00	0.00%	use Apfel Music Fund this year	70
71	Accompanist for memorials		0.00	0.00%	0.00	0.00	0.00%		71
72	Sheet Music/Library	500.00	578.98	115.80%	500.00	0.00	0.00%	same as 2019-20	72
73	Piano Tuning/Repair	700.00	225.00	32.14%	700.00	125.00	17.86%	same as 2019-20	73
74	Dues, Tapes, Misc	100.00	0.00	0.00%	100.00	0.00	0.00%	Miscellaneous	74
75	Music total	1,800.00	1,253.98	69.67%	1,300.00	125.00	9.62%		75
76	Religious Education								76
77	Adult RE	1,200.00	660.99	55.08%	900.00	50.24	5.58%		77
78	CYRE discretionary fund	400.00	133.75	33.44%	300.00	0.00	0.00%		78
79	Teacher Training & Support	300.00	232.19	77.40%	225.00	0.00	0.00%		79
80	Curriculum, supplies, equipment	1,200.00	647.18	53.93%	900.00	53.65	5.96%		80
81	YRUU Support	700.00	80.28	11.47%	525.00	0.00	0.00%		81
82	Family Multigenerational Activities	500.00	500.00	100.00%	375.00	0.00	0.00%		82
83	Teacher/volunteer background checks	200.00	181.77	90.89%	150.00	0.00	0.00%		83
84	OWL Teacher Training	500.00	490.00	98.00%	375.00	0.00	0.00%		84
85	Affirmations Class Expense	1,800.00	432.21	24.01%	1,350.00	0.00	0.00%		85
86	Religious Education total	6,800.00	3,358.37	49.39%	5,100.00	103.89	2.04%		86
87	Social Justice	15,000.00	12,627.56		13,500.00	1,000.00		Don't cut \$9000 for Waverly. Remaining \$6,000 for other programs is	87
88	Abraham's Tent/Columbus House (HEART)		696.20						88
89	Anti-Racism TF		105.05						89
90	Peace TF		0.00						90
91	Kids' Service Team TF		572.81						91
92	Immigration and Refugee TF		815.50						92
93	Green Sanctuary TF		532.04						93
94	Preventing Gun Violence TF		0.00						94
95	Waverly/USNH Partnership TF		9,494.27						95
96	UU-UNO TF (Dues)		0.00						96
97	UUSC TF (Dues)		0.00						97
98	Social Justice Council Reserve		211.69						98
99	Mental Health Awareness		200.00						99
100	Social Justice Programs - Other	0.00	0.00						100
101	CONNECT	7,000.00	7,462.35	106.61%	7,000.00	3,500.00	50.00%	Don't cut \$7,000 for CONNECT. Full request is \$10,000	101
102	Social Justice total	22,000.00	20,089.91	91.32%	20,500.00	4,500.00	21.95%		102

Operating Budget V3.19 2020-21 Approved 5/31/2020 Updated 12/2020		2019-20 Budget	2019-20 Actual	% of Budget	2020-21 Budget	2020-21 10/31/2020	% of Budget	2020-21 Comments.	
103	Worship								103
104	Speakers	1,500.00	778.00	51.87%	1,125.00	600.00	53.33%		104
105	Worship supplies	400.00	0.00	0.00%	300.00	350.00	116.67%		105
106	Sunday Flowers	1,950.00	1,239.00	63.54%	1,462.50	0.00	0.00%		106
107	Worship - Other	100.00	0.00		75.00	0.00	0.00%	Seder expense	107
108	Worship total	3,950.00	2,017.00	51.06%	2,962.50	950.00	32.07%		108
109	Capital Fund Contribution	1,194.62	1,194.62	100.00%	0.00	0.00	0.00%	no contribution to the Capital Fund this year	109
110	General cut to committees							25% cut applied to committees	110
111	Total Expenses	629,239.33	587,942.22	93.44%	611,348.19	194,293.12	31.78%	Total Expenses	111
112	Income - Expenses	-10,000.01	-4,558.87		0	15,752.97		Negative means Deficit	112